

KATY CHRISTIAN ACADEMY

STUDENT HANDBOOK

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MISSION STATEMENT

Katy Christian Academy promotes a positive learning environment for students of all grades that prepares students spiritually, academically, socially and emotionally for college, trade schools, the workforce and life. Katy Christian Academy challenges both students and staff to develop a lifetime of growth by focusing on KCA's Four Core Educational Goals.

FOUR CORE EDUCATIONAL GOALS

1. **Instill a Love for Learning:** Inspired lesson plans and focused training taught by an educational team who genuinely strive to inspire each student to reach for their full potential, and to excel, at every age and grade level.
2. **Offer Opportunities to Develop a Passion to Grow in Areas of Character and Spiritual Growth:** Through daily devotions, scripture memorization, chapel services and a focus on positive character traits.
3. **Create an Appreciation for a Personal Strong Work Ethic:** Through goal setting and assisting students in achieving those goals in order to experience the rewards of personal focus and self-discipline.
4. **Inspire a Lifelong Determination to Achieve Academic Excellence:** Through a strong curriculum, meaningful lesson plans, and an excellent educational staff who are determined to see their students succeed in every area of life.

CULTURE POINTS

1. KCA Lions cultivate a SAFE SPACE for all to learn and grow.
2. KCA Lions embrace INDIVIDUALIZED LEARNING for all.
3. KCA Lions live and breathe CHARACTER EDUCATION.
4. KCA Lions strive to do everything with a SPIRIT OF EXCELLENCE.
5. KCA Lions keep open lines of COMMUNICATION.
6. KCA Lions leave things BETTER than we found them.
7. KCA Lions FIND SOLUTIONS rather than simply point out problems.
8. KCA Lions have the HEART OF A SERVANT and celebrate SERVING OTHERS.
9. KCA Lions do ALL with INTEGRITY.
10. KCA Lions seek KNOWLEDGE, WISDOM and GODLY DISCERNMENT.
11. KCA Lions seek the GREAT PEACE God promises to those who LOVE Him.
12. KCA Lions seek to SERVE both God and others.
13. KCA Lions seek to POSITIVELY IMPACT their community.
14. KCA Lions are SUPPORTIVE and TEACHABLE.
15. KCA Lions are FLEXIBLE.
16. KCA Lions are INTENTIONAL, PURPOSEFUL, and CONSISTENT.
17. KCA Lions are HAPPY to be HERE.
18. KCA Lions are FRIENDLY and show KINDNESS to others.
19. KCA Lions are FAMILY.

PURPOSE

Katy Christian Academy is an extension of the Christian home and the local church in training young people in a Christian environment, with an emphasis on matters of eternal value. The Academy staff is dedicated to working closely with parents in the training and development of the whole student.

Attendance at Katy Christian Academy should be considered a privilege and not merely a right.

Our goal is to train Christian youth in the principles of God's Word, stressing vital areas such as leadership, self-discipline, responsibility, integrity, good citizenship, and consistency. The Academy, as does the church, stands without apology for the old-time gospel and the highest standards of morality, honesty, and genuine Christian character.

Katy Christian Academy is one of the educational ministries of The Pentecostals of Katy. The purpose of KCA is to educate and train the whole student - physically, socially, intellectually, and spiritually. Because the Lord requires a fit vessel, guidelines for personal habits and definite dress codes are provided. The principle of self-discipline is the basis of our disciplinary structure. In addition to self-discipline, a young person must have Biblical wisdom, knowledge, and understanding to serve the Lord Jesus Christ. Therefore, the Bible is not substituted for any academic subject but is integrated into the total educational program. KCA desires to send out into the world young people who will be lights in this night of spiritual darkness. It is our desire to see each of our students become a humble, faithful, teachable, separated (holy), and committed servant of the Lord in a fundamental, Bible-believing, soul-winning local church. It is KCA and the Pentecostals of Katy's sincere desire for a student to start and finish his/her education at Katy Christian Academy.

Since Katy Christian Academy is a ministry of The Pentecostals of Katy, the Academy is founded on the same Biblical principles on which the first New Testament Church was founded. KCA believes the Bible to be the authoritative Word of God in all our programs. Both curricular and extra-curricular programs are based on the principles set forth in God's Word.

Katy Christian Academy, like The Pentecostals of Katy, takes a fundamentalist and separatist Christian stand as far as its doctrine is concerned. The administration, faculty, and staff must be born-again, Bible-believing Christians.

It is also the Academy's desire to be a reinforcement of the Christian home. Students are taught what the proper respect and relationship between mother, father, student, husband, or wife and God should be (Proverbs 28:7, 22:6, 29:15; Eph. 6:4; Deut. 6:7, 31:13; Tim. 3:4; Matt. 19:14). The home, like the church, is one of the two institutions God has ordained to carry out His plan for a Christian's life. KCA does not attempt to replace the Christian home but strives to strengthen the home according to God's Word.

In addition, we believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes.

STATEMENT OF FAITH

We believe in:

1. The inspiration of the Bible, equally in all parts and without error in its origin.
2. The one ever-living, eternal God: infinite in power, holy in nature, attributes and purpose; and possessing absolute, indivisible deity. This one true God has revealed Himself as Father; through His Son, in redemption; and as the Holy Spirit, by emanation (I Corinthians 8:6; Ephesians 4:6; II Corinthians 5:19; Joel 2:28).
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ.
4. The fall of man, the need of regeneration by the operation of the Holy Spirit based on grace alone, and the resurrection of all to life or damnation; and
5. Any applying families must be living a Biblical lifestyle -- this is not merely about same-sex couples but also unmarried heterosexual couples, those in adultery, etc.
6. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, and witnessing of His saving grace through the ministry of the Holy Spirit.

STATEMENT ON GENDER AND SEXUALITY

We believe that all people must be afforded compassion, love, kindness, respect, and dignity. It will always be our intent as a school to reflect these qualities. Any behavior or attitudes not displaying these qualities should be renounced, as they are not in accord with scripture or the Spirit of Christ.

John 13:34-35 (NLT): *"So now I am giving you a new commandment: Love each other. Just as I have loved you, you should love each other. Your love for one another will prove to the world that you are my disciples."*

We believe that God created each person as distinctly male or female. These two distinct genders together reflect the image and nature of God. We believe that the fullest, most rewarding experience of life includes the acceptance of a person's God-given biological gender. The rejection of one's biological gender diminishes the reflection of the image of God within a person.

Genesis 1:27 (NLT): *"So God created human beings in his own image. In the image of God he created them; male and female he created them."*

Genesis 2:21-24 (NLT): *"So the Lord God caused the man to fall into a deep sleep. While the man slept, the Lord God took out one of the man's ribs and closed up the opening. Then the Lord God made a woman from the rib, and he brought her to the man. 'At last!' the man exclaimed. 'This one is bone from my bone, and flesh from my flesh! She will be called 'woman,' because she was taken from 'man.'"*

This explains why a man leaves his father and mother and is joined to his wife, and the two are united into one.

We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. Any form of sexual intimacy outside of such marriage is sinful to God and harmful to the

spiritual health of those involved. Such activities include, but is not limited to, adultery, fornication, homosexual conduct, and pornography.

1 Corinthians 6:18-20 (NLT): *“Run from sexual sin! No other sin so clearly affects the body as this one does. For sexual immorality is a sin against your own body. Don’t you realize that your body is the temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, for God bought you with a high price. So you must honor God with your body.”*

1 Corinthians 7:2 (NLT): *“But because there is so much sexual immorality, each man should have his own wife, and each woman should have her own husband.”*

We believe that God offers redemption, transformation, and restoration to all who seek Him.

1 Corinthians 6:9-11 (NLT): *“Don’t you realize that those who do wrong will not inherit the Kingdom of God? Don’t fool yourselves. Those who indulge in sexual sin, or who worship idols, or commit adultery, or are male prostitutes, or practice homosexuality, or are thieves, or greedy people, or drunkards, or are abusive, or cheat people—none of these will inherit the Kingdom of God. Some of you were once like that. But you were cleansed; you were made holy; you were made right with God by calling on the name of the Lord Jesus Christ and by the Spirit of our God.”*

ACCREDITATION

KCA is accredited through Association of Christian Teachers and Schools. Educator Certification is not just a mark of distinction, it is an investment in KCA’s future and an affirmation of our commitment to excellence in both education and spiritual formation.

Academic Quality and Christian Values

Certification through ACTS ensures that KCA demonstrates high academic standards and Christian principles and values. This includes integrating faith into education, fostering a supportive Christian community, and upholding biblical teachings throughout the school's curricular and extracurricular programs. This process encourages accountability among staff, strengthens leadership, and ensures that everyone, students, teachers, and families alike, are aligned with KCA’s mission and values.

Build Trust and Credibility

With certification through ACTS, KCA demonstrates commitment to upholding high standards of teaching excellence within a Christian context. This certification provides credibility to our qualifications and assures parents, administrators, and the community of their dedication to integrating faith with learning, fostering a Christ-centered educational experience for students.

Professional Development and Support

Certification through ACTS includes ongoing professional development opportunities that are specifically tailored to the needs of Christian Educators. This can include workshops, conferences, and resources that focus on both educational excellence and spiritual growth, enhancing the teacher's effectiveness in a Christian school environment.

DUAL CREDIT

KCA has partnered with Houston Community College to allow 10th-12th grade students to enroll in dual credit courses after receiving permission from KCA. Students must pass the entrance exam and upon passing they may enroll in courses and earn college credits and KCA credits at the same time.

Students must maintain passing grades in all KCA and HCC courses to be eligible for dual credits. Students enrolled in dual credits must PASS all classes to earn the “dual” credits. If a student is put on probation by the participating junior college, the student is in danger of losing dual credit opportunities. Students must turn in their grades to KCA at the end of each semester. Students are to get their college schedule approved by KCA. Students will be attending both KCA and HCC at the same time and must abide by both schools’ rules and standards of conduct. Distance Learning students are not eligible to enroll in dual credit courses. We reserve the right to change or add to our dual credit policy as each year progresses.

CHAPEL

Weekly chapel sessions are held during which the student identifies his education with the ministry of the church. Local pastors, staff members, and on occasion students, preach the Word of God. Students must bring Bibles to all devotional and chapel meetings.

CHRISTIAN AMERICANISM

Christian Americanism places emphasis upon the greatness of America’s heritage and the sacrifices of her heroes. America’s constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and their natural outgrowth, love for flag and country.

PLEDGES FOR OPENING EXERCISES

Standing at attention, students should recite the pledges of allegiance to the national flag, Christian flag, and Bible.

PLEDGE FOR ALLEGIANCE TO THE UNITED STATES FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands; one Savior, crucified, risen, and coming again with life and liberty for all who believe.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.

CHURCH ATTENDANCE

Students and parents are expected to belong to and regularly attend The Pentecostals of Katy, or another Bible-believing, Bible-practicing church approved of by the administration of Katy Christian Academy. If attending a church other than The Pentecostals of Katy, a "Pastor's Reference" from that church's pastor must accompany the student's application for enrollment.

STANDARD OF CONDUCT

Students of the Academy are expected to refrain from, engaging in, talking or posting on the internet (whether it is social media, a website, text threads, blog, etc.) about: cheating, swearing, any use of tobacco, ungodly music, drinking alcoholic beverages, using narcotics, bullying, lesbianism or gay references and/or discussions. Any student who participates in talks about or posts such activities is subject to immediate suspension.

Katy Christian Academy students are expected to act in an orderly and respectful manner, always careful to maintain good Christian standards of courtesy, kindness, clean language, morality, and trustworthiness. They should not discuss ungodly music, or secular movies while at school. This includes the use of innuendoes that are ungodly in nature. Each student must sign a “Standard of Conduct Form”, agreeing to strive toward unquestionable character in conduct, speech, and attitude.

Any student observing questionable activities or overhearing conversations that are contrary to the policies of this Academy, should immediately discuss the matter with a teacher. This is not tattling. It has been said, “All it takes for evil to triumph is for good men to do nothing.”... to him that knoweth to do good and doeth it not, to him it is sin.” James 4:1

Students in grades 6th – 12th will be asked to sign a contract stating that they are in agreement with KCA’s standards of conduct.

ADMISSIONS PROCEDURE

1. All new students are admitted on a probationary basis for the first six weeks.
2. Parents schedule a tour, visit the academy, and receive an application packet & KCA Student Handbook.
3. Application is submitted online accompanied by the enrollment fee.
4. Parents will be notified of acceptance.
5. Payment for all fees and tuition will be paid according to the current year’s fee schedule.
6. Parents will fill out and sign all paperwork sent home on the student’s first day of school.
7. Both parents are expected to attend the annual Parent Orientation meeting.

ADMISSIONS POLICY

Katy Christian Academy admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the Academy. It does not discriminate on the basis of race, color, and national and ethnic origin in administration of its education policies, admissions policies, athletics, and other school-administered programs.

FINANCIAL POLICY

1. Enrollment fees are non-refundable.
2. All other fees are refundable within three weeks of initial payment.
3. The full enrollment fee is due upon submission of application, regardless of what time in the school year the student enters Katy Christian Academy.
4. A student is not considered enrolled until all fees are paid and paperwork is turned in to the office.
5. A student's space cannot be reserved until both the enrollment fee and application are submitted.
6. Tuition and fees are paid directly to Katy Christian Academy.
7. All other fees are paid directly to Katy Christian Academy.
8. All fees (enrollment, curriculum and tuition) for returning and new students are determined annually and announced prior to the time to enroll for the coming school year. Fees subject to change.
9. Any student withdrawing or expelled must pay the full year of tuition.
10. There will be no tuition credit for early graduation. A full year must be paid regardless of completion date.
11. Katy Christian Academy reserves the right to use school funds for "church" expenses in any way deemed necessary by the Academy's administration.
12. Katy Christian Academy reserves the right to make exceptions to the financial policies by dealing individually with a student or family without applying this exception to any other student or family.
13. There is a \$30 late fee applied every WEEK that monthly billable tuition is late.
14. If a tuition check is returned to us because of insufficient funds, families have 5 business days to make another payment, and a \$40 Returned Check Fee must be included with the payment.
15. A student whose tuition is 10 days past due will not be allowed to return to school until their account has been made current.
16. Permanent records, including transcripts for college, and/or report cards will not be released with a past due status on an account.
17. Students may not enroll in dual credits if their KCA account is past due.
18. The Academy reserves the right to change these guidelines as needed.

KATY CHRISTIAN ACADEMY 2026-27 FEE SCHEDULE



KATY CHRISTIAN
ACADEMY

Enrollment Fee:

\$300 NEW Students | \$200 RETURNING Students

School Fees:

See fee schedule by grade below.

See "School Fee Notes" below for additional information.

	Enrollment Fee	Curriculum Fee	Tuition Fee	After School Class Fee	Participation Fee	Athletic Fee	Lunch Program Optional Fee
K3 / K4 3-Day Program 8:30am – 4pm T / W / TH	See Above Rates	\$550 Annual Fee	\$5,500 Annual Fee	\$500 Quarterly Fee \$1,800 Annual Fee	\$80 Annual Fee	Not Applicable	\$90 Quarterly Fee See Details Below
K3 / K4 5-Day Program	See Above Rates	\$550 Annual Fee	\$7,000 Annual Fee	\$500 Quarterly Fee \$1,800 Annual Fee	\$80 Annual Fee	Not Applicable	\$90 Quarterly Fee See Details Below
K5/1st/2nd GRADES	See Above Rates	\$725 Annual Fee	\$7,200 Annual Fee	\$500 Quarterly Fee \$1,800 Annual Fee	\$140 Annual Fee	Not Applicable	\$90 Quarterly Fee See Details Below
3rd – 5th GRADES	See Above Rates	\$775 Annual Fee	\$7,300 Annual Fee	\$500 Quarterly Fee \$1,800 Annual Fee	\$150 Annual Fee	Not Applicable	\$90 Quarterly Fee See Details Below
6th – 8th GRADES	See Above Rates	\$775 Annual Fee	\$7,300 Annual Fee	\$500 Quarterly Fee \$1,800 Annual Fee	\$150 6 & 7 th Grades \$600 8 th Grade Only	\$300 Annual Players Fee: - Volleyball - Basketball	\$90 Quarterly Fee See Details Below
9th – 12th GRADES	See Above Rates	\$825 Annual Fee	\$7,300 Annual Fee	\$500 Quarterly Fee \$1,800 Annual Fee	\$600 Annual Fee	\$300 Annual Players Fee: - Volleyball - Basketball	\$90 Quarterly Fee See Details Below

School Fee Notes:

ALL fees are non-refundable.

Families using TEFA funds – ¼ due by Aug 12th, ¼ due by October 1st, remaining due by February 1st.

- **ENROLLMENT & CURRICULUM FEES:** Due in full by due date. No family discounts offered for these two fees.
- **TUITION FEE - PAYMENT DUE DATES:** Non-refundable. Billed annually. Families using TEFA funds, tuition is due in full by 1st day of school. Families paying KCA directly (no TEFA assistance) may request a 10 month payment plan option if that works best for their family.
- **TUITION FEE - FAMILY DISCOUNT OFFER:** 2nd Oldest Child = Save \$300/yr. 3rd Oldest Child = Save \$400/yr. Each Add'l Child = Save \$500/yr.
- **AFTER SCHOOL CLASS HOURS:** 4 - 5:45pm. Quarterly or Annual Plans (paid in full by due dates) are best rates. Drop-In ASC rate is \$20/student.
- **PARTICIPATION FEE:** New this year! Due by 1st day of school. This one-time fee covers all field trip (3+ per year) and convention fees (K5-12th).
- Convention - Grades K5-7: "Elementary Convention" is a 3-day, on campus, multi-school academic, arts and athletic competition.
- Convention - Grades 8-12: "ACTS Convention" is a 5-day, off campus, leadership camp and multi-school academic, arts and athletic competition.
- **NOTE:** Participation Fee does not cover KCA's Bi-Annual Junior / Senior Field Trip. These trips are billed separately.
- **LUNCH PROGRAM:** KCA'S "hot lunch" program is not required. Program consists of 1 restaurant catered meal each Wednesday from a variety of restaurants. Restaurants advertised in advance. \$90 per quarter is best rate (average meal price is \$10.60). Individual meals may be purchased weekly at \$12/each. Unused meal credits may be rolled over into the following quarter of current year, however, credits expire at end of current school year.
- **ATHLETIC FEE:** This fee supports KCA's growing sports program by offsetting costs of jerseys, updated sports equipment and supplies, game transportation, referee costs and more. Volleyball Fees due mid-September. Basketball Fees due early December. Exact dates advertised in advance.
- **SCHOOL SUPPLIES:** Cost varies - see KCA's "School Supply List" for a detailed checklist of what is needed for each classroom.
- **SCHOOL UNIFORM:** Cost varies - see KCA's "Uniform Guidelines" for detailed information.

PAYMENT METHODS

We accept all forms of payment; cash, check, money order, cards, and ACH bank transfers.

4% Transaction Fee: For debit & credit card payments.

0% Fees: All other forms of payment (including ACH Bank Transfers).

Cash/Money Order Receipts: ALL cash or money order payments must be hand-given to the office and a receipt is immediately given. This will be your only proof of payment, if no receipt then KCA assumes no payment was made.

ATTENDANCE

Regular, prompt attendance is extremely important. Every effort should be made by each student to be in the Academy every day he/she is able to attend. Appointments are to be scheduled after school hours.

Absence for reasons other than sickness, doctor's appointments, funerals, and emergencies should be arranged in advance with the student's teacher. To miss school to go to work is unacceptable unless a student is in their senior year of school, and prior arrangements have been made with the principal. If a student is absent, a parent should inform the Academy with a phone call or email prior to 8:30 AM.

Email Excuse: An emailed excuse must be sent to the teacher when a student returns to KCA after an absence. This excuse must include: the date(s) of absence, the specific reason for the absence, and the parent's signature.

A student is considered TARDY if he/she is not in Opening Exercises at 8:30 AM. Any student arriving on campus after 8:30 AM must be signed in at the office. The student will receive a "Tardy Pass" to take to their teacher. A student who drives themselves to school may sign in, but all other students must be signed in by their parent.

Morning exercises are VERY important. The student learns about that day's focus and what to expect regarding new things for that day. A devotion that coincides with our monthly character trait is also taught during this time. These devotions are vital to the values we are instilling in each student.

A wreck or bad weather may be an excuse and be considered when recording tardiness if this affects numerous other students as well.

After eighteen (18) absences in one school year, a student may be asked to withdraw from the Academy. Excessive absences will inhibit the student's progress.

Texas Driver's License Attendance Verification requires a minimum of 80 days per semester in attendance.

DISTANCE LEARNING

Distance learning is designed for students who live outside a reasonable area of the Academy. Please refer to the Distance Learning Guidelines separate from this handbook for more details.

TRUANCY

What is Truancy?

Any unexcused absence from school is considered a truancy, but states enact their own school attendance laws. State law determines 1) the age at which a student is required to begin attending school, 2) the age at which a student may legally drop out of school, and 3) the number of unexcused absences at which a student is considered legally truant.

Receiving Credit

In order to receive credit for a class in Texas a student must attend school for 90 percent of the days that the class is in session. Excessive absences may be restored if the student fulfills the requirements for restoring credit that is cited by the school district. This will also apply to any student enrolled in dual credits.

Notification

Parents in Texas are usually notified of their student's excessive absences by the school. However, it is the parent's responsibility to track his student's attendance. Not being notified of the absences by the school is not an excuse in truancy court. Consequences are still enforced even if the parent did not receive notification.

Consequences

In most cases, once parents receive a warning and there is no improvement in attendance, a complaint is filed in a Texas truancy court. Failing to ensure that a student attends school is criminal negligence in Texas, which is a class C misdemeanor. Parents can receive a fine of up to \$500.

If a student has more than 4 unexcused absences in a Quarter, they may be reported for truancy.

Please understand that even if the tardiness is the fault of the parent the above measures will be taken.

BAD WEATHER DAYS

In the case of dismissed classes because of bad weather, a decision to dismiss school will be made prior to 6:30 AM. Parents will be notified by email, social media, other forms of classroom communication, and phone, if necessary.

AFTER SCHOOL POLICY

All students should be picked up within 15 minutes of school dismissal time. Each student left at KCA after the 15-minute grace period will be enrolled in our After-School Class (ASC) and the parents will be charged the ASC rate as disclosed on that year's fee schedule for their attendance. This applies even if they are only in the ASC program for a short amount of time.

POK students are not allowed to stay on campus after KCA closes unsupervised. They may not stay from 4:15 until a POK event without supervision and permission from a parent and the event coordinator. Parents must make arrangements in advance with the KCA teacher and POK event coordinator.

PARKING LOT POLICY

All students operating a motor vehicle on or near school property must have in their possession a valid driver's license and proof of insurance. A copy of the student's valid driver's license should be submitted to the front office for official records. Students must obey all traffic laws, including, but not limited to yielding to pedestrians and driving slowly in the parking lot. Anyone found in violation of the law may be subject to legal penalties and/or school discipline. Students are not permitted to be in the parking lot or in their vehicles at any time during the day without permission from their teacher or school administration.

FIRE AND TORNADO DRILLS

Fire and tornado drills are held monthly in accordance with fire marshal regulations.

MEDICAL

No staff member will be allowed to administer any medicines, tranquilizers, aspirin, etc. to any student for headaches, fever, or other ailments without parent authorization in writing. All prescription medicines must be kept and administered by the staff. Permission to use cough drops or throat lozenges may be given as necessary by the student's teacher. If your student cannot have Tylenol for any reason, please make sure to fill out this information on the "First Aid & Medical Treatment Release" form and as well as giving the information to your student's teacher.

No student with a temperature of 100.4 degrees or above will be allowed to remain at school. Parents will be called to pick up their student at school and they will need to pick them up immediately.

Students must be fever-free for a complete 24 hours before returning to school unless a doctor's note is provided that says they may return to school earlier. Students cannot have vomited 6 hours before attending school.

LOST AND FOUND

The Academy is not responsible for personal property left in the building or on the premises. All clothing should be well-marked with the student's name. The Academy office will have a lost and found area. Please check with the Academy office for any missing items. All clothing and personal items not claimed at the end of each semester will be disposed of.

CAMPUS VISITS

All visitors and/or parents arriving on campus after 8:30 am and before 3:45 pm must sign in at the school office before going to any KCA learning center or building. Any visitor and/or parent will sign in at the office and must have a visitor's badge before going to any learning center. This is for the security of each building and each classroom.

If parents are there to pick up a student early, they will sign out their student(s) in the front office and the office staff will arrange to have your student come to the office to meet them..

If parents/visitors are on campus to drop off any items for their students, office staff will accept the items and will arrange to deliver them to the student asap.

If parents/visitors are on campus for an approved event/party during school hours, you will need to go to the school office, sign in, and be given a visitor's badge to wear on campus.

If a visitor/parent enters a learning center without a visitor badge, the teacher will ask them to go check in at the office.

FIELD TRIPS

Periodic field trips will be taken to enrich learning and/or allow for "fun" outside of school time. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social conditions.

PARENT INVOLVEMENT

The Bible clearly teaches that parents are ultimately responsible for the training of their students (Deut 6:7, Prov. 22:6, Eph. 6:1-4, and Heb. 12:9). We will never replace a parent or intentionally imply that their word or judgment is inferior; however, we will only maintain students at Katy Christian Academy whose parents willingly agree and support the policies of our school.

Unless parents and educators cooperate, the student cannot progress to his/her fullest potential. In short, we will work with a student as best as we can as long as parents work in good faith with us. Good discipline originates in the home. The parent is the first teacher of his/her student and should develop in the student good behavior habits and proper attitudes toward school.

KCA Parent Responsibilities Are:

1. Recognize that the teacher represents the parent while the student is in school.
2. Teach the student respect for the law, authority, the rights of others, and private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the Academy in carrying out recommendations made in the best interest of the student.
5. Talk with the student about school activities and show an active interest in his report cards and progress.
6. Encourage your student to be enthusiastic about his/her schoolwork.
7. Schedule sufficient time for home study in a suitable, quiet place.
8. Create a balanced routine for your student including a decent bedtime.

Parent meetings are a vital part of communication between school and parents. Parents are expected to attend the meetings when called. It is also recommended that parents attend as many extracurricular events involving their students as possible.

GRADING SYSTEM

K3-K5 System

E = Excellent

G = Good

S = Satisfactory

N = Needs Improvement

1st - 2nd Grade System

90% - 100% = A

80% - 89% = B

Below 80% = Failing

3rd - 5th Grade System*

90% - 100% = A

Below 90% = Failing

6th -12th Grade System*

90% - 100% = A

Below 90% = Failing

*KCA has a passing threshold of 90% or above for grades 3rd-12th grade.

REPORT CARDS

The Academy's grading system is designed to give parents an accurate indication of the student's progress. Report Cards are sent home to the parents every ten weeks. A routine parent conference may be scheduled at the end of every other quarter.

- K3 – K5 report cards include letter grades; N, S, G or E.
- 1st – 2nd report cards include:
 1. Abeka Average
 2. Homework/Participation Grade

Each of the above is given a % value to sum up to the 100%
- 3rd – 12th report cards include:
 1. Ignitia Grade 90%
 2. Homework Grade 5%

ACADEMIC GUIDELINES (3rd– 12th GRADE)

LATE ASSIGNMENT POLICY

If a 3rd-12th grade student submits an assignment past its assigned due date, the following academic penalties will accrue.

KCA LATE ASSIGNMENT POLICY

1 day past due = 10% off grade

2 days past due = 25% off grade

3 days past due = "0" for the assignment/quiz/test

This will not affect students that finish their work by their assigned due dates; ONLY those that do not complete homework, or do not complete quizzes and tests by the assigned due date. Due dates are generated by Ignitia. Students receive a goal assignment for the week every Monday that helps them plan for the week.

NUMBER OF ATTEMPTS

Students are given a standard two attempts on all lessons to ensure they understand the material presented. Students are given one attempt on quizzes and tests. Adjustments can be made based on a student's academic progress at the teacher's and principal's discretion.

NOTE TAKING REQUIREMENTS

All students 3rd-12th grade are required to take notes on all of their assignments. Notes are checked daily by the teacher and a student is not considered done with their assignments for the day until the teacher has approved their notes.

All notes should be organized in labeled notebooks or a binder. 3rd-6th Grade: Students are required to take handwritten notes for all subjects. 7th-12th Grade: Students are required to take handwritten notes for all Math, Science, and Foreign Language courses. Digital notes are optional for all other courses.

ALL NOTES SHOULD INCLUDE:

1. Vocabulary Words & Definitions
2. Important Information from the Lesson (including all charts & diagrams)
3. Questions & Answers
4. Math: students are required to write out all problems, show required steps to get the answer, and circle or box the correct answer.

HOMEWORK

HOMEWORK IS MANDATORY IF GOALS ARE NOT COMPLETED AT SCHOOL. Students may have homework and will be required to finish their goals that evening at home. This could include coursework, studying, essay writing, and working on projects. This is not optional but required. The responsibility for scholastic achievement is placed on the student. A common goal for the staff is that no student should need to take academic work home, however, should the student not complete his goals for the day, he will usually be required, at the discretion of the teacher, to complete the work at home. Goals may be different for each student, depending upon several reasons, so a student should never compare their work to someone else. Normally, a student's homework will include reading minutes, studying for exams, reviewing work or

projects, essays, and memorizing spelling or vocabulary words.

STUDY HELPS FOR STUDENTS

God's will for you at this period in your life is the mastery of your school subjects. Studies form the most important part of your school training. Good studying begins with the proper attitude of heart in receiving studies as from God and in doing those studies "as unto the Lord".

Here are some practical study tips:

1. Schedule a regular time for study and start promptly without procrastination.
2. Collect all the materials you will need and set aside anything which distracts your attention.
3. Study in a quiet place where you can settle yourself to your work.
4. Concentrate on the work and refuse to entertain irrelevant thoughts.
5. Budget your time to cover all your subjects.
6. Skim over the assignment to get the main points. Then reread for details.
7. Outline, write topic sentences, and make notes while watching assigned videos.
8. Study examples, maps, charts, and footnotes.
9. Do your own work.

A HONOR ROLL

QUARTERLY A HONOR ROLL: To achieve A Honor Roll each quarter, a student must earn ALL A's in every subject. This is not a cumulative average.

YEARLY A HONOR ROLL: To achieve A Honor Roll each quarter, a student must earn ALL A's in every subject for every quarter in the school year. This is not a cumulative average. This achievement will be acknowledged at KCA's award program at the end of the school year.

A HONOR ROLL CUMULATIVE: To achieve A Honor Roll Cumulative, a student must have an A cumulative average for the school year. This achievement will be acknowledged at KCA's award program at the end of the school year.

B HONOR ROLL

QUARTERLY B HONOR ROLL: To achieve B Honor Roll each quarter, a student must earn ALL A's and B's in every subject. This is not a cumulative average.

B HONOR ROLL CUMULATIVE: To achieve B Honor Roll Cumulative, a student must have a B cumulative average for the school year. This achievement will be acknowledged at KCA's award program at the end of the school year.

AWARDS PROGRAM

Ribbons, certificates, plaques, letters, and trophies are presented as the highlight at the annual Awards Program held at the close of each regular Academy year. Students compete during the year in order to attain awards in the following categories: Academics, Athletics, and Character.

The following is a list of Learning Center Awards commonly presented:

Highest Average	"A" Honor Roll
Character Trait Awards	"B" Honor Roll
Scripture Memorization	Class Voted Awards
Perfect Attendance	Supervisor Award

SPORTS

Katy Christian Academy offers girls' volleyball and guys' basketball for 6th-12th grade students.

All players must meet the following requirements to participate in sports at KCA:

1. Pay the athletic fee disclosed on the current year's fee schedule.
2. Maintain passing grades in all academic subjects.
3. Have limited absences and tardies.
4. Attend all scheduled practices to the best of their ability and communicate with the coach when unable to attend.

Students will ride in the KCA/POK vans to all away games.

Parents will receive communication from the Principal and coach(es) via e-mail and players will receive communication via the sports GroupMe.

Sportsmanship Expectations

For Student-Athletes

- Play Fair: Follow the rules of the game and respect the decisions of officials.
- Respect Others: Treat teammates, opponents, coaches, referees, and fans with courtesy and dignity.
- Be Gracious in Victory and Defeat: Celebrate with humility; lose with honor.
- Maintain Self-Control: Avoid taunting, trash-talking, or inappropriate gestures.
- Support the Team: Place team goals above personal recognition or performance.
- Stay Coachable: Accept constructive criticism and strive to improve.
- Show School Pride: Represent KCA positively at all times—on and off the field.

For Coaches

- Model Respect: Demonstrate positive behavior and language at all times.
- Teach Integrity: Emphasize effort, teamwork, and ethical play over winning at all costs.
- Promote Safety: Prioritize the physical and emotional well-being of every student-athlete.
- Respect Officials: Accept officiating decisions respectfully; address concerns through proper channels.
- Lead by Example: Be a role model of calm, control, and encouragement.

For Parents and Spectators

- Cheer Respectfully: Support all players with positive encouragement.
- Honor Officials and Coaches: Refrain from criticism or confrontations during games.
- Let Coaches Coach: Avoid instructing players from the sidelines.
- Demonstrate Class: Win or lose, reflect good character in your words and actions.
- Follow Facility Rules: Respect the host school's property, rules, and game protocols.

Consequences for Unsportsmanlike Conduct

- Warnings or removal from games or facilities
- Suspension from future events
- Disciplinary action for student-athletes per the school's Code of Conduct

Sports Injury and Incident Reporting Policy (Including Concussions and Serious Injuries)

Immediate Response Procedures

1. On-Site Evaluation:

Coaches or athletic staff must immediately remove a student-athlete from play if they:

- Exhibit signs or symptoms of a head injury (e.g., confusion, dizziness, loss of consciousness).
- Sustain a suspected fracture or visible trauma.
- Complain of pain, numbness, or other concerning symptoms.

A certified athletic trainer, school nurse, or qualified healthcare provider must assess the injury on-site if available.

2. 911/Emergency Activation:

Call 911 immediately if the injury involves:

- Loss of consciousness
- Difficulty breathing
- Severe bleeding or deformity
- Suspected spinal or neck injury
- Seizures or unresponsiveness

3. Parent Notification:

The parent/guardian must be contacted as soon as possible following any injury of concern. If emergency care is required, the school will follow the student's medical release forms and emergency protocols.

Concussion Management and Return-to-Play (RTP)

In compliance with Texas Education Code §38.151–38.158, the school shall follow these procedures for suspected concussions:

Immediate Removal:

Any student suspected of sustaining a concussion must be removed from practice or competition immediately and may not return the same day, even if symptoms improve.

Medical Evaluation Required:

The student may not return to play until evaluated and cleared in writing by a licensed healthcare provider trained in concussion management.

Graduated Return-to-Play Protocol:

After medical clearance, the student will follow a step-by-step protocol under the supervision of school personnel or designated medical staff, typically over 5–7 days, increasing activity levels only if no symptoms return.

Academic Accommodations:

The school will provide necessary learning support or adjustments if a concussion affects a student's academic performance (e.g., reduced screen time, breaks, modified workload).

Injury Documentation and Reporting

All injuries requiring removal from play, medical treatment, or follow-up care must be documented using the School Athletic Injury Report Form. The coach or designated staff member must:

- Complete the form within 24 hours of the incident.
- Submit the form to the Athletic Director, School Nurse, and Head of School.

DISCIPLINE PROGRAM

Katy Christian Academy expects full cooperation from both student and parent in the educational process. If at any time the Academy feels that this cooperation is lacking, the student may be requested to transfer out. Attendance at KCA is a privilege, not a right. We expect our students to abide by the spirit of the law as well as to abide by the letter of the law, even though he/she may not have broken any specific rule or regulation. A destructive, critical, and cynical attitude grieves the Holy Spirit and is destructive to Christian growth and Christian fellowship. If at any time a student manifests a detrimental influence or spirit of controversy at the Academy or displays a spirit contrary to the purpose and principles for which the Academy stands, he/she is subject to expulsion.

Katy Christian Academy is not meant to be a correctional institution. It is designed to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their God-given roles.

Complaining is not tolerated. If your student comes home complaining about a policy, rule, or discipline - please follow this procedure:

1. Give KCA staff the benefit of the doubt.
2. Realize that all students report from an emotional bias and usually do not include all the information.
3. Understand that the Academy has reasons for every rule, that the rules are enforced without partiality or favor, and that when there is no longer a need for a certain rule - that rule will cease to exist.
4. In front of your student, fully support the administration and PLEASE call the school office or email your student's teacher for all the facts. Please call/email during school hours. All emails sent after school hours will be responded to by our teachers and/or staff the following school day. Please refrain from texting your questions. It is better to email or speak in person.

Warnings and detention assignments are earned for disturbances or broken rules. Three or more warnings in one day result in detention.

DETENTION ASSIGNMENTS POLICY

Students earn detention assignments when breaking established KCA rules. Some broken rules will result in 2-3 warnings before a detention assignment is earned. Some broken rules will earn an immediate detention assignment. See the following page for a reference list of rules.

Once a detention assignment is earned, the student will be sent home with their detention assignment and a form for parents to sign. This will also be emailed to the parent. All detention assignments must be returned completed and accompanied by the signed parent form by 8:30am the following morning. Some detentions will be completed during school hours.

The responsibility of completing detention assignments is being placed on the student and their parents. Failure to return to school with a completed detention assignment or returning to school with an incomplete detention assignment will result in the student waiting for parent pickup in the principal's office. The student, parent, and principal will meet to discuss the incomplete detention assignment. Continued incomplete detentions assignments will result in suspension and/or possible expulsion.

Detention assignments may include an essay, written work in one form or another, or other miscellaneous activities or tasks designed by the teacher in charge. The goal will be to reinforce a school subject, activity, or character education. The purpose of the chosen assignment is to ensure detentions are not enjoyable – to discourage students from wanting to repeat the process by earning another detention.

A student may not earn more than 2 detention assignments per week. If a third detention assignment is received, your student will be sent to the principal's office at the end of the day (as before) to wait for pick by their parent and a meeting with the principal. At this stage a student suspension may also be given.

* If the principal is unavailable, students will wait with the vice or assistant principal until their parent arrives.

Detentions may be issued for the following violations:

- 6-inch rule violation
 - Sharing passwords
 - Discussing information on test or quiz
 - Found using notes on test
 - Accessing internet pages without permission
 - Accessing any unapproved websites. All websites need to be approved by the teacher
 - In gym, kitchen, foyer, or any other KCA Building without permission.
 - Defacing school, teacher, or another student's property
 - Fighting or provoking a fight
 - Bad language
 - Using phone without permission
 - Lying
 - Stealing
 - Talking negative or derogatory to another student
 - Disobedience to ANY staff member
 - Complaining/Griping
 - Talking back to any authority
- Definition: Any comments made after instruction given by authority or any comments made that are negative or derogatory

BULLYING

Bullying: Repeated aggressive behavior intended to hurt, intimidate, or humiliate another student.

Harassment: Unwanted behavior that offends, threatens, or degrades another individual, including but not limited to race, religion, gender, or disability.

1. Prevention Strategies
 - a. Regular student education on kindness, digital citizenship, and conflict resolution.
 - b. Staff training on recognizing and responding to bullying and harassment.
 - c. Clear behavior expectations outlined in student handbooks and classroom rules.
 - d. School-wide culture of respect and inclusion, reinforced through assemblies or chapel.
2. Reporting Procedures
 - a. Students, staff, or parents can report concerns verbally or in writing to a teacher, principal, or administrator.
 - b. Anonymous reporting options may be available.
 - c. Reports will be taken seriously and investigated promptly.
3. Investigation and Response
 - a. The school will investigate all reported incidents promptly and confidentially.
 - b. Consequences for confirmed bullying/harassment may include:
 - i. First Offense: Warning and Detention
 - ii. Second Offense: Detention and Parent Conference
 - iii. Third Offense: Suspension

SUSPENSION POLICY

The following behavior will receive an automatic one to three-day out-of-school suspension:

1. Earning more than 2 detention assignments in one week.
2. Breaking into, vandalizing, or damaging the campus or property on campus (students are required to pay for repairs).
3. Bringing or threatening to bring weapons to school - such as knives, martial arts paraphernalia, or fireworks.
4. Possession of pornographic, lewd, immodest, or inappropriate material on campus.
5. Possession or use of any alcoholic beverages on campus or off campus.
6. Possession or use of tobacco products (including vape pens).
7. Any physical contact with the opposite sex that the administration deems inappropriate.
8. Second offense in using bad language.
9. Posting any pictures or comments on social media that go against the standard of conduct.
10. Any act, attitude, or infraction by a student deemed suspension-worthy by the staff.

A student may be suspended for a first-time offense. All parties involved in any suspension-worthy conduct will be treated as individuals and suspension will be given based on the staff's views of each individual student's character, academics, and performance and past performance.

EXPULSION POLICY

The following behavior will result in automatic expulsion:

1. Continues to earn excessive detention assignments after suspension.
2. Bringing or threatening to bring a gun to school.
3. Acts of immorality on or off campus.
4. Possession or use of drugs on or off campus.
5. Striking a teacher or staff member.
6. Arrest or involvement in crimes other than minor traffic tickets.
7. Posting any pictures or comments on social media that go against the standard of conduct.
8. Any act, attitude, or infraction by a student deemed expulsion worthy by the staff.

A student may be expelled for a first-time offense. All parties involved in any expulsion-worthy conduct will be treated as individuals and Expulsion will be given based on the staff's views of each individual student's character, academics, and performance and past performance.

DAMAGES BY STUDENTS

Care and supervision are given to students to avoid damages, which would be considered above and beyond normal wear and tear.

In the case of broken windows, flags, tables, desks, chairs, laptops, computers, or other damages from the misuse of the student, the student will be charged for the replacement of the abused or broken items.

The office will contact and bill the parent if damage occurs.

GENERAL RULES

1. NO GUM at school, on field trips, or any school activities.
2. Electronics/Tablets/Game systems are not permitted on campus (without permission)
3. Students are not to be in the classroom or any off-limit areas without staff.
4. The church instruments and equipment are off-limits unless permission has been given by the staff, for a student to use the instruments or equipment.
5. Parties are not school sponsored unless parents receive written notification from the principal or the Academy office.
6. All out-of-school parties should not be discussed at school (if all students are not invited). This can be hurtful to the students not included and therefore should not be discussed at school.
7. The school phone is reserved for official Academy business and emergencies, but we prefer that a student use the school phone versus their cell phone.
8. Outside books or magazines must be approved, in writing, by the parent and approved by the teacher upon arrival at the Academy.
9. No running or rough play in the building or on the property at any time.
10. No student should be lying on the floor or tables. Students should sit on chairs unless otherwise instructed by staff.
11. No student should be on the Academy property after school hours without direct adult supervision.

Students should not arrive more than 30 minutes before an activity.

12. The communication folder for grades K3-2nd grade is used for effective parent-staff relations. Parents must sign the folder every night and may include any notes to the staff or office when returning the folder to the Academy.
13. Cell phones will be turned off during school hours and must be turned in to the teacher. If a student is caught, heard, or viewed using their cell phone, the teacher will confiscate the phone and the student will have to pay \$10 to have it returned to them. The teacher has discretion on when they return the cell phone.
14. Students are to come directly into the building when arriving in the morning and stay in the building or on the school's front porch until their ride leaves in the afternoon. Students should never go outside while under school care without permission.

RIGHT TO SEARCH

At various times, as the staff deems necessary, searches may be made. Parents do not have to be notified before the search. The Academy reserves the right to make the decision whether a police officer will be present. We reserve the right to search, investigate, or remove from any automobile, backpack, purse, pockets, or desk any personal item, or from the person's body or clothing, with or without the parent or student present, and items we feel necessary and/or inappropriate.

We also reserve the right to require mandatory drug screening, of any one or more students, with the results being given to the Academy administrator. Failure to do mandatory drug screenings within the time requested could result in immediate dismissal of the student.

TECHNOLOGY/COMPUTER USAGE

Students grades 3rd-12th are required to use a personal laptop for the coursework.

POLICIES REGARDING INTERNET PAGES, URL ADDRESSES, INTERNET CHAT, EMAIL AND BLOGS

KCA is not against any of the above but we do want all students and parents to monitor content on these types of individual or hosted sites. Any negative information found on students listed above sites would be in violation of our Standards of Conduct and the student would receive punishment conducive to the content. We are making it mandatory for all students to list such affiliations for periodic review. This is a step of accountability to assure KCA and the parents that a positive message is being represented by the student.

AI USE POLICY

The use of Artificial Intelligence (AI) tools, including but not limited to ChatGPT, Grammarly, image generators, and translation software, is permitted at KCA only when used responsibly and in alignment with our values of academic integrity, personal growth, and honesty.

Guidelines for Honest Use

- **Educational Support Only:** AI tools may be used to support learning, such as brainstorming ideas, clarifying difficult concepts, or practicing skills. However, AI-generated content should not be submitted as original work unless specifically approved by a teacher.
- **Transparency Required:** If AI tools are used to assist with assignments (e.g., summarizing, outlining, or editing), students must clearly disclose how and when the AI was used. Teachers may require documentation or reflection on this use.
- **Prohibited Uses:**
 - Submitting AI-generated essays, homework, or projects as your own work.
 - Using AI to bypass learning, such as generating answers during assessments or copying solutions without understanding.
 - Using AI tools to fabricate sources, citations, or false information.

Consequences

Misuse of AI will be treated as a breach of academic integrity. Consequences may include a failing grade on the assignment, parent notification, or further disciplinary action depending on the severity of the violation.

SKIP DAY POLICY

Skip days may be earned randomly throughout the school year. They do not automatically occur on any set day of the week. If a student does not earn a skip day and is absent on a scheduled skip day, they may lose skip day privileges for the remainder of the quarter.

IGNITE APOSTOLIC STUDENT CONVENTION

Students who are 13 by May of the current school year will attend the Ignite Apostolic Student Convention in Lufkin, Texas. This is a required event and the cost to participate is subject to change each year. This is an extra fee outside of tuition. We encourage students to obtain sponsors because this is advertised as a Leadership Camp. Every student will participate in a minimum of 6 events. All event and payment due dates will be presented to parents in early January.

JUNIOR/SENIOR TRIP

KCA's Junior/Senior trip will be planned every other year and is a voluntary trip paid for by the student. KCA will host fundraisers throughout the year to help, but parents will also be given payment deadlines throughout the year to ensure that all funds are raised. All students attending will sign a commitment form by the end of September. Once signed they are responsible for the raising/paying of all funds.

UNIFORM POLICY

The official school day KCA uniform for both boys and girls are supplied by:

FRENCH TOAST: www.frenchtoast.com, search for approved items.

LANDS END: www.landsend.com, go to “School” and search for approved items.

SNOGA: www.snogaathletics.com, search for black knee length sport skirt with attached leggings.

AMAZON: They carry athletic skirts and many uniform items for both boys and girls.

1. All clothing should be clean, pressed, and in good repair.
2. All clothing is to be marked with the student’s name.
3. Students should arrive at school and leave school in complete uniform (or approved Physical Education uniform). See the following “Uniform Guidelines”. There is no excuse for a student to continually come to school out of uniform. Each student will receive one warning. They will receive a detention for repeated offenses.
4. No makeup is permitted. Only clear or natural-colored nail polish may be worn on nails or toes (if sandals are worn). No charms or decoration on nails.
5. All Students: No jewelry (including, but not limited to, necklaces, earrings, rings, and bracelets, etc.) The only exception is a wristwatch and/or a senior ring (high school only).
6. Students may wear ANY jacket to school, but only solid red, black, white, or grey jackets may be worn in the Learning Center. No logos or lettering.
7. Any hoodie or pullover sweater must be solid red, black, or grey (KCA logo/Spirit wear acceptable).
8. Student’s hair should be kept at the natural color. No logos or lettering.
9. Boys' hair should be maintained above the ears, off the collar, and off of the brow. Nothing faddish. Nothing like a mohawk, or crazy patterns. All hair color should be their natural color.

We reserve the right to search all bags brought on the Academy property.

CASUAL CLOTHES POLICY

No shorts (for boys or girls 1st Grade – 12th Grade) are permitted on casual days or any KCA event during or after school. All girls’ skirts and dresses worn should be below the knee. All blouses and tops should have a defined sleeve (no cap sleeves). All blouses and tops should not be low-cut. Nothing tight or form-fitting should be worn (applies to both boys and girls). No Jewelry. No Makeup.

KCA UNIFORM SCHEDULE

K3/K4

M: KCA PE Uniform

T/W/TH: KCA School Uniform

F: KCA PE or School Uniform

K5-6th GRADE

M/T: KCA PE Uniform

W/TH: KCA School Uniform

F: KCA PE or School Uniform

UNIFORM DETAILS

	SCHOOL UNIFORM See Schedule Above	PE UNIFORM See Schedule Above	FIELD TRIP UNIFORM Scheduled Field Trip Days
GIRLS:	TOPS: Pique Knit Shirts (Polo Style) - White (K3 - 4th Grade ONLY) Pique Knit Shirts (Polo Style) - Red & Black (All Grades) PLEASE NOTE: No White Knit Shirts for 5th Grade & above BOTTOMS – Skirt lengths must fall below the knee: Khaki, Black or Gray Skort (K3 - K5 ONLY) Khaki, Black or Gray Jumper (K3-2nd ONLY) Khaki, Black or Gray Skirt (All Grades) SHOES / OTHER: White/Black ankle/knee-high socks/tights or footless tights Black, Brown Closed-Toed Shoes Black/White Saddle Style Shoes (Optional) Knee Length Black Dress Boots (Winter only) Athletic Shoes (K3 & K4 Only) Hair Bows, Head Bands (Red/White/Black/Gray/Khaki)	TOPS: KCA T-Shirt (All Years Are Acceptable) Plain Red, Grey & Black T-Shirt (no logos or wording) BOTTOMS: Black Skort (K3 - K5 ONLY) Black athletic skirt with long shorts or leggings See Online Uniform Resources below for options. SHOES / OTHER: Gym Socks Athletic Shoes	TOPS: KCA T-Shirt (Current Year ONLY) BOTTOMS: Black Skort (K3 - K5 ONLY) Black athletic skirt with long shorts or leggings See Online Uniform Resources below for options. SHOES / OTHER: Gym Socks Athletic Shoes FIELD TRIP UNIFORM NOTE: The above uniform is standard except when students are otherwise instructed by their teacher.
BOYS:	TOPS: Pique Knit Shirts (Polo Style) - White, Red & Black BOTTOMS: Khaki, Black or Gray Pull On Shorts (K3 -K5 Only) Relaxed Fit Khaki, Black or Gray Pants (All Grades) PLEASE NOTE: No Colored Denim or Skinny Fit Pants SHOES / OTHER: Black or Tan socks Black or Brown Closed-Toed Shoes Athletic Shoes (K3 & K4 ONLY) Black or Brown Belt	TOPS: KCA T-Shirt (All Years Acceptable) Plain Red, Grey, Black T-Shirt (No Logos or Wording) BOTTOMS: Black Gym Pants (ONLY) (May be striped as long as they are KCA colors – Red, White, Black or Grey) SHOES / OTHER: Gym Socks Athletic Shoes	TOPS: KCA T-Shirt (Current Year Shirt Only) BOTTOMS: Black Gym Pants (ONLY) (May be striped as long as they are KCA colors – Red, White, Black or Grey) SHOES/OTHER: Gym Socks Athletic Shoes FIELD TRIP UNIFORM NOTE: The above uniform is standard except when students are otherwise instructed by their teacher.
OTHER:	- JACKETS / SWEATERS: Any jacket may be worn to school (& outside) but only red, black, or grey jackets/sweaters may be worn in classrooms. - HOODIES/ PULLOVER SWEATERS: Any hoodie or pullover sweater must be solid red, black, or grey (KCA logo/Spirit wear acceptable). - No colored makeup or nail polish. Girls may wear clear, natural-colored, or French-style nail polish. No charms or decorations on nails. - No jewelry. Includes earrings, necklaces, bracelets, etc. The only exception is a wristwatch or class ring (HS Only). - Student's hair should be kept at the natural color.		

SUGGESTED ONLINE UNIFORM RESOURCES

FRENCH TOAST: www.frenchtoast.com, search for approved items listed above.

LANDS END: www.landsend.com, go to "School" and search for approved items as listed above. Pleated skirts, slacks, polos, etc.

SNOGA: www.snogaathletics.com, search for black knee length sport skirt with attached leggings.

AMAZON: They carry athletic skirts and many uniform items for both boys and girls.

GRADUATION POLICY

Katy Christian Academy offers a college/university preparatory education. We believe this will require a considerable effort and commitment on the part of our families. We nonetheless strongly recommend that regardless of the intended major in college that our students submit themselves to this rigorous discipline. The administration recommends that parents be prepared for an increasing amount of study time as the student approaches his/her senior year. Senior students must complete all prescribed requirements for graduation prior to Graduation Day.

KCA does not encourage “early graduation” (graduation before a student’s 12th year of school). However, we do allow “early graduation” upon the parents’ request if the student has completed the entire college preparatory course of study. The requirements for the college preparatory course of study are listed below.

Seniors will continue to pay for full tuition up to and including the end of the school year, even though schoolwork may have been completed earlier than the last month of school.

GRADUATION REQUIREMENTS

COURSE	TOTAL CREDITS
English	4
Mathematics	5
History & Geography	4
Science	4
Fine Arts	2
PE	2
Foreign Language	2
Health	.5
Computer Literacy	2
Bible	4
Speech	.5
Elective	3
TOTAL	33

COURSE PROJECTION BY SCHOOL YEAR

9th GRADE- FRESHMAN YEAR

COURSE	CREDITS
English I	1
Algebra I	1
World Geography	1
Biology	1
Fine Arts	.5
PE	.5
Foreign Language	1
Health	.5
Elective	1
Bible I	1
TOTAL	8.5

10th GRADE- SOPHOMORE YEAR

COURSE	CREDITS
English II	1
Geometry	1
World History	1
Integrated Physics & Chemistry OR Earth Science	1
Fine Arts	.5
PE	.5
Foreign Language	1
Computer Literacy	1
Elective	1
Bible II	1
TOTAL	9

11th GRADE- JUNIOR YEAR

COURSE	CREDITS
English III	1
Algebra II	1
Personal Finance I	1
American History	1
Chemistry	1
Fine Arts	.5
PE	.5
Computer Literacy	1
Speech	.5
Elective	1
Bible III	1
TOTAL	9.5

12th GRADE- SENIOR YEAR

COURSE	CREDITS
English IV	1
Personal Finance II	1
Government	.5
Economics	.5
Physics	1
Fine Arts	.5
PE	.5
Bible IV	1
TOTAL	6

*Please note this is a general course projection and is subject to change based on student's academic standing and needs.

HIGH SCHOOL GRADUATION PROGRAM & ENDORSEMENTS

HIGH SCHOOL GRADUATION PROGRAM

The 33-Credit Program is Required for all Endorsements

ENGLISH	4
Must include English I, II, III, & IV.	
MATHEMATICS	5
Must include Algebra I, Geometry, Algebra II, Personal Finance I, Personal Finance II	
SCIENCE	4
Must include Biology, Integrated Physics & Chemistry or Earth Science, Chemistry, & Physics.	
SOCIAL STUDIES	4
Must include World Geography, World History, American History, Government (1/2 credit) & Economics (1/2 credit).	
FOREIGN LANGUAGE	2
Must include 2 levels of same language.	
FINE ARTS	2
Consists of four ½ credits for attending South Central ACTS Convention each school year.	
PHYSICAL EDUCATION	2
Consists of four ½ credits for participating in Physical Education each school year.	
SPEECH	0.5
Includes Speech course through Ignitia or Ignite Apostolic Student Convention.	
HEALTH	0.5
Includes High School Health course.	
COMPUTER LITERACY	2
Includes 2 Computer Literacy courses offered on Ignitia.	
BIBLE	4
ELECTIVES	3
Consists of any elective courses Ignitia offers (minimum elective credits based on endorsement plan)	

TOTAL CREDITS 33

ENDORSEMENTS

All students are required to declare an endorsement in writing. Students will be permitted to change their endorsement with written notification.

There are five endorsement options, which allow students flexibility based on individual interests and career goals. Each endorsement category is designed to prepare students to successfully enter postsecondary education or the workforce upon graduation from high school.

The endorsement and the career areas to which they correspond are as listed below:

- **STEM** – Engineering, Computer Science, Advanced Math, Advanced Science
- **MULTIDISCIPLINARY STUDIES**- College Readiness
- **BUSINESS & INDUSTRY** –Architecture & Construction, Business, Finance, Marketing
- **ARTS & HUMANITIES** –Languages Other Than English, Advanced Social Studies, Fine Arts, Bible, Composition
- **PUBLIC SERVICES** – Health Science, Education, Life Skills, Transportation & Distribution, Psychology & Human Behavior

RECOGNITIONS

Students have the opportunity to earn additional recognitions in the following areas.

DISTINGUISHED LEVEL OF ACHIEVEMENT

A student may earn a distinguished level of achievement by successfully completing all curriculum requirements for the High School Graduation Program, plus the requirements of at least one endorsement.

A HONORS (2 Honor Cords)

90-100 Overall Average for all high school credits earned.

B HONORS (1 Honor Cord)

80-89 Overall Average for all high school credits earned.

VALEDICTORIAN/ SALUTATORIAN

The student with the highest overall average for all high school credits in the graduating class will earn Valedictorian. The student with the second highest overall average for all high school credits in the graduating class will earn Salutatorian.

GRADE POINT AVERAGE

A+ (96-100): 4.0

A (93-95%): 3.8

A- (90-92%): 3.7

B+ (87-89%): 3.3

B (83-86%): 3.0

B- (80-82%): 2.7

C+ (77-79%): 2.3

C (73-76%): 2.0

D (60-69%): 1.0

F (<60%): 0.0

HANDBOOK NOTICE

Katy Christian Academy reserves the right to change any section, sentence, policy, or statement found in this handbook if at any time they feel it is necessary, legally important, or in the best interest of the students, their families, or in the best interest of the Academy or its staff. No advance notification is needed. Any changes published are in effect immediately.