

Kingdom Life Preparatory Academy



Parent / Guardian Handbook

“2019 Team Kingdom P.A.S.S.”

1 Corinthians 12:4

Kingdom Life Preparatory Academy

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Kingdom Greetings

Kingdom salutations in Jesus name! I am so excited about our future this year here at Kingdom Life Preparatory Academy (KLPA). The Lord has predestined that this is a "Year of Great Success" according to Joshua 1:8. Thank you for selecting KLPA for your child(ren). My dedicated staff and I are committed to providing a quality education for your child(ren).

KLPA provides a safe and orderly environment in which students and teachers are respectful of each other's roles and responsibilities. KLPA also has an open enrollment policy, but any parent/guardian and/or student found in violation of policies outlined in this handbook may receive an automatic dismissal.

Unless otherwise notated, these rules apply to all KLPA students and their parent(s)/guardian(s).

Please read this handbook carefully and let's work together for a successful 2019 – 20 school term.

In His Name,



Elder Otis B. Young, Ph.D., Executive Director

I AM EXCITED ABOUT OUR FUTURE...RIGHT NOW!
Philippians 3:13-14; & Jeremiah 29:10-11; I Corinthians 2:8-9

ABOUT US

PROGRAM OVERVIEW

KLPA is a multi-faceted organization that offers childcare, private school and school age care services. We cater to students aged 6 weeks to 8th grade! KLPA is licensed by the State of Florida to provide high-quality education and childcare services, and registered with the Florida Department of Education to teach Christian Education and challenge all students regardless of socioeconomic status, race, creed or ethnicity.

OUR VISION

"Where there is no vision, the people perish..." Proverbs 29:18

"And the Lord answered me, and said, write the vision, and make it plain upon the tables, that he may run that readeth it. For the Vision is yet for an appointed time, but at the end it shall speak, and not lie: though it tarry, wait for it; because it will surely come, it will not tarry." Habakkuk 2:2-3

- ➔ **The Vision of KLPA is to raise up a generation that will walk in obedience for Kingdom advancement by changing mindsets through the unadulterated Word of God, strategies and other divinely inspired creative ideas. To educate students about making good choices so that they will become positive leaders of today and tomorrow.**

OUR MISSION

The Mission Statement speaks to what we are to accomplish right now but is still related to the Vision. The Mission lays the framework for the Vision.

- ➔ **The Mission of KLPA is to prepare and empower students to step into greatness; to fulfill their purpose in life and achieve their destiny by laying a strong foundation through a well-balanced, quality academic and enrichment program that reaches the whole child.**

STATEMENT OF FAITH

We believe that the Bible is the unadulterated, unblemished, untainted, and divinely inspired Word authorized by God. Jesus Christ is the Son of the living God, that He died for our sins, and that on the third morning he rose for our justification. We believe in water baptism and observance of the Lord's Supper. We believe in the triune God the Father, God the Son, and the Holy Spirit. We believe in the power, relevancy, and the importance in the Name of Jesus. We believe that there is One Lord, One Faith and One Baptism, and that God is calling for unity in the Body of Christ based upon this principle.

MINISTRY GOALS

The Word of God is central in the education process. The goals of Kingdom Life Preparatory Academy reflect those of Kingdom Life Tabernacle and are within the scope of the vision for Kingdom Life Tabernacle. It is the goal of KLPA to have graduates who meet the following Life-Success Outcomes:

1. Born Again Christians Exhibiting the Fruit of the Spirit (Gal. 5:22-23)
2. Empowered by the Holy Spirit
3. Motivated and Able to Lead Others to Jesus
4. Positive Community Leaders and Role Models
5. Responsible Citizens and International Ambassadors
6. Effective Communicators
7. Well Educated, Self-Directed, Life-Long Learners
8. Able to use the Word of God with great authority

ORIGIN OF KLPA

Sometimes before God can bring about purpose, one must experience the same pain and rejection as the Lord Jesus! It was during a spiritual and professional transition that the Lord spoke to Pastor Otis Young

concerning the formulation of Kingdom Life Preparatory Academy during the summer of 2011. KLPA was given by the divine inspiration of God in order to start a fresh, new work for the Kingdom. KLPA opened its doors on August 1, 2011 with a Back-to-School Preparation Camp. This was a launching pad for the first day of school on August 22, 2011. KLPA is excited about what is to come, and does not despise its humble beginnings.

KINGDOM LIFE EARLY CHILDHOOD DEPARTMENT

INFANTS TO 4-YEAR OLDS (K4)

KLPA's Early Childhood Department is unique in that it combines various educational techniques with the Word of God to ensure the proper building blocks for a wholistic development. We use a combination of the Wee-Learn Curriculum, ABeka Curriculum, and developmentally appropriate practice strategies. Structure is a part of our daily routine in which activities are designed to minister to the whole child including, but not limited to, language development, fine and gross motor skills, social, emotional and cognitive development and so much more. In the KLPA Early Childhood Department, we offer a balanced program with play that is well-planned so that learning is fun.

We introduce the Word of God through songs and books while also exploring the imaginative and artistic development of each child. This department of our school is filled with competent professionals and paraprofessionals who have extensive childcare experience and educational credentials such as a Florida Childcare Professional Certificate, an AS degree in Early Childhood Education, BS in early childhood and elementary education and, to top them all, Master's Degree in Tender Loving Care, sealed with the Holy Spirit.

KLPA is a Voluntary Pre-K (VPK) provider. VPK is a free three-hour program for any student who turns four years old on or before September 1. Our VPK program provides 540 free hours during school term and 300 hours during summer. KLPA also accepts school readiness vouchers from the Early Learning Coalition, which is a state funded, income-based program that assists families with infants to nine-year-olds with their childcare fees.

DAILY SUPPLIES:

Infants and one-year-old students are not required to wear uniforms. However, all parents are responsible for providing specific daily needs as listed below:

| AGE / GRADE | ITEMS THAT MUST BE AVAILABLE EACH DAY |
|---------------------|---|
| 6 WEEKS – 11 MONTHS | <ul style="list-style-type: none"> • 2 CHANGES OF CLOTHES, INCLUDING SOCKS • 5 DIAPERS • 5 BOTTLES THAT CAN BE LEFT IN CLASS • SMALL BLANKET OR TOWEL FOR NAP TIME |
| 1-YEAR-OLD | <ul style="list-style-type: none"> • 2 CHANGES OF CLOTHES, INCLUDING SOCKS • 5 DIAPERS • SMALL BLANKET OR TOWEL FOR NAP TIME • Cup to drink from (Sippie Cup) |
| | <ul style="list-style-type: none"> • Label all personal items such as bottles, clothing, diapers, blankets, cups, etc. • All toddlers must wear shoes at all times. No sandals, etc. • Take all bedding home on the weekends for proper cleaning and return on Monday. |
| AGE / GRADE | ITEMS THAT MUST BE AVAILABLE EACH DAY |
| 2-YEAR-OLD | <ul style="list-style-type: none"> ▪ 2 CHANGES OF CLOTHES, INCLUDING SOCKS ▪ 5 PULL-UPS ▪ SMALL BLANKET OR TOWEL FOR NAP TIME |
| K3, K4 & K5 | <ul style="list-style-type: none"> ▪ 1 CHANGE OF CLOTHES, INCLUDING SOCKS ▪ SMALL BLANKET OR TOWEL FOR NAP TIME |
| | <ul style="list-style-type: none"> • Label all personal items such as clothing, pull-ups, beach towels, crib sheets, etc. • Make sure your child has at least two changes of clothing. This includes socks. • Nap time covers need to be taken home every Friday for proper cleaning and |

returned on Monday.

NOTE: All infants utilizing bottles are required to have at least five bottles (labeled with child's name) available on a daily basis. The staff at Kingdom Life Preparatory Academy (KLPA) is not allowed to wash or rinse bottles for reuse, because the infant room is not equipped for this particular task. However, they can rinse a used bottle to prevent dried milk from forming after a feeding and place bottle in bag for parent to wash and/or sterilize.

KLPA will work with parent(s) /guardian(s) who want to breast feed their child(ren)

Available options include:

OPTION # 1 – At least five labeled empty bottles and can of milk powder
(staff will add water and scoops of formula)

OPTION # 2 – At least five labeled bottles with formula already mixed
(staff will refrigerate bottles and heat one as needed)

OPTION # 3– At least five labeled bottles with water and can of formula.
(staff will add scoops of formula to water as needed)

TOILET TRAINING:

KLPA begins toilet training at the age of two. Your child may be ready to toilet train if he or she is:

- Walking well
- Staying dry for several hours
- Able to communicate the need to use the toilet
- Appears to be aware of when they are wet or have a soiled diaper
- Is not fearful of the bathroom.

Both the parents and staff should use the same procedures for training so it does not confuse the child. If there is too much anxiety or stress, it may be better for the child to wait and try again at a later time. During toilet training, it is very important to dress your child in suitable clothing (elastic waist pants that the child can easily pull down and up, no belts or snaps) and provide at least three changes of clothing.

KINGDOM LIFE SCHOOL AGE DEPARTMENT

K-5 – 8TH GRADE

The School Age Department has high academic standards and utilizes the *A Beka* Christian Curriculum and other innovative programs with an interdisciplinary approach to the Arts. The Academy provides a rich balance of structure that breeds a high academic success rate. The Academy possesses degreed professionals with various experiences in the educational arena. Core instructional time begins at 8:30am.

KLPA recognizes the uniqueness of every individual, and we are determined to meet the educational needs of all of our students. KLPA has screening procedures for identifying and assessing students' special educational needs. Special services include speech, language, occupational, physical, individual and small group therapies, and ADHD. See our school brochure for prices for these particular services.

KINGDOM LIFE ATHLETIC, AFTER SCHOOL & SUMMER PROGRAMS

Kingdom Life aims to motivate its students to soar into excellence through academic reinforcement activities and educational games. Kingdom Life also sponsors winter, spring and summer break camps.

Kingdom Life is a well-balanced educational program that offers athletics, arts and homework tutorial assistance.

ATHLETIC DEPARTMENT

Kingdom Life Preparatory Athletics are a vital part of the educational process and are an important component in fulfilling the vision of KLPA. This vision extends to a working philosophy which says:

The value of athletics is not found solely in achieving the athletic goals, though these goals must be striven for with all diligence. The true value of athletics is found in the changes and experiences that the process of striving for the goal produces in the lives of the people who are directly or indirectly involved with the athletic program. In other words, athletics provide an arena whereby students can be trained in Christ-likeness.

Goals of the Athletic Department:

1. To help develop the Christian character of our students. Athletics provide an excellent opportunity for the training of the Holy Spirit's control over the mind, the will, and the emotions by allowing the "Fruit of the Spirit", patience, endurance, self-control, kindness, loyalty, and humility, to dominate and control the lives of our students.
2. To be an effective witness of the transforming power of Christ to the coaches, players, students, and fans of the teams with whom we compete. We expect there to be a sharp contrast in the behavior and attitude of our teams, students, coaches, and fans so as to bring the proper attention to Jesus Christ and to be a witness to His power.
3. To maintain and develop quality athletics.
4. To have maximum student participation.
5. To establish parent involvement at all levels and within all sports.

AFTER SCHOOL PROGRAM

Currently, KLPA has an excellent after school program that ministers to students of all ages from both our private school and select public schools. Please keep in mind the following:

1. The parent/guardian is responsible for informing the public school (if not enrolled in KLPA) to place their child in the Kingdom Life pick-up section.
2. Tutorial assistance with homework is provided.
3. Students must be picked up by 6:00pm.
4. All parent(s)/guardian(s) must sign their child out of the after school program on the sign out sheets provided. This is mandatory and there will be no exceptions.
5. Parent(s)/guardian(s) must notify KLPA a minimum of 3 hours in advance if their child will not need to be picked up from the public school and taken to the KLPA after school program.

Arts: KLPA believes in the arts as a way to reach and teach this next generation. Students participate in arts-related activities and will also participate in at least three school-wide productions that embody the essence of worship.

SUMMER PROGRAM

Each year, KLPA provides a dynamic summer program designed with each child in mind. Our summer program provides summer enrichment for children age 3-16. Its normal operating hours are Monday to Friday, 6:45am-6:00pm. The program is geared for summer fun with some academic reinforcement. Field trips are abundant as they are parallel to the summer theme. KLPA will always attempt to arrange field trips that are free of cost, but there will be some trips for which a small fee is required. A summer extravaganza occurs at the end of each summer. KLPA offers year round educational services with your child in mind.

ORGANIZATIONAL STRUCTURE

Board of Directors: The Board of Directors (BOD) is an essential part of KLPA that provides oversight and assists the Administrative Staff with policy development. Currently, the KLPA board is under construction.

KLPA Administration: The administrative team consists of leaders whose primary responsibility is to ensure KLPA operates according to its mission and vision by communicating with all members of the educational process including students, staff, and administration. Ensuring the proper functionality of the school means ensuring that all policies and procedures are adhered to accordingly. The KLPA Administrative team consists of the following:

ADMINISTRATIVE TEAM OVERVIEW

| Administrator | Position | Email |
|----------------------|-------------------------------------|--|
| Dr. Otis Young | Executive Director, Owner | oyoung@teamkingdom.business |
| Dr. Marcella Torres | Principal | mtorres@teamkingdom.business |
| Tameka Polite | Director Main Campus | tpolite@teamkingdom.business |
| Nitika Fryson | Dean/After School/Athletic Director | nfryson@teamkingdom.business |
| Regina McHardy | Administrative Assistant | rmchardy@teamkingdom.business |
| Michelle Young | Business Administrator | myoung@teamkingdom.business |
| Patrick Godbolt | Scholarship Liaison | pgodbolt@teamkingdom.business |

Flow of Communication:

There must be communication on five levels in the educational process if a problem arises:

- Level 1: Parent to Teacher
- Level 2: Parent to Director/Principal
- Level 3: Parent to Executive Director
- Level 4: Parent to Board of Directors

The majority of the conflict resolution should be resolved on the first and second levels, and communication made on the third level only based on the outcome of the first two levels. Communication may be verbal or non-verbal and the email system is a great source to use.

Educational Matters: Parents are expected to first communicate directly with his/her child's primary teacher for all childcare and educational questions and concerns. Educational matters include student academic progression, student evaluation, supplemental educational services, and disciplinary issues. When needed, the appropriate department liaison should be contacted if the educational matter needs further exploration.

In addition, should a parent experience customer service related issues, he/she must go to the department liaison for appropriate handling. Should an educational or customer service concern need further exploration beyond the department liaison, the department liaison will contact the Principal for guidance and direction. The parent will be contacted for any meetings for educational resolution if deemed necessary.

Business Matters: All business matters such as academic records, accounts, medical records, and enrollment procedures will be conducted by one of our dedicated administrative team members.

PARENT MINISTRY:

We welcome the involvement of our parents in all activities. Parents may help the school by doing the following:

- 1. Pray daily for the faculty and students.** God works on behalf of those who pray. Many times educational change does not come rapidly. "For precept must be upon precept, line upon line, here a little and there a little." Isaiah 28:10. As you observe a student from day to day, it is not always possible to see how they have changed. However, when you look back over three months, six months, or a year or two, you can see that God has done much in that student's life. Be faithful and patient in your daily prayer support of the school.

2. **Attend school functions.** Why is this important? It shows your child that their education means a great deal to you for you are giving priority to their school by making the effort to attend its functions. Students who excel are generally from homes where parents place a high value upon being involved with the school. Christian education must involve the parents and their children.
3. **Do volunteer work.** Volunteer work brings you into close communication with the teachers, staff and other parents. You are able to acquire sensitivity to the needs of the school and to see how everything works together for the good of the student. There is something about working together which binds your hearts together while you are accomplishing the tasks to be done. Also, this volunteer work saves the school money and that keeps the costs of tuition and fees lower; thus benefiting everyone.
4. **Be enthusiastic and speak good reports about the school.** The positive attitudes that you exhibit about the school influence the attitudes of your children toward the school. Your word of encouragement, your friendly smile, your positive encouragement causes those who minister to your child(ren) to do better.

KINGDOM LIFE TABERNACLE

KLPA is a ministry of Kingdom Life Tabernacle (KLT). KLT is an interdenominational, five fold ministry.

God spoke the name Kingdom Life Tabernacle to Pastor Young on Sunday, April 9, 2011 to bring forth His glory in the earth realm. Pastor Young encountered some transitional challenges, but the divine will of God was manifested on April 23 2011, where KLT had its first service on that Resurrection Sunday. The house was filled with His presence as the Word of the Lord, "Process Before Destiny," came forth to bless the people of God. KLT continued to have Thursday night Bible study and its first regular Sunday service was held on Mother's Day, with well over 40 individuals connecting with the ministry. God has continued to add increase to the ministry. God ordained KLT to be a place that ministers to the whole man. It was in the midst of a challenging situation when God gave specific and strategic instructions to Pastor Young. From those instructions, Kingdom Life Preparatory Academy (KLPA) was birthed and opened its doors on August 1, 2011. KLPA has become North Florida's fastest growing childcare facility and private school. KLPA is an extension of KLT. KLT invites you to worship with us on:

Thursdays at 6:15pm – Walking in the Word Bible Study (Classes for all ages)

Sundays at 10:00am – Alpha Glory

Sundays at 11:00 am – Omega Glory

At KLT we have supernatural, ridiculous, uncommon, unprecedented, immeasurable, accelerated and immediate favour from God!

ADMISSIONS POLICY

Admission and Enrollment Policies: It is the policy of the Kingdom Life Preparatory Academy, Inc. to admit any child regardless of race, creed, color, gender, religious preference or neighborhood of residence. In addition, KLPA complies with the Americans with Disabilities Act. However, admittance of children with disabilities will depend upon whether or not the staff is adequately trained to provide the special care that may be required. No preferential admittance will be given to special interest groups or individuals.

Academic Placement Upon Enrollment:

Infants – K5: To determine classroom placement, KLPA observes a birthday cut off date of October 31st for students aged 6 weeks to Kindergarten. Because KLPA believes that structure and consistency enable healthy growth and development, our students (6 weeks to K5) transition to a different classroom in groups and not on an individual basis. KLPA recognizes that all students are not the same, however we believe in a holistic approach to education. Transition is not only based on academic performance, but also depends on emotional and mental development as well. Thus, the transition periods are usually in June or August. Rarely KLPA will transition students during the middle of the year. All students will be challenged to excel through innovative strategies and learning groups.

1st - to 8th Grade: It is the policy of KLPA to require all students entering 1st to 8th Grade to be academically screened to help KLPA evaluate proper placement. Student progression from one grade to another is partially based on proficiency in reading, writing, science, and mathematics, reflects the district policies that facilitate student achievement of proficiency, and contains policies to inform each student and his/her parent of that student's academic progress.

The comprehensive program for student progression established by the KLPA includes the following:

- Standards for evaluating student performance and how well a student masters the performance standards (Common Core);
 - Specific KLPA levels of performance for student progression in reading, writing, science and mathematics for each grade level that includes the national levels of performance on criterion-referenced assessments (Stanford Achievement Test 10 [SAT 10]) as defined by the Principal below which a student must receive remediation or be retained within an intensive program that is different from the previous year's program and takes into account the student's learning style.
- 1. Public and Private School Transfer Students in 1st -8th Grades:** Secondary grade placement of all transfer students in grades 1st-8th shall be on a probationary basis until transfer work is validated on the basis of official evidence of pupil achievement or competence available to the school principal. Academic performance of the transfer student on KLPA screening and placement tests and in the classroom shall be considered in making the final decision. The principal of KLPA may reassign a pupil to the grade level at which the pupil can best perform academically. The basis for reassignment shall be discussed in advance with the parent or guardian of each pupil placed at a level other than the grade level indicated by the pupil's previous placement.
- 2. Home Education Grades K-8 / Enrolling Children from Home Educational Programs:** The following guidelines refer to children from Home Education Programs who desire to enroll at KLPA. The Principal or his/her designee shall determine the grade placement through any of the following methods:
- Review of student portfolios
 - Administration of any placement tests normally used
 - Testing using prior year course final examinations
 - Any other assessments, written or oral, deemed appropriate by the principal and faculty
- 3. Student without Records.** Students who are unable to obtain records from previous schools will be placed according to chronological age or last grade completed per parent.

DRESS CODE POLICY

Year-Round Dress Code (August to May) for Students Ages 2 and Older: The Bible tells us that man looks at a person's outer appearance, but God looks at our hearts (1 Samuel 16:7). We know that how God views us is the most important thing! Nevertheless, man does look at our outward appearance. Even as we have an obligation to see that our hearts are clean and pleasing to God, we also have an obligation to see that our outward appearance is clean and pleasing to man. There is a close relationship between appearance and performance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves.

In accordance with this underlying belief, we expect the students to observe the guidelines presented for young men and women. It is the school's belief that parents will accept their responsibility and students will show their respect for the school by living within the guidelines expressed below. We have a standardized dress code for students ages 2 and older for the purposes listed as follows:

- To train students to dress in a conservative, traditional fashion.
- To create a positive disciplined environment in the school.
- To assist students in concentrating on academic achievement rather than on clothing competition.
- To eliminate offensive fashions.

- To help reduce peer pressure.
- To help parents and students with financial stewardship.
- To create a positive image in the community.

UNIFORM POLICY

❖ **It is mandatory that all students attending Kingdom Life Preparatory Academy (KLPA) from two-year-olds through 8th grade are required to follow the school uniform policy.**

| (Males) Mon and Wed | (Females) Mon thru Wed | Elementary Chapel Tues and Thurs | Middle Chapel Tues and Thurs | Fridays |
|---|---|--|---|---|
| Pink polo with Logo Burgundy Bottoms Shorts or Long Pants Black belt Solid black shoes Solid black socks | Pink polo with Logo Burgundy Bottoms Burgundy Jumpers Black belt Solid black shoes Solid black, pink , white or maroon sock | Pink Polo with Logo/Plaid Tie Burgundy or Plaid Skirts/Jumpers (Girls) Burgundy Long Pants (Boys) Black belt Solid black shoes Solid black socks (Boys) Solid black/white/pink socks or tights (Girls) | Pink/White Oxford with Logo with Plaid Tie /Cross Tie Plaid Skirts (Girls) Burgundy Long Pants (Boys) Black belt Solid black shoes Solid black sock (Boys) Black/white/pink sock (Girls) | KLPA Friday Shirt Jeans Black Tennis Shoes Creative Feet \$1.00 per Fri |

Violations of School Uniform Policy:

1. No short shorts or skirts that are three inches above the knee or higher
2. No shirts that show the belly button
3. No sagging pants
4. No tight fitting bottoms
5. No sleeveless shirts or tops
6. No shirts or tops that expose cleavage
7. No earrings for boys
8. No beads in hair
9. No hats
10. No jewelry, especially expensive items
11. No open toed or open heeled shoes
12. No sandals of any kind (feet must be covered completely at all times – this also means no shoes with holes at/on the top)
13. Hats or caps are to be worn outside of the building only except on designated days.

- ❖ The parent(s)/guardian(s) of any student that is not in accordance with the uniform policy will be contacted immediately. Please communicate any extenuating circumstances to administration.
- ❖ Uniform upgrades will be happening soon. Further information will be distributed in a timely manner.

KLPA administration and teachers will maintain and enforce the dress code from the time a student arrives on campus until the student is off campus. Uniforms are required on a daily basis. If a student arrives not in proper uniform, he/she may not be admitted. Missing instructional hours can have a critical effect upon a child's academic progression, so please make sure that your child arrives in the complete, proper uniform every day.

In addition to the daily requirements stated above, parents are to ensure the following uniform requirements are being adhered to:

1. No clothing or apparel with cuts or holes in them that expose any parts of the body
2. Young men are expected to be clean shaven. Neatly trimmed mustaches should not extend below the corner of the mouth.
3. Boys' hair must be **cut** above the eyebrow, above the centerline of the ear, above the collar and

neatly groomed. Sideburns should be neatly trimmed and reach no longer than the bottom of the ear. Razor strips or shaved cuts may not be worn. Long hair combed back on top of the head is inappropriate.

4. No dyed, two-toned hair color or spiked hair is allowed
5. It is expected that Academy students will be good examples of neatness; therefore, it is expected that students who wear laced shoes will have them completely laced and tied.
6. Shirts and blouses worn with slacks or trousers are expected to be tucked in at all times. Short-sleeved shirts are not to be rolled up. Knit shirts on girls are expected to be loose fitting, but not oversized (baggy). Students are to remain in dress code while on campus. Only the bottom button may be unbuttoned regardless of clothing underneath.
7. Slacks and trousers are to be worn comfortably and loosely but not in a sloppy manner. Pant legs or blazer sleeves may not be rolled up. Slacks are to be in good repair (no holes in knees, ripped out hems, etc.)
8. All personal items including shoes must be marked with student name and grade. When items are missing, check the "Lost but Found" box. Students are not to take items that do not belong to them.
9. On "dress up" or "semi-formal" days etc., clothing selections for girls are expected to be modest with skirts no more than two inches above the mid-knee. Slits on skirts and dresses are to be modest and again no more than two inches above the knee. The same shoe code is in effect. Girls are expected to adhere to the same skirt length for all Academy extracurricular activities.
10. Clothing must not contain any written language or images that are contrary to Christian principles or values. For example, pictures of skulls, profane and derogatory language, or illicit sexual images or words, etc.
11. Jeans can only be worn on Fridays. Jeans are expected to be in good repair (no holes, no ripped out knees or pockets) and be modest fitting for both males and females. Jean-bib overalls are not allowed to be worn on these days.

Clothing Markings: Please mark all clothing articles with a permanent marker. If you are a parent who happens to pick up the wrong clothing, please return promptly. Do not use nicknames at any time. Parents must mark shoes by using the first initial and last name on the inside of each shoe, right side. Socks are marked with the first initial and last name on top of toe.

Misplaced or Lost Clothing: KLPA will not be responsible for misplaced or lost clothing, jewelry, technology items or other items brought from home.

Violations: The uniform code (main campus only) is a daily requirement. If a student arrives and is not in compliance with the uniform code he/she may not be admitted.

1. **First Violation:** Verbal or written communication given to parent and classroom consequence (loss of point, etc.,)
2. **Second Violation:** Parent contacted to bring into compliance.
3. **Third and Final Violation:** Suspension for remainder of day. K5-8th Grade students may even be suspended up to three (3) days for non-uniform compliance. Students may also be expelled for habitual offense.

ARRIVAL & PICK UP PROCEDURES

HOURS OF OPERATION

Kingdom Life Preparatory Academy operates Mondays through Fridays from 6:45 a.m. to 6:00 p.m. These hours include before school and after school programs. Our doors cannot be opened until 6:45 a.m. because of insurance liability purposes. Please do not leave children unattended at the door before this time. Failure to comply will result in disciplinary actions. The administrative office is open from 8 a.m. to 6 p.m. on school days, which can change on extended days. While at the administrative office, please refrain from using cell phones while we are attempting to provide you with the level of customer service that you deserve.

KLPA has an open-door policy. Parents and guardians have unlimited, direct access to their

child(ren) during regular business hours and any time their child is in attendance.

INSTRUCTIONAL TIME

Kingdom Life is a place of learning and in order to maintain a positive learning environment, all students should arrive by 8:30 a.m. Instructional time begins differently per program, (Infants – K4 is 6:45am – 6:00pm/K5 – 8th grade is 8:30am – 3:00pm) however all program doors lock by 9:00 am so that your child(ren) can be a part of the learning process, and also to maintain a safe and secure environment for our school. Exceptions will be made for extenuating circumstances which include, but are not limited to, doctor and Early Learning Coalition appointments. If an extenuating circumstance should occur, please notify the administration immediately. **We will not admit students after 9:00 a.m. without a documented excuse or phone call. A phone call will not be classified as a documented excuse.**

Your child is expected to attend on a daily basis. You are paying for excellent care and quality education; the only way that we can provide it is if your child is in attendance daily. If you keep your child home for any reason, please be sure to contact us immediately. Proper documentation must be submitted upon your child's return. Please note: your tuition payment will remain the same regardless of absences in order for your child to receive care without interruption (NO EXCEPTIONS). If financial account isn't current, KLPA reserves the right to terminate enrollment.

| AGE/GRADE | INSTRUCTION TIME BEGINS |
|---------------------|-------------------------|
| INFANTS – K3 | 9:00 AM |
| K4- 8 TH | 8:30 AM |

PARKING AND PARKING LOT RULES

All parents must enter the parking lot at a respectable speed for safety. Parents should only park in marked parking spaces. Parents should not park in the drop off area or handicap sections inappropriately. Parking tickets can be issued per occurrence while parking ticket amount will vary and based on violation.

While KLPA welcomes the visitation of parents and guests on school grounds, KLPA has certain protocols set in place for the protection of the Christian environment, students, employees, and customers. While on campus, KLPA does not permit the playing of loud music that does not exemplify God. If this is witnessed, a member of administration may ask that either the music be turned down to a volume where only those inside the vehicle can hear it or that the music be turned off completely. If this becomes a habitual offense, KLPA will ask that the parent designate another individual to drop off and pick up their child.

In addition, KLPA does not allow parents or any other visitors to linger in the parking lot for a prolonged period of time for any matter that is not related to KLPA business. An appointment for a parent conference with teachers and/or administrators may be set up at a feasible time to discuss educational matters. Due to the fact that our attention must always be on the children, we ask that parents and others do not talk to employees for long periods of time while the employee is on the clock. Gossip, slander, and other crude nature of conversation are not permitted, as it can lead to dissension which is contradictory to the Word of God.

Bringing your child to school is an essential part of family time. However, KLPA is a professional Christian environment and respectfully asks parents as well as all individuals associated with your child to be properly dressed while dropping off and picking up children. Please refrain from wearing pajamas, clothing that overexposes the skin (including the bosom), short and tight attire. Men should always have on a shirt respectfully.

SIGNING IN AND OUT

- Parents are required to sign students, infants to Pre-K/VPK, in and out on a daily basis. If the child is enrolled in the After School program for school age students (K-5 – 8th grade), the parent is required to sign the student out daily. Sign in and out sheets are located in your child's classroom. Signatures must be legible. Abbreviations and improper nouns such as "mom" or "uncle" are not permitted.
- Students cannot sign themselves in or out. It **MUST BE DONE** by the parent/guardian.
- If you do not sign your child in or out, KLPA reserves the right to charge habitual offenders \$5.00 per

day per child and per violation. Parents/guardians who do not comply with this procedure will be warned and if noncompliance continues, the child can be dismissed.

- All parents/guardians must submit written documentation if your child is walking or catching the bus home from school.
- KLPA is planning to change to an electronic method of signing in and out in which more information will be given.

MEALS AND NUTRITION POLICY

Morning snack, lunch and afternoon meal are meals provided by Kingdom Life Preparatory Academy, served right from our kitchen. Meal times vary depending upon the age of the child. Please refer to the schedule on the parent board. If your child is going to arrive after his/her scheduled meal time, your child must be fed before bringing your child to school. Parents/guardians may be asked to bring a snack from home on days not covered by the food program. Afternoon snack is served between 2:30 p.m. and 4:30 p.m.

KLPA provides allergy modifications for most menu items. Parents may also provide suitable substitutes for items their child cannot eat from the menu. Any leftover food will be discarded. The only food that may be returned to the family is food that does not require temperature control, or food that came to the facility in commercially wrapped package and that was never opened. School Age students who are in our private school lunch may also be catered.

PICK-UP INFORMATION

- Pick-up time for K5-8th grade is from 3:00 p.m. to 3:25 p.m. All parents are encouraged to pick children up after 3:00 p.m. to ensure that your child has received a full day of structured learning. The supervision period ends at 3:25 p.m. unless the student is enrolled in the after school program or is a part of infant to 4-yr old program or parent pays for additional VPK wrap services.
- All K5-8th grade parents/guardians must submit written documentation if your child will be walking or catching the bus home from school.
- If you are sending someone to pick up your child(ren) who is not familiar with the School's policies, it is the responsibility of the parent/guardian to inform this person of the rules and regulations of the School, including sign-in and out procedures and late pick-up fee policies.
- Please remember that anyone other than the parent or guardian who picks up the child must present a valid driver's license or picture ID before the child can be released.

LATE PICK-UP CHARGES

Your child must be picked up by 3:25 p.m. unless they are enrolled in our infant to K4/VPK Wrap Program or the After School program. If your child is still present after 3:25p.m., your child will be automatically transitioned to the After School Program and a \$35.00 drop-in fee will be charged to your account. Kingdom Life Preparatory Academy closes at 6:00 p.m. If your child is not picked up by 6pm, KLPA staff shall use all contact information in an attempt to arrange for the earliest possible pickup of your child. It is the policy of Kingdom Life to assess a late fee for any child picked up after 6:00 p.m. The fees assessed are as follows:

\$1.00 PER MINUTE PER CHILD for the first five minutes

&

\$2.00 PER MINUTE PER CHILD every additional minute thereafter

On Early Release Days, these fees are assessed based upon release (closing) time.

All late fees incurred must be paid in full either at the time the child is picked up or before returning your child to school the next business day. We encourage you to exemplify impeccable punctuality for us as well as for your child(ren).

Emergency Policy In Case of Failure to Pick Up A Child

Notice—If your child is not picked up by 6:30 p.m. on Main Campus, 3:30 on Downtown Campus or within one hour of notification of an emergency evacuation and all attempts to reach the parent/guardian/emergency contacts have been unsuccessful, your child may be taken to the Tallahassee Police Department and a negligence report will be filed with the Department of Children and Families. Please call us before designated closing time to inform us of your

situation to prevent this from occurring.

ATTENDANCE POLICIES

Instructional Hours: In order to meet State of Florida mandates and for future accreditation purposes, all students in K3 and K4 must have 420 core instructional hours. All K5 students must have 540 core instructional hours, and all 1st–6th Grade students must have 720 core instructional hours. 7th–8th Grade students require 960 core instructional hours. The bottom line is that every minute of instruction is valuable and counts, so please have your child to school every day on time!

Florida Statutes 1003.24 clearly defines the responsibility of parents for the attendance of their child at school and requires them to provide an explanation for any absence from school. It is the intent of the school district to hold parents responsible for their child's attendance to the extent described in the above statute. If during the course of the school year a student has unauthorized absences sufficient enough to jeopardize academic progress and it is determined that the student's parent or legal guardian is at fault for the absences, then pursuant to the above statute, the procedures under Florida Statutes 1003.26 and 1003.27, shall be followed by the Principal.

Ten Suggestions for Parental Responsibility: Parents have ultimate and legal responsibility for their child's behavior. That responsibility can be carried out through the following parental actions:

1. Be sure that your child's attendance at school is consistent since disruptions in schedules can cause stress and frustration.
2. Encourage and help your child to give proper attention to health, personal cleanliness and neatness of dress. Be sure your child is in compliance with the dress code.
3. Provide a quiet area for reading to your child. Discourage interruptions and distractions from friends, phone and TV during this special time.
4. Provide a place and time for plan and developmentally appropriate activities for your child in your home.
5. Encourage your child to bring home promptly any communications from the school. Read the communication and if necessary, discuss with your child.
6. Speak well of teachers, administrators and the program they attend. Refrain from being critical when your child is listening.
7. Attend the conferences established by your child's teacher.
8. Take part in working cooperatively with other parents. Respond to calls from volunteers. Visit the classroom and make your presence and your influence felt on a regular basis.
9. Should your child become involved in behavioral challenges, help him/her to understand appropriate behavior and resolve issues in a positive manner.
10. When you sense there is a breakdown in discipline and/or communication, please pray and bring your concerns to the school's attention by following the flow of communication outlined in this handbook.

Compulsory School Attendance: Florida Law requires each parent of a child from five to sixteen years of age to be responsible for the child's school attendance. One of the strongest foundations for school success is regular school attendance. Without regular and consistent attendance, the student misses vital instruction in regard to subject matter introduction, concept formation and sequential learning which can cause many students to fall behind in their understanding and comprehension. This in turn can cause their grades to be lower and lessens the prospect of school being a positive place. The habitual absence of a child from school is considered sufficient to show that this law has been violated. Attendance is defined as the presence of a student on the days that school is in session for any part of the school day. The student must be physically present at school or at an educational activity which constitutes part of the approved school program for that student.

Step 1. Once it has been determined that a pupil enrolled in the Academy is not complying with Florida Statute 1003.21-29, the social services division will attempt several times to cause the child to resume attendance. If these attempts do not bring the student into compliance, then step

2 is executed.

Step 2. The school social worker or designee will initiate a registered letter pursuant to Section 1003.26, Florida Statutes, which requires the parent or legal guardian to comply with Florida law within three (3) days from the date of notice. The letter will advise the parent or legal guardian of the next step to be taken.

Step 3. (a) If the parent or legal guardian complies, the Principal or administrative designee shall monitor the student's attendance. (b) If the parent or legal guardian does not comply, the school representative shall report the case to the Board of Directors and may refer the case to the appropriate State agency. The Board of Directors shall take such steps as are necessary to bring criminal charges against the parent or legal guardian or other person in control of the child.

Tardiness: For the purpose of this policy, Kingdom Life Preparatory Academy annually sets the length of the school day with the student year being set at 180 days. All students are expected to be in school on time each day school is in session and remain until the dismissal bell unless a valid reason exists for leaving early. Tardiness is defined as any arrival at school after the tardy bell has sounded without an approved excuse. Likewise, students who leave school before the end of the day also have their learning process interrupted. Elementary and middle school students who are chronically tardy or leave early without an acceptable excuse more than five (5) times in a calendar month or ten (10) times in a 90 calendar day period will be subjected to action as dictated by section 1003.27, Florida Statutes (F.S.).

If it is determined that the parent is the cause of the chronic tardiness or leaving early without an acceptable excuse, then 1003.27, F.S. shall be used to gain compliance. Tardiness and leaving early without an acceptable excuse, for the purpose of this policy, are seen as a violation of 1003.21, F.S. (compulsory attendance statutes.)

Prolonged Absences: Parents or guardians shall notify the school administration as soon as they become aware of the possibility of excessive absenteeism due to illness (more than fifteen (15) school days) in order to provide homebound services. A physician's statement is necessary for homebound services.

Hall Passes: Students are not permitted in the corridors or office during class periods unless they are accompanied by school personnel or have a hallway, bathroom or office pass given to them by their teacher or a school staff member. (This is primarily for K5-8th grade students.)

Leaving School Grounds before the End of the School Day:

- a) No student shall be sent from the campus during school hours to perform errands or act as a messenger except with the knowledge and approval of the Principal, and then only for necessary and urgent school business.
- b) No student shall be permitted to leave school, for the remainder of the day prior to dismissal, in the custody of a person other than the student's parents or guardian unless that person has the verified authorization (written or verbal) of one of the parents or guardians.

Excused and Unexcused Absences: It is the responsibility of the parent/legal guardian to immediately notify KLPA regarding the reason for a student's absence. Absence is defined as non-attendance of a student at school or in an approved educational activity, field trip or program on days school is in session. A student who is not physically present at school or who is not participating in an approved school activity as defined under the compulsory school law shall be counted absent and shall not be recorded as in attendance on that day.

The law allows absences for illness or medical care, death in the family, religious holidays, prearranged absences for educational purposes approved by an administrator (see section below for criteria), financial and certain other special circumstances or insurmountable conditions. Under these circumstances, school policy regards these absences as excused absences. A student with an excused absence is not subject to any disciplinary or academic penalties.

An unexcused absence takes place any time a child is out of school for reasons not recognized in the law.

In these cases, the child may be subject to academic penalties. Unexcused absenteeism sufficient enough to jeopardize academic progress at the elementary and middle school levels is defined as a student being absent without an acceptable reason five (5) times in a calendar month or ten (10) times in a 90-calendar day period.

Determination of whether an absence is excused or unexcused is the responsibility of the Principal or his designee.

Unexcused Elementary and Middle School Absences: Penalties are as follows:

- A. There are no "free" unexcused absences. For any unexcused absence, tardy arrival or early dismissal or "skipped" class without an excuse, the student shall receive an "F" in that class for that day. Detention shall be served or other appropriate consequence applied for middle school students.
- B. The Principal or designee shall contact the parent/guardian after an unexcused absence to determine the cause for the absence and to explore remedial action, if needed. However, by the occurrence of a fourth unexcused absence, tardy, early dismissal or "skipped" class, the Principal (or designee) shall meet with the student and parent/guardian to develop a mutually agreeable educational program designed to eliminate future unexcused absences or missed classes.
- C. The educational program shall include, at a minimum, the following:
 - (1) A scheduled conference between the student, the parent or parent's designee, the Principal or designee, and other appropriate school personnel,
 - (2) A listing of those reasons or circumstances asserted by the student as contributing to or causing the unexcused absences, tardiness, early dismissal or "skipped" classes, and a statement outlining procedures to overcome these reasons or circumstances including curriculum or other changes in the educational placement.
 - (3) A written statement of what steps will be taken should other unexcused absences, tardiness, early dismissal or "skipped" class, occur or the student not live up to the agreed upon educational program. These steps may include a failing grade for the grading period in the course or courses or subjects involved should an additional unexcused absence, tardiness, early dismissal or "skipped" class, occur,
- D. Academic failure may only be imposed when the student fails to comply with the previously agreed to educational program or a refusal to participate in a meeting to design such an educational program.
- E. If an agreement is not reached following a conference, a fifth unexcused absence, tardy, early dismissal or "skipped" class shall result in the student failing for the grading period the subject, course or courses involved.
- F. Any student sixteen years of age or older who accumulates ten unexcused absences in any one semester for any course may fail such course for the semester and may receive a recommendation to withdraw from school for the remainder of the semester.
- G. Parents or guardians may grieve the assessment of academic failure under the procedures set out in the Kingdom Life Preparatory Academy Policy if there are circumstances that were not considered by school level officials when unexcused absences occurred.

Truancy

- (a) It is the responsibility of the student's parents to notify the school when their child will not be in attendance. While a student is enrolled in elementary school, the school shall be notified the day the student returns to school from an absence of one (1), two (2) or three (3) days. If an absence extends beyond three (3) days, the school shall be notified by the third day. In all cases of absences the school should be notified as soon as the absence occurs. While a student is enrolled in middle, the school shall be notified of an absence the morning the student is absent, or within twenty-four (24) hours. The Principal or designee shall contact the parent or guardian to determine the reason for each absence for which the reason is unknown. After two (2) documented attempts to contact the parent or guardian and the failure of the parent or guardian to respond or justify the absence, the absence shall be considered unexcused.

- (b) For the purpose of these regulations, a "truant" is one who is not in attendance, with or without approval of the parent or other person having charge of the student, and whose absence has not been excused under 5(a) above.
- (c) A habitual truant is a student who has fifteen (15) unexcused absences within ninety (90) calendar days with or without the knowledge or consent of the student's parent or legal guardian. A student's primary teacher shall report to the Principal or his/her designee if the student is exhibiting a pattern of non-attendance and is a potential habitual truant because of at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period.
- (d) Upon each unexcused absence, or absence for which the reason is unknown, the Principal or designee shall attempt to contact the student's parent or guardian to determine the reason for the absence. If the absence is an excused absence, as defined by school board policy, the school shall provide opportunities for the student to make up assigned work and not receive an academic penalty unless the work is not made up within a reasonable time. Students have up until the amount of time of their absence to complete any missed work. For example, a student who was absent for two days has two days to complete and turn in any assignments that were missed during that absence.
- (e) If a student has had at least five unexcused absences, or absences for which the reasons are unknown, within a calendar month or 10 unexcused absences, or absences for which the reasons are unknown, within a 90-day calendar-day period, the student's primary teacher shall report to the Principal or designee. Unless there is clear evidence that the absences are not a pattern of nonattendance, the Principal or designee shall refer the case to the school's child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or unexcused, a meeting with the parent or guardian shall be scheduled to identify remedies or attempts documented if the parent or guardian fails to respond.
- (f) If an initial meeting does not resolve the problem, the child study team shall implement interventions that best address the problem. The interventions may include, but need not be limited to:
1. Frequent communication between the teacher and the family;
 2. Changes in the learning environment;
 3. Mentoring;
 4. Student counseling;
 5. Tutoring, including peer tutoring;
 6. Placement into difference classes;
 7. Evaluation for alternative education programs;
 8. Attendance contracts;
 9. Referral to other agencies for family services; or
 10. Other interventions, including, but not limited to, a truancy petition pursuant to s. 984.151, Florida Statutes (1999).
- (g) The child study team shall be diligent in facilitating intervention services and shall report the case to the Principal only when all reasonable efforts to resolve the nonattendance behavior are exhausted.
- (h) If the parent, guardian, or other person in charge of the child refuses to participate in the remedial strategies because he or she believes that those strategies are unnecessary or inappropriate, the parent, guardian, or other person in charge of the child may appeal to the School Board. The School Board may provide a hearing officer and the hearing officer shall make a recommendation for final action to the board. If the Board's final determination is that the strategies of the child study team are appropriate, and the parent, guardian, or other person in charge of the child still refuses to participate or cooperate, the Principal may seek criminal prosecution for noncompliance with compulsory school attendance.
- (i) If the parent or guardian of a child who has been identified as exhibiting a pattern of nonattendance enrolls the child in a home education program pursuant to s. 1002.41, Florida Statutes (2002), the Principal shall provide the parent a copy of s. 41 and the accountability requirements of this paragraph. The Principal shall also refer the parent to a home education review committee composed of the district contact for home education programs and at least two home educators selected by the parent from a

district list of all home educators who have conducted a home education program for at least 3 years and who have indicated a willingness to serve on the committee. The home education review committee shall review the portfolio of the student, as defined by s. 1002.41, every 30 days during the district's regular school terms until the committee is satisfied that the home education program is in compliance with s. 1002.41. The first portfolio review must occur within the first 30 calendar days of the establishment of the program. The provisions of subparagraph 2. do not apply once the committee determines the home education program is in compliance with s. 1002.41.

- (j) If the parent fails to provide a portfolio to the committee, the committee shall notify the Principal. The Principal shall then terminate the home education program and require the parent to enroll the child in an attendance option provided under s., 1003.01, Florida Statutes (2002) within 3 days. Upon termination of a home education program pursuant to this subparagraph, the parent or guardian shall not be eligible to reenroll the child in a home education program for 180 calendar days. Failure of a parent or guardian to enroll the child in an attendance option provided under s. 1003.01 after termination of the home education program pursuant to this subparagraph shall constitute noncompliance with the compulsory attendance requirements of s. 1003.01, Florida Statutes (2002) and may result in criminal prosecution under s. 1003.27, Florida Statutes (2002). Nothing contained herein shall restrict the ability of the Principal, or the ability of his or her designee, to review the portfolio pursuant to s. 1002.41.
- (k) If a child subject to compulsory school attendance will not comply with attempts to enforce school attendance, the parent, the guardian, the Principal or his/her designee shall refer the case to the district staff and CINS/FINS provider committee pursuant to F.S. 984.12. If the child has had more than 15 unexcused absences on a 90 calendar day period the Principal or his/her designee may file a truancy petition pursuant to the procedures in F.S. 984.151. The petition must contain the following: the name, age, and address of the student; the name and address of the student's parent or guardian; the school where the student is enrolled; the efforts the school has made to get the student to attend school; the number of out-of-school contacts between the school system and student's parent or guardian; and the number of days and dates of days the student has missed school. The petition shall be sworn to by the Principal or his or her designee.

HOLIDAY SCHEDULE

Kingdom Life Preparatory Academy(KLPA) adheres closely to the Leon County School calendar and will be closed for all educational services on the following holidays:

- Labor Day**
- Thanksgiving Day & Day After**
- Christmas Eve and Christmas Day**
- New Year's Day**
- Good Friday**
- Memorial Day**
- Independence Day**
- Veterans Day**

KLPA reserves the right to have student early release days with a fourteen (14) day notice. Please refer to calendar for preplanned dates.

NOTE: If a holiday falls on a Saturday, KLPA will be closed on the preceding Friday. If the holiday falls on a Sunday, we will be closed on the following Monday. Please obtain a calendar from the front office.

ACADEMIC POLICIES

Grading Scales:

| Grade | K5 – 4 th | | Grade | 5 th – 8 th |
|-------|----------------------|--|-------|-----------------------------------|
| A | 90-100 | | A | 94-100 |
| B | 80-89 | | B | 85-93 |
| C | 70-79 | | C | 75-84 |
| D | 60-69 | | D | 65-74 |
| F | 0-59 | | F | 0-64 |

Daily Report Communicators. Students in K2 to 8th Grade have Daily Report Communicators which are an important interface between the educator and the parent. It allows the two to communicate on a daily basis without the need for a meeting face to face. Please take the time to read your child(ren)'s daily report, and respond if needed.

Parent Notification of Academic Progression. Scores from achievement and assessment tests will be communicated to parents. KLPA will annually report to the parent of each student the progress of the student towards achieving state and district expectations for proficiency in reading, writing, science, and mathematics, including the student's results on each statewide assessment test. The evaluation of each student's progress must be based upon the student's classroom work, observations, tests, state assessments, and other relevant information. Progress reporting will be provided to the parent using a format adopted by the KLPA board. (Note: No one test with a single administration should determine promotion or retention. The preponderance of evidence from evaluations should be used to determine if a student is ready for the work of the next grade.)

If a student is not meeting the criteria for promotion at the end of the first semester, the parent or legal guardian will be notified in writing and acknowledgement of receipt will be requested from the parent. Parents or guardians will be notified in writing when the decision has been made that a student is to be retained, assigned to remediation classes, or given a good cause exemption from mandatory retention for promotion.

Report Cards. Kingdom Life Preparatory Academy will distribute report cards at the end of each grading period. These report cards will clearly depict and grade the student's academic performance in each class or course based upon examinations, as well as written papers, class participation, and other academic performance criteria; the student's conduct and behavior; and the student's attendance, including absences and tardiness. In addition, the final report card for a school year shall contain a statement indicating end-of-the-year status or performance or nonperformance at grade level, acceptable or unacceptable behavior and attendance, and promotion or non-promotion. Satisfactory grades on the report card do not guarantee that a student will demonstrate mastery of the Sunshine State Standards tested on the SAT10.

Parent Conferences: All academy students K5 – 8th grade must have two parent conferences a year. These conferences are scheduled in December and June when you receive your child's report card.

Writing for the Kingdom. All students in Grades 2-8 will participate in writing for the Kingdom where students are assigned a writing prompt to be completed within a specific amount of time. The writing sample is evaluated on a scale from unscorable to six points by contracted professional educators.

Homework. Research has demonstrated that student achievement rises significantly when teachers regularly assign homework and students conscientiously complete the assigned work. Your child will receive homework according to the schedule provided by the educator, which is normally three to five times a week. It is not only a way to reinforce what is learned in school at home, but it is also a way for the parent/guardian to be actively involved in his/her child's learning process and to monitor the child's progress. We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in failure to perform well on tests, thereby resulting in a lower class grade. Doing homework is part of preparation for the future. Correct spelling and neatness are required. Parents are expected to communicate to teachers when their children are having challenges with homework. Homework must be completed and turned in on time and may be given for the following reasons:

1. **For Drill.** We believe that most students require solid academic drilling to master material essential to their education progress.
2. **For Remedial Activity.** As instruction progresses, various challenge points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such challenges.
3. **For Special Projects.** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Makeup Work: Students who have been absent and are excused are given the privilege of making up work. The length of time within which work may be made up shall be determined by the extent and nature of the absence. It is the student's responsibility to obtain and complete all makeup work.

Physical Education Excuses. When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitations and the period of time for which the limitation is valid. Parents may request exemptions for illnesses, e.g., sore throat, nausea, etc. for two days only without a doctor's excuse.

Staying In At Recess. We discourage keeping children inside at recess. If you feel it is necessary, a note to that effect should be sent to the teacher. Teachers will honor a parent's request up to three days after which a statement from your doctor will be required if the child is to remain indoors. Students will not remain inside unless they have a note from the parent or an activity restriction form completed with required documentation attached.

PROMOTION & RETENTION POLICIES:

Promotion / Retention. 75% of all skills (Stanford 10 test, grades, pre and post examinations and classroom performance) must be demonstrated for promotion. Test scores alone will not be used to determine promotion. All students must test unless a documented situation is presented (for example, ESE). This school term the SAT/10 will carry more weight in determining promotion. If a child does not meet promotion standard, he/she may be required to attend summer school which is a parental financial obligation.

It is the Principal's responsibility to determine the promotion of a student based upon information from the faculty, administrative staff, and other information which may be available. The final decision concerning promotion will be based upon the factors outlined below:

1. **Academic Skills:** Ability to apply on-grade-level academic skill in art, language arts (reading, literature, listening, critical observation, speaking, writing and language), mathematics, music, physical education, science, health and social studies as indicated on the Pupil Progress Report Card and district/state assessments for the appropriate grade.
2. **Minimum Competency:** Levels of minimum competency in reading, writing, mathematics and science (to include performance on assessments), are established for each grade level.
3. **Special Considerations:** New Students to KLP: Promotion and/or retention will be made by the Principal based on the best available information, such as records, report card, diagnostic assessments or an official letter from the previous school.
4. **Statewide Assessment Tests:** Each student enrolled in the Academy must participate in the SAT/10 assessment tests.
5. **Alternative to Normal Progression for Elementary School, K5:** While it is expected that the majority of elementary students can make satisfactory progress in a normal period of time (six years for Kindergarten to 5th grade), some individuals will require more or less time to develop their educational potential. Therefore, the following alternatives to normal progress are available to meet student needs.

Achievement Test Scores. Achievement tests are just one snapshot of a student's academic ability. The image portrayed by standardize test results can change depending upon a number of testing factors including test version, testing norms, calculation method, student maturity, and curricular correlation. It is important to understand the purpose of basic score results and how testing factors affect achievement test scores in order to obtain an accurate picture of student performance.

Testing for ESE / Special Services. If any developmental challenges are noticed during the educational process, your child may be referred for further screening to determine if she/he has Special Services or ESE needs. The cost of the test varies upon vendors but may range from \$500 and up.

Promotion for Good Cause with Intervention. A student who has not met promotion criteria for his/her grade level by the end of the school year/summer program, may be recommended by the Principal

for Promotion for Good Cause to the next or higher grade level. Documentation of this placement will be indicated on the Pupil Progress Report Card. In all cases of Promotion for Good Cause, the parent/guardian(s) shall be notified formally, in writing, that their child will be promoted for good cause to the next higher grade. No student may be placed/promoted to the next grade level during the academic year unless approved by the Principal. The student will also have a list of interventions to be utilized for the next school term.

Good Cause Exemptions from Mandatory Retention:

Good cause exemption for promotion criteria includes meeting the following:

General (One of the Following)

1. English Language Learner student who has had less than two years of instruction in an English for Speakers of Other Languages program (ESOL);
2. Student with disabilities whose individual education plan indicates that participation in the statewide assessment program is not appropriate, consistent with the requirement of the State Board of Education Rule (ESE);

OR

Reading (One of the Following)

3. Student who has demonstrated, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the Sunshine State Standards in reading equal to at least 35th percentile on SAT 10;
4. Student with disabilities who has participated in the SAT 10 and who has an Individual Education Plan (IEP) or a Section 504 plan that reflects that the student has received the intensive remediation in reading for two years or more but still demonstrates a deficiency in reading and was previously retained (ESE);
5. Student who has received the intensive remediation in reading for two years or more but still demonstrates a deficiency in reading and who was previously retained a total of two years (Basic);
6. Student who has demonstrated an annual learning gain on SAT 10 in the area of reading;
7. Student who has demonstrated an acceptable level of performance on an alternate Standardized reading assessment following additional remediation above);

AND/OR

Math (One of the Following)

8. Student who has demonstrated, through a student portfolio, that the student is working on grade level as evidenced by demonstration of mastery of the Sunshine State Standards in math equal to 35th percentile on SAT 10 Math; The Good Cause Exemption (GCE) from Mandatory Retention is the assignment of a student to the next grade level who has met the requirements for good cause exemption. Good Cause Exemptions are applicable to those students who score below the 35th percentile reading or math. Students who fail a basic academic subject do not qualify for a GCE.
9. Student with disabilities who has participated in the SAT10 and who has an individual education plan or a Section 504 plan that reflects that the student has received the intensive remediation in math for two years or more but still demonstrates a deficiency in math and was previously retained (ESE);
10. Student who has received the intensive remediation in math for two years or more but still demonstrates a deficiency in math and who was previously retained a total of two years;

11. Student who has demonstrated an annual learning gain on SAT 10 in the area of math;
12. Student who has demonstrated an acceptable level of performance on an alternate standardized math assessment following additional remediation.

Remediation / Summer School. Extended time refers to remediation that may be offered through programs that occur beyond the school day. A student who has not met the requirements during the normal 180-day school term may be provided an opportunity to complete these requirements in summer school (if offered). The Principal will review individual students' academic records and determine eligibility for summer school. The decision on promotion, retention or placement for cause would then be made at the end of the summer program.

Retention. A student who does not meet the aforementioned Academy promotional criteria will be retained. A student following the special pupil progression as prescribed by the Individual Educational Plan (IEP) may be retained based on the procedure outlined in the Exceptional Student Education handbook (which can be obtained from the Support Services Coordinator). When retention is necessary, a parent-teacher conference will be held. If parent contact is not possible, written documentation of the attempt(s) will be placed in the student record. Students who are retained must be given a different and alternative educational experience. The nature of this experience will be determined by the school staff through a diagnosis of each student's needs and shall include consideration of the student's learning style.

MIDDLE SCHOOL ACADEMIC POLICIES

Middle School Defined

KLPA Middle School means grades inclusive of 5, 6, 7, and 8.

Class Schedule and Instruction

Middle School is completely departmentalized meaning that your child will have a different teacher for each specific school subject. It is for the improvement of this program that student and parents understand that the classes are approximately 65 minutes in duration. All students in grades 5-8 in middle schools must attend the regularly scheduled instructional day.

Academic Exception Based on Attendance

KLPA shall not exempt students from academic performance requirements such as final exams, based on practices or policies designed to encourage student attendance. A student's attendance record may not be used in whole or in part to provide an exemption from any academic performance requirement. Student absences for approved school activities, or absences approved by the principal or designee shall not negatively impact the student as related to the 135 hour minimum attendance for credit provided that the student completes appropriate make-up work essential for meeting course requirements. This provision applies to students in homebound programs, absences for religious instruction.

In accordance with Department of Education memorandum DPS 85-69, a student may be counted as being in school if the student is attending an academic instructional activity away from the school site provided that the activity is directly related to the instructional outcomes of one or more of the courses missed and that the student completes appropriate make-up work essential for meeting course requirements. Absences from specific classes for such activities shall be recorded but not reported in accordance with School Board.

Distance Learning

Full-time students may enroll in courses offered by distance (on-line or correspondence) learning programs, as part of, or in addition to, the regular instructional day. Courses may be taken through distance learning provided that (1) the principal approves the course(s) prior to enrollment, (2) the course content is comparable to the KLPA-adopted course(s), and (3) the program is taken through an institution accredited by a state, one of the six regional accrediting agencies, or other accrediting agencies as determined by the KLPA. The principal shall award credit for successful course completion. Exceptions for extenuating circumstances must be approved by the Principal or his designee.

Student Performance

KLPA praises students for outstanding student achievement. The performance criteria for valedictorian and

salutatorian are as follows:

The Valedictorian of each graduating class (5th & 8th) will be determined using the following criteria:

- Student must have attended KLPA for 2 consecutive semesters
- Student must have the highest cumulative grade point average in comparison of peers (maximum GPA possible is 4.0)
- Student Must Score above 50 percentile on 3 major categories of Stanford Achievement Test- SAT 10 (Math, Reading, Science)
- Student must exhibit the behaviors that are in harmony with the policies and beliefs of KLPA as reflected on report card

The Salutatorian of each grading class will be determined using the following criteria:

- Student must have attended KLPA for 2 consecutive semesters
- Student must have the second highest cumulative grade point average in comparison of peers (maximum GPA possible is 4.0)
- Student Must Score above 50 percentile on 3 major categories of Stanford Achievement Test- SAT 10 (Math, Reading, Science)
- Student must exhibit the behaviors that are in harmony with the policies and beliefs of KLPA

Promotion Criteria

Promotion is the assignment of a student to the next grade level after successful completion of all grade level requirements. A copy of promotion criteria shall be given to each student at the time of official enrollment. Additional copies will be available at school office. General requirements for Middle Grades Promotion are as follows:

Grades 5-8

Beginning with students entering grade 5, promotion from a school composed of middle school grades 5, 6, 7, and 8 requires that the student must successfully complete academic courses as follows:

- Four middle school or higher courses in English. These courses shall emphasize literature, composition, and technical text.
- Four middle school or higher courses in Mathematics.
- Four middle school or higher courses in Social Studies
- Four middle school or higher courses in Science.
- Four middle school or higher courses in Bible

Middle School Grades Intensive Reading Requirement and Middle School Grades Mathematics Remediation (Grades 5-8)

For each year in which a student scores below the 35 percentile on Sat 10 Reading, the student must be enrolled in and complete an intensive reading course the following year. Reading strategies shall be determined by a diagnosis of reading needs. The department shall provide guidance on appropriate strategies for diagnosing and meeting the varying instructional needs of students reading below grade level. Reading intervention placement and progress monitoring three times per year must occur following guidelines established.

For each year in which a student scores below the 35th percentile on SAT 10 mathematics, the student must receive remediation the following year, which may be integrated into the student's required mathematics course.

MIDDLE SCHOOL PROMOTION (Grades 5, 6, 7, and 8)

To be promoted, a student must have completed the following:

1. Received a yearly passing grade in the four major academic subjects (mathematics, language arts, science, social studies) by demonstrating satisfactory mastery of the State Student Performance Standards in language arts, mathematics, science, and social studies as documented in accordance with procedures described in administrative guidelines;
2. Received a passing grade in at least two of all other courses taken during the year (Note 2: If the student has to take a remedial reading course, this course must be passed. Students scoring below 35th percentile SAT10 Reading the previous year must take the remedial reading course during summer school);
3. Met attendance requirements;
4. Demonstrated mastery of the Sunshine State Standards by scoring 35th percentile or above on SAT 10 Reading (Note: Remediation is required of students scoring below 35th percentile on SAT 10 Reading the previous year.);
5. Demonstrated mastery of the Sunshine State Standards by scoring 35th percentile SAT 10 Math (Note: Remediation is required of students scoring below 35th percentile SAT 10 Math the previous year);

RETENTION (Grades 5, 6, 7, and 8)

Retention is the assignment of a student to repeat the same grade level for the next school year. A copy of the parent notification shall be placed in the cumulative record and specifically directed to the principal of the receiving school in the event of a school transfer. The following criteria shall be considered by the instructional staff before the student is retained:

1. Requirements for Promotion (See Promotion.)
2. Requirements for Good Cause Exemption for Promotion (See Good Cause Exemption for Promotion.)

ACCELERATION (Grades 5, 6, 7, and 8)

Acceleration is the assignment of a student to a higher grade level or instructional level when KLPA's criteria for this assignment have been met. A student's cumulative record shall indicate the assignment of accelerated placement. A student may be accelerated either a full year or part of a year with parental permission and principal approval of assignment. The following criteria shall be considered:

1. Evidence of exceptionally high achievement;
2. Evidence that a student will benefit more academically, socially, and emotionally from the advanced assignment than from the one based on chronological age;
3. Evidence the student has scored at or above the 85th percentile on the SAT Reading Math, and Science (Grade 7), as well as 5.0 on Florida Writes (Grade 7).

STUDENT RECORDS POLICY

In carrying out its assigned responsibilities, the KLPA school office collects and maintains information about students. Although these records belong to KLPA, both KLPA's policy and federal law afford the parent a number of rights concerning these records. The following is designed to inform the parent concerning where records about your child may be kept and maintained, what kinds of information are in those records, the conditions under which you or anyone else may have access to information in those records, and what action to take if you believe that your rights have been compromised.

Types of Records and Where They Are Located

All records are kept in the school administrative office. This includes, but is not limited to, the enrollment application, medical records, developmental evaluation documents, information concerning your child's academic progress (test scores, official academic record, notes (if any) made by academic counselors, information about honors awarded), and/or academic discipline imposed, and similar items.

In all cases regardless of age, governing agencies such as the Department of Children and Families and the Department of Education are provided full access to these records at any time.

Parental Rights

Because education is a collaborative effort and as long as a parent is in good standing with the school, parents will have access to their child's academic records with the ability to print. However, the school administrative office requires you to file a written request if you wish to review your child's records. There is a 48-hour turn around for all requests. The parent is hereby granted the following rights:

1. The right to a hearing if you feel that (a) you have been improperly denied access to your records, (b) your records contain information that is inaccurate or misleading, or (c) information from your records has been improperly released to third parties. The school administrative office has a procedure for this purpose. The use of that procedure will result in one of the following:
 - If the head of the office involved agrees with your contention, he or she will see to it that the necessary corrective action is taken.
 - If the head of the office does not agree with your contention, you may request a hearing by a hearing panel or hearing officer designated by the unit's procedures.
 - If the decision of the hearing panel or hearing officer agrees with you, the necessary corrective action will be taken.
 - If the decision disagrees with you, you have the right to submit an explanatory statement, which must be included as a permanent part of your record.
2. The right in most instances to control access to information in your records by persons or agencies outside KLPA. With respect to KLPA officials, information from your records will be made available only if a KLPA official can demonstrate a legitimate educational interest consistent with their official functions for KLPA and consistent with normal professional and legal practices. A KLPA official is any person employed by KLPA in an administrative, supervisory, academic, research, or support position; a person elected to the Board; or a person employed by or under contract to, or serving as the agent of, KLPA to perform a specific task.
 - The final Regulations – Family Educational Rights and Privacy Act (Buckley Amendment) date June 1976, no longer requires written parental consent to release student records. These rules state that school officials in school systems in which the student may intend to enroll may release and receive a student's records without consent for such release. Student records include, but are not limited to, academic records (report cards and transcripts), disciplinary records, and health records.
 - Except for directory information (see fourth bullet below), however, persons outside of KLPA will be given information from your records only (1) when you authorize it in writing, or (2) in connection with studies conducted for the purpose of accreditation, development and validation of predictive tests, administration of student aid programs, or improvement of instruction, or (4) when disclosure is required in a health or safety emergency or by federal or state law or by subpoena. If information from your record is subpoenaed, a reasonable attempt to notify you will be made as quickly as possible. In addition, the results of a disciplinary hearing conducted by the institution against the alleged perpetrator of a crime of violence will be made available to the alleged victim of that crime.
 - Each office is required to keep a record of all requests for non-directory information from your records made by persons outside of KLPA, and to make that record available for you to examine.
 - Federal law requires that KLPA designate what it regards as directory information and which may, therefore, be released to those outside KLPA without specific authorization. The law also requires that each currently enrolled student be given the opportunity to direct that items designated as directory information not be released without parent's consent.

- KLPA has designated the following items as directory information: (1) name, (2) permanent and local address and telephone, (3) class level, (4) dates of attendance at KLPA, (5) honors and awards received, (6) participation in recognized activities, (7) previous school(s) attended, and (8) height and weight of members of athletic teams.
- You have the right to declare that directory information about you or your child not be released. However, you should carefully consider the consequences of that action before making the decision to do so. Information is not withheld selectively. If you choose to have directory information withheld, it is withheld from everybody who inquires.
- If you wish KLPA not to release those items designated as directory information, you must file a written request to that effect with the KLPA administrative office. If you elect to have KLPA not release this information, all items designated as directory information will be withheld.
- If you have requested non-disclosure of directory information and wish to repeal that request, you must file a written request to that effect with the KLPA administrative office.

Questions about the policies and procedures should be directed to the KLPA administrative office at:

Main Campus: PHONE: (850) 877-8870 FAX: (850) 877-1760
Downtown Campus PHONE:(850) 692-3205 FAX:(850) 692-3296

Student Record Review and Request Policy:

The Family Educational Rights and Privacy Act (FERPA) sets out requirements designed to protect the privacy of parents and students. The law provides a parent access to the records that are directly related to the student, the opportunity for the parent to seek correction of the record he or she believes to be inaccurate or misleading.

A parent is defined as a natural parent, guardian, or an individual acting as a parent in the absence of a parent or guardian. Parents have full rights under the Act to either parent, unless evidence of a court order, Florida Statute, or legally binding document relating to such matters as divorce, separation, or custody, that specially revokes these rights. KLPA recognizes the following:

- If the living distance from the school to the parent's home is not is easy traveling distance, KLPA will mail a copy of the student records to the parent.
- Non-custodial parents may review school documents at the corporate office.
- KLPA will charge a \$.15 copy per sheet for all requested records.
- All records requests will normally be processed in a 48-hour timeframe unless the request is made during a time in which the volume of business is higher than usual, in which case it may take up to 7 business days to complete the request.

STUDENT CONDUCT POLICIES

All students who enroll for the first time in Kingdom Life Preparatory Academy will be placed under preliminary review. This review period lasts for a quarter. Should a student violate the honor code or engage in behavior that is unacceptable as a KLPA student, they will be asked to transfer out of Kingdom Life.

In order for learning to take place, there needs to be order a certain level of structure in the classroom. Discipline problems in the classroom interrupt the flow of teaching and learning that is taking place. There are certain rules that need to be followed and your child is expected to follow these rules throughout the school day.

School Wide Rules:

1. Raise your hand to get out of your seat

2. Raise your hand to talk

Each classroom also has its own rules which come into alignment with school-wide rules and the Word of God. If your child receives a discipline referral from the teacher, the school-wide discipline plan becomes effective. It is in the best interest of your child that we work together to make the most of his/her educational experience while here at KLPA. We will be in close contact with you regarding your child's progress in the classroom.

Code of Conduct

1. Students are expected to be punctual to all assemblies, chapel experiences, and classes.
2. Pupils who use, write, distribute, or possess profane, indecent or obscene language, literature, writing, or pictures shall be suspended from school.
3. Students are not permitted to use tobacco, alcohol, or illegal drugs.
4. Students will not chew gum in the building.
5. Running in the halls is strictly prohibited for safety reasons. Horseplay and loud noise will not be permissible in the school building, on the school grounds or while riding in school vehicles.
6. Radios, Walkmans, beepers, cellular phones, electronic games, and all toys are not to be brought on campus unless authorized for a class project by the teacher or coach.
7. Students are not allowed to fight verbally or physically.
8. Students at KLPA are expected to reflect the high standards of Christian morals and principles. It is therefore expected of each student to refrain from public display of affection (such as kissing, holding hands, embracing, etc.) while on campus or at school sponsored activities, including sporting events away or at home.
9. Participation with secular rock or New Age music, in any form, is not permitted. Only Christian music is to be played on campus.
10. Students will keep themselves from being involved in any sexual immorality.
11. Gambling, in any form, will not be tolerated on or off campus.
12. No student will have in their possession (on person, in locker, or vehicle) any kind of playing cards, dice, matches, lighters, fireworks, explosives, weapons, tobacco, alcohol, illegal drugs, or laser pointers.
13. Attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the Principal is not allowed.
14. Neither cheating, lying, nor stealing is acceptable or tolerated. When a student is suspected of cheating, the parent/guardian will be called by the teacher and the cheating incident reported to the Principal. Cheating or the intent to cheat may result in the following actions:
 1. Zero points (a grade of an "F") for an assignment.
 2. Removal from class with no credit.
 3. Repeated cheating will result in a student being suspended from school.
15. Scoffing, scorning or disrespectful remarks or behavior are not acceptable.
16. Involvement in witchcraft, the occult, astrology, or playing computer and video games that foster these philosophies, are not allowed. Students are encouraged to guard their minds and hearts by viewing only the TV programs, videos and movies that are wholesome and support a love for God, country and the family.
17. Students are to remain in KLPA dress code until they are off campus, unless they are involved in a school sponsored activity that requires a dress change.

Classroom Code of Conduct. Each KLPA student is expected to behave in a Christ-like manner as much as possible. The fruit of the Spirit will be evident in their life, in and out of the classroom. Galatians 5:22-23 says, "But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness,

goodness, faith, meekness, temperance: against such there is no law." All KLPA students must do their best to obey those that have authority over them, for this is right in the sight of God. KLPA students will, at all times, follow the Classroom Code of Conduct.

1. Show proper respect to teachers and students. (Romans 13:7)
2. Obey those in authority. (Ephesians 6:1, 5; Romans 13:1)
3. Wait to be acknowledged by the teacher by raising your hand. (1 Corinthians 14:40)
4. Keep the classroom clean. (1 Corinthians 14:40)
5. Behave in ways that will not disrupt others. (John 13:35)
6. Stand when addressing the class or teacher. (1 Peter 3:8)
7. Be responsible. (Matthews 25:21)

A Five-Star System is also utilized in K3-4th grade to let you know about your child's day. "Recognizing Jesus as the Author and Finisher of my faith, and the Word as the supreme standard for all wisdom and knowledge, it is my aim to develop accordingly, realizing that as I seek first His kingdom and righteousness, all these things shall be added." (Hebrews 12:1,2; James 1:5,6; 1 Peter 1:24; 1 John 2:5; 1 John 5:3-5.)

Honor Code Pledge. All students are required to the following school Code of Conduct and Honor Pledge. In signing this pledge students are committing to a 24-hour life style on and off campus. A parent's signature indicates agreement with the Honor Code and support of the school in monitoring student actions on and off campus. Only those students and parents who are in agreement with the 24-hour honor code will be admitted to school.

Honor Pledge for Grades K5-4th:

Because I love Jesus and want to be like Him, I will:

1. Spend time with Him in prayer and reading my Bible. (Luke 2:52)
2. Spend time with others praising and worshiping God. (Col. 3:16)
3. Always do my best in my work in school. (2 Tim. 2:15)
4. Be kind and courteous to others and respect their property at all times. (Phil. 2:4)
5. Tell the truth. (Eph. 5:19)
6. Tell others about their need for Jesus. (Matt. 28:1)
7. Speak words that uplift and encourage others. (Ps. 19:14)
8. Obey my teacher and all others who are in authority over me. (Col. 3:23)

Honor Pledge for Grades 5th-8th:

1. I will endeavor to follow the will of God for my life and to exemplify Christ-like character through daily personal prayer and consistent study of the Word of God, and through faithful group worship both at school and at church. (Matthew 7:7-11; James 1:22; 1 Peter 1:13-16; 2 Peter 1:10,11; Galatians 4:7)
2. I will apply myself to my studies and endeavor to develop the full powers of my mind in Christ. (Luke 2:52; Philippians 2:5; 1 Corinthians 1:5)
3. I will practice good health habits and regularly participate in wholesome physical activities. (1 Corinthians 3:16,17; Romans 12)
4. I will refrain from the lifestyle of sexual immorality, drunkenness, and use of alcohol, tobacco or illegal substances. (1 Corinthians 6:9, 13, 18, 19, Galatians 5:16-26)
5. I will abstain from all appearance of evil, such as: immodest clothing, attending secular rock concerts, dance clubs, night clubs or participation in social dancing, etc. (1 Thessalonians. 5:22)

6. I will yield my personality to the healing and molding power of the Holy Spirit. (James 5:14-16; Acts 1:8; Acts 2:1-4)
7. I will endeavor to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me. (1John 2:20; 1 Corinthians 12:18-31; Ephesians 4:11,12)
8. I will seek to share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service. (Matthew 28:19,20; Matthew 10:8; John 15:17; 1Corinthians 15:58; 2 Corinthians 5:18; 1 Corinthians 9:22)
9. I will acknowledge the need to preserve my language for words that uplift and encourage peers and adults in my life. (Matthew 12:36, 37; Proverbs 18:8; Proverbs 26:20; Psalms 19:14; Psalms 34:13)
10. I will not lie, cheat, or steal nor tolerate those among us who do. I am not only expected to adhere to this policy but also to promote and encourage my peers to follow it. (Psalm 15:1-3; James 1:8; Deuteronomy 5:19, 20)
11. I will submit to the leadership of KLPA. I realize that my attendance at KLPA is a privilege and not a right. I determine to give my best and prayerfully support KLPA and its philosophy of providing a quality education without compromising the Word of God. (Colossians 3:22; Ephesians 6:5-8; Hebrews 13:17)
12. I realize that this pledge will become part of my permanent file and that disciplinary consequences will be administered if I violate this pledge. Consequences may include but not be limited to recess, removal from the classroom, suspension, corporal punishment, and/or expulsion from school.

Courtesy and Respect. True courtesy is an inner spirit which gradually becomes a learned etiquette. It is expected that all KLPA students will show proper courtesy and respect to all adults on campus as well as to their fellow classmates.

Respect is an attribute of Christian character that reflects moral restraint of inward and outward behavior. The presence or absence of respect is the best way to evaluate the quality of character. In the *New International Version* it says, "Show proper respect for everyone: Love the brotherhood...fear God, honor the King." God calls His people to a divine standard. This higher standard requires action on the part of the individual.

Students are expected to use "Please" and "Thank You" in all cases. Courtesy and respect to **all adults** should include the following:

Using "Mr.," "Mrs.," "Miss," " Ms." or "Pastor" (using last names) when speaking with adults.
 Using "Sir" and "Ma'am" in responding.
 Using "excuse me", "please", or other requests for repetition.
 Opening doors for all adults.

Character Training. Every subject area, every teaching method, every attitude, every action of student or teacher is a means of training character. Character training is taking place throughout the day, no matter what else is being taught.

Chapel. Chapel is held Tuesdays and Thursdays. Students are expected to exercise proper chapel etiquette at all times. Disrespect of any kind will not be tolerated and will result in disciplinary action.

Community Conduct. Conduct in the community by KLPA students that brings disgrace to the school will result in disciplinary action. Included in this misconduct are such behaviors as defacement or destruction of personal or business property, toilet papering someone's house, etc.

DRUG FREE POLICY

It is the intent of the Academy to be drug free. This policy statement is to be implemented by the Board of Directors as prescribed herein.

Definitions. These words and phrases shall have the following meaning as used herein.

- (a) "Intoxicating or alcoholic beverages" refer to all beverages containing more than one percent (1%) alcohol by weight.
- (b) "Drugs" mean any substance other than food or water that is intended to be taken or administered (ingested, injected, applied, implanted, inhaled, etc.) for the purpose of altering, sustaining, or controlling the recipient's physical, mental, or emotional state. Drugs may include, but not be limited to, alcoholic beverages; controlled substances such as marijuana, hallucinogens, cocaine, barbiturates, amphetamines, narcotics; and non-authorized prescription drugs.
- (c) "Controlled substances" includes those substances specifically identified as having potential for abuse and those identified in Schedules I through V of Section 893.03, Florida Statutes.
- (d) "Substance abuse" is the use of any drug when such use is unlawful, and use of any drug when such use is detrimental to the user or to others but is not unlawful.
- (e) "Selling" refers to the actual, constructive, or attempted transfer from one person to another for any consideration or remuneration whatsoever.
- (f) "Distributing" means the actual, constructive, or attempted transfer from one person to another without remuneration whatsoever.
- (g) "Possess" means having or holding property or the state of owning or having in one's hands.

Punishment. The Dean shall follow the guidelines below when an investigation and evidence indicate a student possesses, abuses, or distributes any drug, including alcoholic beverages or any controlled or harmful substance, while on any Academy property or a school bus or in attendance at a school or school-sponsored activity:

- (a) For an elementary student, the Dean shall confer with the student's parent(s) or legal guardian to determine if the circumstances require implementation of the guidelines contained in Subsection (2)(b), (c), and (d) herein.
- (b) For the first offense, the secondary student shall be suspended from school a minimum of three (3) days up to a maximum of ten (10) days with a drug offense referral to the appropriate law enforcement agency.
- (c) For the second offense, the secondary student shall be suspended from school for ten (10) days with a drug offense referral to the appropriate law enforcement agency.
- (d) For the third offense, or with evidence of possession with the intent to sell, selling, or having sold drugs, including alcoholic beverages or any controlled or harmful substances, the secondary student shall be suspended from school for ten (10) days and recommended for expulsion.
- (e) The Principal shall comply with procedures described in State Board of Education Rule 6A-1.0956 when a student is formally charged with a felony by a proper prosecuting attorney for the unlawful possession or sale for an incident which allegedly did not occur on school board property.
- (f) A student who is adjudicated guilty for the unlawful possession, abuse, or sale of any controlled substance under Chapter 893, Florida Statutes, shall automatically be expelled from all District educational programs.
- (g) Any pupil who is subject to discipline or expulsion for unlawful use, possession of or sale of any drug, including alcoholic beverages or any controlled substance may be entitled to a waiver of the discipline or expulsion if he/she:
 - (a) Divulges information leading to the arrest and conviction of the person supplying the controlled substance; or,
 - (b) Voluntarily discloses his unlawful possession of such controlled substance prior to his/her arrest; or,

- (c) Commits himself/herself or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program, or if expelled, completes any other counseling, intervention program or community service prescribed by the Board of Directors.

Intervention/Punishment For Being Under The Influence. The Principal shall follow the guidelines below when evidence indicates a student is under the influence of drugs, including alcoholic beverages or any controlled or harmful substances while on Academy property or a school bus, or in attendance at a school or school-sponsored activity.

- (a) In all cases involving elementary and middle school students, the Principal will confer with the student's parent(s) or legal guardian to determine if the circumstances require notification to the appropriate family service or law enforcement agency.
- (b) For the first offense, the student at any level shall be immediately sent home accompanied by a parent or other approved responsible adult. Further action may be implemented if deemed necessary by the Principal or assistant Principal.
- (c) For the second offense, the student at any level shall be suspended from school for up to ten (10) days with a drug offense referral to the appropriate law enforcement or family services agency. Prior to the effective date of the suspension, the student's parent(s) or legal guardian shall confer with the Principal or designee and shall be provided an opportunity to enroll the student in an approved alcohol and/or other drug intervention counseling program. Part or all of the out-of-school suspension may be waived when the student's parent(s) or legal guardian agrees to a prior approved intervention counseling program.
- (d) Subsequent offenses shall require a ten (10) day suspension from the Academy and the student may be recommended for expulsion. A waiver of the suspension or expulsion may be granted by the Principal or Board of Directors if the student commits himself/herself or is referred to a state-licensed alcohol or other prior approved drug abuse program and successfully completes the program.

Reporting Incidents. School board employees shall report, in good faith, to the Principal or designee any suspected unlawful use, possession, distribution or sale of any controlled substance as defined in Chapter 893, Florida Statutes; any counterfeit controlled substance as defined in Section 831.31, Florida Statutes; any alcoholic beverages as defined in Section 561.01, Florida Statutes; or abuse of any potentially harmful substance taken or administered for the purpose of altering, sustaining or controlling a persons physical, mental or emotional state.

- (a) Only the Principal or designee shall contact the parent(s) or legal guardian of a student regarding the situation.
- (b) Academy employees who report any suspected unlawful use, possession, or sale by a student shall be exempt from civil liability.

DATING

What is dating? The Academy defines dating as "a special kind of friendship between two people of the opposite gender that may lead to courtship, a special kind of friendship. Courtship—all that romantic stuff—should come after a very special friendship has developed. Too often couples want to become lovers before becoming friends.

Students need to focus on establishing non-romantic friendships which grow into special friendships. We feel that friendships can be established outside of the concept of dating. Furthermore, the Academy does not support early dating because of the peer pressure that dating brings both to those who are dating as well as to those who chose not to date, or are not permitted to date by their parents. Generally, dating begins around the age of sixteen. However, some may choose to wait until later.

Dating when allowed involves a unique formula, that is, $R+R=T$. Respect plus Responsibility equals Trust. Holding hands and other public displays of affection are never acceptable in public. Such actions are an indication of immaturity and are embarrassing to those around you. When such behaviors happen at an early age, it gives evidence of lack of responsibility which reduces trust.

The temptation to “follow the crowd” in dating habits is a very real temptation, and is more so today with the permissive society our students live in than at any time before. As one girl put it, “you either go along or you don’t at all.” Everybody is not dating. The Bible tells us to beware of peer pressure: “Don’t let the world around you squeeze you into its own mold.” (Romans 12:2, Phillips).

“Going steady” is not the best social arrangement for young people. Although it’s flattering to know you are preferred above others, seeing only one person forces obligations. It restricts you from other friends that add dimension to your life. Young people have a vast world ahead of them to appreciate, and it is not wise to limit yourself by a demanding relationship. Try as one may, going steady cannot be a casual relationship. The temptation to intimacy is apt to occur and other problems may follow. Although our Academy students are exposed to the improper dating philosophies of the world, we believe that our students are called to live above the world’s standard.

BULLYING AND HARASSMENT

School Board Policy 7.13 - Bullying and Harassment. It is the policy of KLPA that all of its students and school employees have an educational setting that is Christ like, safe, secure, and free from harassment and bullying of any kind. KLPA will not tolerate bullying and harassment of any type. Conduct that constitutes bullying and harassment does not align with the Word of God, as defined herein, is prohibited.

Definitions:

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public humiliation
10. Destruction of property

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
2. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and harassment also encompasses:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.

2. Perpetuation of conduct listed in the definition of bullying or harassment by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:
 - Incitement or coercion;
 - Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system; or
 - Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Cyberstalking as defined in s. 784.048(1)(d), F.S., means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

Expectations of Students and Employees:

- KLPA expects students to conduct themselves as appropriate for their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.
- KLPA believes that standards for student behavior must be set cooperatively through interaction among the students, parents/legal guardians, staff, and community members producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff, and community members. Since students learn by example, school administrators, faculty, staff, and volunteers will demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment or bullying.
- KLPA upholds that bullying of any student or school employee is prohibited:
 1. During any education program or activity;
 2. During any school-related or school-sponsored program or activity;
 3. On school bus;
 4. Through the use of data or computer software that is accessed through a computer, a computer system, or computer network.

Consequences for students or employees who commit an act of bullying or harassment.

- Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action.
- Consequences and appropriate remedial action for students who commit acts of bullying or harassment will be determined in accordance with Policy 7.08, Student Discipline, Leon County School Guidelines.
- Consequences and appropriate remedial action for a school employee found to have committed an act of bullying or harassment will be finalized by Board of Directors to include suspension or termination.
- Consequences and appropriate remedial action for a visitor or volunteer, found to have committed an act of bullying or harassment shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Procedures for reporting an act of bullying or harassment.

- At KLPA, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy

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

- The principal of KLPA shall establish and prominently publicize to students, staff, volunteers, and parents/legal guardians, how a report of bullying may be filed either in-person or anonymously and how this report will be acted upon. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.
- A school employee, school volunteer, student, parent/legal guardian or other persons who promptly reports in good faith an act of bullying or harassment to the appropriate school official and who makes this report in compliance with the procedures set forth in the district policy is immune from a cause of action for damages arising out of the reporting itself or any failure to remedy the reported incident. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments. Written and oral reports shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A procedure for the prompt investigation of a report of bullying or harassment and the persons responsible for the investigation.

1. The investigation of a reported act of bullying or harassment is deemed to be a school related activity and begins with a report of such an act. The procedures for investigating bullying and/or harassment include:
 - The principal or designee, shall be trained in investigative procedures and will initiate the investigation, so long as they are not the accused perpetrator (harasser or bully) or victim.
 - Documented interviews of the victim, alleged perpetrator, and witnesses are conducted privately, separately, and are confidential. Each individual (victim, alleged perpetrator, and witnesses) will be interviewed separately and at no time will the alleged perpetrator and victim be interviewed together.
 - The investigator shall collect and evaluate the facts including, but not limited to:
 1. Description of incident including nature of the behavior; context in which the alleged incident occurred, etc.;
 2. How often the conduct occurred;
 3. Whether there were past incidents or past continuing patterns of behavior;
 4. The relationship between the parties involved;
 5. The characteristics of parties involved (i.e., grade, age, etc.);
 6. The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to bullying or harassment;
 7. The number of alleged bullies/harassers;
 8. The age(s) of the alleged bullies/harassers;
 9. Where the bullying and/or harassment occurred; and
 10. Whether the conduct adversely affected the student's education or educational environment.
2. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances and includes:
 - Recommended remedial steps necessary to stop the bullying and/or harassing behavior
 - A written final report to the principal
3. The maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps. The highest level of confidentiality possible will be upheld regarding the submission of a complaint or a report of bullying and/or harassment, and the investigative procedures that follow.

Referral of an act of bullying or harassment to the appropriate jurisdiction. If it is determined that this incident is outside the scope of school, and may be a criminal act, refer the matter to the appropriate law enforcement agency.

Immediate notification to the parents/legal guardians of the victim or perpetrator. The principal, or designee, shall by telephone and in writing, report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on the same day an investigation of the incident has been initiated. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Once the investigation has been completed and criminal charges may be pursued against the perpetrator all appropriate local law enforcement agencies will be notified by telephone and/or in writing.

Referral of victims and perpetrators for counseling.

- The teacher or parent/legal guardian may request informal consultation with school staff (specialty staff, e.g., school counselor, school psychologist, etc.) to determine the severity of concern and appropriate steps to address the concern (the involved students' parents or legal guardian may be included).
- Professional assistance or services may be provided that includes:
 1. Referring a student to the school intervention assistance team (or equivalent schoolbased team with a problem-solving focus) for consideration of appropriate services. (Parent or legal guardian involvement is required at this point.)
 2. If a formal discipline report or formal complaint is made, the principal or designee must refer the student(s) to the school intervention assistance team for determination of counseling support and interventions. (Parent or legal guardian involvement is required at this point.)
- A school-based component to address intervention and assistance as determined appropriate by the intervention team that includes:
 3. Counseling and support to address the needs of the victims of bullying or harassment
 4. Interventions to address the behavior of the students who bully and harass others (e.g., empathy training, anger management)
 5. Intervention which includes assistance and support provided to parents/legal guardians, if deemed necessary or appropriate

Incidents of bullying or harassment in the school's data:

- As required under s. 1006.09(6), the school report of data concerning school safety and discipline will include each incident of bullying or harassment and the resulting consequences, including discipline and referrals. The report must include, in a separate section, each reported incident of bullying or harassment that does not meet the criteria of a prohibited act under this section with recommendations regarding such incidents.
- KLPA will utilize Florida's School Environmental Safety Incident Reporting (SESIR) Statewide Report on School Safety and Discipline Data, which includes bullying /harassment as an incident code as well as bullying-related as a related element code. The SESIR definition of bullying/harassment is "unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting or dehumanizing gesture, by an adult or student that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation."
- If a bullying and/or harassment incident occurs then it will be reported in SESIR with the bullying/harassment code. If the bullying/harassment results in any of the following SESIR incidents the incident will be coded appropriately using the relevant incident code AND the related element code entitled bullying-related code. Those incidents are:
 1. Arson
 2. Battery
 3. Breaking and Entering

4. Disruption on Campus
5. Major Fighting
6. Homicide
7. Kidnapping
8. Larceny/Theft
9. Robbery
10. Sexual Battery
11. Sexual Harassment
12. Sexual Offenses
13. Threat/Intimidation
14. Vandalism
15. Weapons Possession
16. Other incidents that do not fit within the other definitions

- Discipline and referral data will be recorded in Student Discipline/Referral Action Report and Automated Student Information System.
- The district will provide bullying incident, discipline, and referral data to the Florida Department of Education in the format requested, through Survey 5 from Education Information and Accountability Services, and at designated dates provided by the Department.

Providing instruction to students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers on identifying, preventing, and responding to bullying or harassment:

- KLPA ensures that schools sustain healthy, positive, and safe learning environments for all students. It is important to change the social climate of the school and the social norms with regards to bullying. This requires the efforts of everyone in the school environment – teachers, administrators, counselors, school nurses other non-teaching staff (such as bus drivers, custodians, cafeteria workers, and/or school librarians), parents/legal guardians, and students.
- Students, parents/legal guardians, teachers, school administrators, counseling staff, and school volunteers shall be given instruction at a minimum on an annual basis on the bullying and harassment policy. The instruction shall include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying in schools.

Regularly reporting to a victim’s parents/legal guardians the actions taken to protect the victim:

The principal or designee shall by telephone and/or in writing report the occurrence of any incident of bullying as defined by this policy to the parent or legal guardian of all students involved on within 48 hours an investigation of the incident has been initiated. According to the level of infraction, parents/legal guardians will be notified by telephone and/or writing of actions being taken to protect the child; the frequency of notification will depend on the seriousness of the bullying or harassment incident. Notification must be consistent with the student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

SCHOOL DISCIPLINARY POLICIES

Progressive discipline is a sequential, developmental continuum of consequences that recognizes forgiveness, learning and redemption in a Christian environment. It affirms that each member of the school community has a positive influence on the lives of other individuals through dignity and respect. It may also involve accessing board support, personnel and/or social services in the Tallahassee area. All members of the school community will know and observe school rules. All members of the school community will support KLPA’s policies, procedures and expectations, including but not limited to, student attendance and punctuality, student appropriate dress/uniform, student bus behavior, school visitors, playground and school property, and parking lot behavior.

In order to reinforce discipline at Kingdom Life Preparatory Academy, we have adopted a school-wide Behavior Modification Program. Each department has a similar system and information has been provided.

Behavior Modification System. A modification system is put in place to help obtain the desired, positive behavior.

- K3-K5 grade will utilize green, yellow, red system. Every child starts on green for good behavior. If a student breaks a rule after given three warnings then he/she is moved to yellow. If the student continues to be disobedient he/she will be moved to red. After 9 warnings, the student will strike out and further disciplinary measures will be implemented.
- 1st - 8th grade will utilize a point system per class.

Order of Discipline Steps. In the process of development, students will grow, develop, and change; therefore, we know there will be times where correction is necessary. In the event that a student disobeys or misbehaves, the following discipline procedure will be administered in the following order:

| Level One (Teachers) | Level Two (Program Coordinator) | Level Three (Administration) |
|----------------------------|---------------------------------|------------------------------|
| Verbal warning | Written warning | In-School Suspension |
| Written warning | Parent- teacher conference | (Saturday School) |
| Prayer out | At least (1) intervention | Suspension |
| At least (2) interventions | Detention with Work Detail | Expulsion |

Interventions. Students cannot learn if they are not in school; therefore, teachers will use the following interventions:

- Loss of special privileges
- Phone call to parents to talk with child
- Send to an Administrators Office
- Immediate pick up of child based on the severity of the incident
- Further Disciplinary actions may be administered by parent only (off site)

Unacceptable Disciplinary Actions: At all times, KLPA will not permit discipline in these forms:

- Children shall not be subjected to discipline that is severe, humiliating or frightening.
- Discipline shall not be associated with food, rest, or toileting.
- Spanking or any other form of physical punishment is prohibited by the school’s personnel and staff. Parents are prohibited from performing corporal punishment while on school grounds.
- Students shall not be subject to disciplinary actions that will compromise their physical, psychological or emotional safety. Children with disabilities should be taken into consideration as they may not be functional at the appropriate developmental state.

Probation. Students may be placed on probation which is a step toward removal from the Academy. Probationary status may be rendered for the following reasons: poor attendance, poor academic performance, unacceptable behavior, or unacceptable spiritual condition.

Suspensions: Suspension from school includes all activities including afterschool and any sports events through the Florida High School Athletic Association. Due to the multiple programs we offer, a child may be suspended from one program like afterschool but is allowed to attend school during regular hours.

Discretionary—up to 20 days. The Principal or his designee may suspend for:

1. Infractions for which mandatory suspension is required where the pupil's conduct in the community negatively impacts on the school.
2. Conduct injurious to the moral tone of the school or the physical or emotional well-being of self or others in the school, including but not limited to, the following inappropriate behaviors:
 - Tobacco Act violations
 - Dress Code Violations
 - Forgery
 - Theft
 - Computer Infractions

Mandatory—up to 20 days. The Principal or his designee will suspend for:

- Uttering a threat to inflict serious bodily harm on another person.
- Fighting
- Committing physical assault.
- Possessing alcohol or illegal drugs or drug paraphernalia.
- Being under the influence of alcohol or illegal drugs.
- Swearing at a teacher or at another person in a position of authority.
- Committing an act of vandalism.
- Possessing or threatening to use any device.
- Committing Harassment (sexual/racial).
- Bullying
- Hate/bias-motivated incident.
- Frivolous/vexatious harassment complaint.

Expulsions:

Discretionary—The Principal may expect limited) or may recommend a full expulsion if:

1. The student commits an infraction in the school community for which a mandatory expulsion is required, and the infraction has an adverse effect on the school community.
2. The student's conduct is so unacceptably refractory that his/her presence in school would be injurious to other pupils or persons.
3. Students under limited expulsion are not entitled to engage in school-related activities for 21 days up to one year.
4. Re-entry is contingent upon successfully completing Strict Discipline School Program.

Exceptions to Mandatory Discipline. Provincial regulations provide two exceptions to mandatory disciplines (suspensions/expulsions). These exceptions may involve a special needs student or a student that does not pose an unacceptable risk to others within the school community. The safety of all school community members is however paramount and should be seriously considered by school administrators before any exception is made to mandatory discipline.

Terms for Dismissal: The following certain circumstances and situations can or will cause your child to be dismissed from KLPA depending on severity. Students may be readmitted upon proof of compliance with school policies and a review by the Board of Directors:

1. Improper Behavior by Parent/Guardian: Parents/guardians should treat teachers/staff with a high level of respect and professionalism. Attempt to resolve communication problems with the teacher/staff first, then approach administration. Threatening a staff member or student, rude, disrespectful and/or inconsiderate behavior may cause your child to be dismissed.
2. Discipline problems in the classroom that are disruptive to the learning environment for others on a continuous basis will result in automatic dismissal.
3. Biting/scratching is not permitted. If your child bites/scratches someone repeatedly or a pattern develops, your child can be dismissed upon the third offense.
4. Bullying and Harassment
5. Fighting
6. Physical assault that causes bodily harm requiring treatment by a medical practitioner.
7. Using a weapon to cause or to threaten bodily harm to another person.
8. Sexual assault or harassment.
9. Trafficking or possession of weapons (knives, scissors, firearms, etc) or illegal drugs.
10. Extortion or robbery
11. Gang-related incidents.
12. Violation of other policies outlined in this handbook.

HEALTH AND SAFETY POLICIES

Medical Records. The Department of Health requires that the child's immunization and physical examination records be kept on file at all times. It is the parent's responsibility to provide the immunization records and physical examination records to be placed on file. Depending upon the grade level of your child, the requirements may differ. A child may be dismissed at any time for non-compliance.

Vision and Hearing Screening. The Early Learning Coalition offers free hearing and vision screenings for any parents who wish to have one completed on their child. If you are interested, please see the Director and a specialist from the Early Learning Coalition will come to the school to screen your child.

Allergies/Medical Conditions. The following policies and procedures regarding allergies have been developed to further protect the children in our care. These policies require the full understanding and cooperation of staff and parents.

Any allergies or medical conditions should be listed on the Health and Emergency Information Form in the enrollment packet. KLPA is not liable for allergies that have not been documented in writing and reported to administration. Should your child needs to be restricted from any activities due to allergies or other medical conditions (such as going outside), this should be indicated on the Activity Restriction Form accompanied by a doctor's note. Your completed form will be posted to ensure student safety.

1. Children with a history of allergies will have these problems specified by the child's health care provider on their medical information form.
2. The director will review medical forms upon enrollment with parents and if a child has a special medical need, a health plan will be developed. This plan will include written instructions from the child's physician regarding the management of his/her allergies. This written care plan must be in place within 30 days of enrollment. For children with life-threatening allergies, a care plan must be in place before the child begins attending the program.
3. All staff who work with the child will be familiar with the care plan. The plan will be posted in the classroom along with a photo of the child. The plan will be clearly marked, as well as the location of any medications or EpiPens.

4. If the director determines that the program's food service cannot safely provide snack and/or meals, the parents will be responsible for providing substitute healthy foods, which will be served by the staff. To the extent possible, the program will provide alternative foods for special diets.
 5. The care plan will be revised if medications change, and will be reviewed annually.
 6. An allergy list is maintained by the director for all children who are enrolled. It is posted in every classroom, in the kitchen and outside on the playground and will be included on field trips. It is revised and reviewed monthly at staff meetings.
 7. The person who is responsible for food service will read all food labels to identify known allergens. No food will be served to children with allergies if a label of ingredients is not available for that product. Teachers of children with allergies will double check with the cook when food arrives in the classroom regarding the appropriateness of foods for the children with allergies. Teachers will not serve food to children with allergies if there is any doubt about the food content.
 8. For children with life threatening allergies (usually peanuts) their classrooms will be clearly marked to exclude that food from the area. Other parents in the classroom will be educated about the importance of not bringing foods from home into the classroom without pre-arranging it with the teacher and making sure the foods are safe. Teachers will be aware of all foods entering the classroom (including their own food) and will exclude all foods that could contain life threatening allergies. If in doubt about any food, it must be excluded from the classroom.
- In these classrooms, celebrations may not include homemade foods and most include only foods that are clearly labeled for allergens. Those foods will be checked before they enter the classroom. In center wide celebrations (such as the Thanksgiving Feast) where many classrooms and parents are involved, the center cannot ensure the safety of all of the foods that are brought into the facility for children with allergies. For these instances only, the child's parents are responsible for verifying and ensuring the safety of any foods that their child has access to or ingests during these events.
9. Due to the possibility of "cross-contamination" between groups, no food is allowed on any playground with the following exception: classrooms may serve food from the regular center menu in a picnic format on the playground with the following requirements:
 - Other classrooms sharing the playground space must be informed in advance so they can consider any implications to their children
 - Teachers must take special care to clean up the area thoroughly after eating
 - No trash from the meal may be left outside
 10. All staff members will be trained in the management of allergies and allergic reactions part of the orientation, including all substitutes and floaters. The topic will also be included in the staff's annual CPR/First Aid training as a refresher.
 11. All parents must update their emergency medical information immediately upon any change in allergy conditions.
 12. Staff will utilize a symptom record to document a child's symptoms, staff actions/responses and a child's response during episodes when medications are given, if parents and/or physician's office or 911 is called in response to symptoms or illness. A copy of the symptom record will be sent with the children if he/she seeks medical evaluation, or is taken to the hospital and a copy is kept in the child's file.

Condition of Arrival. Should something happen to your child at home, such as bruises, scratches, severe mosquito bites, etc., please complete a "condition of arrival" form. If KLPA staff notices a mark on your child, you will be asked to complete a form.

Employees are responsible for inspecting student's condition (external demeanor) upon arrival to school. In childcare, if a child arrives with soiled pampers or with bowel, do not automatically assume that the parent neglectfully allowed the condition to happen because there is that possibility where the child soiled or had a bowel movement while in the car. The question becomes, whose responsibility is it to clean the child once the child arrives at the center. The first occurrence, KLPA will assume the parent was unaware of the incident and thus the employee is responsible for changing the child, however, the condition of

arrival and a phone call to the parent need to be documented. Should the incident occur again, this may be a form of neglect that may need further intervention in which KLPA will follow lawfully required steps to resolve the matter.

Medicine. Kingdom Life will not administer any medication without proper written consent from the legal parent/guardian. No medicine should be in the student’s possession at any time, except for an inhalant with a doctor’s written permission. The school is not allowed to provide medication, such as aspirin, at any time. If a child requires medication of any kind, prescribed or over-the-counter, during school hours, the parent must complete a medication form in the school office. All medication must be in its original container and labeled with the child’s name, name of their physician, medication name, and medication directions written on the label. In order to administer over the counter medications, we must also have a written form from your child’s physician authorizing use and describing the dosage for your child. A log is kept by Administration for monitoring purposes. Again, all medicines must be accompanied by a doctor’s note. We require daily parent acknowledgement for the length of time that the medication is administered.

Health Symptoms. Our children walk in divine health and by the stripes of Jesus they are healed. We also have the wisdom of God. If your child exhibits any of the following symptoms, please do not bring your child to school:

- 1. Fever of 100 degrees or higher within the last 24 hours.
- 2. Vomiting or diarrhea within the last 24 hours.
- 3. Unusual coughing, runny nose and eyes.
- 4. Skin rashes.

Illness. If your child becomes ill during school hours, you will be notified to come and pick up your child. Please do so immediately because ALL SICK CHILDREN MUST BE REMOVED FROM THE CLASSROOM(S). If your child feels ill prior to coming to the school please notify us so that we can be aware of the situation. Please use wise judgment because it may be better to keep your child at home so that he/she can fully recuperate than to bring your child to school. All students in K5-8th grade must provide documentation in order for an absence to be excused. When your child is absent due to illness for three consecutive days, a note is required from your pediatrician authorizing them to return to school.

In the event of the recent H1N1 (Swine Flu), KLPA will be taking extra precautionary measures and implementing additional policies and practices to ensure the safety of all our students. Please be mindful of the following:

- 1. All students who are sick must stay home for at least 24 hours if fever is severe over 103, students may not return until fever is gone without the use of fever reducing medicine for 24 hours.
- 2. Students who are identified as being ill will be separated from other students and required to wear surgical masks to stop the possible spread of germs until pick-up time of parent.
- 3. KLPA will stress hand hygiene, respiratory etiquette, and more routine cleaning in the learning environments. School may be dismissed in extreme situations and staff are receiving additional professional training in this area.

WHEN CAN A SICK CHILD RETURN TO SCHOOL

| Disease | Incubation Timeframe |
|---------------------------|---|
| Chickenpox | Six days after the rash breaks out or when all the blisters are scabbed over, whichever is sooner. |
| Conjunctivitis (Pink eye) | If the eyes are watery or itchy but there is no fever, the child does not have to stay home at all. If the discharge is thick and white or yellow, the child should stay home until it has stopped. |
| Diarrhea | When it has stopped. |

| | |
|--------------------------|---|
| Hepatitis | One week after the illness or after the yellow color starts. |
| Cold Sores | When the sores are dry and crusted. |
| Impetigo | 24 hours after the child starts using antibiotic medication. |
| Measles | Five days after the rash breaks out. |
| Mumps | Nine days after swelling starts. |
| Whooping Cough | After the first five days of taking antibiotics. |
| Tuberculosis | When the child's doctor or the local health department renders the contagious stage has passed (for children usually soon after medication is started.) |
| Strep Throat | 24 hours after antibiotics are started. |
| Pin Worms | 24 hours after treatment. |
| Ringworm | If the area can be kept covered, the child need not stay home. If not covered, the child can come back after treatment begins and the patch of ringworm starts to shrink. |
| Rubella (German Measles) | Six days after the rash appears and your doctor or the local health department says it's safe. Advise any pregnant staff member to see their doctor. |
| Head Lice | If discovered at school, parent/guardian will have to retrieve the child from school. Due to safety and health concerns, a doctor's approval to return is required. |
| Hand-foot-mouth | Children with an open, draining sore on the hand or in the mouth or drools should be kept out of school. They can return after sores heal or drooling stops. |

Sick Child Procedures. Health Department regulations require that we immediately send home any child with temperatures over 100 degrees with flu like symptoms, diarrhea, vomiting, flu like symptoms, an undetermined rash, contagious disease, pink eye or conjunctivitis, and any other specified sickness. **For your child to return to school, he or she must be free of their symptoms for 24.** If a child is sent home because of fever, they may not return to school until they have been free of the fever for 24 hours without the aid of temperature relievers. **In order for a child to return in less than 24, there must be a pediatrician's note stating that they are no longer contagious.**

If a class has been exposed to any contagious disease, a letter will be posted notifying parents of the exposure.

Parents must respond promptly to any communication concerning the need for their child to be taken home. It is important that parents provide notification when their child has been exposed to a contagious disease away from the school.

During the summer season, mosquitoes cause very itchy bites and can carry certain diseases. There is a disease called West Nile Virus caused by the bite of certain mosquitoes and it infects some birds, deer and horses in the panhandle. People who contract the disease are usually elderly and have difficulties fighting off diseases. **The best protection is to avoid contact with mosquitoes.**

Accident/Incident Reports. An accident/incident report will be completed if a situation occurs that needs to be documented, e.g., scratch, fall on the playground, etc. If a situation happens before 3:00 p.m., you will be contacted by a staff member.

Biting/Scratching Policy. In order to ensure the safety of each child at Kingdom Life Preparatory Academy (KLPA), biting and scratching are not permitted. The prohibition of biting and scratching encourages and supports an environment conducive to learning. In the event that your child bites or scratches someone (Teacher, child, etc.) repeatedly or a pattern develops, the necessary precautions and/or guidelines will be enforced:

- a. First Warning: An Incident Report will be filed and placed in child's folder. The Incident Report contains a description of the Incident, Teacher's signature, an Administrator's signature, as well as the Parent/Guardian's signature. By signing your name to the Incident Report, this signifies that the Teacher has given you a complete briefing/overview of the Incident. Your child will also be counseled about biting/scratching.
- b. Second Warning: After the second Incident Report has been filed, a telephone conference will be scheduled with both parents and/or guardians. At this time, the child may be placed on a three-day suspension.

- c. **Final Warning:** Before obtaining the Parent's and/or Guardian's signature to complete the third Incident Report, the Teacher will give an overview of the final Incident. After consultation, your child may be dismissed from KLPA.

Again, our goal is to ensure the safety of each child at KLPA. To assist in the prevention of frequent occurrences, please redirect your child(ren) and keep nails clipped. Thank you for your cooperation.

Suspected Child Abuse/Neglect. All KLPA staff are mandated by law to report their suspicions of child abuse, neglect or abandonment in accordance with section 39.201(F.S) of the Florida State Statutes. We adhere to the following policy regarding the reporting and/or recording of suspected child abuse or neglect:

1. We will report any and all suspected or alleged incidents of child abuse or neglect immediately by telephone to the Florida Abuse Hotline.
2. We will file a written report within twenty-four (24) hours with the Florida Department of Health.
3. We will render our full cooperation during the investigation of the reported incident.

In addition, the following steps will be taken:

1. Upon notification of suspected abuse or neglect that involves a staff person at the school, the staff person will be suspended immediately pending the results of the investigation as conducted by the Florida Department of Health and the Florida Department of Children and Family Services.
2. Any staff person that observes abuse or suspects neglect must report it to the Director or the Assistant Director immediately and prepare a written report of the incident for follow-up.

Rilya Wilson Act. The Rilya Wilson Act is explained in detail on the flyer located on the Parent Information Board. If you have any questions or concerns feel free to discuss them with the director.

EMERGENCY PROCEDURES & PREPAREDNESS PLAN

Emergency Policy: In all cases of emergencies, KLPA will contact the parent immediately. For emergencies that result in unforeseen closures, in addition to getting in contact with parents, notices will go out concerning all pertinent information. In any case KLPA will follow the same policies for closures as set with the Leon County school board. It is extremely important that KLPA has your email address for prompt communication.

Fire Drills / Severe Weather: KLPA will have at least one fire drill a month utilizing at least two evacuation routes. These drills are designed to ensure the safety of the children. All teachers should have attendance records during drills. Teachers will review with their classes the fire and disaster drills. Any drill may be initiated by word of mouth or by the public address system. In case the school is having an alert during the time when class would normally change, be very careful that the regular bells are not confused with the all clear signals.

Tornado or Severe Thunderstorm Watch: When watch is issued, administrators will:

- Post weather spotters.
- Post one person to monitor weather radio.
- Notify teachers of watch.
- Initiate the following procedures if threatening weather develops.
- Parents will be notified via email that school is under watch.

When threatening weather develops: Administrators will immediately notify all teachers and students. Teachers will continue to conduct class as near to normal as possible and remind students of procedures to follow if the warning alarm sounds.

Tornado Warning or Severe Thunderstorm Warning: The following procedures will be followed if a tornado or severe thunderstorm warning is issued or if threatening weather develops which may create a danger to students or staff. Administrators will:

- Announce "Weather Warning" over the Intercom.
- Supervise movement of students to shelter to shelter areas.
- Take count (if time allows).

Teachers will:

- Select a student to lead the class to the designated shelter area.
- Close all windows and doors.
- Follow students to shelter area.
- Take student count (if time allows).

Custodial staff will:

- Secure outside doors and fire doors.
- Report to administrators at shelter areas.

OTHER GENERAL POLICIES

Messages. Parents will be required to leave a message to relay pertinent information if a staff member is unavailable to answer the phone. Phone calls will be returned promptly at a convenient time by an administrator and/or staff member if at all possible. Given the high volume of work within the office, it is not possible to deliver phone messages to students. In addition, each time a message is delivered to a classroom, it interrupts the educational program. The Academy administration team asks that parents not request staff to deliver a message to a child. Prior planning before leaving home is greatly encouraged. If there is an extenuating circumstance, special allowances will be made. Students are called to the office telephone only in extreme emergencies. In case of illness in the home or some other emergency, which the parent can explain to the receptionist, students will receive the message. Students are encouraged to take care of all business and other arrangements before or after school.

Visitors. All visitors need to check in at the main office. We encourage classroom visitations, and a written 48-hour notice is required to do a teacher observation. Please plan ahead so that the students' learning environment is not disturbed. Unannounced visits require approval from administration they will be limited to three (3) minutes however scheduled visits may be limited for up to 10 minutes unless specified by administration. Visitors to the main office are required to obtain a badge from the main office.

Change of Information. When the enrollment packet is completed, this is the only information we have about you/your child(ren) on file. Should any contact information change, you must complete a Student Information Update form so that we may update our records and easily contact you should the need arise. This includes a change in home phone, work phone, and pick-up or emergency contact persons. Failure to provide proper contact information can be considered a form of neglect.

Technology Upgrades. KLPA is committed to staying abreast and on the cutting edge in the area of technology to ensure that your child is learning and for the optimal customer service experience. An aggressive and strategic technology plan are constantly being implemented to enhance the program.

R.A.C.K.: Reading Aloud and Along with your child for the Kingdom. RACK is designed to create life-long learners and readers for the Kingdom. Its foundational approach is geared to stimulate and entice children on the wonderful ventures of reading. Each age group is responsible for reading a certain amount of time or books per week. A weekly log is kept on the student's success. See your child's teacher for more details.

Bringing Items from Home. Students are not allowed to bring toys, candy, large amounts of money or any other such items to school. These things are a distraction in the learning environment and/or a safety hazard in the classroom and must be taken away from the child and put away until the child is picked up at the end of the day. Please make sure that your child does not bring such items to class. Failure to

comply will result in disciplinary actions for the student and will require a parent conference. **Cell phones and other electronic devices are prohibited.**

Food and Nutrition Program. It is the goal of KLPA to provide an adequate food service program with meals that are affordable yet nutritious and are ones that the students will eat. KLPA offers four nutritious meals daily to include breakfast, lunch, snack and dinner. Although not highly encouraged due to the nutritional value of some of the items, the Academy offers a snack bar periodically to after school students. These additional items cost money but all other menu items are free of charge. Praise the Lord!

Microwaves, ovens, etc. are off limits for student use during meal times. All food items brought from home should be kept in child's book bag or stored securely in the student's desk.

Sunflower seeds are not acceptable food items during school operation due to potential hazards and susceptibility to getting engraved in carpet and the potential of children picking it up and eating it.

Lunch Off Campus. Students may leave the campus for lunch under the direct supervision of their parent/guardian. Parents must sign their children in and out in order to leave campus. Parents are encouraged to utilize the established lunch period and to eat on campus.

Birthday Parties and Other Festivities. Parents/guardians are required to inform administration at least 48 hours in advance if they want special festivities. Otherwise we cannot guarantee proper setup or availability. Parties during lunch are limited to 25 minutes and must be nutritious in manner. Parties at snack can be longer, no more than 45 minutes, anything else requires administrative approval. Our downtown location parties are usually during snack and our main campus parties is usually during lunch.

Field Trips: KLPA provides at least a 48-hour notice for all field trips. Written permission forms are supplied to all parents/guardians, of which a signed copy will be needed in order for every student to participate. KLPA Friday T-shirts are usually required for uniformity purposes as well as safety measures. Chaperones are always welcomed to assist in lowering the teacher-student ratio.

Field Trip Co-Curricular Activities. Students will be involved in various activities during the year and it is imperative that there is a completed activity form on file which has been executed by the parent/guardian. NOTE: Students with two out-of-school suspensions will not be allowed to participate in any co-curricular activity. Specific grade/behavior requirements may be in place for team-sponsored activities or for club/athletic activities as well. Current physicals are required for all students participating in sports/athletics.

End of the Year Field Trips. In order for the student to participate, the tuition account must be current (within 30 days of its current month). If it is past due, the student will not be able to participate.

Parent Teacher Organization. Parents are strongly encouraged to become members of the KLPA PTO. All KLPA Financial Aid Program recipients are required to be active participants. The PTO is designed to support KLPA in a variety of ways. Parents will receive notices of upcoming PTO meetings. Active participation in the PTO is required to be a homeroom parent.

Volunteering Requirement. Parents are strongly encouraged to volunteer at Kingdom Life. Volunteers certainly make a difference in the learning environment. You may volunteer to read, grade papers, or help a student who needs one-on-one attention. In most cases, parents will not be allowed to volunteer in their child's class outside of birthdays, etc. to prevent classroom interruptions. Administrative approval is required to override this policy. All volunteers must sign in each day in the Volunteer Log and wear a guest pass while assisting in the classroom.

To increase the level of program involvement within KLPA, each family must dedicate ten (10) hours of volunteer time each year. Once completed, a verification form must be signed by an employee of KLPA. Areas of assistance may include, but is not limited to, office work at the corporate office, planning field trips, cutting out laminations, classroom assistance. The list can go on and on. In most cases, parents will not be allowed to volunteer in their child's class outside of birthdays, etc. to prevent classroom

interruptions. Administrative approval is required to override this policy. If the volunteer hours are not met, the child(ren) associated with the family will not be allowed to enroll in the following school term until hours are completed. Any family who does not meet their 10 hours of volunteering will have \$50 added to their tuition in May. KLPA also requires that certain documents be kept on file.

Parental Involvement. We encourage parents to become involved with the program. ABC 123 honors the important role of parents. Current research shows that children enjoy a more enriched learning experience when their parents take an active role in their education. As partners with your child's center, parents are encouraged to:

- Volunteer in your child's classroom
- Have lunch with your child
- Participate in seasonal events
- Participate in "Children's Week" activities
- Attend PTO meetings, or serve on our Parent Board
- Share a talent (music, art, sewing, etc.)
- Donating items
- Attend Parent Workdays

Fundraising. Fundraising is a vital part of the KLPA Athletic program. The athletic participation fee does not begin to cover all costs incurred by the sports program. As a result, parent volunteers are needed throughout the year to help in various Fund-raising projects.

Donations. Donations are always appreciated and parents are encouraged to donate the following items to improve the learning environment: educational videos, televisions, VCRs, books, puzzles and educational toys, pencils, toys, notebook paper, etc. Each classroom has a school supply list and parents are encouraged to donate additional items for other students.

Electronic Devices. Again, cell phones are not allowed. I-pads and any electronic device that is used and approved by administration to educate your child is acceptable. All other items will be returned to parent/guardian the first time and held by administration the second time. Habitual offenders will have items kept until the end of the school year.

Housekeeping. Each student is expected to do his/her part in keeping the classrooms, hallways, locker rooms, gym and campus clean. Please keep us keep our building and grounds as a Christian example to the community. This can be accomplished if each of us will deposit our trash in the proper container, and pick up paper rather than walking over it. Trash containers are located in each classroom, in the hallways and in the parking lot of the campus as well.

Pets. Kingdom Life Preparatory Academy does allow pets and animals in the learning environment in accordance with Florida Statutes. Permission must be granted by the Principal before a pet/animal can be allowed on the campus.

What We Expect From Parents.

Parental Responsibilities

- Read the bulletin boards, notices and newsletters that are sent home. Important information is shared with you on a regular basis, but you must make the effort to read it.
- Give your child time to adjust to child care before leaving them here. Parents can help set a positive tone for the rest of the day by taking a few minutes in the morning to greet the teachers and help involve your child in the activity.
- Value staff members and show them common courtesy. Caregivers are more than just babysitters. We employ teachers who have training and education in child development. Show respect for their position as an important part of your child's development.
- Focus on your child when you pick him/her up. Take time to greet staff and your child and see if there is anything the teacher wishes to communicate before you leave.
- Pay your tuition on time. We are providing a valuable service and deserve prompt payment. Don't put the director in the position of begging you for payment or having to threaten dis-enrollment.

- Make sure your children follow the school rules. If we ask that you refrain from bringing in toys, then please do not allow your child to do this. It is impossible to fully enforce all policies at all times, but know that your disregard for a policy is causing a problem.
- Make sure your child is wearing appropriate clothing. Sometimes children will get dirty. It is not realistic to send them in expensive clothing and expect teachers to keep them clean. Make sure clothing is easy to remove if your child is in diapers or in the process of toilet training.
- Keep a sick child home. The state mandates health regulations to prevent spread of infections illness. Although it may seem inconvenient at times, these rules also keep YOUR child from being infected by others as well.
- Address concerns in a respectful way and to the appropriate person. Do not bad mouth staff to others – seek to resolve your problem with the appropriate staff member.
- Try to minimize your child's time at school. Most children have had a full day after 8 hours and need to re-fuel emotionally by spending time with their family.
- Communicate with teachers about what is going on at home.
- Make sure children get a good night's rest so they are ready for their busy day.
- Pick children up before the school closes. Staff need to get home too!

FINANCIAL POLICIES

Privacy Statement:

It is the policy of KLPA to protect the privacy of all information provided to the school. KLPA is bound by law to share certain information with governing agencies such as the Department of Children and Families. KLPA reserves the right to share demographic information not excluding contact information to local third party agencies, such as community outreach programs and emergency assistance programs. Because we value the trust of the parent/guardian who enrolled each student, our first responsibility is to you, therefore in situations where another party or individual pays fees for a student who they do not serve as the primary parent or guardian, KLPA must receive official notice to add that individual or party as a sponsor on the account. Upon receiving approval from the primary parent or guardian, KLPA will develop a separate account for that individual in which payments will be classified under the name of the individual who will be making the payments.

When completing an application, the two individuals listed as primary guardians will be placed in our account receivable systems as Primary Sponsor and Co-Sponsor. Should the Primary Sponsor default on their financial responsibility, KLPA will pursue contact with the Co-Sponsor for collection of the unpaid fees. Information will be provided to the Co-Sponsor regarding the financial status of the account in every effort to detour termination of services. All contact information contained in the file will be forwarded to our collection agency, including the Primary Sponsor's and Co-Sponsor's social security numbers as well as the contact information for emergency contact and authorized pick-up individuals.

Vacancy Reservation Policy:

- To secure a child's placement at KLPA, a registration fee is required. The registration fee is \$10 for one child, and \$30 for a family with multiple children. Registration fees are **NOT REFUNDABLE UNDER ANY CIRCUMSTANCES**. If a parent decides to withdraw a child and later decides to re-enroll, another registration fee will be required regardless of the amount of time between the two enrollment periods.
- During regular school months, vacancies can only be held for a maximum of 10 working days. However, during prime planning periods like the summer months and Christmas break, the vacancy reservation is extended for no more than 90 days. During the regular school months, vacancies will be reserved for up to 30 days only under extenuating circumstances, which include custody cases, illness of child/parent/immediate family member, and death in the family and/or a military/employment requirement. Documentation will be required for all extenuating circumstances.
- If the registration fee has been paid but your child does not start on the original start date, we will attempt to contact you on the following day. If we are unable to make contact with you after three working days and your child still has not begun school, your "reservation" will be cancelled and admission of your child will then be based on available vacancies only. Your account will be charged the pro-rated tuition amount from the original start date to the cancellation date plus an

additional five working days (it will take five working days to fill the slot we have been holding for your child), for which you will be responsible for payment.

- If the registration fee has been paid but you decide to change the start date from the original start date to a later date that is within ten working days of the original start date, your account will be charged the pro-rated tuition amount from the original start date to the actual date that your child starts, for which you will be responsible for payment. You are allowed to change the start date only once. If the new start date is more than ten working days away from the original start date, your "reservation" will be cancelled and admission of your child will then be based on available vacancies only. However, if the change in start date is due to an extenuating circumstance, your child's slot may be held up to 30 days provided that you supply the supporting documentation.
- If the registration fee has been paid and you later decide that your child will not be attending, you must notify KLPA immediately, no less than five working days before the original start date. If this notification, verbal or written, is not provided until after the original start date, your account will be charged the pro-rated tuition amount from the original start date to the date of your communication with us plus an additional five working days, (it will take five working days to fill the slot we have been holding for your child), for which you will be responsible for payment.

Tuition and Fees:

- Tuition and fees are due on the 1st of each month before services are provided and are considered late after the 5th. If 50% or more of tuition is not received by the 5th, you will be assessed a \$20 charge on the 6th. All tuition must be paid in full within 30 days to prevent termination of services. Weekly or biweekly payment arrangements must be approved by the Administration. If the 5th falls on the weekend, the tuition is due the following Monday.
- Generally, fees may be paid with cash, check, or money order. Please include your child's name on all checks and money orders. KLPA reserves the right to verify funds for all check payments.
- A tuition increase will only be implemented after a notice announcing the amount of the increase has been posted for at least 30 days.
- Annual supply fees are non-refundable even if the parent changes their mind about their child attending KLPA.
- Tuition will be prorated if the start date (initial enrollment date) is between the 5th and the end of the month. If start date is after the 5th, the first payment is due on the 1st day of enrollment. A late fee will be applied after the 5th day of enrollment.
- ELC Supplemental Fees are assessed due to the fact that ELC does not pay KLPA all of its full tuition. The Supplemental Fee makes up the difference that ELC does not pay. KLPA provides a \$25 discount on an account's total Supplemental Fees if a parent is assessed a supplemental fee for more than one child.

Miscellaneous Fees:

- **Enrichment Activities.** A small fee may be assessed for enrichment activities such as field trips. Enrichment activities help to supplement classroom instruction and build an experience knowledge base. Parents are required to pay the fee and are encouraged to serve as chaperones. Each child will get an opportunity to keep any materials purchased at the end of the school year.
- **VPK Non-Instructional Days.** During the regular school year, there are days considered as non-instructional by the VPK program. Those days require parents to pay \$8.50 per day (this is for private pay parents only). These days include Christmas breaks and other days.
- **Extended Days.** These days occur when public school is out and regular KLPA instruction is not being performed. Parents are responsible for the half-day price which is subject to the after school charge. If the student is not enrolled in Kingdom Life, the full day fee is required.

Scholarship/Financial Assistance . Step Up for Students and McKay scholarships may be available for those who are not funded by the Early Learning Coalition. A brief application and income verification are required. The KLPA Financial Aid Program is funded by various members and provides tuition assistance for all ages on a case-by-case basis. Kindergarten through 8th grade parents/guardians can apply for Step Up for Students at www.ScholarshipFunding.org and McKay at www.FloridaSchoolChoice.org. VPK (Voluntary Pre-Kindergarten) funding is available for students who turn four years old on or before September 1st of the school year.

Late Payment Fees. If an account becomes more than 30 days past due, a second late payment fee will be applied to the account (Note: The initial late payment fee is applied on the 6th of each month). After the 2nd late payment fee is assessed, one will be charged every 30 days thereafter for each individual month. Thus, a parent can be assessed two late payment charges within one month depending on how many months their account is past due. If a parent has a separate account per child, a late fee will be assessed per account.

Returned Check Policy: KLPA assesses \$25.00 per returned check marked "Non-Sufficient Funds (NSF)." An additional late fee of \$20.00 will be assessed for the prolonged delay in receipt of funds even if a parent has already been billed a late payment fee for paying after the fifth day of the month. In addition, KLPA utilizes Checkcare Systems which assesses an additional \$40.00 processing fee for attempting to collect the NSF funds. In cases of habitual offenders, cash, money orders and credit cards will be the only acceptable method of payment. An administrative notice will be provided for full disclosure of this policy.

Absenteeism Policy: Our attendance policy requires KLPA students in K3-8th grade, which includes all VPK students, to possess a certain amount of core instructional hours as part of the learning component, for accreditation purposes and in compliance with the Florida Department of Education. It is the parent's responsibility to make sure that all homework assignments are gathered before leaving the school.

- There will be no adjustment in fees due to absenteeism during the regular academic school year (from August to May). This policy is effective for all students, regardless of the program in which they are enrolled. This includes vacations and holidays, as well as closures due to extenuating circumstances (fires, hurricanes and/or other acts of God).
- If a parent provides financial documentation demonstrating payment for alternative care due to closure, a credit can be applied to their account. The credit will not exceed our per-day tuition rate established for that account.
- It is the policy of KLPA to require a holding fee during the summer months to secure a student's slot during a vacation or an extended period of time. Holding fees are required for all infants to K-4 (K-4 students not enrolled in VPK) because of our extended waiting list. K-5 through 8th grade students are not required to pay holding fees during the summer months. The regular holding fee is \$100 per month per child. If a student is out for less than a month, the holding fee will be based on a prorated amount and the parent will also be responsible for the prorated tuition for that month. When considering the proration of tuition, KLPA only recognizes and honors absences of more than 10 working days. If a student is out for any length of time less than two weeks, full tuition is required. All Coalition parents are required to pay their regular tuition to hold their child's slot. Any accounts with outstanding balances must be paid in full to hold a slot, otherwise the student's name will be removed from the roster immediately. The holding fee must be paid by the 5th of each month. If the holding fee is not paid, your child's slot will be forfeited and there is no guarantee that a vacancy will be available upon his/her return.

ELC and Absences: ELC will pay for up to three absences per month. Any absences outside of three days must have a written documented excuse in which the parent must provide a written note (self-written, physician, funeral program, etc.) AND complete an ELC Absence Form in order for KLPA to be compensated. Parent may be held liable for all fees not covered by ELC.

Suspensions and Tuition. In cases of suspensions, the parent is still responsible for the full month's tuition.

Payment Plans. It is the desire of KLPA for parents to exercise impeccable financial management. It is not KLPA's desire to see parents in debt. Therefore, termination of services may be an option for those who become extensively delinquent. The Bible says that man must repay every debt except the debt of love. At the discretion of administration, a payment plan can be entered into if an account becomes more than 45 days past due. A parent must ask for an official Payment Plan Form. Administration will review to ensure that it is feasible for its daily operations. A member of administration will accept, modify, or deny the payment plan offered by the parent. Payment plans are only entered into for a brief period, normally 3 to 6 months, but not to exceed 6 months. There are additional stipulations as outlined on the Payment Plan Form including that late fees will continue to accrue on the account if the agreed payment date each month is not the 5th of the month.

It is the policy of KLPA that if a family with multiple children becomes indebted to KLPA for tuition and desires to withdraw some of their children and not all of their children, in order for KLPA to continue to provide services, the account must be paid in full or an acceptable payment arrangement made.

Withdrawal Policy. It is not our desire to any child to withdraw, but KLPA must receive a 10-day notice of withdrawal form signed by the parent and the account must be paid in full. Checks are not accepted for final payment. If a family makes final payment with a check, it will delay the processing of Fee Release Statements, records transfer and return of books until official notice that check has cleared the account.

Official Steps and Implementations for withdrawals are as follows:

1. It is the policy of KLPA to require a 10-working day notice to withdraw any student. In cases of extenuating circumstances that call for immediate withdrawal, for example relocation due to a death in the family, administration will determine if the 10-working day requirement may be waived.
2. Academic records will not be released directly to the parent/guardian at the time of withdrawal. Records will be forwarded directly to the student's new school within 24 hours of receipt of written request from the requesting school.
3. Financial Terms and Obligations:
 - a. All outstanding balances must be paid 10-working days before the scheduled last day of attendance in order to continue providing services. If the account is not paid in full 10-working days before the scheduled last day of attendance, the withdrawal becomes an immediate action upon receipt of the withdrawal notification and services will be terminated.
 - b. If a parent wishes to withdraw a child immediately without an extenuating circumstance, please note that the account will be billed 10-working days after the date of notification of withdrawal at the full-time tuition rate. Payment will be expected immediately in which the billing includes the dates of attendance and possibly thereafter. In cases of extenuating circumstances that call for immediate withdrawal, for example relocation due to a death in the family, administration will determine if payment for the 10-working days may be waived.
 - c. Checks are not accepted as a method of final payment.
 - d. If the family is an Early Learning Coalition recipient, a fee release statement is only issued to the parent on the child's last day of attendance.
 - e. Accounts that are not paid in full at the time of withdrawal will be subject to additional debt collection efforts that include:
 - i. Late payment charges will continue to be assessed on the account in addition to added debt collection charges.
 - ii. The account will be reported to a collection agency for further collection as well as to the three credit bureaus.
 - iii. A financial obligation notation placed against all academic records and cumulative folder records which include but are not limited to: report cards, transcripts, IEP's, AIP's, and disciplinary records. These records will not be released to a family whose financial obligations are outstanding. Original medical records are considered property of parents/guardians and thus will be returned to the parent once the withdrawal process has been completed.

Withdrawal & Early Learning Coalition Recipients. The Early Learning Coalition (ELC) is a federally funded program designed to provide financial assistance for childcare for those who are income eligible. ELC parents must follow the proper withdrawal policy stated above. Upon following the proper withdrawal policy, a Fee Release Form will be provided on the last planned date of attendance, and not any day before, to give the parent an opportunity to transfer their child(ren) to the center of choice. It is in the best interest of the parent and child, for the parent to follow the proper withdrawal policy as ELC has adopted a policy where a parent can not transfer a child to another center unless fees are paid in full.

Refund Policy. It is the policy of KLPA to not provide refunds for any reason. A credit may be applied to your account in case of prepayments for unattended events or miscellaneous credits. In the case of withdrawals where the monthly tuition has been paid in full, you can receive a prorated refund check if all withdrawal procedures have been followed (see above Withdrawal Policy).

Social Media. Parents should connect with us via Facebook and Instagram. In cases of emergency, it will serve as a mechanism of communication. Parents should not utilize to handle their concerns, but see a member of the administrative staff to help.*

