

CENTRAL KANSAS CHRISTIAN ACADEMY



**STUDENT HANDBOOK
2022-2023**

TABLE OF CONTENTS

CENTRAL KANSAS CHRISTIAN ACADEMY MISSION STATEMENT.....	3
SCHOOL OFFICE INFORMATION	3
PRIVACY OF STUDENT INFORMATION	3
ARRIVAL AND PROCEDURE.....	4
DISMISSAL TIMES & PROCEDURES	4
PARENTS AND VISITORS.....	4
BUILDING SECURITY	5
ATTENDANCE POLICY	5 & 6
CHANGE OF ADDRESS.....	6
TELEPHONE CALLS	6
COMMUNICATION DEVICES	6
SOCIAL MEDIA	6
PARENT TEACHER CONFERENCES.....	6
LUNCHES	7
LOCKERS	7
FEES & TUITION	7 & 8
SCHOLARSHIPS.....	8
HOMESCHOOL PARTICIPATION	8
KINDERGARTEN FULL OR HALF DAY OPTION	8
MID-YEAR TRANSFERS.....	9
EMERGENCY DRILLS	9
CANCELLATION OF SCHOOL.....	9
STANDARD DRESS CODE	9 & 10
UNIFORM CABINET.....	11
SCHOOL-WIDE DISCIPLINE PLAN	11 & 12
PARENT/STUDENT GRIEVANCE POLICY	12
CKCA GOVERNING BOARD	12
IMMUNIZATION POLICY.....	13
RE-ADMITTANCE FOLLOWING CONTAGIOUS DISEASE.....	13
MEDICATIONS	13
PARENT-TEACHER FELLOWSHIP (PTF).....	14
LIBRARY POLICY	14
INTERNET ACCEPTABLE USE POLICY.....	14-15
CKCA ATHLETICS.....	15
ELIGIBILITY GUIDELINES	16

CKCA MISSION STATEMENT

Central Kansas Christian Academy exists to assist families in educating children, both academically and spiritually (Train up a child in the way he should go, and when he is old he will not depart from it. Proverbs 22:6). Every person is precious to God. Therefore, a crucial part of the education process is learning not only about God, but how to have a personal relationship with Him ("He is patient with you, not wanting anyone to perish, but everyone to come to repentance. 2 Peter 3:9).

The goal of Central Kansas Christian Academy is to prepare young people to function in this world both academically and spiritually. This is possible only with God's involvement in the process (If any of you lacks wisdom, you should ask God, who gives generously to all without finding fault, and it will be given to you. James 1:5).

We believe in providing a positive atmosphere for children to learn the necessary skills for success. This also means enabling them spiritually to have a Christian impact no matter what they set their hand to do (Whatever you do, work at it with all your heart, as working for the Lord, not for human masters. Colossians 3:23). Developing a loving relationship with Christ is the top priority, but the educational process is also very important to develop intelligent, articulate individuals (The fear of the LORD is the beginning of wisdom; all who follow his precepts have good understanding. To him belongs eternal praise. Psalm 111:10). We at Central Kansas Christian Academy pledge to develop the academic talents of each student through a Christ-pleasing curriculum and to encourage them to yield their lives to God's perfect will (Submit yourselves, then, to God. Resist the devil, and he will flee from you. James 4:7). We furthermore pledge to keep God's Word at the center of the educational process and the focal point of the students' learning experience (All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work. 2 Timothy 3:16-17).

SCHOOL OFFICE INFORMATION

School Website..... www.ckcacademy.com
School Phone Number..... 620-792-3477
School FAX Number 620-793-3438
School Secretary office@ckcacademy.com
School Administrator dottie.dozier@ckcacademy.com
Office Hours..... 8:00 a.m. – 4:00 p.m.

PRIVACY OF STUDENTS INFORMATION

CKCA is committed to preserving the privacy of information for your students and their families. Any parent or legal guardian may request information of 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 or neglect, meaning that 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.

ARRIVAL TIME & PROCEDURE

Arrival time 7:45 - 8:15 a.m.

Please do not drop off your child before 7:45 a.m. unless prior arrangements have been made.

When dropping off students, drive up parallel to the Main Entrance 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 in to the building please park on the east side of the parking lot to prevent obstructing the flow of traffic.

DISMISSAL TIMES & PROCEDURES

Half-day Kindergarten.....11:30 a.m.....If eating lunch.....12:00 p.m.

Kindergarten.....3:10 p.m.

1st through 8th grades..... 3:20 p.m.

Students must be picked up by 3:30 p.m. Kindergarten must be picked up by 3:20 p.m. unless prior arrangements have been made with the administrator. Early dismissal days, pick up should be by 12:10 p.m.) unless prior arrangements have been made. 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 will be 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.

Third and Fourth grade students will be dismissed from the cafeteria doors.

Fifth through Eighth grade students will be dismissed through the gymnasium doors.

PARENTS AND VISITORS

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 & 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 and get a visitor's badge.** This includes anyone who is eating lunch with their child or wants to spend time with them at recess. Dates 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.

BUILDING SECURITY

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

ATTENDANCE POLICY

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 Prayer beginning at 8:15 a.m. Any student that arrives after 8:15 is considered tardy and must report to the office for a tardy slip. If your child will arrive late, but wishes to eat hot lunch at school, please notify the office by 8:30 to ensure that a hot lunch will be ordered. If the student arrives after 10:15 a.m. the student is considered absent ½ day. After a student has accumulated five, **unexcused** 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 8:15 a.m. if your child will be absent. It is the responsibility of the parent/guardian to notify the office or teacher concerning absences. When a student is absent and parent/guardian contact has not occurred, the school will 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, prearrangements need to be made with the office and/or teacher and makeup work done according to policy. If a student is absent for 2-3 ½ hours the student is counted absent for ½ day. If they are absent 3 ½ 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 – All excused absences will fall within the following categories:

- Illness or disability of the student
- 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 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 – When students are absent and parental/legal guardian contact is not made with the school by 8:15 a.m., the absence is deemed unexcused. If your student’s absence does not fall in to 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 schoolwork 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 makeup 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 18 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

CHANGE OF ADDRESS

Parents are asked to report any changes of address, telephone number, email, etc. as soon as possible to the school office, in writing. This will insure the school's ability to contact parents in case of an emergency.

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. 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 back packs 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 while on campus. 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 dive" includes but is not limited to, Apple Watch, 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 on campus.

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 board, for comments made by a student or parent that do not show good Christian character or directly slander the school.

Ephesians 4:31-32: 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.

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.

LUNCHES

Lunches are purchased through the school office and may be purchased in any increment. A reminder will be sent home with the child when all lunches have been taken. ***ALL LUNCHES MUST BE PURCHASED IN ADVANCE.*** Once your student's lunch account balance reaches zero (\$0.00), a sack lunch MUST be sent until funds have been added to the account. Milk is \$.50 each.

LUNCHES WILL NOT BE SERVED ON EARLY DISMISSAL DAYS (12:00)

If for some reason your child is tardy and plans on eating a hot lunch, ***PLEASE CALL THE OFFICE NO LATER THAN 8:45 a.m.***

Parents or guests are encouraged to eat with their student on Fridays ONLY. Hot lunch is not served on Friday, so any guest will need to provide their own lunch. The office will still need to be notified no later than 8:45 a.m. if you plan to eat lunch with your student.

The cost of lunches for students is \$3.00 and available Monday through Thursday. On Fridays, students and adults need to bring a sack lunch.

**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 applied towards. **

LOCKERS

Middle school (7th – 8th 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 school office. 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 material for a sick student for a parent or relative to pick up.

Lockers may not be used to store any illegal or immoral items. Students wishing to bring a lunch to school may keep it in their lockers during the school day, but must take remaining food home each day.

FEES & TUITION

The book fee (for current students) is due May 1st for the next year. This fee indicates your desire to enroll your child at Central Kansas Christian Academy for the following school year. Your student's book fee is non-refundable. A \$25 late fee WILL be added on to your account if received after the due date. **Book fees will fluctuate with current curriculum prices.**

Book Fee Schedule:

Kindergarten	\$200.00
1 st Grade through 4 th Grade	\$200.00
5 th Grade through 6 th Grade	\$200.00
7 th Grade through 8 th Grade	\$200.00

An enrollment fee of \$200.00 per student is due at enrollment in August, to pay for a variety of items to include but not limited to the following: music, art, computer lab, snow removal, internet, ACSI requirements, Terra Nova testing, e-walk Through Teacher-Tool, Curriculum Trak, and Acadience Benchmark testing.

Tuition may either be paid in full (at a 3% discount) or on a 9-month payment plan. Tuition is due by the 1st of the month; all accounts not paid by the 10th are considered delinquent. Communication with the school administrator is required if financial difficulties arise.

At the close of the first semester of the current year, all accounts must be up to date 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 tuition must be paid in full before May of the current school year. We accept cash, check, and now credit/ debit card. However, if paying by credit card, we will not be able to offer the 3% discount due to the incurred expense for this transaction and an additional 3 % charge will be added. If you would like to make a payment with credit card by phone, please contact our office at (620)792-3477.

Full-day Kindergarten through 8 th Grade.....	\$3,124.00
Paid in one payment (3% discount)	\$3,030.28
Paid in 9 monthly payments (July-April).....	\$347.12

Half-day Kindergarten	
Paid in one payment (3% discount – cash or check only)	\$1,874.40

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

Third Child Discount.....	10%
Fourth (and subsequent) Child Discount.....	15%

Please be aware that the true cost of attending Central Kansas Christian Academy is not covered by the tuition and fees received. The true cost is actually closer to **\$5,000.00** per student, which means that each student is basically receiving a scholarship gift of more than \$1,500.00 per school year. The Governing Board feels that this gift is necessary to keep the cost of tuition at an affordable level for many people. CKCA will continue to keep tuition as low as possible and give thanks to those who help make up the difference. Donations above your tuition are greatly appreciated, and tax-deductible.

SCHOLARSHIPS

CKCA does not directly offer scholarships to students. However, some students are assisted with tuition through scholarships individually obtained through various sources. Possible sources of scholarships are: private donations, home churches, the Golden Belt Community Foundation, and our Community Service Scholarship. Families interested in seeking scholarship assistance may do so by contacting the school office.

HOME-SCHOOL PARTICIPATION IN PE, ART, MUSIC, BAND, COMPUTERS and LIBRARY

Home-schooled students may participate in PE, Art, Music, Band, Computer and Library programs. Home-school students must enroll at the beginning of the school year and participate throughout the year. The class will be graded and state attendance requirements will apply. There will be a fee of \$135.00 per semester for each class taken to help cover the cost of the class.

KINDERGARTEN FULL OR HALF DAY OPTION

Parents of CKCA Kindergarten students have the choice of half-day or full-day kindergarten. Half-day kindergarten is available in the morning only. In this way, both groups of students start school at the same time. Both groups will have the same class material taught in the morning. The full-day students will have additional material taught, projects, and activities, and a brief nap time after lunch.

Parents of half-day students may choose for their child to have lunch at school. The half-day session ends at 11:30 a.m. If the student eats at school, parents are responsible to have that student picked up at 12:00 p.m.

MID-YEAR TRANSFERS

Requests to transfer any student to Central Kansas Christian Academy from another school within the district after the beginning of the normal school year, will be given a placement assessment test by the administrator and reviewed with the respective teacher. Grade placement will be decided by test results.

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

In the event that USD #428 closes due to inclement weather conditions, CKCA will also close. The Administrator or Governing Board may also elect separately to close due to weather conditions. If a parent or legal guardian considers weather conditions unsafe, he or she may choose to request dismissal of their children. School will be canceled when significant safety risks have been determined. School closings will be announced through the following media:

FlockNote (CKCA community-wide communication program)

CKCA Facebook Page

KSNC News & Website

KWCH News & Website

KAKE News & Website

If a parent or legal guardian considers weather conditions unsafe, he or she may request an absence or early dismissal of their child/children with no penalty.

STANDARD DRESS CODE FOR STUDENTS

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 it. 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.**

Shirts

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

Sweaters, Sweatshirts, and Jackets

- Approved styles are zip-down cardigan knitted sweaters and sweatshirts, crew neck sweaters, sweater vests, sweaters, sweatshirts, and fleece pullovers.
- Sweaters and sweatshirts must be worn over a tucked in dress code shirt. (see "Shirts") They must be no longer than waist/hip length, with the majority of the exterior of the jacket being one solid color. The interior of the jacket will also be solid in color, but contrasting color is allowed. Heather coloring is also allowed either on the exterior or interior.
- Outer wear 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.
- Short length should be closer to the knee than mid-thigh (2-3 inches above the knee). Judgment of appropriate length is at the school administrator's discretion.
- Capris, cargo pants/shorts and corduroys are allowed.
- No blue jeans or shorts, short overalls, spandex, stretch pants, or overalls.

Socks, Tights and Shoes

- Socks or tights (solid color only) 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 3:20 p.m. On these Fridays, students may wear street clothes to school.
- Other dress down days are announced ahead of time.
- On any dress down day, regular requirements for modesty and safety will still be expected, i.e. socks/tights must be worn, midribs must be covered, leggings/tights/jeggings may only be worn with shorts/skorts/skirts/jumpers that are closer to the knee than mid-thigh.
- 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, tattoos and artificial nails are not permitted.
- Girls are permitted to wear only stud-type earrings.
- Boys are not permitted to wear earrings or finger nail polish.
- Limited and appropriate jewelry is permitted.
- Wild or extreme hair styles or colors are not permitted.
- 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.

Consequences of Uniform Violation

- First Violation - Corrected with clothing from the uniform cabinet or clothes from home.
Second Violation - Corrected and a note sent home which must be returned the next day with a parent's signature.
Third Violation - Corrected and the student will be sent to the administrator.

Consequences of Dress-Down-Day Violation

- First Violation - Parents will be called to bring their student the proper clothing and student forfeits the next dress down day.
Second Violation - Student forfeits dress down days for the rest of the school year.

UNIFORM CABINET

The 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 the school. Please make checks payable to CKCA-PTF.

SCHOOL-WIDE DISCIPLINE PLAN

A record of behaviors requiring correction will be kept by the student's teacher, however, any staff member may report infractions. This infraction record will be in effect for the entire school year. Each parent and student will sign an acknowledgement of understanding for this policy each school year.

Behavior Examples Leading to Consequences (not limited to those listed)

Disrespect to Adults/Peers:

- Talking back
- Put downs
- Name calling
- Disruptive behavior
- Disrespectful gestures or body actions
- Inappropriate comments
- Refusal to comply with instructions

Fighting:

- Hitting
- Biting
- Kicking
- Any use of weapons

Verbal Assault:

- Threats
- Obscene language or gestures
- Ridicule
- Bullying

Not Accepting Responsibility for Own Actions:

- Lying
- Cheating
- Stealing
- Blaming others for own misconduct
- Destroying property
- Failing to be prepared to learn

Discipline Steps

Teachers and the Administrator may choose to skip steps in the plan, depending on the severity of the infraction involved. The Administrator may choose, at his/her discretion, to discuss any specific student issue with the Governing Board at any step.

First Violation.....Handled at teacher discretion. Depending on the severity of the action, the teacher may determine that a more severe consequence is warranted.

Second Violation.....Loss of recess time

Third Violation.....Loss of recess time AND time will be spent in the principal's office writing a letter of explanation. The parents will be called.

Subsequent violations may be any of the following:

- Counseling or extra work
- In School Suspension
- Out of School Suspension
- Meeting with the Governing Board*

*In this case, the Board will decide an appropriate remedy for the behavior, which could include counseling, extra work or expulsion. The decision of the Board is final.

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 a pagan or a tax collector."

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 Governing 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. Electronic communication should be avoided. Common courtesy suggests that calling a teacher or the principal 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 principal 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.

CENTRAL KANSAS CHRISTIAN ACADEMY GOVERNING BOARD

The CKCA Governing 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.

IMMUNIZATION POLICY

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 be reviewed by the Official Board.

<http://www.kdheks.gov/immunize/schedule.htm>

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 before returning to school.

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

Chicken Pox – 6 days out of school from the onset of the illness; and/or all skin lesions must be dry prior to the return of school AND must have 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 – may return 5 days after testing positive for influenza, or as determined by a physician.

Permits are required from a physician for any student who has been absent from school for the following conditions:

- Diptherminingococcal 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 permit is not required for re-admittance after absence due to other illnesses such as colds, flu, surgery or injuries.

MEDICATIONS

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

1. Before any prescription medication or OTC (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 this self-medication.

PARENT-TEACHER FELLOWSHIP (PTF)

PTF serves the school, teachers and students through different social, financial, and service avenues. Meetings are held the second Tuesday of each month (August through May), at 12:00 p.m. at the school. All are invited to attend and help this very important group.

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 and much more. CKCA also participates in continual fundraisers collecting Box Tops for Education & Campbell's Labels for Education with collection dates announced throughout the year. Some organizations like Target, Nex-Tech Wireless, & others have programs that donate a percentage of sales to schools and you can designate CKCA as the recipient.

LIBRARY POLICY

CKCA is blessed to have a library for the use of the CKCA students. 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. Parents and appropriate staff will have access to each child's account. Student privacy will be respected.

Since many of the books in the library are donated to the school, there will sometimes be a book that appears objectionable to a parent. If a parent objects to a book, the book is to be returned to 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 governing board. When donating to the library, please donate only books in good repair. Books that are hard cover and are less than 10 years old are preferred.

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.

In order to protect the innocence of our students while using the Internet, we use Be-Safe Online software to filter sites that are objectionable for content, language or a variety of other things that the governing Board has defined as inappropriate.

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.

CKCA ATHLETICS

CKCA offers basketball to eligible students in 3rd through 6th grade and cheerleading for 5th through 8th grade. Prior to participation in any athletic activity, **a consent form and a physical must be signed and returned to the coaches or office.** A sign-up sheet will be available at enrollment.

CKCA basketball teams will be comprised of students from CKCA. In the event that we do not have enough CKCA students to make up a team, home-school students may be recruited. All team members will be treated equally, according to athletic ability and active participation in practices. A fee will be charged if necessary to cover expenses.

CKCA Middle School Students (7th/8th grades) may participate at the Hoisington Middle School in all sports *not* offered at CKCA through a cooperative agreement. Transportation to and from practices and games is the responsibility of the student's parent(s) or guardian(s). If a student has a grade below a C- or 74% on the previous Friday, they will not be able to attend practices/games for the following week.

ELIGIBILITY GUIDELINES

Students are required to maintain every subject at a minimum of 70% to be eligible to practice or participate in sports. All homework must be current and up to date. Each participant will be required to obtain weekly progress reports from each teacher to verify eligibility. Parents are always free to choose a higher standard as appropriate for their family.

If a student becomes ineligible, the progress report will be sent home by the teacher indicating the reason for ineligibility. The notice is normally sent on Friday. The ineligibility takes effect on the Monday after the report is issued. If the student meets the grade standard before the end of the school day on Friday of the probation week, the student will become eligible again on the Monday after the new report is issued.

The student is required to notify his/her coach of ineligibility on that Friday (or the next practice or game), and take the eligibility form home for parent notification. The student may not participate in any games during this time.

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

Booster Club

Booster Club membership is available to the public, and there are several types of memberships available: Single, Couple, Family, and Business. The Booster Club provides concessions for A-Team basketball games and tournaments. All funds raised by the Booster Club are used to finance the Athletic Department.

