

# Central Kansas Christian Academy



## STUDENT HANDBOOK

Updated April 2026

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## **VISION**

To prepare young people to excel in this world both academically and spiritually.

## **MISSION**

Central Kansas Christian Academy provides a quality Christian education by partnering with families to prepare students in developing their relationship with God and achieving academic excellence.

## **STATEMENT OF PHILOSOPHY AND PURPOSE**

Central Kansas Christian Academy is dedicated to teaching students to know, honor and love Jesus Christ by training them on the promises God gives us in His Word and impressing God's commandments and values on their hearts. A crucial part of the education process is learning not only about God, but how to have a personal relationship with Him.

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

Proverbs 3:5-6: Trust in the LORD with all your heart; and lean not to your own understanding. In all your ways acknowledge him, and he shall direct your paths.

Romans 8:28: And we know that all things work together for good to them that love God, to them who are called according to his purpose.

## **STATEMENT OF FAITH**

The Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men and the divine and final authority for Christian faith and life.

In one God, Creator of all things, infinitely perfect and externally existing in three persons: Father, Son, and Holy Spirit.

That Jesus Christ is the one true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. He died on the cross, a sacrifice for our sins according to the Scriptures. Further, He arose bodily from the dead, ascended into heaven, where at the right hand of the Majesty of High, He is now our High Priest and Advocate.

That the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict men, regenerate the believing sinner, and indwell, guide, instruct, and empower the believer for godly living and service.

That man was created in the image of God but fell into sin and is, therefore, lost and only through regeneration by the Holy Spirit can salvation and spiritual life be obtained.

That the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and only such as receive Jesus Christ are born of the Holy Spirit and thus become children of God.

That water baptism and the Lord's Supper are ordinance to be observed by the Church during the present age. They are, however, not to be regarded as means of salvation.

That the true Church is composed of all such persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the Body of Christ of which He is Head.

In the personal and imminent coming of our Lord Jesus Christ and that this "Blessed Hope" has a vital bearing on the personal life and service of the believer.

In the bodily resurrection of the dead; of the believer to everlasting blessedness and joy with the Lord; of the unbeliever to judgement and everlasting conscious punishment.

## **GROWTH TRACK OR EXPECTED STUDENT OUTCOMES**

Central Kansas Christian Academy students are actively disciplined and encouraged to grow as Christ-followers in truth, faith, and character. The GROW model focuses on the following goals or outcomes as we nurture each student.

- G – Growing in godliness – “It is no longer I who live, but Christ who lives in me.” (Galatians 2:20)
- R – Growing in relational skills and as responsible individuals – “And let us consider how to stir up one another to love and good works.” (Hebrews 10:24)
- O – Growing in opportunities to serve others – “Even as the Son of Man came not to be served but to serve, and to give his life as a ransom for many.” (Matthew 20:28)
- W – Growing in wisdom – “Blessed is the one who finds wisdom, and the one who gets understanding.” (Proverbs 3:13)

To accomplish this, students will:

- Demonstrate the value of a growing relationship with the Lord Jesus Christ through personal spiritual formation and active engagement in service to others.
- Engage in analytical thinking, recognizing God’s providential plan, in order to embrace a biblical worldview as well as understand opposing worldviews and cultures.
- Understand the biblical themes of creation, fall, redemption, and restoration and how they influence every discipline and program of the school.
- Appreciate that all truth is God’s truth and is applicable to every area of life as created in the image of God.
- Develop higher-order thinking skills that transfer into future life experiences.
- Discover, evaluate, and convey knowledge, creatively, collaboratively and independently, in written and oral communication.
- Be ethical and competent in the use of technology, including the discernment of its advantages and limitations.
- Appreciate their God-given design and wisely steward their gifts and abilities for His glory.

## **MATTHEW 18 PRINCIPLE – BIBLICAL CONFLICT RESOLUTION**

At CKCA, we value strong partnerships with families and seek to cultivate a Christ-centered community marked by grace, truth, and unity. We ask all members of our school community—students, parents and staff members alike—to follow the biblical model for resolving conflict found in Matthew 18:15–17, speaking the truth in love and pursuing reconciliation in all relationships.

When a concern arises regarding a teacher, coach, or staff member, the first step is to communicate directly and privately with that individual in a respectful and gracious manner. Many concerns are best resolved through this kind of honest, Christlike conversation. *“Let your conversation be always full of grace”* (Colossians 4:6).

If the concern is not resolved, the student (when appropriate), parent or staff member should then contact the administrator. Further concerns may be submitted in writing, clearly outlining the situation with specific facts, dates and the desired resolution so that it can be addressed thoughtfully and fairly.

Parents are encouraged to guide and support their children through this process rather than immediately stepping in on their behalf. When appropriate, students should be given the opportunity to participate in resolving conflicts, building confidence, responsibility, and biblical problem-solving skills. Students who need assistance are encouraged to seek guidance from a trusted adult.

Throughout this process, all communication should be marked by kindness, self-control, and respect. Gossip, public criticism, or ungracious speech are inconsistent with God’s call to *“make every effort to keep the unity of the Spirit through the bond of peace”* (Ephesians 4:3). By approaching concerns with humility and a desire for reconciliation, we reflect the call of Micah 6:8 to walk humbly with God.

If a concern remains unresolved, school administration will prayerfully determine the appropriate next steps. If a parent or staff member contacts a school board member directly regarding a concern, the board member will redirect the parent to the appropriate staff member or administrator so that the matter can be addressed in accordance with this policy. CKCA reserves the right to address communication or behavior that does not align with its mission and values.

By following this process, we work together to maintain a positive atmosphere, strengthen relationships, and honor Christ in all we do.

## **OPEN DOOR POLICY**

If parents would like to visit their child’s classroom, we request that they please notify the teacher in advance. We believe it is the parent’s God-given responsibility to “train up their child in the way they should go.” CKCA desires to aid parents in this vital responsibility, and we welcome their participation. **We ask that all visitors, including parents, stop at the office to sign in and pick up a visitor’s badge.**

## **SEVEN BIBLICAL GUIDES FOR PARENTING**

*(Summary of Effective Parenting in a Defective World by Chip Ingram)*

1. **Obedience is a child's only command.** (Ephesians 6:1–3, John 14:21)  
 Say “no” firmly.  
 Age 0 – Rules, Relationships, Reasons, Resolve – Age 18  
 God's grace changes “have to” (rules) into “want to” (resolve).  
 Let them see your brokenness.  
 Teach children to obey the voice of God by learning to obey all authority.
2. **Don't do for your child what they can do for themselves.** (Luke 6:40, Colossians 3:23, 1 Thessalonians 2:11–12, Luke 16:10)  
 Children find significance in accomplishments.  
 Children learn security through accomplishments.
3. **Children need significance and security.** (Ephesians 6:4, Genesis 2:15–17, Hebrews 12:1–11)  
 Significance = Love / Security = Discipline
4. **Life is unfair, but God is sovereign.** (Romans 8:28–29, 1 Peter 2:21)  
 Teach children to suffer well.
5. **It's not about you.** (Genesis 1:27–29, Matthew 25, John 15:13–14, Ephesians 2:8–10)  
 God owns our time, talents, and treasures.
6. **Biblical truth is unchangeable, conclusive, and perfect.** (Deuteronomy 6:4–9)  
 God's truth is absolute.
7. **God calls us to be set apart.** (Luke 6:14–16, 1 Corinthians 6:40)  
 God desires holiness in us more than anything.  
 Scripture shows us the most excellent way to live.

## SCHOOL OFFICE INFORMATION

School Website	www.ckcacademy.com
School Phone Number	620-792-3477
School Secretary Email	office@ckcacademy.com
School Administrator Email	sherry.pruter@ckcacademy.com
Office Hours	7:45 a.m. - 4:00 p.m.

## PRIVACY OF STUDENT INFORMATION & MANDATED REPORTING

CKCA is committed to preserving the privacy of information and safety for the students and their families. Any parent or legal guardian may request information from their student(s). However, others will only be given information with written parent consent. Parents wishing to give consent to release private student information may do so by signing an Authorization Form in the school office. At that time the parent will specify the type of information which can be released, as well as the person or persons authorized to receive the information.

All employees of Central Kansas Christian Academy are mandated reporters of child abuse, neglect, or exploitation. Any known or suspected abuse or neglect will be reported to the proper chain of command and will be followed up with a report to the Kansas Protection Report Center by calling 1-800-922-5330 or filing a report online at [www.dcf.ks.gov](http://www.dcf.ks.gov).

## **STUDENT ARRIVAL TIME & PROCEDURE**

Arrival time 7:40 - 8:10 a.m.

Please do not drop off your child before 7:40 a.m. unless prior arrangements have been made.

When dropping off students, drive up parallel to the cafeteria door and have students exit the vehicle on the passenger side to avoid entering the flow of traffic. This lane is for unloading only. If you need to park or come into the building please park on the east side of the parking lot to prevent obstructing the flow of traffic.

## **DISMISSAL TIMES & PROCEDURES**

Kindergarten	3:20 p.m.
1 <sup>st</sup> through 8 <sup>th</sup> grades	3:30 p.m.

Unless prior arrangements have been made with the teacher, kindergarten students must be picked up no later than 3:30 and 1<sup>st</sup>-8<sup>th</sup> grade students by 3:40 p.m. Early dismissal days (noon) all students need to be picked by 12:10 p.m. unless prior arrangements have been made. Kindergarten dismisses at 11:50 a.m. on early dismissal days. Frequent abusers will be asked to meet with the school administrator.

When picking up students, please park diagonally along the front of the school and parallel park on the street side. Additional parking is available north of the gymnasium in USA Gym's parking lot.

Kindergarten students are dismissed to an authorized adult at the Kindergarten door.

First and Second grade students will be dismissed to an authorized adult at the main entrance. For safety, students will remain in the building until their ride is present. Any person picking up a student (after school, appointments, etc.), must be on the student's authorization list located in the office.

Third and Fourth grade students are dismissed from the cafeteria doors.

Fifth through Eighth grade students are dismissed through the gymnasium doors.

## **ATTENDANCE POLICY**

Teachers will keep a record of daily attendance.

**TARDIES** – Prompt arrival at school is expected of all students. Late arrival disrupts the class and causes loss of instructional time. Students will attend Morning Assembly beginning at 8:10 a.m. Any student that arrives after 8:10 is considered tardy and must report to the office for a tardy slip. If your child arrives late, but wishes to eat hot lunch at school, please notify the office by 8:45 a.m. to ensure that a hot lunch will be ordered. After a student has accumulated five tardies in a semester, a \$25 fine per each additional tardy will be assessed to your student's account.

**ABSENCES** - Please notify the school before 8:10 a.m. if your child will be absent. It is the responsibility of the parent/guardian to notify the office concerning absences. When a student is

absent and parent/guardian contact has not occurred, the school may attempt to make contact to determine the reason for the absence. If no contact is made, this will be considered an “unexcused” absence. When you know your child will be absent in advance, pre arrangements need to be made with the office and/or teacher and makeup work done according to policy. If a student is absent for 3-3 ½ hours the student is counted absent for ½ day. If they are absent 4 hours or more it will be counted as a full day. If a pattern of tardiness or absences is apparent, the parents will meet with the school administrator and teacher to develop an improvement plan.

**EXCUSED ABSENCES** – All Excused Absences will fall within the following categories:

- Illness or disability of the student, a doctor’s note will be required for continued absences
- Professional appointments for medical or legal purposes
- Serious personal or family situations
- Approved school related activities
- Other circumstances, including but not limited to vacations, which satisfy the following conditions:
  - Arrangements to make up for missed work have been made with the respective teacher(s) and administrator prior to the absence.
  - A maximum of five consecutive days will be allowed
  - No more than two events in this category of excused absences in an academic year

**UNEXCUSED ABSENCES** – **When students are absent and parental/legal guardian contact is not made with the school by 8:10 a.m., the absence is deemed unexcused.** If your student’s absence does not fall into one of the categories above, your student will receive an unexcused absence. Students who miss an excessive number of days will be unexcused unless the absences are substantiated by a doctor’s note or a parent/legal guardian’s note regarding family emergency.

A note will be required if one of the following conditions are met:

- A student is absent three consecutive days due to illness or family emergency
- A student is absent five or more days during a semester due to illness or family emergency
- If the School Board deems an excess number of sick days have been reported, further action may be taken at their discretion.

**MAKEUP WORK** – All school work shall be made up in a prescribed time. Students with unexcused absences are to complete makeup work within one school day after returning to class. Students with excused absences are to complete makeup work within two school days after returning to class. Students with prearranged excused absences shall be required to submit completed work upon return to school. Failure to make up assignments may result in receiving a 0 on the daily work. Exceptions and special arrangements may be allowed with the approval of the teacher.

**TRUANCY** – According to Kansas law, a number of conditions can constitute truancy. A student is truant if they are between the ages of seven and eighteen and missed three consecutive days in a row without an excuse, five unexcused absences in a semester or seven unexcused absences in a school year. A student who meets any of those conditions can be reported for truancy. For more information please visit [www.ehow.com/list\\_6769754\\_kansas-truancy-laws.html#ixzz1xWBhGy2w](http://www.ehow.com/list_6769754_kansas-truancy-laws.html#ixzz1xWBhGy2w)

## **LUNCHES**

Lunch is purchased through the school office and may be purchased in any amount. A reminder will be sent home with the child(ren) when their lunch account balance is low or out. **ALL LUNCHES**

**MUST BE PAID FOR IN ADVANCE.** Once your lunch account balance reaches zero (\$0.00), a sack lunch MUST be sent or funds added to the account.

If for some reason your child is tardy and plans on eating a hot lunch, **YOU NEED TO NOTIFY THE OFFICE BY 8:45 a.m.** If your child signs up accidentally to take a hot lunch and we are not notified by 8:45 a.m. that a change is needed, the child's account will be charged for lunch that day.

Parents or guests are allowed to eat with students on **Fridays ONLY**. Hot lunch is NOT served on Friday so any guests attending need to provide their own lunch. Soda pop is ONLY allowed on Fridays at lunch or for holiday/birthday parties, with teacher approval.

If your child signs up for lunch, but leaves school sick, your account WILL NOT be charged for lunch that day. If your child signs up for a lunch and leaves for a scheduled appointment and misses lunch time, their account WILL be charged unless we are notified prior to 8:45 a.m.

The cost of lunches for students and staff is \$3.00 and available Monday through Thursday. On Fridays, students and adults need to bring a sack lunch. Additional milk is \$.50 each and will be charged to your child's lunch account balance. Lunch is NOT served on early dismissal days (noon). Sack lunches need to include all desired utensils including napkins and condiments.

When sending money to be applied to student accounts, whether for lunches, tuition, book fees, etc. please indicate which child(ren), grade and what the money needs to be allocated. We accept cash, check, and credit/debit cards. If paying by credit card, a 4% processing fee will be added. If you would like to make a payment with a credit card by phone, please contact the school office at (620) 792-3477.

## **FEES & TUITION**

Book fees & half of enrollment fees are due May 1<sup>st</sup>. This payment holds your spot and indicates your desire to enroll your child at CKCA for the following school year. Book fees will fluctuate with current curriculum prices. The remaining enrollment fee balance is due at August enrollment. Enrollment fees pay for a variety of supplies and services, including but not limited to: music, art, computer lab, snow removal, internet, ACSI requirements, Iowa Assessment testing, e-walk through (teacher fidelity), CurriculumTrak, and Acadience Benchmark testing.

### **Student Fees K-8th:**

Book Fees*	\$275 (\$300 after May 1 <sup>st</sup> exception of mid year transfers)
Enrollment Fees*	\$200 (\$100 due May 1 <sup>st</sup> /\$100 due August Enrollment)

\*Book and enrollment fees are all non-refundable and are separate from/not included in tuition payment plans/discounts/scholarships.

### **Student Tuition:**

<b>Full-day Kindergarten through 8th Grade</b>	<b>\$ 4,099.00</b>
Paid in one payment (3% discount - cash or check only)	<b>\$ 3,976.03</b>
Paid in 9 monthly payments (August-April)	<b>\$ 455.44</b>

Tuition is due by the 1<sup>st</sup> of each month (Aug-April); all accounts not paid by the 10<sup>th</sup> are considered delinquent. Communication with the school administrator is required if financial difficulties arise. At

the close of the business day on December 10<sup>th</sup> (or Friday before if on a weekend), all accounts must be current unless prior arrangements have been made. **If prior arrangements have not been made and if the account is not current, your student will not be allowed to return for the spring semester. All student accounts must be paid in full by the April 1<sup>st</sup> tuition deadline of the current school year.** We accept cash, check, and credit/debit cards. If paying by credit card, a 4% processing fee will be added to the transaction. If you would like to make a payment with a credit card, please contact the CKCA Office (620) 792-3477.

CKCA offers a discount to families with two or more children attending. This discount is only available for children currently attending kindergarten through eighth grade:

Second Child Discount - 5%

Third Child Discount - 10%

Fourth (and subsequent) Child Discount - 15%

**Please be aware that the TRUE COST of attending Central Kansas Christian Academy is approximately \$5,000 per student.**

Each student essentially receives a scholarship gift of \$901 per school year. The school board feels that this gift is necessary to keep the cost of tuition at an affordable level. CKCA will continue to keep tuition as cost effective as possible and give thanks to those who help make up the difference. Donations above your tuition are greatly appreciated, and are tax-deductible.

## **SCHOLARSHIPS**

CKCA does not directly offer scholarships to students. However, some students are assisted with tuition from scholarships individually obtained through various sources. Possible sources of scholarships are: private donations, home churches, Golden Belt Community Foundation, Lasting Life Ministries, and Community Service Scholarship. Families interested in seeking scholarship assistance may do so by contacting the school office. Scholarship applications are due by May 1<sup>st</sup> of the preceding school year. Applications received after the deadline may be placed on a waiting list.

## **KINDERGARTEN STUDENTS**

To be eligible to enter Kindergarten, students must be five years old or will turn five by August 31st of the current enrolling school year. CKCA only offers full days of Kindergarten. Students will have a brief nap time after lunch.

## **MID-YEAR TRANSFERS**

Parents may request to transfer a student to Central Kansas Christian Academy from another school after the beginning of the normal school year. Trials for an allotted amount of time may be permitted upon the Administrator's request. Enrollment fees must be paid prior to starting the trial, and the tuition will be prorated for the trial period. After the 2-week trial, if in agreement by both parties, the remainder of tuition and book fees will be paid.

Each transfer student will be given a placement assessment test by the administrator and reviewed with the respective teacher. Grade placement will be determined by CKCA teacher and administrator in consideration of test results, academics from previous school, etc. Transfer students are required to pay all book and enrollment fees and current month tuition upon enrollment unless prior arrangements have been made for a trial as stated above.

## HOME-SCHOOL PARTICIPATION

Home-schooled students may participate in PE, Art, Music, Band, and Computer programs. Home-school students must enroll at the beginning of the semester and participate throughout the year. The classes are graded and state attendance requirements apply. There is a fee of \$135 for Art and Computers and \$200 for Music, Band and Physical Education per student per semester for each class taken. Students will be required to wear school uniforms and abide by all school rules.

## CHANGE OF ADDRESS

Parents are asked to report any changes of address, telephone number, email, etc. immediately to the school office, in writing or by email. This will ensure the school's ability to contact parents in case of an emergency.

## PARENTS, VISITORS AND SECURITY

Parents are a vital part of our school and are encouraged to visit the school and their student's classroom. Please make prior arrangements with the classroom teacher and/or office for any classroom visits. The front doors will be locked during all hours. Anyone wishing to enter the building may push the buzzer on the north side of the main entrance and a staff member will unlock the door remotely. Students are NOT allowed to open any door to a visitor. **We ask that all visitors (including parents) sign in/out in the office.** This includes anyone who is eating lunch with their child or wants to spend time with them at recess. Days to eat lunch with your student are reserved for Friday ONLY.

Students who desire to have a visitor (another student) attend school with them must have prior approval by the administrator and the student's teacher. The visiting student must be within one year of the CKCA student. The visit will be no longer than two full school days. The visitor is not required to wear a school uniform but will be required to wear street clothes meeting CKCA standards.

The school has been equipped with numerous security cameras and is monitored before, during, and after regular school hours for safety and security purposes.

## TELEPHONE CALLS

Should it be necessary to get a message to a student, the office staff will contact the teacher who will in turn give the message to the student. Under no conditions should a student be contacted by a parent, guardian, or friend during school hours on the student's communication device. We feel very strongly about not disrupting a child's classroom time. If a parent needs to speak with a child's teacher, a message will be given to the teacher to return the phone call at his/her earliest convenience.

## COMMUNICATION DEVICES

Students who bring communication devices to school must leave them in their backpacks and on silent mode. Permission must be obtained from a teacher or principal before any student can receive or make a phone call in the office. Any student using a communication device under any other circumstance while on campus, will have the device confiscated and returned directly to the student's parent or legal guardian. The term "communication device" includes but is not limited to: cell phones, smart watches, Gizmo, Walkie-Talkie, and any other form of contact to individuals inside or outside the

school building. Communication devices, computers, chrome books, iPads, etc., may not be used for any immoral or illegal purposes while the student is in the building.

## **SOCIAL MEDIA**

Parents and students are asked to use caution while using social media. Central Kansas Christian Academy (CKCA) recognizes the fact that social media falls under our constitutional right for freedom of speech. However, the CKCA School Board reserves the right to expel any student for a period of time as determined by the school board, for comments made by a student or parent that do not show good Christian character or directly slander the school.

“Get rid of all bitterness, rage, anger, harsh words, and slander, as well as all types of evil behavior. Instead, be kind to each other, tenderhearted, forgiving one another, just as God through Christ has forgiven you.” Ephesians 4:31-32

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. And do not grieve the Holy Spirit of God, with whom you were sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Ephesians 4:29-32

## **PARENT-TEACHER CONFERENCES**

Communication is the key to a student’s success. Parent-Teacher conferences will be held twice during the school year. Teachers will schedule a conference time with each parent at a mutually convenient time. If you are unable to attend the suggested conference time, please notify the classroom teacher and another time will be scheduled. If additional meetings are required they will be scheduled at the teacher’s and parent’s convenience.

## **EMERGENCY DRILLS/SAFETY PRECAUTIONS**

An emergency evacuation plan is posted in the classroom. Practice drills for various types of emergencies, such as fire, tornado, and other threatening situations, will be conducted periodically in accordance with state statutes. The drill procedures will be explained to staff and students at the beginning of each school year.

## **CANCELLATION OF SCHOOL**

CKCA reserves the right to close when the safety of our students and staff warrants closure. The administrator or school board may also elect separately to close due to weather conditions. School will be canceled when significant safety risks have been determined. If a parent or legal guardian considers weather conditions unsafe, he or she may choose to request absence or early dismissal of their children with no penalty. School closings will be announced through the following media:

*Flocknote* (CKCA community-wide communication program), CKCA Facebook Page, KSNC News & Website, KWCH News & Website, and KAKE News & Website

## **DRESS CODE**

We believe that personal appearance is a reflection of the heart of the student. Learning about appropriate dress standards for various situations is an important part of training our students for life. Developing a willingness to comply with standards is an essential part of shaping the hearts of our students. Styles that are extreme, indecent or that violate generally-accepted Christian standards or tastes are not appropriate in the context of a Christian school. Though opinions differ as to what constitutes proper dress, we chose as a school to maintain a standard that is generally acceptable to most of the people that we serve.

Some general Scriptural guidelines for dress are:

1. Modesty (1 Timothy 2:9; 2 Timothy 2:22)
2. Distinction between the sexes (Deuteronomy 22:5; 1 Corinthians 11:14-15)
3. In a manner pleasing to the Lord (1 Timothy 4:12; Romans 12:1-2; 1 John 2:15-16)
4. Appropriate dress for the occasion (1 Corinthians 14:40)

These principles should be observed at all times.

Based on guidelines of modesty, simplicity, neatness and safety, a standardized dress code is in place for all students (“Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your bodies.” 1 Corinthians 6:19-20). It is the responsibility of students, under parental supervision, to dress according to this policy, and the responsibility of Teachers and Administration to enforce the dress code. The Administration reserves the right to prohibit certain items as necessary during the school year, and the Governing Board reserves the right to modify the dress code as needed. **Clothing must be neat, clean and in good repair.**

**We depend on parents to help us maintain these standards by checking their child before leaving for school and ensuring that he/she is following the school’s guidelines.**

### **Shirts**

- Traditional short or long sleeve shirts in polo, oxford or turtleneck.
- Shirts must be any **solid** color.
- Contrasting trim is not permitted.
- Shirts must be tucked in.

### **Sweaters, Sweatshirts, and Jackets**

- Approved styles are zip-down sweaters or jackets, cardigans, crew neck sweaters, sweater vests, sweatshirts, fleece pullovers, and hoodies.
  1. The exterior must be one solid color.
  2. Small logos (less than 2 inches) are acceptable.
  3. CKCA webstore apparel items are acceptable.
- The above approved styles must be worn over a tucked-in dress code shirt. (see "Shirts"). They must be no longer than waist/hip length. The interior will also be solid in color, but contrasting color is allowed. Heather coloring is allowed either on the exterior or interior.
- Outerwear garments (coats, etc.) can be in any color or style desired, but may not be worn in the classroom.

### **Pants, Shorts, Skorts, Jumpers, and Skirts**

- Approved colors: navy and khaki (a shade of tan).

- Pants must have a hem and may not drag on the ground.
- Clothing must be free of stains, holes and fading.
- Pants or shorts may not be worn below the waist.
- Shorts, Skorts, Dress, and Skirt length should be no more than 3 inches above the knee.
- Capris, cargo pants/shorts and corduroys are allowed.
- No spandex or stretch pants like leggings/jeggings for uniform pants are allowed.
- Shorts or leggings **must be worn under all** skirts and dresses, if not already built in.

### **Socks, Tights and Shoes**

- Socks or tights (solid color only if visible) must be worn at all times.
- Sandals and backless shoes are permitted (heel strap not required), provided they are worn with socks or tights.
- Please keep safety on the playground and at recess in mind when choosing school shoes.

### **Dress Down Days**

- Some first Fridays are 12:00 dismissal instead of 3:30 p.m. On these Fridays, students may wear street clothes to school.
- Other dress down days will be on the school calendar.
- On any dress down day, regular requirements for modesty and safety will still be expected, i.e. socks/tights must be worn, midriff must be covered, and leggings/tights/jeggings may only be worn with shorts/skirts/dresses that should be no more than 3 inches above the knee.
- Spaghetti strap or off the shoulder shirts as well as cutoffs or sleeveless shirts are NOT allowed.
- **Field trip days will be the standardized dress code** unless otherwise announced.

### **The following guidelines are always in effect:**

- Body piercings and tattoos are not permitted.
- For safety reasons, girls are not allowed to wear large or dangling earrings. **(parents are responsible for any injuries that may occur due to the earrings their children wear)**
- Boys are not permitted to wear earrings or finger nail polish.
- Limited and appropriate jewelry is permitted.
- Wild or extreme hair styles or unnatural hair colors are not permitted if they are a distraction. This is at the Teachers discretion.
- Boys and girls must keep their hair neat and combed.
- Boys must keep their hair cut above the collar and the eye brows.
- Hoods and hats may not be worn in the building.
- Anything that causes significant distraction to the learning process as determined by the classroom teacher may not be permitted.
- No smartwatches are allowed to be worn during school hours.
- Attire & accessories must reflect the school's Christian values by avoiding symbols, imagery, or themes that are inappropriate or offensive, such as crossbones, skulls, witchcraft, demonic or diabolic characters, or any symbols that contradict our faith-based principles.

### **Consequences of Dress Down Day Violation**

First and second violation: Parents will be contacted to bring their student the proper clothing.

Third violation: Student forfeits dress down days for the rest of the school year. The office will keep track of this.

### **Consequences of Uniform Violation**

First and second violation: Corrected with clothing from the uniform cabinet or clothes from home. Note sent home which must be returned the next day with a parent's signature.

Third violation: Parents must bring uniform clothing immediately. No uniform closet. Students will be sent to the Administrator so that further action can be taken at the Administrator's discretion.

The office will keep track of violations and dates of infractions.

## **UNIFORM CABINETS**

Uniform cabinets are located in the boys' locker room and a key is available in the office. Parents may donate outgrown uniform clothing that's in good condition (no stains, holes, faded clothing etc.). These clothes are then organized and available for others to purchase throughout the school year in exchange for a donation to CKCA PTF. Please make checks payable to CKCA-PTF.

## **BULLYING POLICY**

CKCA is committed to providing a positive and productive learning environment free from bullying. Bullying is a repeated or potentially repeated aggressive misuse of power towards another person or a person's property. Bullying can be verbal, physical, social and/or psychological. Bullying can happen in person, in written form, or electronic. Bullying of any type by any individual student or group of students will not be tolerated at CKCA. Bullying against individuals associated with the school is prohibited, whether or not the bullying occurs on school grounds. Any student who believes he or she has been subject to bullying, has witnessed, or has knowledge of an alleged act of bullying should report it to a teacher or administrator. The teacher or administrator shall discuss the complaint with the student to determine if it can be resolved. All complaints received will be investigated to determine whether the alleged behavior constitutes bullying as defined above. If the complaints are validated, parents of all parties involved will be notified and disciplinary measures will follow the school-wide discipline plan.

## **CHEATING POLICY**

When cheating has occurred, a meeting will be set up between the student, parents, and the teacher. The administrator will be notified. If the problem persists after the initial violation, a separate meeting with student, parents, and teacher will be held and will include the administrator.

## **SCHOOL-WIDE DISCIPLINE PLAN**

"I will give you a new heart and put a new spirit within you..." Ezekiel 36:26a

Central Kansas Christian Academy seeks to partner with the Lord in the process of transforming hearts and as a result transforming behavior. Knowing that this process takes time and training, we commit to the following guiding principles:

Each Student:

- has infinite worth. Genesis 1:27; John 3:16
- has sinned. Romans 3:23
- can be redeemed. John 3:15,16
- can obey from the heart. Romans 6:17,18; Proverbs 4:23; John 7:38

### Principles to Remember:

- None of us deserve grace. Romans 6:23
- We are all known by our fruit. Luke 6:43-45
- We all need to check for planks. Matthew 7:4,5; Psalm 139:23, 24
- Not everyone needs the same corrective action. Jude 22, 23
- Repentance does not automatically remove consequences. II Samuel 12

### Action Plan:

- Ask for wisdom. James 1:5, II Chronicles 1:10
- Make your expectations clear. Genesis 2:16,17
- Be consistent. Matthew 24:45-47
- Be decisive. Matthew 5:37
- Make use of natural consequences. Galatians 6:7
- Bring it back to the heart. Genesis 6:5; Psalm 51:10

“There is no greater joy than to hear that my children walk in truth.” III John 4

## BIBLICAL GUIDELINES FOR STUDENT BEHAVIOR

We believe that each student’s conduct should be consistent with biblical principles. The development of a disciplined life begins at home. **Parents must be mutually supportive of CKCA.** Things said or done that diminish respect for and confidence in a student’s authorities will harm the student.

1. **Responsibility:** Be accountable for one’s own conduct and be reliable in every situation. Colossians 3:17, Luke 16:10-12
2. **Honor:** Show respect for each other and those given the responsibility of authority over you. Romans 12:10, 1 Peter 2:17
3. **Submission:** Yield to those in authority, both in attitude and actions. Romans 13:5, Hebrews 13:17
4. **Obedience:** Do what is asked without challenge, excuse, or delay. 1 Samuel 15:22, Proverbs 5:12-14, John 14:15.

Central Kansas Christian Academy expects each student to maintain Christian standards of courtesy, kindness, morality, and honesty. We require each student to refrain from profanity, indecent language, gambling, cheating, sexual immorality (including homosexuality), stealing, the use of any type of tobacco, alcohol or other drugs, vaping or JUULing, pornographic materials, and from participation in unlawful, violent, or destructive acts. We strongly discourage unwholesome entertainment including music, movies, and video games. We believe that students should pursue conduct that unquestionably aids in personal holiness and service to others both on and off campus.

## INVITATIONS & HALLOWEEN

Students are encouraged to share invitations for personal celebrations, such as birthdays. When invitations are distributed at school, they should be given to the entire class to promote fairness and inclusivity. However, if desired, invitations may also be extended exclusively to all boys or all girls in the class.

All invitations, attire, and accessories must reflect the school’s Christian values by avoiding symbols, imagery, or themes that are inappropriate or offensive, such as crossbones, skulls, demonic, or

diabolic characters, or any symbols that contradict our faith-based principles.

In line with our commitment to uphold Christian beliefs, participation in Halloween celebrations on school grounds- such as costumes, decorations, or themed clothing-is not permitted, as these often involve themes that promote fear and darkness.

Ephesians 5:8 states, "For you were once darkness, but now you are light in the Lord. Walk as children of light".

## **DISCIPLINE PROCEDURES**

The intent of discipline is restoration. Discipline will be administered to correct inappropriate behavior, not to punish. All students will be given the opportunity to admit their misbehavior, show remorse, and become a positive influence at CKCA.

### **Behavior Plan – Levels – Definitions, Examples of Offenses, Procedures, and Consequences**

<b>Level 1</b>	
<b>Definition</b>	Behaviors that <b>DO NOT</b> significantly violate the rights of others or cause a safety issue.
<b>Examples of Offenses</b>	<ul style="list-style-type: none"> <li>• Dress code violations</li> <li>• Running in the hallway or classroom</li> <li>• Getting out of seat without permission</li> <li>• Leaving the classroom without permission</li> <li>• Refusing to do work</li> <li>• Making inappropriate noises</li> <li>• Disrespecting others' or their property</li> <li>• Other offenses as determined by teacher or administration</li> </ul>
<b>Procedures and Consequence Framework</b>	<ul style="list-style-type: none"> <li>• Inform student of rule violated</li> <li>• Describe expected behavior</li> <li>• Contact parent if necessary</li> <li>• Inform student of appropriate consequence</li> <li>• Incident and consequence may be documented</li> <li>• Appropriate consequences assigned by teacher/supervisor</li> </ul>

<b>Level 2</b>	
<b>Definition</b>	Behaviors that significantly violate the rights of others, cause a safety issue for self or others, and/or chronic Level 1 behavior.

<b>Examples of Offenses</b>	<ul style="list-style-type: none"> <li>• Five (5) or more repeated Level 1 behaviors</li> <li>• Arguing with teacher or other authority/talking back</li> <li>• Disrespectful attitude</li> <li>• Foul language</li> <li>• Instigation</li> <li>• Claiming work as own when it has been copied, plagiarized</li> <li>• Cheating</li> <li>• Lying</li> <li>• Theft</li> <li>• Threatening statements or actions</li> <li>• Misuse or inappropriate use of school technology or internet</li> <li>• Repeated failure to adhere to playground safety rules</li> <li>• Using meal utensils in an unsafe manner</li> <li>• Other offenses as determined by teacher, supervisor, or administration</li> </ul>
<b>Procedures and Consequence Framework</b>	<ul style="list-style-type: none"> <li>• Inform student of rule violated</li> <li>• Describe expected behavior</li> <li>• Removal of student from situation if needed</li> <li>• Contact parent (if deemed necessary)</li> <li>• Incident and consequence documented</li> <li>• Conference with admin (as needed)</li> <li>• Consequences as deemed appropriate by teacher, supervisor or administration</li> </ul>

<b>Level 3</b>	
<b>Definition</b>	Behaviors that require immediate removal, are chronic Level 2 behaviors, and/or require administration involvement.
<b>Examples of Offenses</b>	<ul style="list-style-type: none"> <li>• Three (3) or more repeated Level 2 behaviors</li> <li>• Fighting</li> <li>• Throwing classroom objects at others</li> <li>• Making racial, ethnic, religious, or sexual slurs</li> <li>• Verbal assault of students or staff</li> <li>• Possessing look alike weapons</li> <li>• Deliberate, malicious destruction of school property</li> <li>• Bullying, harassment, intimidation – repeated negative actions (verbal or physical) against another student or adult</li> <li>• Inappropriate public displays of affection</li> <li>• Sexual harassment</li> <li>• Forgery</li> <li>• Inappropriate physical contact of any nature</li> <li>• Intentional damage to school technology</li> </ul>

	<ul style="list-style-type: none"> <li>• Other offenses as determined by the administration</li> </ul>
<b>Procedures and Consequence Framework</b>	<ul style="list-style-type: none"> <li>• Immediate removal of student from situation</li> <li>• Inform student of rule violated</li> <li>• Describe expected behavior</li> <li>• Conference with administration (as needed)</li> <li>• Contact parent</li> <li>• Incident and consequence documented</li> <li>• The student is ineligible to participate in extracurricular or leadership activities for 5-15 days as deemed appropriate by administration.</li> <li>• Suspension of 1 to 5 days (in or out of school) or other consequences as deemed appropriate by administration</li> <li>• Students may be placed on Behavioral Probation and/or Behavior Plan.</li> </ul>

Level 3 procedures and consequence framework could also entail the following:

- In the event of negligent or willful property damage, the student and/or his/her parents will be responsible for the cost of repairing or replacing the damaged property.
- PLEASE NOTE: If there is a threat to the life of staff, student or school, regardless of intent, parents will be contacted as early as possible.

\*Coaches or sponsors may implement a more stringent standard than the school expectation.

<b>Level 4</b>	
<b>Definition</b>	Behaviors that require immediate removal and require administration and/or law enforcement involvement.
<b>Examples of Offenses</b>	<ul style="list-style-type: none"> <li>• Three (3) or more repeated Level 3 behaviors</li> <li>• Possession of weapons</li> <li>• Physical Assault of students or staff</li> <li>• Use or possession of illegal drugs on school grounds or at school-sponsored functions</li> <li>• Other offenses as determined by the administration</li> </ul>
<b>Procedures and Consequence Framework</b>	<ul style="list-style-type: none"> <li>• Immediate removal of student from situation</li> <li>• Inform student of rule violated</li> <li>• Describe expected behavior</li> <li>• Contact parent</li> <li>• Contact law enforcement (as appropriate)</li> <li>• Incident and consequence are documented by administration</li> <li>• Immediate expulsion of student for minimum of 5 days</li> </ul>

**NOTE:** School administration may make exceptions to the above behavior plan guidelines, and implementation may be placed on a case-by-case basis.

## **BEHAVIOR PROBATION**

Students may be placed on a Behavioral Probation (BP) for Level 3 or 4 offenses. The BP will commence on the day of the offense and will continue for 2 weeks or for a period determined by administration and/or the Governing Board. Behavioral Probation requires that the student make immediate and consistent correction to the inappropriate behavior of concern. If there is no noticeable change at the end of the established BP, further consequences will be applied including possible suspension.

## **ADMINISTRATIVE REMOVAL OF A STUDENT**

A student may be expelled when his/her conduct presents a serious physical threat to students, staff or school. Such expulsion could be permanent. The parents/guardian and Governing Board will be contacted immediately, and an explanation of reasons for the action will be provided. Students may be suspended from school for up to five days by the school administration. (Suspensions may be in school or out-of-school depending on the severity of the offense.)

The administration or classroom teacher may remove a student from the classroom or school activity without prior notice if the continued presence of the student poses a danger to other persons or to property, or if the child is choosing to disrupt the educational process.

When repeated offenses occur by the student, and/or there is a lack of cooperation on the part of the parent/guardian, the administration may place the student on probation. The probation period may be any length of time from two weeks to nine weeks (the length of a grading period), depending on the severity of the offense.

## **DETENTIONS**

The intent of discipline is restoration. Teachers, staff, or the administration may assign an after school detention for tardies and other minor misbehavior. Parents must be contacted.

## **FIELD TRIPS AND TRANSPORTING STUDENTS**

### **Student Transportation Safety:**

To ensure student safety during school transportation, all students must be properly restrained in accordance with Kansas law. This includes the use of approved car seats or booster seats as required based on age, weight, and height. All transportation providers and parents are responsible for ensuring proper restraints are used to comply with state law and promote safety.

### **Field Trips and Student Transportation:**

Since CKCA does not own school vehicles, volunteers are essential for providing safe and effective transportation during field trips. All volunteer drivers and chaperones must have a valid driver's license and an approved CKCA Background Check on file in the office. Staff will coordinate these trips and may request parents or responsible adults to serve as Chaperones.

Siblings under 5 years old cannot accompany volunteers when chaperoning, but they are

welcome to accompany adults when solely transporting students.

## **PARENT/STUDENT GRIEVANCE POLICY**

CKCA staff is open and available at mutually agreed conference times to discuss any issue of concern with parents or students. All contacts should be made during school hours to set a convenient meeting time. Please follow the Biblical principle as taught in Matthew 18:15-17. "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would an outsider."

Issues could involve parents or students having questions, comments or complaints. Another possibility is where a teacher or principal needs to discuss questions, comments or complaints with a parent or other individual concerned with the school. In any case, the following procedure should be followed:

1. The concern should **initially be addressed with the person most responsible**. Example: classroom issues should begin as a discussion with the teacher. Building issues should go to the administrator. Policy issues should go to the school board. Concerns regarding student or parent situations will be discussed with the parents involved.
2. A time should be scheduled to meet face to face. Common courtesy suggests that calling a teacher or the administrator at home to complain is an intrusion of their family time, therefore, these requests should be made during school hours.
3. Everyone is encouraged to set a mutually agreed time and an appropriately private place to hold these discussions.
4. If a teacher issue is not able to be resolved with the teacher, the administrator should be contacted to mediate a meeting with the involved parties. If unable to resolve the issue at that level, a meeting with the Governing Board or its representatives will be arranged.

## **IMMUNIZATION & SCHOOL PHYSICALS**

It is our practice to follow the guidelines for immunizations outlined by the Department of Health & Environment. If parents choose to seek an immunization exemption for medical or other reasons, they may do so by submitting the exemption application to the office. A school physical for any new student is required prior to the start of the school year. An annual sports physical may be required if participating in sports.

## **RE-ADMITTANCE FOLLOWING CONTAGIOUS DISEASE**

Parents and school personnel are requested to follow the guidelines for re-admittance following certain illnesses. Students not following the guidelines will be sent home until it is acceptable to return to the classroom. Parents are also requested to report to the school a student's exposure to a communicable disease or illness. Staff members can then observe students for symptoms and carry out necessary isolation.

Fever – 100° or above; a child should be free of fever for at least 24 hours without medication before returning to school.

Vomiting – may return after the vomiting has ceased for 24 hours and has returned to pre-illness condition.

Chicken Pox & Hand, Foot, Mouth Disease – out of school from the onset of the illness; and/or all skin lesions must be dry and have scabbed prior to the return of school AND must have a signed permit from a doctor.

Head Lice – may return to school only after completing treatment and all nits removed.

Pink Eye (Conjunctivitis) – may return 24 hours after treatment AND when discharge from the infected eye has ceased.

Influenza –after testing positive for influenza, students may return 24 hours after unmedicated fever is gone or as determined by a physician.

A physician's note is required for any student who has been absent from school for the following conditions: (including, but not limited to)

- Meningococcal diphtheria meningitis
- Measles, Rubeola or Rubella (Usually 7 days after rash appears)
- Mononucleosis
- Mumps (After swelling has gone down – usually 10 days)
- Poliomyelitis
- Ringworm
- Smallpox
- Scabies
- Staph Infection
- Strep infection
- Tuberculosis
- Typhoid Fever
- Whooping Cough

\*A doctor's note is not required for re-admittance after absence due to other illnesses such as surgery or injuries, but is needed for clearance of any activity participation.

## **MEDICAL EXCUSE POLICY**

### **Policy Statement:**

At Central Kansas Christian Academy, we believe that physical activity is a vital component of a student's spiritual, physical, and emotional development. In line with our commitment to honoring God through the stewardship of our bodies (1 Corinthians 6:19-20), all students are expected to participate in PE classes unless medically excused.

### **Non-Participation Due to Injury or Medical Condition**

#### **1. Parental Notes (Short-Term):**

A written note from a parent or guardian may excuse a student for **up to three consecutive PE classes** (5 calendar days) due to minor illness or injury.

#### **2. Doctor's Note Requirement (Extended or Recurring Absence):**

If a student is unable to participate in PE for **more than three consecutive classes**, a **signed medical note from a licensed physician** is required.

The note must:

- Clearly state the nature of the injury or condition.
- Specify the dates the student is excused from PE.
- Indicate any physical limitations or restrictions upon return.

### 3. **Extracurricular Participation:**

- Students may not participate in recess, sports practice, athletic competitions or any physical activity if they are currently excused from PE due to a medical concern.

### 4. **School Authority:**

- The school reserves the right to restrict a student's physical activity further if concerns about the student's well-being persist, regardless of external medical clearance.

### **Biblical Foundation:**

*"Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God?... Therefore honor God with your bodies."* — 1 Corinthians 6:19-20 (NIV)

This policy encourages students to honor God by caring for their bodies responsibly.

### **Additional Notes:**

- Failure to provide appropriate documentation may result in unexcused absences from PE and impact the student's grade.
- Modifications to PE activities may be provided when appropriate, with medical guidance.
- All medical notes will be filed with the school office.

## **MEDICATIONS**

CKCA has the following policy regarding student medications. This policy applies to all grades.

1. Before any prescription medication or over the counter medication can be self-administered, an "Authorization for Administration of Medication" form must be on file in the office.
2. Medications must be in the original properly labeled container.
3. If the medication is for the treatment of, or management of, asthma, diabetes or anaphylaxis episodes, the health care provider must provide a written plan for medication use by the student during school hours in addition to the above items.
4. All teachers responsible for the student's supervision shall be notified that permission to carry medications and self-medicate has been granted.
5. The parents of the student will comply with any requirements imposed by CKCA concerning self-medication.

## **LIBRARY AND TEXTBOOK POLICIES**

CKCA is blessed to have a library for CKCA students. The mission of the CKCA Library is to teach students how to be effective and creative users of information so they are equipped to serve, lead, and transform their world while upholding Christ and affirming our Biblical beliefs. The librarians work

in partnership with faculty members to develop the collection as well as to enhance the learning experience outside of the classroom and to develop a life-long love of reading and learning.

Books may be checked out by students on the library day established each year. The books must be returned on the date due. Reference books may not be taken from the library. Any book that is returned damaged will be charged back to the student's parents at the replacement cost. The manner of purchase of the book is at the librarian's discretion and will determine the amount charged. This bill must be paid before the student will be allowed to check out any more books and must be paid before the end of the current school year. The damaged book will remain the property of the CKCA library.

If a parent objects to a book, the book is to be returned to the librarian with a brief note stating the reason for the objection. The book will be reviewed by the Librarian and if necessary presented to the administrator. When donating to the library, please donate only books in good repair.

Other than consumables, all textbooks are checked out to students on a year-by-year basis. Should a book be damaged beyond normal care and use, parents of the student are responsible for the cost of replacement. Upon yearly enrollment, each parent is required to read and sign off on CKCA's Library Agreement under Student Forms.

## **INTERNET ACCEPTABLE USE POLICY**

CKCA believes that the internet has much to offer students in its wide variety of resources. It is our goal to educate students about efficient, ethical and appropriate use of these resources. Within the context of our mission statement as a school, the Internet connection will be used to meet the goals in our curriculum.

To protect the innocence of our students while using the Internet, we use software to filter sites that are objectionable for content, language or a variety of other things that the School Board has defined as inappropriate. Upon yearly enrollment, each student and parent is required to read and sign off on CKCA's Computer & Internet Release form (see Computer & Internet Release Form).

It is to be understood that Internet access for the students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow CKCA's rules. I will strive to apply Philippians 4:8 to my electronic communication: "Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."

The Internet user is held responsible for his/her actions when using the Internet. Unacceptable uses of the network will result in the suspension or revocation of these privileges. Unacceptable uses include but are not limited to:

- Using the network for any illegal activity.
- Using the network for accessing any pornographic or otherwise inappropriate sites.
- Degrading or disrupting the equipment or system performance. Any security problem must be reported to the teacher and not shared with other users.
- Accessing or vandalizing the data of another user, with or without that user's permission.

- Gaining unauthorized access to resources, including attempting to get around the filter installed on a computer with Internet access.
- Invading the privacy of individuals.
- Posting personal communications without the author's consent or posting information containing information not meant to be made public.
- Posting rude or inappropriate messages.
- Downloading viruses or attempting to avoid virus protection programs.
- Violating the spirit of the CKCA mission statement.
- Any type of chat, instant messaging, social media, or personal e-mail. (School projects may be sent to and from home with the supervision of the teacher.)
- Obligating CKCA in any way, financial or otherwise.
- Disclosing personal information to websites or people through the Internet. This includes requesting magazines, catalogs, etc.
- Inappropriate use of resources resulting in plagiarism.

The Internet user and his/her parents must understand that the student uses the Internet at his/her own risk. Considering the provisions mentioned above, CKCA cannot assume responsibility for:

- The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
- Costs that the student may incur if they request a product or a service for a fee.
- Any consequences of disruption in service that may result in lack of resources, though every effort will be made to ensure a reliable connection; there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.
- Privacy of electronic communications. The Administration reserves the right to investigate possible misuses and to monitor any communications coming through CKCA computers.

## **LOCKERS**

6<sup>th</sup> – 8<sup>th</sup> grade students are assigned a locker at the beginning of the school year. The assigned locker will be that student's locker for the entire school year. Each student may supply his/her own combination lock for the locker and supply the combination code to the teacher. The school reserves the right to open a student's locker at any time. The most common reason for this would be to secure homework materials for an authorized person to pick up. Lockers may not be used to store any illegal or immoral items.

## **CKCA SCHOOL BOARD**

The CKCA School Board holds meetings on the third Tuesday of each month (except for June and December) at 6:30 p.m. at the school. Any interested person is welcome to attend as a guest.

## **PARENT-TEACHER FELLOWSHIP (PTF)**

PTF is a ministry of our school that allows parents, grandparents, teachers and staff to create fellowship opportunities for our school. Every CKCA family is encouraged to attend and support the school through this committee. Meetings are held the first Tuesday of each month (Except June & December), at 6:00 p.m. at the school.

PTF organizes a few school wide fundraisers throughout the year (typically 2 major fundraisers) to provide classroom money for teachers, purchase playground & classroom equipment, teacher

appreciation, school parties, field trips and much more.

## **BOOSTER CLUB**

CKCA's Booster Club is responsible for raising school spirit in conjunction with sporting events and other school activities. These roles can vary between concession stands, hanging posters around the school, decorating the gym before games or student lockers, and other school spirit building activities. All funds raised by the Booster Club are used to finance the athletics and activities (Band, Scholars Bowl, Etc).

## **CKCA ATHLETICS**

CKCA offers basketball to CKCA and homeschool students that are for 3<sup>rd</sup> through 6<sup>th</sup> grade and cheerleading for 3<sup>rd</sup> through 8<sup>th</sup> grade. Prior to participation in any athletic activity, **a consent form and a sports physical must be signed and returned to the coaches or office.** A sign-up will be available upon announcement.

All team members will be treated equally, according to athletic ability and active participation in practices. A set fee will be charged per student per sport to cover expenses. All athletes will be required to return their signed uniform contract by the set deadline in order to participate. Following the season, each athlete will be held responsible for the return of his/her issued team uniform, clean and in good repair, within one week of the conclusion of the season OR at the designated check-in date (See Student-Athlete Uniform Contract).

CKCA Middle School Students (7<sup>th</sup>/8<sup>th</sup> grades) may participate alongside the school district they live in for all sports & activities not offered at CKCA. Additionally, the Golden Belt Homeschool league has invited Middle School students to compete in their Christian League. All fees and transportation are the responsibility of parents of student(s) who participate.

## **STUDENT ACTIVITY ELIGIBILITY GUIDELINES**

All students are required to maintain a minimum of 74% in every subject to be eligible to participate in CKCA Extracurricular student activities. All homework must be current and up to date.

If a student's grade falls below 74% or has missing assignments, the teacher will notify the student of ineligibility, The student becomes ineligible the next day after the report is issued. They may not participate in practices or games/activities. The student/teacher will notify his/her coach/sponsor of ineligibility, and the student will take the grade report home for parent notification.

The student may either take the missing work or corrections home to complete or may stay after school to complete the work in the WOW After School Program. However, a parent will be charged a \$20 fee. Once the work or corrections are complete, the student may return to practice or participate in the game/activity.

A student must be in school during the day to participate in practice or in a game/activity. An excused part-day absence for a doctor or dental appointment is acceptable.

### **NON-DISCRIMINATION POLICY**

Central Kansas Christian Academy is first and foremost a religious institution, and religious considerations will inform decisions made with respect to the operation of its school, including the hiring and firing of staff, selection of volunteers and vendors, and provision of services. It is the policy of Central Kansas Christian Academy to maintain a school environment that is free from any form of discrimination based on any characteristic that is protected by law.