



## **Parent Student Handbook**

**2017-2018**

A Ministry of Windwood Church  
10555 Spring Cypress Road Houston, TX  
77070

School Office: 281 378 4050

Fax: 281 378 4081

Church Office: 281 378 4040

Website: [www.kca.life](http://www.kca.life)

Principal: Kim Watson

Assistant Principal: Becky Berry

Advisor: Michelle Asous

Director of Children's Ministry: Amber Blake

# Table of Contents

1	Title Page
2-5	Table of Contents
6	We Pledge to.....

## Section I - Engaging Students

7	Student Expectations
	Teacher Expectations
	Administrator Expectations
8	Curriculum
8	Grading Scale for Transition, Kindergarten and First Grade
9	Grading Scale for Second Grade through Sixth Grade
	Incomplete Grades
9	Report Cards
	Purpose of Homework
10	Make-up work
	Consequences for Late Homework
	Observation/Evaluation
	Declining Academic Performance
	Library Expectations
11	Emergency Procedures and School Cancellation
	Fire Drills/Emergencies
	Tornado Precautions
	Active Threat Emergency
	Flooding/Severe Weather
	Safety Drill Expectations
12	Guidelines for Student Behavior
	Behavior Goals
	Classroom Expectations
	Chapel and Assembly Expectations
	Discipline Management Plan
13	Suspension

- Expulsion
- Playground Rules
- Electronic Devices
- 14 Dress code
  - Girls Grooming
  - Boys grooming
  - Standardized Dress Guidelines
    - Girls
    - Boys
- 15 Consequences for Dress Code Violations
  - Kardia Christian Academy Acceptable Use Policy for Technology
- 16 Consequences for such violations may include
- 16 School Supplies and Backpacks
  - Lunch Time and Morning Snack
  - Parties and Holidays
  - Water Activities
- 17 Gifts
  - Gang Free Zone

## **Section II - Involving Families**

- Family Expectations'
- Student Arrival to School
- Student Departure from School
- Late Arrival and Early Pick up Procedures
- 18 The Extended Care Program
  - Student Attendance Policy – Taking Students Out of Class During School
  - Doctor and Dentist Appointments
  - Absences
  - Excused Absences
- 19 Emergency Phone Numbers
  - Tardy Policy
    - Philosophy

	Policy
	Excused Tardiness
	Unexcused Tardiness
20	Family Volunteering
	Communication/Messages
	School Communication
	Kardia Christian Academy Due Process/Conflict Resolution
21	Admissions Information
	Age Levels and Qualifications
	Transition
	Kindergarten through 6 <sup>th</sup> Grade
	Withdrawal and Re-entrance to the Academy
	Substitute Teacher Guidelines
	Custody Issues
	Communication to Divorced/Separated Parents
22	Financial Information
	Tuition
	Returned Check policy
	Financial Policy for Delinquent Accounts
	Parent/Family Teacher Conferences
	Medical Policies and Information
	Medication
23	Food/Severe Allergy Policy
	Immunization Records
	Texas Minimum State Vaccine Requirements for Student Grades – Transition-6 <sup>th</sup> Grade
	Immunization Requirements
24	Exemptions
	Vision and Hearing Screening
	Illness
	Communicable Disease Policy: When to Keep Your Children Home
25	Communicable Disease

26	Emergency and Illness
	Accident/Incident Reports
	Head Lice Policy
27	Volunteer Guidelines
	Volunteer Dress Code
	Parent Classroom Visits
	Inappropriate Parental/Guardian Behavior
28	Field Trips
29	Security
	Animals on Campus
	Nursing Mothers

### **Section III – Seeking God’s Heart**

	The Windwood Church Statement of Faith
	Philosophy of Christian Education
30	Neo-Classical Defined
31	Family Support Policy
	Mom’s in Prayer

# **Kardia Christian Academy**

## **We Pledge to the Community We Are:**

### **Engaging Students with...**

- *The joy of learning through experiences and enrichments*
- *Higher level thinking skills*
- *Dedicated teachers*
- *Small class sizes (1 teacher-15 students)*

It is our mission at Kardia to help students reach their God-given potential academically, spiritually, physically, and emotionally. We use curriculum, enrichments and other experiences such as field trips and guest presenters, that will not only teach our students the knowledge they need to know, but also instill in them a love for learning. We want to provide them with the opportunity to engage with the information they are learning and make it come to life for them.

### **Involving Families by...**

- *keeping them fully informed*
- *listening to their concerns*
- *partnering with them to enable students to reach their God-given potential*

We realize we have an important role as educators, but we are not the only people in your child's life that have an impact on their education and development. At Kardia, we believe it is crucial to your child's success for everyone involved in their life to be aware of what is going on in school and to partner together to help your child reach their fullest potential.

### **Seeking God's Heart through...**

- *daily Bible study*
- *prayer*
- *Christian curriculum*
- *Pastoral guidance*

Knowing and seeking God is the foundation of everything we do at Kardia. We recognize that having a relationship with God is more important than anything else we can teach our students and we strive to convey that importance to our students. We want our students to become young men and women who are daily seeking to know God better and become more like him. We pray that we can give them the knowledge and skills to impact our world for Christ and share their beliefs with those around them.

## **Section I - Engaging Students**

### **Student Expectations**

It is understood that a student will:

- Thank God for his/her family and teachers
- Ask for help when he/she does not understand or when he/she has a problem.
- Be at school regularly and be there on time.
- Go to bed on time, eat healthy to stay healthy.
- Plan with his/her family the best amount of time for extracurricular activities.
- Do his/her chores around the house and do assigned school homework.
- Do his/her part to help keep the classroom a safe place to learn.
- Be kind and respectful to all peers.
- Grow as a child of God through the study of God's Word and regular worship.

### **Staff Expectations**

A high standard of conduct is required of each faculty or staff member at KCA, at school or off campus for the purpose of maintaining order and displaying Christ-like character.

### **Teacher Expectations**

It is understood that the faculty will:

- Recognize and love each child as a precious child of God, created in the image of God.
- Pray for the students and families.
- Plan/prepare and implement activities that promote the spiritual, social, emotional, physical, creative and intellectual growth and progress of the child.
- Communicate with families about the growth and progress of the student.
- Be concerned for the health and safety of the students.
- Grow in teaching skills and relationship skills through professional study.
- Attend church regularly.
- Share the Christian faith and worship with the students.

### **Administrator Expectations**

An Administrator must:

- Establish the learning climate for the school.
- Provide instructional leadership.
- Exercise Matthew 18 in dealing with conflict.
- Assume responsibility for discipline and for evaluation of the discipline Management Plan.
- Respond to discipline problems referred by teachers or other staff members.
- Encourage family communication with the school, including participation in conferences.
- Provide appropriate assistance to students in learning self-discipline.
- Serve as appropriate role models for the students on the campus and in the community in accordance with the standards of the profession and as a follower of Christ.
- Regularly attend church.

## Curriculum

The curriculum at Kardia Christian Academy is based on the Word of God. Subjects taught are carefully selected to give each student a well-rounded education and to develop each student's fullest potential. Christian ideals are integrated into all subject areas of the curriculum. Its influence permeates and gives substance to all curriculum areas.

In keeping with a Christian philosophy of education and the requirements of the Texas Education Agency, our children receive a blended education in the following curriculum areas:

Bible	Physical Education
Band- 3 <sup>rd</sup> -6 <sup>th</sup>	Reading
Language Arts	Science
Mathematics	Social Studies
Music	Spanish K-6 <sup>th</sup>
Music Theory and Recorders – 1 <sup>st</sup> and 2 <sup>nd</sup>	

## Grading Scale for Transition, Kindergarten and First Grade

### *Descriptors of the Academic Scale:*

KCA uses the standards-based method of grading that measures and communicates how students are doing in meeting the standards in each grade level.

KCA believes this method of assessment and reporting is more consistent, accurate, meaningful and ultimately supportive of learning. KCA is trying to change school culture from one of "point accumulation" to one of learning. Research has shown that standards-based grading improves student-motivation, the assessment of students and better communicates the strengths and weaknesses of a student.

Numbers will be given for each standard within a subject using the following indicators:

4=Exceeding Grade-level Standards

3=Meeting Grade-level Standards

2=Approaching Grade-level Standards

1=Not Meeting Grade-level Standards

It is important to note that a 4 does not equal an A, 3 does not denote a B, etc. A student who receives a "3" is doing great and should be celebrated. It means the student has demonstrated mastery of that standard. Currently, a student typically receives an "A" for meeting teacher requirements. 4's are going to be much harder to achieve.

Transition, Kindergarten, and First Grade will be graded on a rating key scale.

### **Academics & Conduct**

4-Exceeding Grade-level standards

3-Meeting Grade-level standards

2-Approaching Grade-level standards

1-Not meeting Grade-level standards

To be promoted to the next grade level a student must be meeting grade level standards in language arts and math.



*Descriptors for the Academic Scale:*

## **Grading Scale for Grades 2-6**

<u>Academics</u>	<u>Academics &amp; Conduct</u>
93- 100 A	4 - Exceeding Grade-level Standards
85-92 B	3 - Meeting Grade-level Standards
77-84 C	2 - Approaching Grade-level Standards
69-76 D	1 - Not Meeting Grade-level Standards

Second through sixth Grade will use a traditional grading system and implement the Standards-based grading system.

It is important to note that a 4 does not equal an A, 3 does not denote a B, etc. A student who receives a “3” is doing great and should be celebrated. It means the student has demonstrated mastery of that standard. Currently, a student typically receives an “A” for meeting teacher requirements. 4’s are going to be much harder to achieve.

To be promoted to the next level, a student must maintain a 70 or above in language arts (includes handwriting and spelling), mathematics, reading, science and social studies as well as 3’s – Meeting Grade-level Standards.

In the event a student does not maintain a 70 or above in his/her academic subjects listed for promotion the student will then be retained in the current grade level. If the student does not maintain a 70 or above average during a retention year, other placement options need to be considered for this student by the placement committee.

## **Incomplete Grades**

In some extreme cases, as designated by the teacher and approved by the Principal, an Incomplete (I) will be given on a report card. At that time a make-up work schedule or “Incomplete Contract” will be put into effect giving the student set due dates to turn in missing work. Failure to turn in the work by the due date will result in a grade of zero (0) for all assignments not received.

## **Report Cards**

Report cards are issued quarterly.

Note: Report cards, transcripts or permanent records will not be released for students whose accounts are past due. Final report cards and/or records will not be released until ten (10) working days after receipt of payment of final account balances by personal check; however, such report cards/records may be released immediately upon payment by cashier’s check, money order or cash.

## **Purpose of Homework**

There are multiple purposes for assigning homework. Among those most important are the following:

- To reinforce what was taught in the class through practice and repetition
- To foster good study skills and habits
- To give an opportunity for families to partner with the teacher in encouraging and supporting their children at home.

## **Make-up Work**

Once a student returns to school from the excused absence, it is their responsibility to check with their teachers for assignments missed and to arrange for any tests that were missed. Students will have one extra day per absence to make up their work. Students with multiple (more than 3) consecutive excused absences should arrange a schedule with their teachers.

Remember that any work not completed is recorded as a zero unless the teacher states otherwise. Other guidelines regarding absences and student work are as follows:

- Any work assigned before the absence, is due on the day the student returns to school.
- Major projects or papers that were assigned in advance with the due date given are due on that date.
- It is the student's responsibility to make sure that the project or major paper is delivered to the teacher by the due date.

## **Consequences for Late Homework**

Teacher discretion may indicate that extenuating circumstances existed which caused a student to be unable to complete their homework assignment. This judgment is based solely at the discretion of the teacher. However, most late homework consequences will follow the guidelines below:

- **Transition-2<sup>nd</sup> Grade:** Homework will be checked daily for completeness. The teacher will contact the parents if the homework is not completed within the week.
- **Grades 3-6:** homework not turned in on the assigned date will be accepted the next day with a 10 point penalty. Two days late will result in a 20 point reduction. Homework that is three days late will be graded according to the teacher's discretion.

## **Observation/Evaluation**

Kardia Christian Academy reserves the right to have staff members observe your child in the classroom, and may have a contract diagnostician go into the classroom and perform an informal evaluation. If a formal evaluation is deemed necessary, the parents will then be informed.

## **Declining Academic Performance**

The declining performance of a student may indicate the need for further academic intervention. The administrative team or diagnostician may recommend tutoring. This cost will be incurred by the family. The administrative team will review student progress on a regular basis. Should a severe decline in a student's grades become evident, KCA partners with the Klein Independent School District to further test students to determine the best way to assist in the student's success. A parent conference will be held to discuss what modifications or accommodations, if any, may be applied in the classroom for the upcoming year.

In the event KCA is unable to meet the modifications or educational requirements that will enable student success in the classroom, the administration will assist the family in exploring other available options.

## **Library Expectations**

Our library is open to the students to check-out books; however, the students are expected to return the books. KCA cannot release report cards to students who have not returned their library books. If the book cannot be found, the family is responsible for replacing it.

## **Emergency Procedures & School Cancellation**

### **Fire Drills/Emergencies**

1. In the event of a fire drill/fire emergency an audible fire alarm will sound.
2. Each classroom has an evacuation chart posted on the wall with the nearest exits shown.
3. All classes will immediately evacuate in a quick and orderly manner to the playgrounds. The classes in the modular buildings and gym will report to the academy playground.
4. Upon arrival at the meeting area, the teachers will immediately account for all children in their class.
5. The Principal or Assistant Principal will inform teachers when it is safe to return to their classrooms or other locations as deemed necessary.
6. Parents will be contacted by phone if it is deemed necessary for the students to be picked up.

### **Tornado Precautions**

1. Office personnel will monitor severe weather threats and notify classes of action to be taken.
2. In general, all classes with windows will be evacuated to the hallways. Classes in rooms without windows will remain in their classroom. The music and computer rooms can be used also.
3. Teachers will take a flashlight and class list with them. When evacuating children to the hallways, teachers will place children in a protective position against the walls.
4. Classes will remain in the hallways until the Principal or Assistant Principal informs them that the threat is over.
5. Classes in the gym will remain in the gym and modular buildings will proceed to the gym.
6. Parents will be contacted by phone if it is deemed necessary for the students to be picked up.

### **Active threat Emergency**

1. In the event of an “Active Threat” a silent alarm will be sent out to all staff.
2. Each staff member will be trained and know how to respond to the emergency.
3. The appropriate emergency agencies will be notified.
4. Parents will be contacted by phone as soon as the situation is under control.

### **Flooding/Severe Weather**

If the decision is made to cancel classes before school begins, the teachers will attempt to call the parents. However, if phone lines and email are down this will not be possible. Please watch your local TV stations or listen to local radio for a list of school closings. We will be closed when Cypress-Fairbanks, Klein or Tomball Independent School Districts close. If Cypress-Fairbanks, Klein or Tomball Independent School Districts opens late due to snow, ice or hurricanes we will remain closed. If you have doubts, please call the Academy office at 281-378-4050 or check the website [www.windwoodpc.org](http://www.windwoodpc.org) or [www.kca.life](http://www.kca.life)

### **Safety Drill Expectations**

- Absolutely no talking
- Listen to and follow the teacher’s instructions exactly
- If leaving the building, do so in an orderly manner by means of the route posted in the room or as directed by the teacher.
- Remain in the designated area until further instructions are given.
- Students who through their actions, show a disregard for the above expectations can expect appropriate disciplinary action.

## **Guidelines for Student Behavior**

Student behavior will be recorded on a daily basis. A weekly behavior report will be sent home on Wednesdays. This weekly report will give the overall conduct grade for the student in that week. A student conduct form will be sent home for the student and parent to sign and return.

### **Behavior Goals**

- To encourage independence and responsibility
- To show respect for all persons through action and language, regardless of age, position, or ethnic heritage
- To demonstrate respect for personal and community property.
- To act in a way that encourages and maintains a classroom atmosphere that is conducive to learning and shows respect for every student's right to learn and the teacher's right to teach.
- To accept accountability and responsibility for one's actions
- To recognize, as children of God, there are times when we err and therefore, there are times when forgiveness needs to be asked for and times when forgiveness needs to be given.

### **Classroom Expectations**

- Be ready to work when class begins.
- Be safety conscious.
- Obey classroom procedures as directed by the teacher.
- Respect and be polite to all people.
- Respect the property of other people and of the school.

### **Chapel and Assembly Expectations**

- When moving to and from Chapel or an assembly walk behind the teacher in a straight line with no talking.
- Follow the teacher's instructions for seating
- Show respect for the speaker and each other by being quiet and attentive.

### **Discipline Management Plan**

Learning to live in the gentleness and truth of Christ is God's educational goal for every person. Such a goal is the highest calling of a Christian school. Teaching each student to conduct themselves to act in loving and responsible ways is a lasting gift to each student. Discipline and guidance shall be consistent and based on the careful assessment of the circumstance of each case. Factors to be considered in any disciplinary action shall include:

The seriousness of the offense

The student's age

The frequency of the misconduct

The student's attitude

The effect or potential effect of the misconduct on the school environment.

The staff at Kardia Christian Academy continuously works to handle all discipline situations with consistency, fairness, understanding and love. The following actions and techniques may be used, alone or in combination in dealing with disciplinary problems:

Verbal correction

Cooling-off time or "think about it time"

Seating changes in the classroom

School and home communication and conferences

Counseling by teachers and/or administrative personnel

Temporary confiscation of items that disrupt the educational process.  
An incident report to be filled out and placed in the child's file (a copy to the parents)  
Sending the student to the office or other assigned area.  
Suspension at home for up to 3 days per infraction.

## **Suspension**

Suspension is used as a disciplinary procedure of a last resort or when the Principal deems an infraction or series of infractions so serious that they interfere with the orderly operation of the classroom and of the school. The following violations can be cause for suspension:

1. Hitting or kicking a member of the staff or another classmate.  
If a child hits a member of the staff or another student he/she may be sent home for a period of two school days, or a contract may be drawn up between the teacher, the student and the family. If the student repeats the offense they may be suspended up to 10 days. If there is a further recurrence, the student will be expelled.
2. Disruptive Behavior – If a student continuously disrupts classroom work with his/her behavior the student will be sent home for the day.
3. Bringing dangerous objects to school (including firearms, knives, matches, etc.) and participating in violent actions that causes injury to others (this list is not all-inclusive) results in the child being expelled.

## **Expulsion**

A student can be expelled from Kardia Christian Academy after repeated disciplinary actions have failed to impact a student's behavior or at the discretion of the principal or assistant principal.

**Please note: Monthly tuition is not refundable in cases of suspension or expulsion.**

## **Playground rules**

The playgrounds are monitored daily for safety concerns. Should you notice a problem please contact your child's teacher. Teachers, who are assigned to monitor and supervise students on the playground, are not available to conference while on this duty. Below are the rules that teachers go over with the students.

- No reckless play.
- No physical contact
- No teasing or taunting other children
- Students may not twist or jump from the swings
- Students must slide down the slide facing forward on the seat
- Students are to stay in their designated playground area.
- No wall ball.

KCA is not responsible for personal recreational items (balls, jump ropes, etc.) brought to school. For reasons of safety and lack of appropriate supervision, the playgrounds are off limits to students outside of school hours. Only students registered for extended care and under direct supervision of extended care employees are allowed on the playground. Parents attending after school meetings, conferences etc. are asked to keep their children with them. For safety and liability reasons, only extended care patrons will be allowed use of the playground during after school hours.

## **Electronic Devices**

Students may not bring MP-3, iPads, computers, kindles or any such electronic devices to school. If a cell phone is brought to school for emergency use, it must remain in the student's backpack. This also applies to other non-educational items such as toys, unless for show and tell or special project.

## **Dress Code**

### **Girls Grooming**

- Hair should be worn neat, combed and out of the eyes.
- Hair should be natural in color as determined by the Administration.
- Moderate makeup is acceptable.
- Clear or light pink lip-gloss
- Conservative, age appropriate jewelry is allowed. No large, dangling earrings may be worn.
- No distracting body art/tattoos (temporary or permanent) allowed.

### **Boys Grooming**

- Hair should be worn neat, combed and out of the eyes.
- Hair should be natural in color as determined by the Administration.
- Hair should not hang below the collar, the eyebrows or mid-ear.
- Boys may not wear earrings.
- Christian jewelry is permitted.
- No distracting body art/tattoos (temporary or permanent) allowed.
- Undershirts are to be tucked in at all times.

## **Standardized Dress Guidelines**

### **Girls**

- Navy or Khaki skirts, shorts, split skirts (no shorter than 3 inches above the knee).
- Navy or Khaki dress style pants, Capris, must fit modestly at the waist. (No jeans/sweat/sport or baggy style pants).
- Polo shirts in solid navy, red, or white with the Kardia Christian Academy Monogram on at least the red polo.
- Skirts must have leggings or shorts beneath them.
- Belts: brown, navy or black leather or leather look – nondistracting
- Outerwear: sweatshirts, hoodies, fleece wear: the garment must be neat in appearance and appropriately sized
- Athletic shoes must be worn and sturdy in construction. No crocs, jellies, flip-flops, boots, ‘wheelie’-type shoes)
- Socks must be worn.

### **Boys**

- Navy or khaki shorts
- Navy or khaki dress style pants (no jeans, sweat/sport or baggy style pants)
- Polo shirt in solid navy, red, or white with the Kardia Christian Academy Monogram on at least the red polo.
- Belts: Brown, navy or black leather look – nondistracting
- Outerwear: Sweatshirts, hoodies, fleece wear: the garment must be neat in appearance, appropriately sized, and should be a solid color.
- Athletic shoes must be worn and sturdy in construction. (no crocs, jellies, flip-flops, boots, ‘wheelie’ type shoes)
- Socks must be worn.

On Wednesdays red polos and khaki or blue pants or skirts are to be worn.

On Fridays, spirit shirts, jeans or other appropriate pants or skirts can be worn.

Students will be provided with a shirt for field trips or if an extra change of clothes is needed.

## **Consequences for Dress Code Violations**

- If a student comes to school not wearing the appropriate uniform the student's parent will be called to bring in a change of proper clothing.
- Any continued or chronic dress code violations will be addressed by the Principal for arrangements to be made to correct the situation.

## **Kardia Christian Academy Acceptable Use Policy for Technology**

Technology is an educational tool, just as books, paper, newspapers and videos are educational tools. KCA has a set policy to ensure that these assets are used appropriately and for educational purposes. Below are guidelines for student use of computers, I-pads, local network and internet.

The student will:

1. Access technology resources only under the supervision of the teacher.
2. Access only curriculum-related materials for educational use under the direction of a teacher.
3. Obtain permission from a teacher to access KCA resources such as computers, I-pads, internet, email, printers, and servers.
4. Have all types of external media (CDs, USB devices) approved for use and scanned for viruses by authorized personnel before connecting to or using in a KCA technology device.
5. Use network resources in a manner not disruptive to the use of the network by others.
6. Use appropriate language at all times.
7. Keep all passwords private.
8. Recognize that network storage areas are not private. Teachers/administrators may review files and communications to ensure that KCA technology systems are being used responsibly.
9. Cite references for all electronic sources of information, using proper citation procedures.
10. Avoid revealing personal information about themselves to others.

The student will not:

1. Attempt to alter or modify equipment or software.
2. Copy software.
3. Download or install software on any KCA computer.
4. Use school resources in any way for personal gain.
5. Access or send materials that are abusive, obscene, sexually oriented, harassing, illegal, or damaging to others.
6. Use a false identity when sending/receiving messages,
7. Access another person's materials, information, or files.
8. Register any person or school at Internet websites.
9. Log onto any KCA system or device as another person.

Violation of any of the above may result in disciplinary actions and/or loss of access privileges.

## **School Supplies and Backpacks**

We ask that each child bring a standard-sized backpack with them to class – (mini backpacks or backpacks with wheels are not permitted. Some things to pack:

- Lunch stuff – lunch box, etc. (see Lunch Time)
- Children in the Transition/Kindergarten class must have a full change of clothes, including socks, in their bag or backpack for emergencies.
- It's a good idea to pack a light jacket or sweater during Fall and Spring.
- Be sure to LABEL EVERYTHING with your child's name.

## **Lunch Time and Morning Snack**

Here are some helpful things you can do so that mealtime at Kardia Christian Academy can be a pleasant, satisfying experience for your child:

- KCA does not have a cafeteria; students must provide their own lunches.
- Be aware that we are unable to heat lunches.
- No glass bottles or glass containers of any type
- Label everything that you want to come back home – including the lunchbox, utensils, etc.
- Medications must not be put in lunch boxes or backpacks.
- There are times when the school may order lunches to be brought to the school. Parents will be notified in advance to indicate if they wish their child to participate.
- The Friday hot lunch program is available to all KCA students. More information will be available at the beginning of the school year.
- Daily morning snacks are provided by parents.

Please Note: gum is prohibited for our students. Please have your child discard his/her gum in a trash can prior to entering the building.

## **Parties and Holidays**

- Traditional celebrations are held for students at Halloween, Thanksgiving, Christmas, Valentines and Easter. Teachers will contact parents for assistance if needed.
- You may celebrate your child's birthday at school during snack time, lunch, or the end of the day. If you wish, you may provide special birthday refreshments, (cupcakes, cookies, or ice cream cups) which must be store bought. Please refrain from providing the entire class lunch for your child's birthday. Please contact your child's teacher 2 days in advance.

## **Water Activities**

Our students participate in Splash Days during the warmer weather. A water activity permission form must be on file before a student can participate. Splash Days will only occur if there are enough volunteers.



## **Gifts**

The school strongly discourages the delivery of flowers, balloons and other gifts for students during the day. Such gifts, if delivered will be held in the Assistant Principal's Office until the end of the day. Students should not give gifts to classmates at school unless the individual gives every member of the class a gift.

## **Gang Free Zone**

Under the Texas Penal code any area within a 1000 feet of Kardia Christian Academy and the Adventure Pre-school is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## **Section II - Involving Families**

### **Family Expectations**

It is understood that a family will:

- Be thankful for the blessing of their child.
- Pray for their child and the teachers.
- Be a partner in the Christian education of their child.
- Communicate with the teachers (read the classroom information, return required information, attend conferences, come to the teacher with concerns, etc.)
- Supervise and encourage completion of homework as a priority.

### **Student Arrival to School**

Kardia Christian Academy offers a car line in the morning and afternoon each day. The morning car line will operate each day from 8:15am until 8:30am. Morning Devotion begins at 8:25 so we encourage your child to be there by then. When the car line area doors are closed at 8:30am, the children must be walked in by an adult family member. Do not drop your child at the campus sidewalk and have them walk in by themselves. After 8:35am, your child will be counted tardy. (See the tardy policy page-19) The afternoon car line will operate each day from 3:15pm until 3:30 pm. Additional information concerning car line procedures and policies is handed out at our Open House in August of each school year.

### **Student Departure from School**

Children not picked up by 3:30pm will be taken to Extended Care. You will be charged \$1.00 for every minute that you are late, after the first five minutes. Late fees will be payable when you pick up your child. All children, not enrolled in our extended care program, must be picked up by 3:40pm. The schools' phone system will serve as the official school time. If your child has not been picked up by 6:00 pm and we have been unable to contact you, your spouse or ANY of the individuals you have designated, we will be forced to notify CPS (Children's Protective Services) at 1-800-252-5400 or 713-664-5701 and have them pick up your child.

### **Late Arrival and Early Pick up Procedures**

If your child is a late arrival (after morning devotion in the Worship Center) you must report to the Academy office and receive a tardy slip before your child can attend class. If you are picking your child up early (before 3:10) you must stop by the Academy Office and sign your child out. Someone from the office will go and get your child for you. Be prepared to show identification.

## **The Extended Care Program**

The Extended Care Program offers a Before School program that runs from either 7:15am or 8:00am to 8:15 and an Extended Care program that runs to either 4:00pm 5:00pm or 6:00pm these programs are open to all students that attend Kardia Christian Academy. Please fill out the necessary paperwork to attend these programs. Separate fees apply because checks are made payable to The Adventure Preschool, please note on the memo part of the check if it is for before or after care.

Late fees of a \$1 per minute will apply after 4:00pm, 5:00pm, and 6:00pm pick up time. After 6:00pm the rate will increase to \$5 per minute. The school's phone system will serve as the official time.

## **Student Attendance Policy – Taking Students Out of Classes during School**

School hours are 8:30am-3:15pm

Any student leaving school at any time during the school day must be signed out by the parent or legal guardian.

If they return on the same day, the student must be signed in by the parent or legal guardian. Sign-in and sign-out procedures take place in the Academy office. A child checking out before noon maybe counted absent depending on the circumstances.

The only person permitted to take a student from school are the parents or legal guardian. The only other individuals permitted to take a student from school is that person who has been given written permission by the parent or legal guardian. Proof of identification is required before the child is released.

## **Doctor and Dentist Appointments**

Parents are expected to make every effort to schedule doctor and dentist appointments for their children outside of school hours. However, when this is not possible, students will be excused for these special appointments if a note from the doctor or dentist's office is turned into the child's teacher.

## **Absences**

Kardia Christian Academy fully believes that good attendance is of prime importance for the educational development of every student. If a student is absent from school for any reason, the student is required to bring a written excuse signed by the parents as to why the student is absent. A doctor's note will be necessary for absences resulting in a visit to a doctor. The note must be turned into the teacher within 3 days after absence or it becomes categorized as an unexcused absence.

## **Excused Absences**

- Personal sickness
- Illness in the immediate family
- Death in the immediate family
- Doctor or dentist visits (if note from Doctor or dentist office is turned in)
- Other extenuating circumstances

All other types of absences will be categorized as unexcused absences. Students will be allowed 5 excused absences quarterly. On the fifth excused absence, the administration may contact the parents to determine what issues may exist.

Students will not be allowed more than 3 unexcused absences per semester, totaling six for the entire school year. On the fourth unexcused absence, the administration will schedule a conference with the parents to determine what issues may exist. Excessive unexcused absences may result in failing grades in the academic classes missed.

## **Emergency Phone Numbers**

We must have current phone numbers where we can reach you or a designated person, who you would trust to pick up your child, at all times! The phone numbers will be used in case of emergency or illness. These numbers are filled out initially with your child's registration paperwork and are kept on file in the office. We urge you to have the names and numbers of several people listed. You must designate in writing individuals who are allowed to pick up your child. Any person picking up your child, other than yourself, must show proof of identification before your child will be released to them.

## **Tardy Policy**

### **Philosophy**

Being on time is a life skill important to each student's future. The families have the responsibility to teach the importance of this skill while the school has the responsibility to protect the instructional time it provides. Tardiness of individual students interrupts instructional time. Promptness to class protects the teacher's right to begin the instruction of all students on time.

### **Policy**

Students are tardy if they are not in the Sanctuary before 8:35 during morning devotions. Students dropped off after car rider line ends must be accompanied by their parent to the Sanctuary. Teachers will mark the student tardy at that time. If students arrive after their class has returned to their classroom, the student must go to the academy office, accompanied by their parent, to sign in and receive a tardy slip.

### **Excused Tardiness**

An excused tardy to school is defined as: a tardy due to a doctor's appointment, medical emergency or other serious extenuating circumstance. Traffic congestion is not considered an excused tardy. A student is considered tardy even if the tardiness is the families' "fault." A note from the family must be turned in to the office stating the reason the student is tardy within three (3) school days of the infraction. Otherwise the tardy will be unexcused.

### **Unexcused Tardiness**

When a student is habitually tardy, the classroom is disrupted and student learning is affected. Therefore, the following guidelines related to Tardiness and Absences are listed below.

- Three tardies are excused each semester.
- Three additional tardies constitutes an absence.
- Arrival after 10:00am will be considered an absence.
- Families of a child who receives 6 tardies in a quarter will be asked to meet with the Principal to discuss the problem.
- A student who receives 6 tardies in a quarter will be assigned additional work and may be required to stay afterschool to complete the work.
- Further tardiness will require an action plan with the parent to resolve the tardy issue.

## **Family Volunteering**

Research shows that family participation is a distinct indicator of a child's success at school. All families are urged to be involved in one or more of the many opportunities available at Kardia. The support of families is vital to the continued excellence of our school.

"Whatever you do, work at it with all your heart, as working for the Lord, not men." Colossians 3:23

## Examples of Volunteer Opportunities

- Family School Organization (FSO)
- Chaperoning Field Trips
- Fundraising
- Lunch Duty
- Box Top Coordinator
- Helping with set up or clean-up for any event sponsored by KCA
- Room Mom
- Book fair
- And more suggestions welcomed

## Communication/Messages

The school office hours are from 8:30am until 3:45pm. If you need to contact the school office outside of regular office hours, please leave a message and your call will be returned as soon as possible. Please do not call the school to give your child a message, unless it is absolutely necessary. Classes should only be interrupted for emergency situations. Student cell phones are not allowed to be used during school hours. Phones must be turned off so they will not interrupt instruction.

## School Communication

Website [www.kca.life](http://www.kca.life)

E-mail

Newsletter

Facebook

Weekly Wednesday Folders

## Kardia Christian Academy Due Process Procedure/Conflict Resolution

Situations may arise at Kardia Christian Academy throughout the school year which may cause families, teachers, and students concern. Resolving these situations quickly is beneficial for all parties involved. In keeping with Matthew 18:15-17 the following procedure is followed.

1. All questions, problems or complaints should be brought promptly to the teacher/family involved. (Please do not take this to another teacher, as our teachers have been instructed to redirect concerns to the teacher/parent involved.)
2. If the situation cannot be resolved the issue should be taken to the Principal of Kardia Christian Academy, the Assistant or the Director of Children's Ministry.
3. If resolution is still unattained the Board of Directors may be involved.

## Admissions Information

### Age Levels and Qualifications

### Transition

Your child must be 5 by September 1<sup>st</sup> 2017 to enroll in this class.

## **Kindergarten through 6<sup>th</sup> Grade**

Your child must be 5 by September 1<sup>st</sup> for Kindergarten; 6 for 1<sup>st</sup> grade; 7 for 2<sup>nd</sup> grade; 8 for 3<sup>rd</sup> grade; 9 for 4<sup>th</sup> grade, 10 for 5<sup>th</sup> grade and 11 for 6<sup>th</sup> grade by September 1, 2017 to enroll in these classes.

Children who are born between September 1<sup>st</sup> and September 30<sup>th</sup> must pass an assessment before enrollment.

## **Withdrawal and Re-entrance to the Program**

Two weeks' notice, in writing, is required to withdraw your child from Kardia Christian Academy, or you will be charged a full month's tuition. Unless tuition and any other fees are current, your child's records including report cards will not be released. If the student re-enters the program after an absence of 30 days there will be a re-entry fee equivalent to a month's tuition.

## **Substitute Teacher Guidelines**

Families and/or friends of Kardia Christian Academy desiring to serve as a substitute teacher are to inquire at the main desk. We will provide the candidate with the necessary paperwork, which includes the authorization to secure a thorough background check.

- Potential substitutes will be asked to attend an orientation prior to serving in a classroom which is required annually.
- Subs may not work in a classroom until they have attended an orientation, read and signed off on handbooks and have submitted all required paperwork to the business office.
- Once an individual is approved for substitute teaching, they will be notified.
- Generally, non-instructional positions will not obtain a substitute for an absence.
- A regular substitute teacher should attend church regularly.

## **Custody Issues**

Kardia Christian Academy requires a copy of custody papers, temporary or permanent, signed by the court, to be kept in the child's file. During registration, we require that the parents or legal guardians of the student be listed. If, due to some court ordered action, access to a child is limited, restricted or denied, Kardia Christian Academy must have a copy of child custody orders, temporary or permanent. Without such orders, the information on the registration papers will be used. In the event the student has a legal guardian, the school should have a certified copy of the guardianship order.

## **Communication to Divorced or Separated Parents**

Kardia Christian Academy will communicate (newsletters, school-wide E-mails, etc.) with both parents in a divorce or separation situation if the appropriate contact is supplied to the Office. Daily communication from the teacher will only be to the parent that signs the child in and out that day, unless special arrangements are made with the teacher.

## **Financial Information**

### **Tuition**

Tuition payments are due to the office on the first school day of the month and are considered delinquent on the fifth day of the month. Late fees will be assessed as follows: 5 days late - \$25.00, 10 days late - \$50.00, 15 days late - \$75.00. If tuition is 30 days delinquent, your child will be unenrolled from Kardia Christian Academy. If you need to make alternative payment arrangements please stop by the office.

Tuition is payable by CHECK OR CASH ONLY. Checks should be made payable to: Kardia Christian Academy. Please note your child's first and last name in the "remarks" section of the check, along with the child's grade level.

Tuition is non-refundable and is DUE WHETHER YOUR CHILD ATTENDS OR NOT – there are no provisions for “make-up” days due to illness or extended vacation.

### **Returned Check Policy**

In the event of a returned check, there will be a \$50 returned check fee assessed and ALL future payments must be made in either cash, cashier’s check or money order.

### **Financial Policy for Delinquent Accounts**

Occasionally, collection activity is considered for severely delinquent accounts. In rare instances, the balance may be written off of the general ledger. Although the balance is removed from collection activity, the family file and all school documents will be frozen until the debt has been paid in full.

### **Parent-Teacher conferences**

There are two scheduled parent/teacher conferences – one in the Fall and one in the Spring but Parent/Teacher conferences are encourage at any time during the school year, and may be initiated by the parent or the teacher. To schedule a conference:

1. Call and leave a message for the teacher or send an E-mail requesting a conference. Please include the requested dates and times you might be available.
2. The teacher will return your call at his/her earliest possible time.
3. If you have not received a reply within 48 hours, please attempt a phone call one more time.
4. If you have not received a reply within 24 hours after the second phone call attempt, please contact the Principal.

Note: Parents should not engage the teacher at an unscheduled time, before, during, or after school. Teachers all have responsibilities during those times. As a result, he/she will not be able to give you their undivided attention or properly address your concern.

### **Medical Policies and Information**

#### **Medication**

Kardia Christian Academy does not generally administer medication unless the child has a condition requiring medication during the school hours. In these cases, medication must be in the original pharmacy container with the original prescription label and be brought to the Assistant Principal’s office for use in emergency situation. Also, a Parent Request for Administering Medication form must be filled out and signed and dated by the parent and physician and kept in the child’s file.

A student must not keep medication (even over the counter medication in their backpacks or on their person (to do so may be cause for disciplinary action.) Items considered to be medication include prescription medication, over the encounter medication (including pills, syrups and ointment), aspirin, Tylenol, vitamins and cough drops.

#### **Food/Severe Allergy Policy**

Kardia Christian Academy does not usually accept students who are susceptible to anaphylactic shock or other severe, life threatening physiological reaction due to foods, insect bites, odors or other common substances. However, the Board of Directors will make the final decision after careful evaluation of the circumstances involved. Students who have experienced milder reactions to allergens may be accepted into Kardia, at the discretion of the Board of Directors.

Kardia Christian Academy has no on-site medical facilities nor do we employ a nurse or other medical personnel. Anaphylaxis can quickly be fatal without an epinephrine injection. Kardia Christian Academy shares the classrooms with

Windwood Church. Thus, we have no control over (or knowledge of) what foods or other substances may have been consumed or used in the classrooms during Sunday School classes.

## Immunization Records

All students must have a current immunization record on file – this must be updated as immunizations are administered, as well as the beginning of each school year. Per Texas guidelines, students must have a Statement of Health signed by a physician authorizing them to participate in the program.

PLEASE NOTE: the above referenced information must be on file by the first day of school to be able to attend Kardia Christian Academy.

The following immunizations are required for all students. All immunization records must be validated by a physician or public health clinic. Failure to have immunizations up to date will result in suspension from KCA until proof of immunizations can be provided.

## Texas minimum State Vaccine Requirements for Students Grades – Transition -6<sup>th</sup>

### Immunization Requirements

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a childcare facility or public or private elementary school in Texas.

#### Vaccines

Diphtheria, Tetanus, and Pertussis

(DTaP/DPT/DT/Td/Tdap)

Polio *1, 5*

Measles, Mumps, and Rubella *1, 4, 7*

(MMR)

Hepatitis B *1, 7*

Varicella *1, 5, 7, 8*

doses Hepatitis A *1,6,7*

doses

#### Transition-6th Grade

5 doses or 4 doses <sup>2</sup>

4 doses or 3 doses

2 doses

3 doses

2

2

1. Receipt of the first dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.
2. Five doses of a diphtheria-tetanus-pertussis containing vaccine, one of which must have been received on or after the 4th birthday; however 4 doses meet the requirement if the 4th dose was given on or after the 4th birthday.
3. Four doses of polio vaccine one of which must have been received on or after the 4th birthday; however, 3 doses meet the requirement if the 3rd dose was given on or after the 4th birthday.
4. Two doses of MMR vaccine with the 1st dose on or after the 1st birthday.
5. Two doses received on or after the 1st birthday.
6. Two doses with the 1st dose received on or after the 1st birthday.
7. Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of vaccine.
8. Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine.

## Exemptions:

The law allows a physician to write a statement stating that the vaccine(s) required is medically contradicted or poses a significant risk to the health and well-being of the child or any member of the child's household and (b) parents/guardians to choose an exemption form immunization requirements for reasons of conscience, including a religious belief can fill out an affidavit from the Texas Dept. of Health.

Instructions for the affidavit to be signed by parents/guardians choosing exemption for reasons of conscience, including a religious belief can be found at [www.immunizeTexas.com](http://www.immunizeTexas.com).

## Vision and Hearing Screening

As per Texas law, KCA will conduct yearly vision and hearing screening (a fee will apply) for selected ages. Parents will be notified prior to testing dates. In the event your child needs additional testing, you will be contacted and additional testing with your child's physician will be recommended. Further information can be accessed at [www.dshs.state.tx.us/vhs/](http://www.dshs.state.tx.us/vhs/).

## Illness

If your child is ill, please keep him/her home from school. We want our classes to have the healthiest environment possible. The best way to prevent illness is to prevent exposure. State Licensing requires that you must keep your child home if he/she has had any of the following symptoms 24 hours prior to class: Diarrhea, vomiting, or fever. Be alert to such symptoms as runny nose, sore throat, upset stomach, skin rash, flushed face, paleness, etc. Your child must be free of fever 24 hours, without the use of medication before returning to school.

If your child has a physical injury such as a broken arm, leg etc. we require a Doctor's release before they can return to school. If there are special instructions, we will do all that we can to honor such instructions. However, we cannot guarantee that this will always be possible due to staffing and time constraints.

## Communicable Disease Policy: When to Keep Your Children Home

Guidelines based upon the Committee on Control of Infectious Diseases of the American Academy of Pediatrics, states that individuals should remain at home when any of the following exist:

- Fever (100 degrees or above). Students must be fever free for a full 24 hours without fever reducing medication before returning to school.
- Excessive runny nose, headache, sore throat, coughing, sneezing or earaches related to the common cold. (To return must be free of deep, barky cough).
- Vomiting or diarrhea (To return must be free of symptom for a full 24 hours. The only exception is athletically induced vomiting resulting from overexertion (as determined by a member of Administration).
- Any symptom of childhood diseases (e.g., scarlet fever, German measles, mumps, chicken pox, or whooping cough). To return a doctor's release is required.
- Croup / Croupy cough
- Any unexplained rash
- Any skin infection (e.g., boils, ringworm, impetigo, molluscum, etc.). (To return a doctor's release is required.)
- Pink eye or other infection (Medication needs to be dispensed for a full 24 hours prior to returning to school.)

You are asked to keep your child at home if any of the above are present. This request is made for his/her protection as well as for the protection of the other students. His/her doctor must confirm a child who has been absent because of a contagious disease is noncontagious before returning to school.

NOTE: Students who display any of these symptoms will not be allowed to remain at school. Parents will be contacted so that they may arrange to pick up their children within one hour.



## Communicable Disease

The following table lists some communicable diseases and infestations, and the requirement for readmission to school:

- Chicken pox
  - Readmit after 7 days from onset of rash, except immunocompromised individuals who should not return until all blisters have crusted over. (May be longer than 7 days)
- Conjunctivitis (bacterial and/or viral)
  - Readmit after a physician's certificate or health permit is obtained or after prescription medication has been initiated.
- Diphtheria
  - Readmit after a physician's certificate or health permit is obtained. Report suspected cases immediately to the local health department.
- Fever (100.0 F or greater)
  - Readmit when the child is fever free for 24 hours without the use of fever reducing medications.
- Gastroenteritis, viral
  - Readmit when diarrhea subsides for at least 24 hours
- Head Lice (pediculosis)
  - Students must be free of all live lice and nits (eggs) before being allowed to return to school.
- Hepatitis Viral, type A
  - Readmit after 1 week from onset of illness. Immune globulin should be given to household contacts. If more than one case occurs in a school, immune globulin should be considered for all children and parents involved.
- Impetigo
  - Readmit when treatment has begun.
- Influenza
  - Readmit when symptoms subside and the child has been free of fever for 24 hours without fever reducing medication.
- Measles (rubeola)
  - Readmit after 4 days from rash onset. In an outbreak, non-immunized children should also be excluded for at least 2 weeks after last case of rash onset occurs. Report suspect cases immediately to local health department.
- Meningitis (bacterial)
  - Readmit after a physician's certificate or health permit is obtained. Depending on which bacteria are causing the illness, prophylactic antibiotics may be recommended for family members. Occasionally, close contacts at school are also treated.
- Meningitis (viral, Aseptic Meningitis)
  - Rarely serious. Usually caused by common viruses such as herpes simplex, adenovirus, or Coxsackie virus. Investigation of contacts and source of infection usually not indicated. Readmit to school if no fever.
- Mumps
  - Readmit after 9 days from onset of swelling.
- Pediculosis
- See Head Lice.
- Pertussis (Whooping Cough)
  - Readmit after 5 days of antibiotic therapy. Non-immunized contacts should be immunized and receive antibiotic prophylaxis. Report suspected cases immediately to local health department.
- Poliomyelitis
  - Readmit after a physician's certificate or health permit is obtained. Report case immediately to local health department.
- Ringworm of the scalp
  - Readmit when treatment has begun.
- Ringworm of the skin
  - Admit provided lesions are covered. Treatment is recommended.
- Rubella (German Measles)
  - Readmit after 7 days from rash onset. In an outbreak, non-immunized children should be excluded for at least 3 weeks after last case of rash onset occurs. Report suspected case immediately to local health department.
- Salmonellosis

- Readmit when diarrhea subsides.
- Scabies
  - Readmit when treatment has begun. Careful examination of close contacts required to identify early infection. Household members should be treated prophylactically.
- Shigellosis
  - Readmit when diarrhea subsides.
- Streptococcal sore throat and scarlet fever
  - Readmit 24 hours from time antibiotic treatment begun.
- Tuberculosis, pulmonary
  - Readmit after antibiotic treatment has begun, and a physician's certificate or health permit is obtained. Antibiotic prophylaxis indicated for newly positive reactors.
  - Tuberculosis skin test, positive
    - If the student has a reactive skin test and is symptomatic of ZTB, he/she will not be admitted to school until documentation of the chest X-ray is submitted to the school.
    - Admit to school with documentation of a negative chest X-ray or proof of a scheduled appointment for a chest X-ray. Documentation of a negative chest X-ray and evaluation for preventive therapy must be presented to the school after the appointment.

## **Emergency and Illness**

If your child is injured at school, you will be notified and a first aid procedure will be provided. EMS will be called immediately if a student is presented as follows:

- Loss of consciousness
- Excessive bleeding
- Severe allergic reaction
- Seizure activity
- Difficulty breathing

**EMS** may also be called at the discretion of the Administration. Should EMS be called, your child will need to be checked out prior to EMS departing the campus, or your child will be transported to the nearest hospital. (Windwood Church's insurance is secondary to your primary insurance and only pertains to accidents occurring on campus.)

## **Accident/Incident Reports**

As children are active learners, minor bumps and scrapes tend to occur. Your child's teacher will include a copy of the accident or incident report in your child's backpack. When possible, it will be given to you directly at pickup time. Due to privacy laws when an accident/incident report comes home, you will not see the name(s) of any other children involved. Although we will handle any situation that may arise, we are not at liberty to share the names of any parties involved.

## **Head Lice Policy**

Head lice spread very easily from one person to another and schools are easy targets for outbreaks. Please be aware that having head lice is not a reflection on you, your child, or the cleanliness of your household! If you find that your child has head lice, please report it to the offices so that other children can be inspected – that way we can contain the outbreak as quickly as possible! Kardia Christian Academy has a "No Nits" Head Lice Policy: If a child is found to have "nits or live lice" in their hair, the parent will be called. The child must be picked up immediately from school. The day the child returns to school after being treated, he/she must be brought to the office to be checked before returning to the classroom. Because of our "no nit policy" if the child has one nit remaining in their hair, he or she will not be allowed to return to the classroom and will be checked the next day when they return to school. After 7 days the child will be rechecked by school staff.

## **Volunteer Guidelines**

Volunteers are an integral part of campus life at Kardia Christian Academy. All volunteers are subject to a background check. Please complete the release at the beginning of school to allow for a timely approval for service amongst our students.

All volunteers must wear a school visitor badge while on campus. Please assist us in our security awareness by consistently signing in and out each time.

Volunteers are representatives of Kardia Christian Academy and are to behave in an appropriate manner at all times. A confidentiality statement must be signed prior to volunteering and turned into the Academy office.

## **Volunteer Dress Code**

Kardia Christian Academy believes that student dress affects student behavior and as such believes that modeling by family members affects students. We, at Kardia Christian Academy, ask families volunteering in a classroom, lunch duty or chaperoning on a field trip wear spirit shirts or shirts with appropriate wording, pants that fit comfortably with no writing on the seat of the pants, walking shorts that are no shorter than 2-3 inches above the knee and shoes that are comfortable for walking. We ask that the following items are not worn on campus while volunteering.

- Backless, low cut, strapless, spaghetti strap, or tank tops
- Shirts with inappropriate wording.
- Exercise pants and shirts are not permitted.

Most importantly:

- As a Christian School modesty shall be the model at all times.

When volunteering on field trips you agree to wear a red KCA polo or spirit shirt. If you do not have one, one will be provided for you to borrow for the day.

## **Parent Classroom Visits**

Parents are allowed to visit their child's classroom throughout the year. However, there are some specific guidelines that must be followed.

- Notifying the teacher in advance to determine the most appropriate time is the best way to set up an observation, However, should the parent show up at school for an unannounced visit they should understand that the time may not be conducive to a visit or observation.
- Upon arrival, all visitors must sign in at the Academy office, have a background check and receive a visitor badge. They must then go directly to the classroom.
- Once leaving the classroom, the parent should not attempt to engage the teacher in a conversation. An e-mail or note should be sent to request a call from the teacher or a parent-teacher conference.
- Due to privacy laws, teachers may not disclose any information about your child to anyone other than the parents or legal guardian without a waiver or information form being completed.

## **Inappropriate Parental/ Guardian Behavior**

Because KCA is based on developing partnerships with supporting families, it is only on very rare occasions that a parent/guardian's actions may warrant the need to find a more suitable setting for their child. Examples of such instances include:

- The parent/guardian fails to abide by our academy's policies.
- A parent/guardian demands special services that are not provided to other children and which the academy cannot reasonably deliver, including requests that are outside the philosophy of our program.
- A parent/ guardian is physically or verbally abusive to children, staff or other KCA parents.
- A parent/guardian uses profanity within hearing distance of children, staff or other KCA parents while on the campus.

## Field Trips

### Procedures and Guidelines:

The Kardia Christian Academy guidelines have been established for the safety of the children.

1. Field trip student/family chaperone ratios must be a minimum of 8 to 1... Transition-6<sup>th</sup> grade. If the ratio is not met, the field trip will be postponed until this ratio is obtained.
2. The teacher will:
  - Complete a field trip request form stating the educational/ spiritual value of the trip, date, time, phone number and address.
  - Send home and collect a permission slip for each student
  - Require students to wear the school uniform and a badge/label with the school information on it.
  - Be certain the correct chaperone/student ratio is obtained.
  - Call all chaperones the night before to double check their commitment to participate.
  - Train the students on what to do if they become lost while on the field trip pertinent to the place you will be visiting and other safety issues (telling the adult before going to the bathroom or away from the group, taking a buddy with them, never leaving the group, staying with the adult they are assigned to, etc.) A buddy system is required for all age groups.
  - Pray with the group before leaving seeking God's protection.
  - Take a headcount after all children are in the bus (before leaving school and before leaving the field trip location). Check to be sure all students have their own seatbelt and are buckled in.
  - Take roll when returning from the field trip to be sure all students returned before dismissing any student(s) to their parent or parent designee,
3. The student will:
  - Wear their uniform shirt in the designated color.
  - Bring a complete permission slip in order to attend the field trip.
  - There is a bus usage fee for each student, this is in addition to any other fees required by the field trip destination.
4. The parent /legal guardian will:
  - Be able to ride on the school bus if there is a seat available.
  - Stay with group at all times during the trip.
  - Not bring siblings or other students on the field trip.
  - Be certain all students return to the classroom upon arrival back to school (even their own children). Once roll is taken, follow regular Kardia Christian Academy procedures to take a child home. Put in writing any expectations or variations prior to the trip and have them approved by the teacher,
  - Be responsible for the safety of the students assigned to them.
  - Parents should at all times represent the values of the school when accompanying a field trip.
  - If you are a chaperone and counted in the student/caregiver ratio, cell phones must not be used unless it is in relation to the field trip.
  - Complete and sign a chaperone guideline acknowledgement form.

A student will only be released to the custodial parent during a field trip and signature is required. These procedures are not intended to hinder the field trip experience; however, the safety of the precious children we are responsible for, is worth the extra effort and precaution.

## Security

As an added security measure, all doors except the main hallway of The Adventure Preschool wing will be locked. The Academy classroom doors will be locked from 8:30 until 3:15 pm. We have an off duty Harris county sheriff's Deputy on

the school premises from 8:30am until 6:00pm. If you are visiting the school for any reason, (class parties, Parent readers, etc.) you must sign in and wear a name badge. Any person that will be on campus with the children must have a criminal history background check completed (yearly) before going into the classroom. This applies to all staff and volunteers. If you will be volunteering, please fill out the appropriate form at the front desk in the Administration Office.

## **Animals on Campus**

Dogs and cats are not allowed on campus unless the following guidelines have been completed.

- 24 hours' notice has been given to students in the classes affected.
- A copy of an up to date vaccination schedule has been turned in.
- A health certificate from a veterinarian has been submitted.

There are guidelines for other animals, please check with the Principal before bringing any animal, fish etc. onto the campus.

## **Nursing Mothers**

The Windwood Church campus has an area with comfortable seating available for nursing mothers to be able to breastfeed. The lounge area of the ladies' room in the Atrium of the church is available at all times.

## **Section III - Seeking God's Heart**

### **The Windwood Church Statement of Faith**

- The Holy Scriptures of the Old and New Testaments as the inspired Word of God, the authoritative, and infallible rule of our faith and practice.
- The historic actuality of the virgin birth of our Lord Jesus Christ and His divine/human nature.
- The historic actuality of the miracles of our Lord Jesus Christ as conveyed to us in the pages of the Holy Scripture.
- The efficacy of the substitutionary atonement of our Lord Jesus Christ for our sins.
- The historic actuality of the bodily resurrection of our Lord Jesus Christ and His coming again.

We believe these to be the historic understandings of the Christian Faith, embraced by believers throughout the centuries, and expressed faithfully in the confessional standards of the Presbyterian Church (USA).

### **Philosophy of Christian Education**

Human beings are spiritual beings created by God in His image. However, in a broken and fallen world we are cut off initially from an everlasting relationship with Him. He provided the way to restore our relationship by sending His Son, Jesus Christ, as our Savior. Of all things we have to learn in this life, this is by far the most important, and God has intended for us to learn this through the first and best place of learning – the family.

As a result, Kardia Christian Academy understands it is important to partner with parents (families) to help teach children the lessons of life that will give them life eternal and life abundant. Knowing the love of God is by far the most important lesson, God still wants us to grow in wisdom and virtue, and knowledge and skills, to live this life in abundance of joy. Therefore Kardia Christian Academy seeks to provide a school where all knowledge and learning are done with the recognition that God really exists and calls us according to His purpose. Real education is Christian education and all subjects must be taught in the light of the God who created, sustains, and directs our world.

The staff at Kardia strive to provide an environment of learning that supports the Christian values the children should be experiencing at home. Children must be physically, emotionally, and spiritually safe. In addition, we believe that learning can be fun when introduced in interesting, challenging, multi-sensory lessons, and our teachers consider you, as the parent/guardian a part of our team. Our teachers embody Christian values; honor each child as an individual while implementing a comprehensive academic program including language arts, mathematics, science, and social studies. Our students grow in confidence and self-assurance as teachers display and celebrate work, applaud performance, and encourage classroom participation. We believe that children can best acquire a rich body of knowledge and the skills needed for future learning through a curriculum that is imaginative, developmentally appropriate, and continuously developing. We want to provide our students with a well-rounded education while developing their social skills, teaching basic virtues, and increasing their understanding with higher level thinking skills to live successfully.

The congregation of Windwood Church, recognizing the critical importance of elementary childhood education, will continue ministering to this community through Kardia Christian Academy. We will strive to provide every child an opportunity to grow in all areas of life, spiritually, intellectually, emotionally, socially, and physically.

## **Neo-Classical Defined**

The Classical Education model has much to recommend it. First, it has a long history of educating people in age and stage appropriate ways. The basic approach of grammar, logic, and rhetoric stages of learning serves well for developing knowledge. However, this strength is a source of some of the weakness of the approach because it tends to focus too heavily on knowledge at the expense of the other aspects of human growth and development. Growing in wisdom and virtue and not merely knowledge and power requires a balance of cognitive, spiritual, emotional and social development.

The Neo-Classical approach addresses this balance. People are spiritual creatures from the very beginning because we are made in the image of God who is Spirit. Therefore, spiritual development is not one aspect of development, but the foundation of all other aspects of human development. Children aren't growing up in order to be human beings, they are human beings from the start, and the great questions of life – who am I, where did I come from, where am I going – are all written first on their hearts. Therefore, children understand and experience relationship as soon as they understand and experience relationship as soon as they understand anything.

Charlotte Mason understood this in her approach to education and it is some of her key insights that the Neo-classical approach seeks to integrate. Those basic assumptions include; treating children as persons from the very beginning; respecting their souls and minds by expressing them to worthy ideas from the start; the role of the family in the process of education (which takes place in more than the classroom); understanding the use of narrative in learning, even before reading and writing skills can be developed; the role and relationship of authority to children; the three tools for teaching (1) the atmosphere of environment, (2) the discipline of habit, and (3) the presentation of living ideas.

In addition, the work of James Loder in the field of human development from a theological perspective has been incorporated to reflect the understanding that relationality precedes rationality. This means that children are relational beings even before they can understand the meaning of those relationships. Biblically speaking the 'heart' is the seat of the mind, the will, and the passions (desires and emotions). Learning to have a 'whole heart' in relationships is how people grow in wisdom and virtue. Hence, learning to set our hearts first on our relationship with God, who made us first for Himself, will allow all other relationships find their proper place in our lives. The relationship between children and their parents and then others, are the training ground for understanding that relationship with God that defines us.

The end of this approach will be for children to grow and learn in a more natural fashion that is not so focused on academics that elementary school children end up with hours of homework each night. Rather, education is a lifelong process of engaging in the relationship with God, with people and with the universe He created. The answers to the questions inherent to human existence; who am I, where did I come from, and where am I going? Are found in God's Word and He wants us to know them and teach them to our children! This is the Good News of the Gospel and we are glad to share it.

## **Family Support Policy**

To Families of children enrolled in the Kardia Christian Academy

The purpose of Windwood Children's Ministries, including Kardia Christian Academy is to assist and equip families to raise their children in the love and admonition of the Lord. The Scriptures clearly define marriage as being between one man and one woman. Children are then seen as living and breathing examples of the love between those parents/legal guardians and the family as the unit. Those parents/legal guardians are examples, as well, in the spiritual development of their children. We can and do, seek to support, assist and enhance children's spiritual growth through a relationship with a community of faith, committed to passing on the good news of the Gospel of Jesus Christ.

As a result of this understanding, Windwood affirms the biblical standard for parents'/legal guardian's sexual behavior as chastity in singleness or fidelity in marriage between one man and one woman. Therefore, Windwood reserves the right to enroll only those families to the Kardia Christian Academy who can affirm these Biblical standards.

**Please sign and return the Parent Handbook acknowledgement form that is included with your child's enrollment paperwork.**

### **Moms in Prayer**

These moms pray for the interests of our children, our administrators, our teachers, and our school, as well as for school activities. They meet each week throughout the school year to pray for the needs of the school as well as specific prayer requests provided by our teacher and staff. All prayer requests are treated with the utmost confidence and are not discussed outside of prayer time. Mom's in Prayer is sponsored by our Family School Organization.