Parent & Student Policies and Procedures Handbook



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Introduction to Parents

The Mighty Kingdom Academy welcomes you and your students! We believe that your enrollment with MKA will be a happy and rewarding experience. Our staff will be glad to assist you in any way we can, so do not hesitate to ask for assistance and guidance. This handbook will explain the rules and regulations of MKA. We ask each parent to study the handbook carefully, and to accept the responsibility of instructing your students in grades Pre-K through 10th grade in its contents. We ask each student to abide by the stated rules and to be governed by the intended spirit of the handbook. If there are any questions concerning this publication, please feel free to ask any staff member for an answer. We believe the commitment you have made to MKA represents an important step in your desire to provide a Christ-centered education for your child. We appreciate the confidence shown in placing your child in our care as we guide and teach them spiritually, socially, emotionally and academically.

Vision

To offer a Christian environment that is welcoming to all and allows for cross age/abilities to work cooperatively. To employ teachers who are equipped to integrate Scripture, model Christ-like values, and empower students to achieve their goals and be successful. Lastly, to harmoniously infuse traditional school pedagogy with modern technology.

Mission Statement

To Provide students and families an enriched Christ-centered environment that fosters discipleship and provides the skills and knowledge necessary for future success.

Statement of Faith

- We believe that the Bible, both the Old and New Testaments, was verbally inspired by God and is inerrant and is our only rule in matters of faith and practice. (II Timothy 3:16-17; II Peter 1:21)

- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matthew 28:19; II Corinthians 13:14)

- We believe that we are the direct creation of God, spirit and soul and body, not in any sense the product of an animal ancestry, but made in the divine image (Gen. 1:26-28; 2:7, 18-24; Matt. 19:4; I Thess. 5:23)

- We believe that human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all of human life. (Psalm 139)

- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

- We believe that God ordained marriage and family as the foundational institution of society. We further believe that the only Biblically sanctioned marriage is the public, monogamous union of one man and one woman that is intended for a lifetime and that any sexual activity outside of marriage is sinful and is detrimental to society. (Gen 2:18-25; 1 Cor 6:18; 7:2-5; Heb 13:4.)

- We believe that by nature man is sinful, that salvation of the lost is possible by God's grace through faith, and that regeneration by the Holy Spirit is absolutely essential (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).

- We believe in the deity of our Lord Jesus Christ (John 10:33); His virgin birth (Isaiah 7:14; Luke 1:35; 2:7); His sinless life (Hebrews 4:15); His miracles (John 2:11); His shed blood (Luke 22:20); His atoning death (I Corinthians 15:3; Ephesians 1 :7; Hebrews 2:9); His bodily resurrection (I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11, Revelation 19:11).

- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

- We believe in the spiritual unity of all believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).

- We believe in the principle of biblical separation which calls the individual and the church to holiness, being separated from God and from the world. We believe that ecclesiastical separation involves rejecting any fellowship with organizations which deny the cardinal truths of Scripture in word or deed, which cardinal truths are represented in the statements of this Theological Position. (2 Corinthians 6:14-17;1 Peter 1:14-16).

- We further believe in the completed revelation of Scripture which allows neither for direct revelation from God today, nor for continuation of temporary New Testament sign gifts, such as visions, dreams, prophecies, healings or speaking in tongues, such as is practiced in the charismatic movement.

The statement of faith and other philosophies of Mighty Kingdom Academy do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

Educational Philosophy

Parents are a child's first educator: therefore, the relationship between MKA and its families is one of cooperation and fellowship. Our educational values align with family values and are Biblically driven and Christ-centered. All students are seen as children of God and are treated with dignity, respect, and acceptance. Students are met at their ability and encouraged to be life-long learners as they grow on a spiritual, social, emotional, and educational level.

Handbook Disclaimer

No handbook serves to contractually bind the Academy in any way. All handbooks are subject to change without notice by the MKA Board or administration if deemed the best interest of the Academy.

Board of Directors

A Board of Directors governs the Mighty Kingdom Academy. The Board varies in background but is united in purpose: to see that the children who come through MKA are taught and guided by a worldview that places Christ at the center. Each board member is deeply committed to that ideal and gives liberally of time in serving the Academy and helping to accomplish that mission. Board members serve a minimum of three years with new members elected each spring.

* The Board, who collectively defines the values of the organization, provides strategic leadership, articulates the vision of the organization, and ensures the organization is reaching the desired end results as specified through Board Policy.

* The Head of the Academy, who oversees all academic staff and has primary responsibility for managing all parent and student relations including admissions, attendance, and discipline. This individual also oversees institutional finances. This individual directly reports to the Board.

Academy/Parent Partnership

Mighty Kingdom Academy values its partnership with families in providing and promoting a biblical worldview in all aspects of life. Acknowledging that the parents and family are the primary educators of their children, a school/parent partnership has been developed to formally identify biblical truths, actions, and attitudes necessary for a biblical worldview. The school will work to teach and model these truths, actions, and attitudes and come alongside families in helping children build a biblical worldview.

Non-Custodial Parents

The following guidelines have been adopted to assist the Academy in situations where a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while that child is at the Academy:

• Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs, with access to the parent's child, or to the child's records unless the Academy is presented with a court order or comparable legal document restricting such involvement or access.
• A non-custodial parent may not take custody of a child or remove the child from Academy premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
• Concerning student activities that require parental consent, the academy will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

Immediate Access

The parent's right to immediate access does not permit the Academy from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, The Academy will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services. Any other authorized person who attempts to pick-up a child and appears to the staff of The Academy to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of The Academy will contact the child's parents, local police, and Child Protective Services to notify them of the situation.

Admissions

Admittance Policy

Mighty Kingdom Academy was established on the biblical principle that God gives parents the primary responsibility for educating their children. The Academy enters a partnership with parents and Christian educators to teach academics in the context of a Christian worldview. MKA's policy is to offer enrollment to Pre-K – 8th grade students of Christian parents who desire a Bible-based education for their children. On any occasion in which the values, conversation, or conduct within a particular home is counter to or in opposition to the biblical lifestyle the academy teaches, the academy reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

Standards are set by the Head of the Academy with the approval of the MKA Board of Directors.

Non-discriminatory Policy

Mighty Kingdom Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate based on race, color, nationality, and ethnic origin in administration of its educational policies and other Academy-administered programs.

Inclusion Policy

The Mighty Kingdom Academy is committed to provide developmentally appropriate curriculum and experiences designed to meet each student's academic and physical needs. The faculty at MKA will make every attempt to support the student through accommodations and modifications necessary to meet the needs of the individual student. However, MKA reserves the right to deny admission to any student whose academic or physical needs exceed the resources available through the Academy's general education.

Enrollment

Interested parents should schedule an interview with the Academy. MKA may request to complete academic assessments so as to place the child in the most appropriate academic grouping.

To apply for enrollment, the following items must be submitted:

1. Completed registration and release forms
2. Copies of state/city-issued Birth Certificate
3. Immunization records *
4. Most recent school report card or achievement testing if applicable
5. $150.00 registration fee

After all the interviews are conducted and any required assessments are completed, acceptance of new students will be confirmed with an acceptance letter being emailed to the family.

Re-enrollment for students currently attending the school will begin 4th quarter for the following school year. The exact date will be determined annually.

**Immunization records and a health assessment, signed by a physician, must be received within the first 30 days from the child's start date in order to continue enrollment. In most cases, immunization certificates can be obtained through the local county nurse or your family doctor. Parents must submit a signed Exemption from Immunizations for Reasons of Conscience Affidavit available from the state of Missouri if a student has not been immunized or received a tuberculin test because of religious or other objections to immunizations. Parents are required to notify The Academy immediately, should any of the information collected at the time of enrollment changes thereafter.*

Tuition

Yearly tuition per child $4500 10 month plan…$450 a month	Half-day (only available for Pre-K) Yearly tuition per child $2250 10 month plan…$225
Multiple sibling discounts:	
…2nd sibling $4250 10 month plan…$425	….3rd sibling and above $3750 10 month plan…$375

* All tuition payments and school-related fees are to be paid directly to Mighty Kingdom Academy.

* Tuition and all other fees are to be paid on the first of each month. If prior arrangements or payment have not been made by the third of the month, a 10% late fee will be assessed. Late fees will not be waived. Mighty Kingdom Academy is run primarily on tuition revenue, and timely payments are necessary to pay employees and cover Academy operating costs.

* A fee of $20 will be assessed for payments returned due to insufficient funds. Returned Tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent's check, all future tuition payments must be made by bank check or money order.

* Tuition is calculated on the basis of the entire year; therefore, no reductions can be made for vacations, school holidays, child illness, closings due to emergency situations, inclement weather or acts of God.

* Tuition payments not paid in full by the beginning of the new school year will prohibit the student's re-enrollment.

If a student leaves the school for any reason or enters after the school year begins, charges are prorated based on the number of days enrolled. No deductions will be made in tuition for absence during the school year, regardless of the cause of such absence. All withdrawals, whether before the school year begins or during the year, must be made in writing and shall be effective when such notice is delivered to the Academy.

Additional Fees

There is a Registration fee of $150 and the Educational Book fees. The Academy purchases all supplies; therefore, no supply list is sent to families.

Educational Book Fee:

Preschool – Kindergarten	$100	6th – 8th Grade	$200
1st – 5th Grade	$150	9th – 10th Grade	$300

Fundraising

Most of the financial support of MKA comes directly from tuition paid to the Academy for services rendered, part from donors and sponsors, and part from several other sources. Gifts from patrons and supporters are accepted and may be:

•Designated to a specific student as scholarship, upon approval of the administrator

•Designated to a specific project

•Undesignated and deposited into the General Operating Fund of MKA

Because the costs involved in operating Mighty Kingdom Academy significantly exceed the amount that is charged in tuition and fees, there will be opportunities to give back to the school through in-kind donations, volunteer opportunities, fundraising events or planned to give to assist in meeting needs in the future.

Approval from the Board must be obtained for all Academy-related fundraising projects prior to any sales or activities being conducted. All fundraising inquiries should be directed to the MKA Board of Directors.

Office Hours

Office hours are from 7:00 am - 3:30 pm Monday, Tuesday, Wednesday, Thursday and Friday.

Service Hours

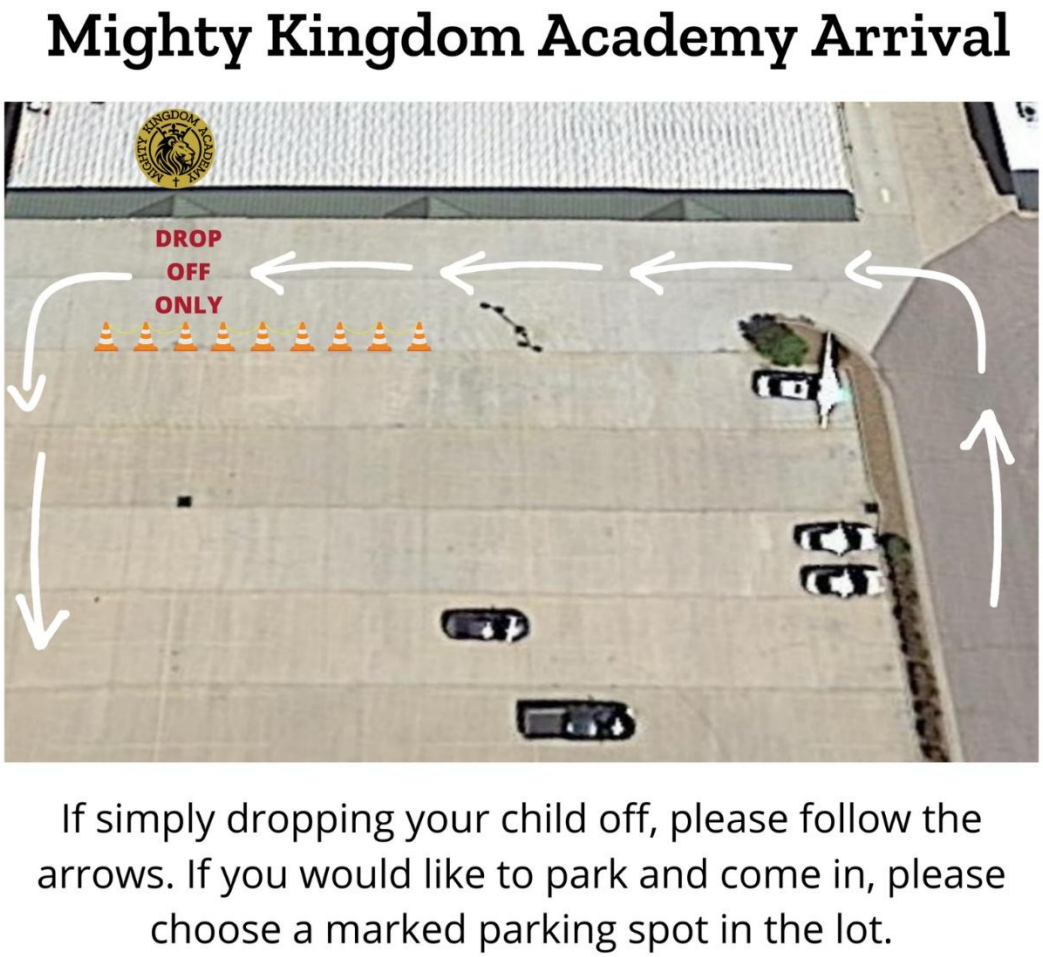
School is in session from 7:30 am - 3:00 pm Monday, Tuesday, Wednesday, Thursday and Friday.

Parents visiting the school

Mighty Kingdom Academy invites and encourages our parents to be actively involved in the life of the Academy. Opportunity is provided at the beginning of each school year to sign up to serve as volunteers. It is our goal to have many parents participate in the various activities presented. Students love to have their parents participate and the Academy is always grateful for the helping hands and hearts that enable us to provide for the students.

Parent Dress at School Events and Activities – Since all adults are to be models of modesty before our students, we ask that parents please be vigilant of their dress. In light of the current styles, we ask that traditional norms of modesty be demonstrated in all attire, such as skirt length, necklines and style.

Arrival/Dismissal (drop off & pick up procedures)



Arrival time is 7-7:30 AM. Children are considered tardy if they arrive after 7:30 AM.

Parents are required to notify the Academy staff of any special instructions or needs for the child's day. These special instructions include but are not limited to: Early Pick-Up, Alternative Pick-Up Person, health concerns, and/or any general issues of concern which the Academy staff should monitor throughout the day.

Dismissal time is 3:00 PM. Adults picking up should wait for the children on the sidewalk outside the front of the school.

Late pick-up

If a child is not picked up by 3:15 there will be an "after care" charge for that day.

Attendance

Attendance is taken daily at 7:30 am as students transition to morning prayer. As a school in the State of Missouri, we must follow the Compulsory Attendance Law, which requires regular attendance of children enrolled in school between the ages of six and seventeen years old. Parents or guardians are responsible for ensuring their child's consistent attendance.

Morning Tardies

The school day begins at 7:30, and children are considered tardy if they arrive after attendance is taken. When a student is late, it not only impacts their instructional time but also disrupts the flow of the day for the entire Academy. Unexcused or habitual tardiness will result in a parent meeting with the Head of the Academy and/or Board. Five unexcused tardies will be counted as an unexcused absence.

Notification of Absences

Parents are asked to inform the academy by 8:00 AM if a child will not be at the school on a scheduled day. This enables MKA to know where students are and helps provide safety for all children. If a parent does not respond verbally or by note on the first day of attendance following the absence, the student's absence will be considered unexcused.

Excused Absences and Tardies

Excused absences may include family emergencies, illness, doctor/dentist/counselor appointments, or Faith/church activities. Mighty Kingdom Academy may request written doctor's excuses for excessive absences due to illness.

Excessive Absences

There should be no more than 10 unexcused absences in a semester for 1st-8th-grade students and no more than 5 unexcused absences in a semester for high school students. These numbers are directly determined by teaching minutes and the time they miss when absent.

Elementary and Middle School Students

On a student's 5th unexcused absence in a semester, a letter will be mailed to parents as a reminder of the attendance policy. In addition, on the student's 7th unexcused absence in a semester, a second letter will be sent and a request for a meeting with the Head of the

Academy and/or the Board. Students who miss 10 days of school per semester will require Board review prior to passing that grade and being advanced to the next level.

High School Students

On a student's 3rd unexcused absence in a semester, a letter will be mailed to parents as a reminder of the attendance policy. In addition, on the student's 4th unexcused absence in a semester, a second letter will be sent and a request for a meeting with the Head of the Academy and/or the Board. Students who miss 5 days of class/school per semester will require Board review prior to passing that class/grade and being advanced to the next level.

Aftercare/Before care

The Mighty Kingdom Academy is in session from 7:30am – 3:00pm. Students can begin arriving at 7 and stay until 3:15 without additional charges. Before care is offered and set up on an individual basis. After care is provided from 3:00pm – 5:00pm and is $5 a day for enrolled students. After care is offered to non-enrolled students for $10 a day.

Emergency/Alternative Pick-up information

On the enrollment form parents are expected to specify whom they will permit to pick up children at the end of a school day. It is the parent's responsibility to revise this information as needed. If an adult who does not appear on that list comes to pick up a child, and the parent cannot be contacted, the Academy reserves the right to refuse the pick-up.

On the enrollment form parents are expected to provide alternative adult contacts in the case of an emergency. It is the parent's responsibility to revise this information as needed. In an emergency situation the child's parents will be called first. If they cannot be reached, staff will call the persons listed on this form until someone can be reached.

School Closing announcements (Emergency or Inclement Weather)

In the event of closure due to inclement weather or unforeseen emergency, parents will be notified of the closing by text via the Emergency notification system. Our Academy will follow suit with the local public school for inclement weather, therefore if they are not in session due to weather the Academy will not be in session.

In addition, you may watch for closing information under the name Mighty Kingdom Academy on the local media stations. However, the most reliable information will come from the Emergency Notification System.

Parents always have the option of keeping students' home if they consider the roads or conditions hazardous. Students who do not attend school will be considered absent.

Dress code policy

The Mighty Kingdom Academy does not mandate a "uniform", but expects students to be dressed modestly, and that graphic images on clothing be both appropriate and respectful. The Academy desires to reflect our commitment to biblical standards of "living a life worthy of the calling we have received" (Eph. 4:1) in all aspects of our lives; therefore, we want to honor God with our modesty of dress.

Early childhood and Elementary Students:

- Clothing should fit appropriately (not too tight or baggy) so as to cover the body.
- Undergarments should not be visible, whether due to a lack of coverage from the outer garment or to the outer garment's thin or tight-fitting nature.
- Students should wear closed-toe shoes; no flip flops or sandals. Crocs may be allowed if worn as shoes, not as slides. They need to be able to keep the shoes on their feet when running and playing.
- Shirts should have sleeves or at least 2-3-inch straps.
- Girls should wear shorts under their dresses.

Middle School and High School Students:

- Clothing should fit appropriately (not too tight or baggy) so as to cover the body.
- Undergarments should not be visible, whether due to a lack of coverage from the outer garment or to the outer garment's thin or tight-fitting nature.

  Boys: MKA acknowledges the styles of today, including wearing skinny jeans or oversized pants. At no time should a student's boxers or briefs be visible.

  Girls: MKA acknowledges the styles of today, including leggings worn as pants. If this is done, the shirt worn MUST be no shorter than 3" above the knee. Also, dance/volleyball/athletic shorts should not be worn as outer garments.

Students should wear closed-toe shoes; no flip flops or sandals. Crocs may be allowed if worn as shoes, not as slides. Students need to be able to keep their shoes on their feet when running and playing.

If a student's attire is not in compliance with the dress code, parents will be contacted and expected to bring a change of clothes for the student.

Combined Classes

Our academy allows for multi age whole group lessons and activities as well as smaller groupings for reading, and math based on the needs and skill level of each student. Children are assigned to reading groups and math groups based on their cognitive ability and skill level, so they will have the best possible chance of succeeding academically. These groupings are often composed of children of different ages. Combined classes afford the teachers more flexibility to help the children who struggle and also challenge those who have more skills. The combinations of grades vary depending on the ages and skill levels of the children in each academic year.

Curriculum

ABEKA: Chosen for its Biblical foundations and content. Every subject is approached from a Christian perspective, and you'll find Scripture and biblical principles used to emphasize or illustrate concepts.

-Their philosophy doesn't come from what sounds good or from what other people are doing right now. Instead, their teacher-led, character-building philosophy comes from a biblical foundation—Proverbs 22:6a, "Train up a child in the way he should go."

-There's structure and organization because that helps students know what to expect—and what's expected of them—but also because 1 Corinthians 14:40 says, "Let all things be done decently and in order."

-In history, you see God's hand. In science, you see His design. In grammar, you see His order.

Grade reports

The Academy's philosophy of grading is that it is a tool to inform parents and others about areas a child is succeeding in and areas they are working towards a better understanding.

Early childhood:

For our Preschool- Kindergarten students, skill-based reporting does a better job of effectively communicating their abilities combined with their level of mastery for each content area. This does not mean that there will not be quizzes, tests, or assessments. A variety of observations and assessments will be used to better understand a child's true ability.

Reports will go out once a quarter. The level of Mastery is as follows:

E - exceeds the standard

This indication is rewarded when a student consistently shows an understanding of the standard in multiple scenarios and is able to apply the standard appropriately.

M - meets the standard

This indication is rewarded when a student shows an understanding of the standard in multiple scenarios but is working towards applying the standard appropriately.

P - progressing toward a better understanding of the standard

This indication is rewarded when a student shows progress in their understanding of the standard but is not able to consistently show understanding.

N - not yet showing progress for the standard

This indication is rewarded when a student shows little to no understanding toward the standard when presenting in multiple scenarios.

U - unassessed

This indication is rewarded for standards that were not assessed during that quarter of assessments.

Elementary and Middle School:

For our elementary and middle school students, a grading system with a traditional percentage-based scale combined with commentary is used to effectively communicate their abilities for each content area. Grades will consist of a mixture of in-class participation points, quizzes, tests, and projects to best show their understanding and application of the content area. The number of assessments as well as their point values are determined by the teacher.

Grades can be viewed on MySchoolWorx. Reports will be sent at the end of each quarter, and a reminder will be sent at mid-quarter to check grades. The grading scale is as follows:

A (90–100%): Excellent mastery and application of the material

B (80–89%): Good understanding and satisfactory work

C (70–79%): Basic competency of the material, and has room for improvement

D (60–69%): Struggling, requires additional support and review

F (below 60%): Failing, indicates significant gaps in understanding material

This scale is used consistently across all subjects and grade levels, providing a clear framework for evaluating student performance.

High School:

For our high school students, a grading system with a traditional percentage-based scale is used to effectively communicate their abilities for each class. Grades will consist of a mixture of in-class participation, quizzes, tests, and projects. The quantity of assessments as well as their weighted value are determined by the teacher. Grades for each class directly correlate to students' GPA. Students must pass the class in order to receive credit for the class toward their diploma.

Grades can be viewed on MySchoolWorx. Reports will be sent at the end of each quarter, and a reminder will be sent at mid-quarter to check grades. The grading scale is as follows:

A (90–100%): Excellent mastery and application of the material

B (80–89%): Good understanding and satisfactory work

C (70–79%): Basic competency of the material, and has room for improvement

D (60–69%): Struggling, requires additional support and review

F (below 60%): Failing, indicates significant gaps in understanding material

This scale is used consistently across all classes to provide a clear framework for evaluating student performance.

Field Trips

The Mighty Kingdom Academy looks forward to offering many hands-on experiences for our students. From visiting the local library or park to having skilled instructors give a pottery making lesson or assisting students with playing a instrument. All field trips will be pre-arranged and permission forms will go home prior to any outing.

Celebrations

The Mighty Kingdom Academy views birthdays, baptisms, and all other commemorations as an opportunity to gather with fellow students and celebrate. A special treat may sent to the Academy to share with all.

Confidentiality

Confidential and sensitive information will be shared only with employees of the Academy who have a "need to know" in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents as the Academy strives to protect everyone's right of privacy. Confidential information includes, but is not limited to: names, contact information, disability information or other health related information of anyone associated with the Academy.

Outside of the Academy, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law.

Parents may observe children at our school who are disabled or who exhibit behavior that may appear inappropriate. Concerns may be communicated to the Head of the Academy. Our confidentiality policy protects every family's privacy. Academy employees are prohibited to discuss personal information about other children with anyone outside the staff.

Confidentiality Agreement

All individuals associated with MKA will treat student and employee information as confidential.

<u>Student Confidentiality:</u>

At no time is any privileged student information to be discussed inside or outside the school except in discussions related to those with a right and a need to know.

"Confidential Student Information" includes, but is not limited to, the following:

- Pre-admission records
- Admission records
- Test results
- Consent forms
- Academic records
- Documentation in student records
- Financial information
- Disciplinary procedures & actions

*While parents and guardians may request to review their child's academic record, they may not request copies or personally take the academic record from the student's file. School personnel must request the official transfer of academic records. *

*It is the policy of MKA to protect confidential information. Inappropriate access, review and/or disclosure of such information are considered breaches of confidentiality and will result in disciplinary action, up to and including termination of employment. *

Discipline procedures/policy

FBRD

Our Academy has implemented Faith-Based Restorative Discipline (FBRD). It is designed to help us see our actions and behaviors through the lens of the Bible. As well as encouraging the student to move from externally imposed discipline to self-discipline and responsibility. Each student's conduct contributes to creating an environment conducive to moral, spiritual, social, and intellectual growth.

The Guiding Principles of FBRD are:

- We will commit to living Biblically.
- We will support others in living Biblically.
- We will commit to constructive thoughts, words, and deeds.
- When we face conflict, we will further cultivate the Bible as part of the solution.

When harm is caused by any kind of misbehavior, we will address it within the context of faith identity to make amends and accept the ascribed consequence. Misbehavior could result in ISS or OSS. We will repair and restore relationships first because we want to live a faith-filled life, loving God and neighbor, and because we want to "Do unto others as we would have them do unto us." Matthew 7:12

Prayer Circles

These opportunities allow the entire Academy to come together and pray, learn about a monthly theme, and grow together spiritually. They also allow for a small group of students to address a concern or behavior that is affecting them in a respectful, Biblical way.

Bible Reflection

When a student has caused harm to others or themselves by their behavior a Bible reflection is created and assigned to said student. Each Bible reflection has Bible verses that are specific to the student's actions that need to be reflected on. The student will research, write, and reflect on the assigned Bible verses independently and with the Head of the Academy. The parents and the Academy will keep a copy of the reflection.

Chain of Command

The Academy believes that all matters should be resolved in a spirit of candor and grace and that the procedure below follows the principles found in the 18th chapter of the Gospel of Matthew. If a student, parent, or staff member has questions or concerns regarding the behavior of another he/she shall follow the principles given in Scripture as outlined below.

- First, bring the concern, question, or grievance directly to the person involved, and in good faith, try to resolve the matter.
- Second, if the matter cannot be resolved by discussion with the other person directly involved in the matter, take the matter to the next level of authority and management.

• Third, if the matter still cannot be resolved, the matter may be brought to the Board for review. A summary of the matter, and the attempts already made to resolve the matter, must be tendered in writing prior to the matter being reviewed. The Board may review and conduct a hearing on the matter personally. Any decision rendered by the Board of Directors will be considered final.

Bullying

Our core values at Mighty Kingdom Academy are "The God-given worth of each child; Each child is to be developed to his or her full spiritual, physical, intellectual and social potential." Bullying, by definition, is belittling, or verbally and/or physically abusing another person; it is not only a misuse of physical power but can take the form of misusing social power or even spiritual power in a way that leaves emotional, physic, or even physical damage to another human being. Clearly, bullying attacks, rather than affirms the value or worth of another human being. It is a denial of his or her worth as an Image Bearer of God. Furthermore, our vision statement says, "To offer a Christian environment that is welcoming to all and allows for cross age/abilities to work cooperatively." In no way does bullying fit that description of what a MKA student (or staff member) should be. Accordingly, based on Christ's command that we are to love one another (John 11 13:34), and Paul's command, "Be completely humble and gentle; be patient, bearing with one another in love," (Ephesians 4:2), bullying will not be allowed.

Behavior Modification Plans

If a child's negative behaviors present a serious and/or frequent disruption to the Academy environment, a "Behavior Modification" plan will be implemented in collaboration with the parents.

Grounds for expulsion

At Mighty Kingdom Academy we believe that all students are like the lost sheep, needing God's individual care and gentle guidance. Due to our Academy's small capacity, we are not able to reach countless lives, but we are radically changing the lives of a few. In order to protect the children under our care and promote a peaceful and wholesome educational environment, egregious behaviors cannot be tolerated.

The Academy is committed to working with the students and their families to bring about the necessary behavior modifications. However, if the child's behavior disrupts the Academy order or endangers the student community, the Academy reserves the right to expel the child.

Suspected Child Abuse and Neglect (Mandated Reporting)

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. All staff members of The Academy are considered mandated reporters under this law. Academy staff members are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at the Mighty Kingdom Academy take this responsibility very seriously and will make all

warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interests of all children.

As mandated reporters, the staff of The Academy cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith." Causes for reporting suspected child abuse or neglect include, but are not limited to:

-Unusual bruising, marks, or cuts on the child's body

-Dropping off or picking up a child while under the influence of illegal drugs or alcohol

-Children who exhibit behavior consistent with an abusive situation

-Excessive number of absences

Wellness Policy

Mighty Kingdom Academy is concerned about the health and safety of your child. We will take every measure to ensure your child's well-being. It is our goal to keep every child safe and healthy. We need your assistance in this effort.

The following guidelines must be strictly followed in an effort to keep all children healthy:

1. Should your child become ill while at the Academy, we will phone you at work and expect your child to be picked up as soon as possible. If leaving work for this reason poses a problem, we suggest finding an emergency contact person who will be able to do this for you.

2. Should your child need to visit a doctor due to illness, we will need **a certificate of return from your doctor stating the date when your child can return to the academy.**

3. We may administer doctor-prescribed medication only. **All "over the counter" medication (including Tylenol, Motrin, etc.) will only be administered with a doctor's note dated specifically to the current illness/injury and parent-signed permission.**

4. Sick children must remain at home until they are well enough to come back to the academy. When children are present at the academy, they are deemed well enough to also participate in outdoor activities. Specific amendments to this policy include but are not limited to:

a. A child must be **fever-free for 24 hours** before they may attend the Academy

b. A child must be **free from vomiting for 24 hours** before they may attend the Academy

c. If a child has diarrhea, he/she must **remain at home for 48 hours unless your doctor sees the child** and sends a note dictating otherwise.

Diarrhea is defined by one of the following:

1a. One runny stool accompanied by a fever

1b. 3 runny stools in succession

d. A child will need to leave the center and be seen by a physician should any discharge be evident from the eyes. If a contagious eye condition is present, the child must be given a full 24 hours of appropriate medication before returning to the building.

e. A child must remain at home until he/she has been on an antibiotic for a full 24 hours or appropriate doses.

f. Any other contagious condition will be dealt with on an individual basis.

Exceptions to this wellness policy will only be made if a doctor's note states otherwise. This must be in writing, with a specific date, from your doctor.

Contagious Disease Policy

If your child becomes sick, we ask that you please follow our Wellness Policy. If they are determined to have a contagious disease, we ask that you please follow your healthcare providers' guidance and will require **a certificate of return from your doctor stating the date when your child can return to the Academy.**

Incident reports

An "Incident Report" is a form used to communicate to parents the details of any physical incidents or alterations that occur (even when no serious injury has occurred). A copy of the Incident Report should be sent on the same day of the incident, to all the parents of the children involved. If the incident resulted in a serious injury, the parents will be contacted by the Head of the Academy. The details of the incident will be communicated, and the parents will also receive a hard copy of the Incident Report.

Food service

Lunch

Mighty Kingdom Academy will not provide breakfast or lunch for this school year. Students should bring a hot or cold lunch, and a beverage of choice. Plates, napkins, and utensils are provided as well as water will be readily available. If necessary, lunches can be heated in a microwave.

Snacks

Mighty Kingdom Academy will provide two snacks a day for students: one in the morning and one in the afternoon. Snacks will include a beverage. The Academy will follow all local heath and food safety guidelines.

Water bottle

Students may bring water bottles to the Academy to be used throughout the day. We ask that they are spill proof. Cups will also be available for students to have access to water throughout the day.

Food Allergies

If your child has any allergies, please provide the Academy with a list so that adjustments can be made to the snack. To avoid cross-contamination of potential allergens, no toys are allowed out during snack time, and students' hands are washed before and after snack time.

Technology

Mighty Kingdom Academy recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop their understanding of technology and communication skills. To that end, we provide filtered access to technologies for students and staff use while educating students to become Godly and discerning users of said modern technology.

School Devices:

Mighty Kingdom Academy is pleased to be able to provide students with computer access to enhance, enrich, and facilitate learning and communication as we seek to equip students for service in God's world. The Academy provides Chromebooks for students to use as instructed by their teachers.

Technology access for students is a privilege and not a right. This privilege comes with personal responsibilities, and if the student violates the responsible use of any school technologies, their privilege may be revoked and/or suspended.

Personal Devices:

Mighty Kingdom Academy defines personal devices as any device that has internet access, texting, music, or gaming capabilities. This includes but is not limited to personal Laptops, Smartphones, smartwatches, and other wearable technologies are considered personal digital devices. Earbuds and headphones are included as accessories to personal digital devices.

Cell Phones:

While we understand the importance and benefits of cell phones in everyday life, we have found that they can be detrimental to the educational process if not properly monitored. In addition to students being distracted by sending and receiving data (text messages, photos, etc.), cell phones and other electronic devices can be used to gain unauthorized assistance in testing or other school assignments. Similarly, when using a cell phone, students can also potentially access websites that are normally blocked on our school computer network.

- Students are encouraged to leave their devices at home.
- All personal electronic devices brought to the Academy must be turned off and stored in backpacks or lockers from the start of the school day until the end of the school day.
- Only students with medical conditions requiring access to device (i.e. diabetes) and/or have a documented ISP accommodation will be permitted to use personal digital devices in class in collaboration with and under the supervision of the classroom teacher and/or educational assistant.
- Students are not to use personal devices throughout the day, including during breaks and washroom breaks.
- Mighty Kingdom Academy is not responsible for any damaged or lost personal devices that are brought to the Academy.

Extra-curriculars –

Athletics/Band

Athletics, Band/Music, and other extra-curricular activities are a part of our mission to "Provide students and families with an enriched Christ-centered environment that fosters discipleship and provides the skills and knowledge necessary for future success." We look forward to the day that the Academy grows large enough to have these activities in-house but until then we have searched for opportunities for our students to participate in these extra-curricular activities outside of the Academy. For the 2023-2024 school year the agreement includes track, cross country, and music activities. Despite these activities taking place off-site we remind students and families to maintain the beliefs and expectations of Mighty Kingdom Academy. "Whatever you do, work at it with all your heart, as working for the Lord, not for man." Colossians 3:23

Affiliation

The Mighty Kingdom Academy is a voluntary affiliate with MSHSAA (Missouri State High School Athletic Association). The school has entered into a cooperative agreement with Gasconade County R-I School District to allow our students the opportunity to participate in activities they offer. Both associations have developed guidelines and rules in regard to student eligibility. Most of the rules and regulations can be found on the MSHSAA website MSHSAA Eligibility Standards and the Gasconade Country R-I athletic handbook AthleticHandbook22-23.pdf (core-docs.s3.amazonaws.com)

For your son or daughter to participate in athletics at Gasconade County R-I School District there will be a few documents that are required to be completed and turned in before they will be permitted to participate.

- The MSHSAA Annual Requirements document
- MSHSAA Physical Examination Form (every other year)
  MSHSAA-PPE-MH-SSMB.pdf
- Code of Conduct signed (found in the student handbook)
- $25 athletic fee made payable to Gasconade County R-1 School District

Purpose

We desire our athletes to grow spiritually by giving them opportunities to think and act like Christ in the competitive arena and model Godly character through their words, attitudes, and deeds. Our hope is that students grow in understanding their God-given purpose, who they are in Christ, and how they can serve others. We pray that the world will see Christ in them as they compete and that they would know victory beyond competition.

Code of Conduct

Mighty Kingdom Academy's expectations for conduct from students and families are as follows:

All players shall…

- Conduct themselves in a Christ-like manner in accordance with the Faith Statement and abstain from inappropriate behavior while representing their team in any sport-related function, including travel to and from events.

- Be a witness for Christ and serve as an example to others as well as promote unity among team members and treat all members of the team with respect.
- Demonstrate personal integrity by obeying all game and school rules at all times.
- Be amicable and respectful towards game officials or coaches.

All parents shall…

- Model Christ-like behavior and good sportsmanship at games
- Be supportive of coaches and address concerns appropriately
- Teach and model respect and authority
- Help your child learn through failures
- Show unconditional love

Eligibility Guidelines for Participation

Academic

A student should be making appropriate progress toward completing grade-level classes.
The requirements are as follows:

● The student must be currently enrolled in a full course of classes for their grade level.

● The student must have passed all their classes the preceding semester in order to be eligible to compete.

● Athletes whose grades drop below 60% in any class will be ineligible to compete.

Grades will be checked routinely, and areas of concern will be communicated to the student, parent, and coaches.

Attendance

Attendance during the school day:

A participant is expected to be in attendance at the Academy during the day if he/she wishes to practice or compete that evening.

● A student is ineligible to participate in a contest if he/she has missed any part of that school day unless they have been excused by the Head of the Academy and given permission to participate. If a student misses class(es) without being excused by the Head of the Academy, the student shall not be considered eligible on that date. When a student misses part of a school day to obtain needed professional services, they must adhere to school policy and bring a signed note back to school upon their return.

● A student must be in attendance the day prior to attending any weekend practice/contests.

● A student must be in attendance for one full day following an unexcused absence before being eligible to compete.

Attendance at practices/contests:

Participants are expected to be dependable and prompt about attending practices and games/contests.

● If it is necessary to be absent from practice or a contest, the student is expected to obtain permission from the coach/sponsor prior to the scheduled practice/contest.

Transportation

Parents are responsible for student transportation to and from practices. Transportation to and from competitions will be communicated by coaches.

Pay-to-Participate Fee

Due to all our extracurricular activities taking place off-site, there will be no fees from the Academy. However, an athletic fee will be due to the Gasconade County R-1 School District.