

STUDENT HANDBOOK



KINGSWAY LEADERSHIP ACADEMY

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Statement of Nondiscrimination

Kingsway Leadership 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 school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and athletic and other school-administered programs.

As a Christian educational institution, Kingsway Leadership Academy reserves the right to select students, faculty, and staff who support the school's Statement of Faith and educational philosophy. The school's policies and practices are designed to develop students academically, physically, socially, and spiritually in a manner consistent with biblical principles and the school's Christian mission.

Kingsway Leadership Academy is committed to providing equal educational opportunities while maintaining its distinctive Christian character and biblical worldview in all aspects of school life, including curriculum, instruction, student life, and community standards.

1. Purpose, Goals and Philosophy of Christian Education

1.1 Why a Christian School?

God founded three institutions—the home, the church, and the government. The home was to be the example of the love that exists between Christ and His Church, and the Church (a body of believers, not a building) was to be the example of different parts of a body functioning together as one unit. The government was God's way of establishing order, protection and justice in a community or nation. The home and the church were established to support and encourage one another and should never be in competition with each other.

The home is the center of God's master plan for educating children. The Bible clearly points out that the responsibility of education rests upon the father. Deuteronomy 6:5-9 says that the father, being the head of the home, is to both formally (teach) and informally (talk) instruct his children throughout the day (sitting, walking, lying down, and rising up). In the days of old, this was probably easier because a child would usually learn the trade of the father, and they would spend much time together. In today's culture, however, it is difficult to find enough time to eat together, let alone sufficient time to teach children what they need to know to live contented and satisfying lives and, most importantly, lead them to Christ and abundant life. Nevertheless, that Biblical principle still remains and “Dad” is still responsible for the education of his children.

In the early years of Christianity, the Church wisely started the Christian School for the purpose of educating children in academic as well as spiritual truths. This action certainly helped the family because the school could specialize in areas that the father may not have known about. But, unfortunately, two sad things gradually happened. First, many parents began abdicating their responsibility for training their children by assuming the school would do it; and second, very subtly, public schools took over, at times with atheistic humanists at the helm, and secularized education. Consequently, the teaching of Christianity, morality, and character-building were no longer a part of education, and most schools degenerated academically as well.

It is true that:

Our lifestyles demand a good education.

Our culture demands a school.

Our heavenly Father commands us to instruct our children daily in His ways and to bring them up in the nurture and admonition of the Lord.

The Christian School is termed “the Church in action during the week”. The Christian School is never meant to take the parents' place in educating children, but as a body of believers, the staff and supervisors want to work together with parents in this very serious business of rearing children to love God and to equip them to serve Him and their fellowman.

1.2 Goals of Christian Education

Christian education is structured around God and His Word. Education without God is limited in that it sees only what is here and now. An education that is Christian reveals that true reality originates with God, not man, and is spiritual and eternal, not material and temporal.

The truth here is that everything is revelatory of and has a relationship to God. Man, therefore, has a responsibility to God, about who all else revolves. The Bible says that the fear of the Lord is the beginning of knowledge (Proverbs 1:7), and wisdom (Psalm 119:10).

Truth cannot be divided into secular and sacred, but “all truth is God's truth”. There are no secular studies, for every academic discipline originated, and was brought into existence by an all-knowing and all-wise God. Therefore, truth must be taught from God's perspective as recorded in His Word.

A Christian education is a life-long process. Every child is born with a desire to “know” and seek our answers to “who, what, where, when, why, and how”. This natural curiosity will either be stifled or stimulated in the years that follow. Students must be encouraged to use their minds and powers of reasoning. They must learn to explore, test, and discover through English studies what

is true and good in the thoughts of writers and philosophers throughout the ages and be able to communicate ideas effectively...to examine the Social Studies as the unfolding of God's plan and providence in the affairs of mankind and how the principles set forth by God are the most successful basis for civilization...to experience through Science and Mathematics that God has created and ordained an orderly and precise universe which can be examined, understood, systematized, and subdued... to understand through Physical Education and Athletics that they are "fearfully and wonderfully made" and to experience the "thrill of victory and the agony of defeat", and ultimately through team competition gain a spirit of cooperation, unity, sense of purpose and confidence, but all, learn to discipline and dedicate their bodies to the glory of Christ. A Christian education can best be accomplished in an atmosphere that encourages the development of a firm and adequate values system. Students are both consciously and subconsciously seeking a workable foundation on which to build their lives. Therefore, students must be guided into developing that foundation on the firm and unshakable principles found in the Word of God. The goal is that each student will see themselves as unique individuals created in the image of God, with a purpose in life, and will be challenged to take life's problems head on with confidence in the security of God's Word.

1.3 Christian Philosophy of Education

The Standard

1. The eternal, self-existent, triune God; Creator of heaven and earth and all that in them is.
2. The inerrant, inspired Word of the living God.
3. All things, in heaven or earth, visible or invisible, thrones or dominions, Principalities or powers, all are to give glory to God.

The Goal

1. To develop godly individuals who are usable for God's service in His church and in the world.
2. To minister to the entire family in the body of Christ.
3. To have an outreach to the unbelieving world by witness in word and deed.

The Evaluation

1. The student will exhibit growth in developing a Christ-like character in attitudes and actions. Such character will be seen, for example:

In respect for God.

In respect for each human individual.

In perseverance.

In submissiveness and cooperation.

In self-sacrifice and loyalty.

In honesty.

2. The student will develop intellectual competence by:

Attaining standards of achievement reasonable for his ability.

Developing self-discipline in doing assigned work.

Learning to discern his course work from a Christian perspective.

1. The family will become a closer unit as seen in:

Parents taking the educational responsibility for their children seriously.

Parents and children working together on assigned projects.

Children being willingly submissive to their parents.

Family worshiping together.

1. An outreach to the unbelieving world.

Unbelievers coming to know Christ as Savior.

New families enrolled in the school.

A greater interest in the school from the surrounding community.

The Method

1. God

Is to be the head of every Christian school.

The foundation of the Christian school is the Lord Jesus Christ.

His Word must be the building block with which the school is built.

Every family that enters, every teacher that teaches, every book that is used, every administrator must meet the qualifications that are found in the Scriptures and must be totally Christ-centered.

2. The Home

God has placed the parents as guardian over His children.

Parents are responsible for the upbringing and education of the children.

Children are to be brought up in the nurture and admonition of the Lord.

Every child should learn basic facts, skills, and values.

1. The School

The school is to be an extension of the home.

The school is to be made up of the body of believers.

The school must have biblical standards and values.

The school must provide an atmosphere conducive to learning.

1. The Supervisor

The supervisor is to stand in the parents' place in instruction and authority while the child is in school.

The supervisor must exhibit the values of Christ, and the Bible, in word, conduct and deed.

The supervisor must be a student of the Bible.

1. The student

It is to be understood that every student is a bearer of the image of God.

Every student must be regenerated by the Holy Spirit and the grace of God.

No student can learn spiritual values except by regeneration and the work of the Holy Spirit.

The Curriculum

1. The curriculum used will be Accelerated Christian Education

2. This will be individualized learning and each student will learn at their own pace.

3. The content of what is to be learned must be Bible centered.

4. The supervisor must depend upon the Holy Spirit to take the Living Word and work in the hearts of the students

The Administrator

1. The administrator is to be the instructional and spiritual leader of the school.

2. The administrator is responsible for the daily operation of the school.

3. The administrator is to be a student of the Word and lead by example of the principles found therein.

The Christian Philosophy

1. The Christian Philosophy of Education must begin and end with God.

2. Statement of Faith and Mission Statement of KLA

2.1 Statement of Faith

We believe the Bible is the inspired and only infallible and authoritative written Word of God.

We believe there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Ghost.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the

right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.

We believe in the blessed hope—the rapture of the Church at Christ's coming.

We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

We believe regeneration by the Holy Spirit is absolutely essential for personal salvation.

We believe in water baptism by immersion.

We believe the redemptive work of Christ on the cross provides healing of the the human body in answer to believing prayer.

We believe the baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.

We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

We believe in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

"We believe that God created mankind in His image: male (man) and female (woman), sexually different but with equal dignity,"

"Therefore, one's biological sex must be affirmed, and no attempts should be made to physically change, alter, or disagree with one's biological gender — including, but not limited to, elective sex reassignment, transvestite, transgender, or non-binary gender fluid acts of conduct (Genesis 1:26-28).

Students in school will be referred to by the gender on their birth certificate and be referenced in name in the same fashion.

2.2 Mission Statement

The purpose of Kingsway Learning Academy is two-fold. As a ministry of the Lord, we provide the opportunity for a quality Christian education and strive for excellence in academic, physical, spiritual and social development. We are distinctively Christian in staff, curriculum, programs and activities. We are an extension of the home, assisting parents in molding character and training Godly leaders who will make an impact on the lives of people they touch for Jesus Christ.

3. Admission Information

3.1 General Admissions Information

Kingsway Leadership Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Kingsway Leadership Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admission policies, athletic or other school administered programs.

Admission to Kingsway Leadership Academy is a privilege, not a right. Therefore, admission is not granted to every student who applies. Applicants are screened and evaluated as to their suitability for KLA. The following criteria will be used to help determine the student's acceptability.

1. Students must be in good standing with their previous school, and no students who is currently suspended, expelled, or on probation (academic or conduct) from a school is accepted.

Falsifying information on the application will result in automatic rejection or dismissal from KLA.

1. The student must have successfully completed the prior academic grade in order to be considered for enrollment in the next grade level.

2. All new students will be admitted conditionally on a six week probationary period. If the student does not make satisfactory academic progress or does not adjust to the KLA program, the parents will be asked to withdraw their child.

3. Applicants will be considered in the following order:

Continuing students

Brothers and sisters of continuing students

New applicants

1. All shots and immunizations must be current before the student will be permitted to attend classes.
2. All fees and tuition payments must be current before the student may begin classes.

3.2 Specific Admissions Information

New student enrollment procedures are as follows:

1. Submit a completed application and non-refundable application fee.
2. Include with the application the following forms and documents:

Copy of Birth Certificate

Copy of last Report Card

The results of the most recent standardized test.

Shot record

Permission to release records form.

3. The parents or guardians will bring the student to the church office for an interview with the principal.

4. Attendance Information

4.1 Compulsory Age

As prescribed by law in the State of Texas, every child who is at least 7 or who has previously been enrolled in first grade and who has not completed the academic year in which his/her 16th birthday occurs, shall be required to attend school a minimum of the required number of days of the regular number of days of the regular term. (TEC 21.032)

4.2 Excused Absences

Excused absences are those resulting from personal illness, illness in the family, death in the family, any other unusual causes accepted by the supervisor or principal. The reason for the absence must be *stated in writing and signed by the parent or guardian*. (TEC 21.035c) The written excuse must be presented to the Learning Center supervisor on the day of return to school.

4.3 Unexcused Absences

Absences resulting from circumstances other than those defined for excused absences are considered Unexcused absences. State law specifies that a student may not be given credit for a course if the student has more than five days of Unexcused absences during a semester (4 days per semester 8 per year). (TEC 21.041) The supervisor will notify the principal in writing when a student has had 5 Unexcused absences during the semester.

4.4 Occasional Planned Absences

It is preferred that planned absences or vacation days not be taken during the academic year. If student will be absent from school, a written request must be submitted to the principal for approval. If the absence is for three days or more, a two-week notice must be given so that the supervisor can detail what work is to be done *during* the absence. The work will be due the day after returning to the classroom.

4.5 Tardies

The school administration views tardiness by students as disruptive to others and a detriment to the learning process. Our goal is to eliminate all tardies. There are occasions when a late arrival at school may be excusable, for example, being involved in an accident, or doctor's appointment.

Administration exercises judgment in classifying tardies as excused or unexcused. Following are the guidelines used in dealing with tardy students:

1. Any student arriving after 8:20 AM is considered tardy. The student **MUST** stop at the church office to get a tardy slip. It will be marked either excused or unexcused on the tardy slip. A student will not be admitted to class without a tardy slip.
2. A student is considered tardy to the Learning Center after 8:20 AM. Every five tardies will result in the student's spending one hour after school. A letter will be sent home advising the parent of this fact.

5. Student Evaluation

5.1 Progress Reports

In our effort to communicate student progress, progress reports are issued at the end of each nine-week grading period. The progress report is sent home with the student at the end of the first grading period through the third grading period. The progress report is to be signed by the parent and returned to school the following day. The final progress report will be mailed to tire parents as soon as all school bills are cleared.

5.2 Mid-term progress

At mid-term, a report on the student's progress will be sent home with every student. This written communication will assist the parent in knowing how his child is doing, and what areas, if any, need improvement. The report is to be signed by the parents and returned to school.

5.3 Homework Slips/Detention Slips

Homework slips and Detention slips are another method of communicating to parents. Any student who has homework will be given a homework slip, which shows the homework subjects and pages that need to be completed. Parents are to sign these homework slips, indicating they are aware of the student's homework assignment. Failure in returning these slips, signed by the parent, the next school day will result in automatic detention. Detention slips are sent home with the student when three or more demerits are earned in one school day. These Detention slips must be signed by the parent and returned the next school day.

5.4 Grading Scale

The following is the grading scale for students PreK4 - Kinder.

E= Excellent, G=Good, S=Satisfactory, N=Needs Improvement

The following is the grading scale used for grades 1-12.

95-100	= A	85-89 = B	75-79 = C (FAILING)
90-94	= A-	80-84 = B-	70-74 = C- (FAILING)

5.5 Conduct Grades

Conduct grades are *not* averaged in with the academic grades but are issued to keep a record of conduct throughout the school year. It is also an indication to the parents what areas they can work on with their child to improve. Conduct grades are as follows:

E = Excellent
G = Good
S = Satisfactory
N = Needs Improvement

The student is well-behaved, respectful, and has a positive influence on the group.
The student is generally well-disciplined and is dependable in following instructions.
The student may require some correction, but is usually dependable in following instructions.
The student needs to correction too often during the day. His/her conduct needs improvement.

5.6 Honor Roll

To achieve Honor Roll status, the student must have an overall academic numerical average of 88 or higher. In addition, the student must have academic balance (working at least the minimum amount of work in each subject for the reporting period), and the student must have quoted each Scripture memory selection at least once during the reporting period. The "A" Honor Roll requires a 94-100 overall academic numerical average in addition to academic balance and Scripture memory. The "B" Honor Roll requires an 88-93 overall academic numerical average in addition to academic balance and Scripture memory

5.7 Awards

At the end of the school year, an Awards Ceremony is held. Certificates, medals, or trophies are awarded to students in areas such as academics, athletics, attendance, and citizenship.

6 Academic Information

6.1 Homework

Proverbs 22:6 says, "Train up a child in the way he should go and when he is old, he will no depart from it." Tim LaHaye has said, "Self-discipline is the greatest ability in all the world. Without it, gifted people fail—with it, mediocre people excel."

Homework is utilized to assist the pupil to achieve satisfactory school progress and to develop desirable work habits. A pupil only has homework if his daily goals are not completed by the end of the school day. Through these assignments, parents can also be more aware of the nature of the instructional program.

Doing homework teaches obedience because a child has been instructed to do a particular thing. It teaches responsibility because it is something that he has an obligation to do. It teaches orderliness because the student must often do things in a certain way, and it teaches diligence because homework often takes a great amount of time. All of these things become part of a child's character and will carry over in his life to other endeavors, and when he is old he will not depart from it.

Parents are encouraged to go over homework with their children, especially in problem areas. Few students really like homework, and complaints often abound. If the parents feel there is a real problem in this area, they should communicate this to the supervisor. An evaluation of the student's use of time will be made.

6.2 Program of Studies

The following are required subjects for all students at Kingsway Leadership Academy.

Elementary

Prek4 Reading
 Writing
 Mathematics

Kinder

 Science
 Social Studies
 Word Building
 English
 Mathematics

1st - 6th Grade

Bible Reading (12 Paces)	Foreign Language (Spanish)
Science (12 Paces)	PE
Social Studies (12 Paces)	
Literature/Writing (12 Paces)	
Word Building (12 Paces)	
English (12 Paces)	
Mathematics (12 Paces)	
Texas History (12 Paces)	

Junior High

7 th - 8 th Grade	Bible Reading (12 Paces)	Foreign Language (Spanish)
	Science (12 Paces)	PE
	Social Studies (12 Paces)	
	Literature/Writing (12 Paces)	
	Word Building (12 Paces)	
	English (12 Paces)	
	Mathematics (12 Paces)	
	Texas History (12 Paces)	

High School

6.3 Graduation Requirements – High School

CORE EDUCATION

Math 3.5 Credits

- (9th grade) Algebra I (12 paces 1097-1108)
- (10th grade) Geometry (12 paces 1109 - 1120)
- (11th grade) Algebra II (12 paces 1121 - 1132)
- (12th grade) Trigonometry (12 paces 1133 – 1138) **1/2c**

English 4 Credits

- (9th grade) English I (12 paces 1097-1108)
- (10th grade) English II (12 paces 1109 - 1120)
- (11th grade) English III (12 paces 1121 - 1132)
- (12th grade) English IV (12 paces 1133 – 1144)

Social Studies 4 Credits

- (9th grade) World Geography (12 paces 1097-1108)
- (10th grade) World History (12 paces 1109 - 1120)
- (11th grade) American History (12 paces 1121 - 1132)
- (12th grade) U.S. Civics (6 paces 1133 – 1138) **1/2c**
Economics (6 paces 1139-1144) **1/2c**

Science 4 Credits

- (9th grade) Biology (12 paces 1097-1108)
- (10th grade) Physical Science (12 paces 1109 - 1120)
- (11th grade) Chemistry (12 paces 1121 - 1132)
- (12th grade) Physics (12 paces 1133 – 1144)

ELECTIVES

Foreign Language – Spanish (Activity Paces 1-12) 1 Credit
Introduction to Missions (6 paces 1-6) ½ Credit
Christian Growth (Self-Paces 133-138) ½ Credit

BIBLICAL STUDIES

- (9th grade) New Testament Survey (12 paces 1097 – 1108) 1 Credit
- (10th grade) Old Testament Survey (12 paces 1109 – 1120) 1 Credit
- (12th grade) Life of Christ (12 paces 1133 – 1144) 1 Credit

FINE ARTS

Music (6 paces 1-6) ½ Credit
Speech (6 paces 1-6) ½ Credit
Advanced Art (Self-paces 97-108) 1 Credit

PE 3 Credits

25.5 Credits

7 Personal Conduct

7.1 Purpose of Standards and Rules

The mission of KLA is to provide an opportunity for a quality education from a distinctively Christian perspective, and to assist parents in molding godly character in the students so that they can impact the lives of others for Jesus Christ. To be able to accomplish this, there must be guidelines, expected behaviors, and Biblical principles followed. Because the Bible is the inspired Word of God, it is the authority in all we do and require students to do. In addition to this, standards and rules are necessary for the smooth operation of the school, and for the safety and well-being of all students. Parents must agree to uphold and support the school regarding its standards and rules. Students must agree to put forth their best effort to comply with school standards and rules.

7.2 Expected Behaviors and Attitudes

Cheerful obedience to all authorities (administration, supervisors, parents, etc.). This obedience should be willing and immediate.

Cleanliness in person and property. Students should pick up after themselves (and others if necessary) in the Learning Center, restrooms, lunchroom, and outside. They are to keep their offices and office area neat, and dress neatly.

Cooperation with others on the playground, in sports, working together in the Learning Center, etc.

Courtesy and respect for other students, supervisors, adults, and visitors.

Morally good conduct in respect to recreation, social relationships, and language.

Promptness in attendance and assignments.

Respect for property of the school and of other people.

Responsibility in doing assigned or expected tasks.

7.3 Prohibited Behaviors and Attitudes

The following list is provided to help students understand what is expected of them. It is not intended to be all inclusive, nor is it intended to be used as a defense of an inappropriate action not on the list. It is not intended to limit the school on making, interpreting or enforcing other rules. It is our desire that students follow the “spirit of the law” and not the “letter of the law”.

Consequences for infractions will vary depending on the seriousness of the offense.

The following Student behaviors and attitudes are prohibited:

Drinking Alcohol

Abusive language Curse words, suggestive language, improper hand signs, and innuendo are not appropriate for the academic and spiritual environment of KLA.

Arguing with a supervisor, administration, adult or another student.

Bad attitudes.

Bullying other students, either verbally or physically.

Being unprepared for school—without paper, pencil, PACEs, homework.

Causing a distraction in the Learning Center.

Cheating—any PACE that a student is caught cheating on will be taken up, and a new one will be re-issued. Any test that a student is caught cheating on will be thrown away, and the student will repeat the PACE.

Chewing gum anywhere, anytime on campus.

Chewing tobacco.

Direct disobedience.
Disrespect to any staff member, including body language, tone and expression.
Dress code violations.
Failure to obey specific Learning Center rules according to supervisor expectations.
Food or drink in the Learning Center.
Immoral behavior.
Instigating a fight, verbally or physically.
Leaving campus without permission, including after school.
Littering the buildings or grounds.
Lying.
Misconduct at a school extracurricular activity.
Note passing.
Possession of prohibited items on campus.
Public display of affection between guys and girls.
Skipping school.
Smoking of any nature.
Stealing
Talking in Learning Center without permission.
Use of illegal drugs.
Vandalism—any damaged property will be paid for by the student.

7.4 Prohibited Items on Campus

The following items are prohibited on campus:

Any weapon such as guns, knives, etc.
Alcohol
Mobile telephones
Illegal drugs or any drug paraphernalia.
Improper magazines.
Matches, lighters, and such items.
Tobacco in any form.
Any item that dishonors God.

7.5 Parent Behavior

We will in no way tolerate any of the following behaviors:

Drinking Alcohol on Campus
Abusive language curse words, suggestive language, improper hand signs, and innuendo are not appropriate for the academic and spiritual environment of KLA.
Arguing with a supervisor, administration, adult or another student. Bad attitudes.
Causing a distraction in the learning Center
Misconduct at school extracurricular activities and any other behavior deemed inappropriate by administration

7.6 Parent Participation

At least one parent will be required to participate in all Open houses
Parents will also be asked to participate in some fundraising activities during the school year.

8. Discipline

8.1 The Purpose of Discipline

The Bible is clear in telling us that discipline is an act of love, that it is for our good, and God is our example. Hebrews 12:6 tells us that God disciplines those He loves, including all of His children. Hebrews 12:10, 11 says "...but God disciplines us for our good, that we may share in His holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Webster's dictionary defines

discipline as “training intended to produce a specified character or pattern of behavior”. When the word is used in the Bible it carries a meaning of ‘be training of a child, including instruction”, or “and admonishing or calling to soundness of mind, or to self-control.” Thus, the purpose of discipline at KLA is to train, and to mold godly character out of love.

Training is forming habits. Habits make character. If one forms good habits, he will have good character. The word character comes from a word that means “to cut” or “to engrave”. Each time an act is performed, a deeper groove is made until one has done a certain thing so often in a particular way that it is difficult to change.

It is important that parents and the schoolwork together to bring about the desired character traits in the students. It is the parents' responsibility to discipline their child in such a manner that correction at school will be at a minimum. This will give the school a maximum of teaching time; therefore, providing a better education for the child.

8.2 Learning Center Discipline Plans

Each Learning Center has established a discipline plan that includes the earning of demerits for certain behaviors. These behaviors are discussed with the students at the beginning of the school year and repeated at intervals through the year. Detention can be earned with the accumulation of three or more demerits in a day. This is also discussed with the students at the beginning of school and during the school year. Supervisors will communicate to the administrator any unusually high demerits issued to a student and the administration at his discretion will evaluate enrollment.

8.3 Correction

When it becomes necessary for a supervisor to send a student to the office, that supervisor will advise the administrator of the situation. From that point the following steps will be taken; however, administration does have the authority to alter the consequences if the offense merits it.

1st Offense - The Supervisor & Administrator will discuss the student's behavior with him and work toward establishing better behavior in the future. The administrator will pray with the student.

2nd Offense - The Supervisor & Administrator will speak to the student and administer detention, or the student will lose class privileges.

3rd Offense - When warranted discipline (corporal punishment) or expulsion will be exercised under the following guidelines as a last resort. They will use their judgment:

Refer to 8.4 & 7N, 7.4 of the student handbook for list of offenses

8.4 Offenses that require Corporal punishment or Expulsion

The following is a list (including, but not limited to) of offenses which will require expulsion if committed on campus or at any church-school sponsored function:

Cheating

Cursing

Fighting—physical contact, involving fists, shoving, etc.

Lying

Stealing

Any un-Biblical conduct

Refer to 7.3 and 7.4 of the student handbook for other offenses, which may result in expulsion

An exception regarding the expulsion policy for one is not meant as an exception in the expulsion policy for anyone else. Any exception will be to the sole discretion of school administration.

9. Health Care policies

9.1 Common Communicable Diseases

In an effort to protect the health of all children, it may be necessary to exclude from school children who are suffering from a communicable disease. The following policy stands in compliance with the Texas Civil Statutes, Article 4477. The more common communicable

diseases include chicken pox, pink eye, ringworm, impetigo, streptococcal infections and head lice. Children excluded from school because of a communicable disease may be re-admitted when:

The school has received a letter from the attending physician, stating that the student is no longer contagious.

The child is free of symptoms and infection.

Guidelines for Common Diseases

1. Chicken Pox (Incubation 14-21 days)---Exclude six days after last crop of blisters appear or until temperature is normal with no complications or moist lesions.
2. Conjunctivitis (Pink Eye-Incubation 1-3 days)---Exclude until 24 hours of antibiotic drop therapy is complete or released by physician.
3. Impetigo (Incubation variable)---Exclude until adequately treated and/or released by physician.
4. Mononucleosis (Incubation 4-10 days)---Exclude until free of symptoms and released by physician.
5. Mumps (Incubation 12-26 days)---Exclude until temperature is normal for 24 hours and swelling has disappeared.
6. Head lice (Incubation 1-2 weeks)---Exclude until under treatment and free of live organisms and nits. There are medications available over the counter at pharmacies.
7. Rubella (Measles-Incubation 7-14 days)---Exclude until free of symptoms.
8. Streptococcal Infections (Incubation 1-3 days)---Exclude until released by physician or after 48 hours of antibiotic therapy and child has been free of fever for 24 hours and feels well enough to attend class.

9.2 Other Communicable Diseases (HIV, Tuberculosis, Covid 19, etc.)

It is understood that all disease and death entered our world at the fall of mankind as recorded in Genesis. As Christians we must live in this world and be salt and light to all around us. We keep this in mind as policies are made for KLA for the good of all students. The following has been established as policies concerning any current or prospective student that is diagnosed with one of the more serious communicable diseases:

God deals with each of us individually, therefore, each admitting case will be handled on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon evaluation of the disease, the student's behavior, and physical condition.

Because we have a responsibility to protect all students, the expected type of interaction with others in the school environment and the possibility of contagium will likewise be considered in this decision.

A student known to be infected shall not be admitted or permitted continued enrollment to the school without unanimous approval of a screening committee composed of at least the student's physician, the principal, and, if necessary, a public health expert or other consultant chosen by the principal.

No student will be admitted or allowed to remain in school if his disease is contagious through normal, everyday school activities.

The parents or guardians of an infected student must disclose

information concerning his communicable disease to the administration of KLA. Failure to do so is grounds for immediate expulsion.

The staff of KLA will respect the individual's right to privacy and the confidentiality of school and medical records. The staff who is aware of a child with a communicable disease will discreetly handle all known information, limiting it to the minimum number need know to assure proper care

of the child and to detect situations where the potential for transmission may increase (e.g. bleeding injury).

9.3 Immunization Requirements

KLA requires students to be current on the State required immunizations. All immunization records must be validated by a physician or public health clinic. Texas law provides for exclusions from these minimum requirements for religious reasons. However, the parent must draft a document stating his religious objections, and the document must be notarized.

9.4 Emergency and Illness

If a child is seriously injured or becomes seriously ill at school, first aid will be administered. The parent will be notified and requested to come to the school to pick up the child if necessary. In an emergency situation that warrants immediate action, the child may be taken to the nearest hospital or 911 may be called. The parents will be contacted and advised of the situation. A KLA representative will remain with the child until the parent arrives.

For the health of all students, a child who is obviously ill or with a temperature of 100 degrees or more will not be permitted to remain in class. The parent will be called and asked to pick up the child as soon as possible. Children should not be sent to school with a productive cough, rash, nasal discharge, nausea, vomiting, diarrhea, or fever greater than 100 degrees. No child should return to school sooner than 24 hours after being free of symptoms and fever.

9.5 Medication Policies

The following guidelines will be followed in order for KLA staff to administer prescription drugs: The parent or guardian will send a written request to administer the prescription and indicating the time the medication is to be taken, dosage, etc.

Prescription medicine must be in the original container, labeled with the student's name, name of medication, and directions for dosage, or in a sealed container identifying the same.

The prescription must be turned into the supervisor; students will not be allowed to carry medication.

Emergency medications (asthma, seizure, diabetes, etc.) may be kept in the supervisor's office with specific directions on how to administer them.

If a need to administer such medication seems necessary, the parent will be notified.

On rare occasions it is necessary for students to take non-prescription drugs such as Tylenol for minor pain, or Pepto Bismol for upset stomachs. Permission must have been granted by the parent on the Permission for Dispensing Medicine form in the Registration Packet.

10. General Policies

10.1 Financial

No refunds on school tuition or registration fees.

Financial probation of 6 months will be enforced for more than two delinquencies (Financial Probation results in cash or credit card payments only. If payments are not made then student will be Immediately Withdrawn.

10.2 Searches

We reserve the right to search the following (including, but not limited to) for suspicion of illegal or unauthorized materials:

ident vehicles—cars, trucks, etc.

Backpacks purses, pockets, Hook bags, wallets, etc.

Lockers and student offices
Students—will be searched by same sex staff member

10.3 Married students

We do not accept married students, nor will continuing students be allowed to remain enrolled in school if they marry.

10.4 Pregnancy

We do not accept pregnant students, nor will continuing students be allowed to remain enrolled in school if they become pregnant.

10.5 Dress code

Boys Shirts: Must wear polo shirts at all times. light blue, navy blue, royal blue or red.
Boys Pants/Shorts: Must wear Khakis or Navy Blue Pants/Shorts. (Shorts no higher than knee level)
Shoes: Dress shoes or casual

Girls Shirts: Must wear polo shirts at all times. light blue, navy blue, royal blue or red.
Girls Pants/Shorts: Must wear Khakis or Navy Blue Pants/Shorts. (Shorts no higher than knee level)
Girls Dresses: Must wear Khakis or Navy Blue Skirts. (No higher than knee level)
Shoes: Dress Shoes or casual

Physical Education (PE)

ALL STUDENTS MUST WEAR BLACK SHORTS WITH A GREY T SHIRT ATTIRE.

Note: Demerits will be given for any student not following dress code policy for PE.

10.6 Transportation

Kingsway Leadership Academy does not offer bus transportation at this time. All children must be dropped off and picked up by a designated parent or guardian that is listed on the Admissions Package.

10.7 Food Services

Kingsway Leadership Academy does not provide meals for students this time. All children are encouraged to bring a sack lunch of there choice. Student sack lunches are to be kept in there backpacks until the lunch hour.

10.8 Guidance Services

We have church pastors at Kingsway Family Church that are available for spiritual, mental and emotional support for all students going through any grieving process.

10.9 Chapel Philosophy

Kingsway Leadership Academy Chapel Service is a corporate gathering for students and

administration personnel held in "The Upper Room" of the KLA Gymnasium every Friday from 8:00 AM to 9:00 AM. This dedicated time allows our school community to express worship through music and receive spiritual guidance through sermons delivered by a pastor or designated speaker.

Our chapel services embody the school's mission and faith statement, serving as an integral component of Christian living that we seek to instill in our students. These weekly gatherings provide a foundation for spiritual growth and community building within our academy. Parents and guardians are warmly welcomed and encouraged to attend these weekly services. Your presence enriches our community and demonstrates the partnership between home and school in nurturing our students' faith journey.

11.0 Bully Harassment Statement

Our Commitment

Kingsway Leadership Academy is committed to providing a safe, respectful, and inclusive learning environment for all students, staff, and members of our school community. We have zero tolerance for bullying, harassment, intimidation, or any form of aggressive behavior that undermines the dignity and well being of others.

Definition of Bullying and Harassment

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance and is repeated, or has the potential to be repeated, over time. Harassment includes any unwelcome conduct based on race, color, religion, sex, national origin, age, disability, or any other protected characteristic.

Bullying and harassment may include, but are not limited to:

Physical: Hitting, kicking, pushing, damaging property, or threatening physical harm

Verbal: Name-calling, teasing, taunting, inappropriate comments, or threats

Social/Relational: Spreading rumors, public embarrassment, exclusion, or damaging relationships

Cyberbullying: Using digital technology to harass, threaten, embarrass, or target another person

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature

Our Expectations

All members of the Kingsway Leadership Academy community are expected to:

Treat others with respect, kindness, and dignity

Speak up when witnessing bullying or harassment

Support those who are targeted by bullying behavior

Model positive leadership and inclusive behavior

Follow school policies and behavioral expectations

Reporting Procedures

Students, staff, parents, and community members are encouraged to report any incidents of bullying or harassment immediately. Reports can be made:

Directly to any teacher or administrator

Through our anonymous reporting system

To the principal's office

Via email to our designated compliance officer

All reports will be taken seriously and investigated promptly and thoroughly. Confidentiality will be maintained to the extent possible while conducting an effective investigation.

Consequences

Students who engage in bullying or harassment will face appropriate disciplinary action, which may include:

- Counseling and restorative practices
- Parent/guardian conferences
- Loss of privileges
- Detention or suspension
- Expulsion in severe or repeated cases
- Referral to law enforcement when applicable

Review and Accountability

This policy is reviewed annually and updated as needed. The administration is responsible for ensuring compliance and maintaining data on bullying incidents and outcomes.

Together, we create a culture of respect, leadership, and excellence.

For questions or concerns regarding this policy, please contact:

Kingsway Leadership Academy Administration: Daniel Guerrero

Policy Effective Date: 01/01/2022 Last Revised: 07/07/2026