

TEACHER AND ASSISTANT MANUAL



Version 2.17.9.9

Table of Contents

1.0. INTRODUCTION..... 2

 1.1. PURPOSE..... 2

 1.2. PHILOSOPHY OF EDUCATION..... 2

2.0. QUALIFICATIONS..... 2

 2.1. TEACHER REQUIREMENTS 3

 2.2. ASSISTANTS..... 3

3.0. SUBSTITUTES..... 3

 3.1. FOR A SCHEDULED ABSENCE..... 3

 3.2. FOR AN UNSCHEDULED ABSENCE..... 4

4.0. TEACHER RESPONSIBILITIES..... 4

5.0. SCHOOL DAY PROCEDURES..... 5

 5.1. SCHOOL BEGINNING..... 5

 5.2. DEVOTIONS..... 5

 5.3. PLEDGE OF ALLEGIANCE 5

 5.4. RECESS 5

 5.5. LUNCH..... 5

 5.6. END OF DAY 5

 5.7. PARKING PER FIRE CODE 5

 5.8. SECURITY 5

6.0. STUDENT STANDARDS..... 6

 6.1. REQUIRED CONDUCT 6

 6.2. CONDUCT WHICH WILL NOT BE TOLERATED..... 6

 6.3. COMMUNICATION DEVICES 7

 6.4. DISCIPLINE 8

 6.5. STUDENT DRESS CODE 9

7.0. MISCELLANEOUS..... 10

 7.1. SCHOOL CLOSINGS 10

 7.2. TELEPHONE..... 10

 7.3. SOLICITING..... 10

 7.4. SCHOOL VISITS..... 10

8.0. HOMEWORK..... 10

REVISIONS..... 11

1.0. Introduction

1.1. Purpose

The purpose of Kingdom Academy is to provide an education in the subjects mandated by the state of Indiana at an academic level, which challenges each student to achieve his/her highest potential. At graduation students should be fully equipped to meet any academic challenges facing them in the future.

1.2. Philosophy of Education

“Lo, children are an heritage of the Lord: and the fruit of the womb is His reward.” (Psalm 127:3) Along with this rich God-given blessing to parents is the responsibility of training their children in the fear of the Lord and in a manner consistent with God’s Word. (Deut. 6:6,7)

Kingdom Academy of Bluffton, Inc. will support parents in their responsibility of educating children with teachers, values and curriculum, which exemplify the teachings of God and his Son, Jesus Christ. Kingdom Academy desires to help children achieve academically with the awareness that “Thy Word is truth” (John 7:17) and “the fear of the Lord is the beginning of knowledge” (Proverbs 1:7). The school environment should enhance the early years of learning to help children fulfill their God-given purpose here on earth and learn the value of service to mankind.

Curriculum used will be consistent with the Word of God, and will give God the glory and honor for His truths and creation. Each school day, the teachers and assistants will provide an atmosphere conducive to learning Biblical principles, respect for others and discipline. Although doctrine will not be discussed in a planned manner, the school will uphold the statement of faith of the Apostolic Christian Church of America, Inc.

2.0. Qualifications

The Apostle Paul instructed Titus to be “a pattern of good works” in all things. (Titus 2:7) The character and attitudes of the staff members will have a lasting influence on the students. Each staff member should strive for the same testimony that the Apostle Paul had: “Those things, which ye have both learned, and received, and heard, and seen in me, do: and the God of peace shall be with you.” (Philippians 4:9)

The following qualifications are essential for all staff members of the school:

- a. A Brother or Sister of the Apostolic Christian Church, unless exempted by the board
- b. A positive commitment to the authority of Scripture (Isaiah 66:2)
- c. Evidence of a Spirit-filled life (Ephesians 5:18)

- d. A conviction for private (Christian) school education
- e. A love for children
- f. A willingness to exercise consistent discipline (Proverbs 13:24)
- g. Display positive character qualities of submission to authority, obedience, patience, humility, integrity, impartiality, and enthusiasm
- h. Academic competence
- i. Aptness to teach

2.1. Teacher Requirements

- 2.1.1. Teachers must hold a teaching degree from a recognized college or university and be a member of the Apostolic Christian Church of America, Inc., unless exempted by the board.
- 2.1.2. Teachers must agree with the purpose of the school, and support the Board and policies of the school handbook.
- 2.1.3. Teachers will dress in accordance with the student dress code in Section 6.4.
- 2.1.4. Teachers must pass an expanded criminal history check.
- 2.1.5 In the event a teacher retires, quits, leave church or otherwise loses his/her church membership, it may be the desire of the Board that the teacher fulfill his/her contract and work until the end of the school year. Depending on the circumstances the Board may decide to pay the teacher for the summer months. This will be determined on a case by case basis.

2.2. Assistants

- 2.2.1. A teacher's assistant does not need a teaching degree.
- 2.2.2, Assistants must agree with the purpose of the school, and support the Board and the policies of this handbook.
- 2.2.3 Assistants will dress in accordance with the student dress code in Section 6.4.

3.0. Substitutes

The school board shall approve regular substitutes for the school year per the list provided to the teachers. If teachers will be absent, the following procedures will be taken:

3.1. For a scheduled absence

- 1. Teacher will inform the Administrator.
- 2. Teacher will make arrangements with an approved substitute.
- 3. If none of the approved substitutes are available, the teacher will find a replacement familiar with KA students.
- 4. Teachers will provide a substitute teacher folder containing:
 - a. Lesson Plans
 - b. Daily Schedule

- c. A list of alternate activities.
- 5. Board members must give approval for planned absences over the teacher's available personal days, per their contract.

3.2. For an unscheduled absence

- 1. If able, the teacher will make arrangements for an approved substitute. If not able, notify the Administrator.
- 2. The Administrator will then arrange for an approved substitute.

4.0. Teacher Responsibilities

- 1. Provide opportunities for students to develop the ability to solve problems, communicate understandably and study effectively.
- 2. Establish a classroom atmosphere conducive to positive and constructive learning and study.
- 3. Carry out routine duties promptly and accurately.
- 4. Assist pupils in dealing with academic, personal and social problems through consultation with parents.
- 5. Work closely with parents in guiding growth and development of students.
- 6. Work closely with parents and the school board on specific learning and behavioral problems of individual students.
- 7. Contribute to the continuous improvement of the educational program by initiating suggestions for school board and staff consideration.
- 8. Participate in development and improvement of the curriculum, both as an individual and as a member of the school.
- 9. Promote the development of student self-discipline by providing appropriate supervision in the classroom, other parts of the building, on the school grounds and at school related functions.
- 10. Conduct at least two formal conferences each year with the parents of each student. Communicate in writing with parents as often as necessary.
- 11. Attend board meetings for feedback and input.
- 12. Assume other duties and responsibilities as may be assigned by the School Board, if teacher work load permits.
- 13. Engage in appropriate studies and activities to improve professional competence. (School Board approval will be needed if absences are required during school hours).
- 14. Become familiar with the school Policy Manual and the Student Handbook and oversee their application as related to students and teachers as well as communicate related concerns to the School Board.
- 15. Carry out the responsibility of administering discipline with the authority outlined in the Policy Manual.
- 16. Purchase classroom and school supplies. The board must give prior approval for purchases totaling over \$100 or more than \$500 per semester.
- 17. Attend weekly teacher's meetings as planned by the administration.
- 18. Attend national school meetings at least once every 3 years.

5.0. School Day Procedures

5.1. School beginning

Parents should have their children at school no earlier than 7:45 a.m. and no later than 7:55 a.m. Students need to be ready for class to begin by 8:00 a.m.

5.2. Devotions

The school day will be opened with a prayer that will ask for God's direction and guidance throughout the day. Prayer may be led by a Brother of the Apostolic Christian Church, Inc. Prayer will be allowed in classrooms. The devotion period will include scripture memorization using the King James Version of the Bible, songs of worship, and/or Bible stories. The school board will set the parameters for devotion content.

5.3. Pledge of Allegiance

The pledge will be recited each morning.

5.4. Recess

K through 6th grades will have a 15-minute recess in the morning. All grades will have a 30-minute lunch break. Teachers may extend recess length at their discretion.

5.5. Lunch

A lunch will be available for students on most full school days. Meals are payable in advance. For those who choose to pack a lunch, a refrigerator and microwave will be provided.

5.6. End of Day

School dismisses at 2:30 p.m. Monday through Friday. Students should be picked up promptly. Vehicles should not enter the carports until dismissal time.

5.7 Parking per Fire Code

No long term parking between the carports or under the carports.

5.8 Security

Doors will remain locked during school hours.

6.0. Student Standards

6.1. Required Conduct

- 6.1.1. Obey the policies and standards of the school and respect teachers and others.
- 6.1.2. Maintain Biblical standards in courtesy, kindness, language, morality and honesty.
- 6.1.3. Refrain from disruptive behavior.
- 6.1.4. Have respect for the property of the school and of others.

6.2. Conduct which will not be tolerated

Rules are in effect for all students while on KA property, including after school activities

6.2.1. Major Offenses

- a) Foul or profane language
- b) Deliberate disregard for school policies and standards
- c) Viewing or enabling the viewing of inappropriate material including “sexting”, “pornography”, “lewd jokes or material”
- d) Fighting or loud arguing
- e) Theft
- f) Guns, ammo, knives, weapons or bombs used or in possession of a student
- g) Deliberate damage to school or other people’s property. The offending student will pay for any such damage.
- h) Sexual misconduct including sexual harassment and inappropriate contact between students
- i) Bullying including cyber bullying or intimidation
- j) Defiant attitude toward authority
- k) Possession or use of drugs, tobacco, alcohol or paraphernalia
- l) Endangerment of self or others
- m) Participating in illegal activities
- n) Intentionally interfering with the ability of a teacher to conduct educational functions
- o) Failing to report any action or plans for actions by another person engaging in a major offense

Suspicion of violation of any of the above items may result in searching of student, vehicles, lockers, etc.

6.2.2. Minor Offenses

- a) Matches or lighters (including toy guns)

- b) Arguing church differences
- c) Littering on school grounds
- d) Belittling other students
- e) Chewing gum
- f) Cheating, lying or plagiarism
- g) Unauthorized use of electronic devices
- h) Being in the halls without permission
- i) Minor disruptions to the class room
- j) Dress code violations

6.3. Communication Devices

6.3.1 During school hours student's cell phones, PCs or other personal devices and other communication devices must be turned off while inside the school building. Under special circumstances, a teacher may give temporary permission for cell phone use during the school day.

-Discipline for this policy (Number of offenses do not start over until the next school year)

- First offense, phone either left in car/at home or given to teacher immediately after entering building for 1 week (phone given back to student at the end of each day if given to teacher)
- Second offense, 1 day of ISS along with following discipline for first offense. ISS teacher will be paid by student/students' family.
- Third offense and beyond, 2 days of ISS along with discipline for first offense.

6.3.2 The Internet is provided at the school for scholastic purposes. Students are not to use the Internet for personal web browsing, email or instant messaging unless given temporary permission by their teacher.

-Discipline for this policy

- First offense, student not allowed to use computer for 1 day
- Second offense, student not allowed to use computer for 1 week
- Third offense, student not allowed to use computer for remainder of 9 week grading period or semester per discretion of the teacher or administrator
- If student is required to do computer work, but is being disciplined as per above offenses, the student will still be required to do assigned computer work but will need to do so at home, etc. outside of school

6.4 Discipline

6.4.1. Parents shall support and assist in disciplinary action.

6.4.2. The school will maintain discipline, which is firm, fair, consistent, and tempered with love. Disciplinary procedures will be up to the school administration, teacher's/teacher's aides' discretion and may include any of the following:

- name on the board
- time out
- missed recess
- letter sent home to parents
- work detail
- detention – student sits by themselves during lunch
- written or oral non-scripture assignments
- corporal punishment
- suspension including ISS and OSS
- expulsion

6.4.3. Discipline for major offenses will be handled as follows:

The administrator is called in and decides the magnitude of the offense. If administrator recommends ISS, or corporal punishment they will consult with parents and inform the board by phone or email. If the offense requires OSS the administrator will inform the parents of offense and consult with the school board thru phone or email. Parents will be informed of the board's decision. If the offense requires expulsion, a special meeting will be held with the board, parents and student to discuss options. The decision must be made to expel the student or put them on a last chance notice for the remainder of the school year. If another major offense happens in the same school year then another special meeting will be held and the board will decide the fate of the student.

6.4.4. Teachers will handle discipline for minor offenses. If violation(s) are considered habitual by a teacher then the following process should be followed:

1. Note or call to the parents by teacher.
2. Administrator called in to council the student- Parents are informed
3. Administrator called in, councils the student and decides ISS or corporal punishment - Administrator will consult with parents beforehand and inform the board by phone or email. If ISS is required the student's family will pay for the sub.
4. Administrator called in and is handled as a major offense.

6.4.5. Any disciplinary action taken by the board shall apply only to that particular case under review.

6.4.6. To reaffirm exceptionally good behavior, reward systems may be used to motivate individuals or the class.

6.5. Student Dress Code

- 6.5.1 The students' dress at school should reflect the biblical principles of modesty and gender distinction. Appearance should not distract from the learning environment. It is the parent's responsibility to insure that the students leave home well groomed and in compliance with the dress code.
- 6.5.2. General Dress Code (Some cases may allow for temporary permission to deviate from some rules per teacher discretion.)
- a. Everyone shall be neatly and modestly attired.
 - b. No tight fitting or figure-revealing clothing allowed.
 - c. All clothing must be clean and in good repair.
 - d. Girls must wear skirts or dresses, knee length or below. Dresses or skirts should not have front slits.
 - e. Split skirts are allowed for gym class or when appropriate. Baggy basketball shorts that go to the knees are also allowed for gym class.
 - f. Shirts and blouses must have sleeves, come near the neckline (not low-cut) and down below the waist (even when hands are raised).
 - g. Boys must wear long, well-fitted pants (not baggy).
 - h. Students should not wear jewelry or use nail polish.
 - i. Any makeup worn should be natural in appearance (not flashy/showy).
 - j. Hair accessories, if worn, shall be small and appropriate.
 - k. Hair shall be worn in a modest, gender-appropriate style.
 - l. Dress pullover shirts are permitted, although they must have nothing on them, which is derogatory or unsuitable for a Christian. Pictures of rock groups, athletes, singers, or other celebrities are not permitted on t-shirts or any clothing article.
 - m. Sisters and female converts are required to wear head coverings.
 - n. Brothers and male converts are to have short, neatly trimmed hair with no facial hair or long sideburns.
 - o. All undergarments and tattoos/ink on skin should be completely covered.
 - p. Hats and sunglasses are not allowed to be worn inside the school building.
 - q. Sleepwear/loungewear is not permitted.
- 6.5.3. Student Standardized Dress Code
- The school board reserves the right to establish a policy on school uniforms and general dress code.
- 6.5.4 Dress code violations handling
- a. A Teacher and the Administrator will confront the student together.
 - b. The parent will be called and asked if they want their student to wear provided shirt/skirt or if they'll bring a change of clothes for them immediately.
 - c. Until parent brings clothes, student will return to class with provided shirt/skirt.
 - d. Lunch detention for first dress code violation, after school detention for second, ISS for third, OSS for fourth.

7.0. Miscellaneous

7.1. School Closings

Weather-related closings will be announced on the radio WBCL 90.3fm, TV21.1 and TV33.1, as well as on their websites. As a convenience WBCL offers text alerts.

7.2. Telephone

Use of the school telephone is at the teacher's discretion. Student use is for emergencies only.

7.3. Soliciting

The School Board must approve the sale of any items at school.

7.4. School Visits

School visits are encouraged but should be scheduled with the teacher.

8.0. Homework

Kingdom Academy believes much of the students' education should take place during school hours. However, homework is an important part of the learning process. It is an extension of what is taught in the classroom and allows students to apply what they have learned.

Students are expected to use class time efficiently to reduce how much homework they need to take home. Because completing homework well and on time is crucial for learning, time management and overall life skills, it is expected that homework be completed by the assigned date and time.

All homework will be assessed and valued in one way or another. Some homework may be checked in class verbally, while other homework may be evaluated for a grade. It is crucial that parents and students place a high standard on the timeliness and accuracy of all homework.

Revisions

Date	Section	Detail
Rev 1.6		
10/11/07	3.1.4b	Deleted line "Responsible student who will be able to assist the substitute teacher for the day"
10/11/07	3.1.3	Was "familiar with the students"
10/11/07	3.1.5	Added line Board must give approval for absences over the teachers...
10/11/07	Appendix I	Deleted approved substitute teacher list
10/11/07	4.0.14	Was "with the school By Laws and the Student Handbook"
10/11/07	5.5	Was "school does not have a hot lunch...", added teacher lunch at no cost
10/11/07	5.2	Was "School board must approve devotion content"
10/11/07	Appendix II	Changed to appendix I
Rev 1.61		
6/11/09	2.1.4	Add "a tucked-in button up shirt" to male teacher dress code
Rev 2.11.9		
9/13/11	2.1.3	Updated this section to refer to Teachers and not brother or sister
9/13/11	2.1.4	Removed this section
9/13/11	2.2.3	Added this section for assistants dress code
9/13/11	3.0	Removed "For a current list of substitutes see Appendix I."
9/13/11	5.2 5.4, 5.5, 5.6	Updated these sections to agree with the Policy manual.
9/13/11	6.2 p	Added this section
9/13/11	6.4.2 b	Updated this section to agree with the Policy manual.
9/13/11	7.1.2	Updated this section to agree with the Policy manual.
9/13/11	7.1.3	Added this section
9/13/11	Appendix I	Removed this appendix
Rev 2.13.05		
5/3/13	General	General updates in several sections.
Revi2.13.06		
6/18/13	5.6	Changed time from 3:00 to 2:30pm and made schedule Monday through Friday.
6/18/13	7.1.2	Removed Section
Rev 2.14.08		
8/13/14	2.1.1	Removed "If a teacher is a member of the Apostolic Christian church he/she must have the support of the local elder."
8/13/14	2.1.5	Added this section.
Rev 2.14.10.17		
10/17/14	6.3.1	Added Discipline for this policy.
10/17/14	6.3.2	Added Discipline for this policy.
10/17/14	6.4.2	Added letter sent home & detention.
Rev 2.16.09.10		
9/10/16	4.0.11	Removed "monthly" from Teacher Responsibility of attending board meetings. Revised Cover.
Rev 2.17.2.7		
2/7/17	8.0	Updated homework section
2/7/17	6.5.1	Updated Dress code
2/7/17	6.5.2	Updated General Dress code allowing for permission and discretion
2/7/17	6.5.2.e	Added dress code conditions
2/7/17	6.5.2.f	"
2/7/17	6.5.2.i	"

2/7/17	6.5.2.1	“
2/7/17	6.5.2.o	“
2/7/17	6.5.2.p	“
Rev 2.17.5.2	6.5.4	Dress Code violations handling
Rev 2.17.9.9	4.0.10	Changed formal conferences from one per year to two per year