

# LIVING WORD CHRISTIAN CENTER KINGDOM ACADEMY

## STUDENT HANDBOOK



*"Training Tomorrow's Leaders To Be Disciples of Christ"*

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## A MESSAGE FROM THE PRESIDENT

Greetings in the name of our Sovereign Lord and Reigning King, Jesus Christ!

It all began with a vision, a Word from God that I received: ***“Christian education is not an option but a mandate.”*** In 1992, Living Word Christian Center Kingdom Academy was born with the purpose and intent of “training tomorrow’s leaders to be disciples of Christ.”

Living Word Christian Center Kingdom Academy is a private, Christian school offering education from preschool to eighth grade. Our vision is to provide the best quality Christian education in a faith-learning, loving, and caring environment that ensures our students to excel academically, intellectually, physically, socially, and above all, spiritually.

We believe that real education is what it takes to make it in the world. However, students need more than academic training. They also need Godly wisdom. At Living Word Christian Center Kingdom Academy, we believe our students have the benefit of both and have them at the highest level of excellence.

Our faculty and staff of Kingdom Academy are second to none with uncompromising integrity and commitment to excellence in Christian education. We teach Christian values to our students and encourage each of them to enhance, cultivate and demonstrate those values in their daily lives. We believe that it is imperative that the family, church, and school work together as one in order to achieve the desired success in educating our students at the highest level. ***“A threefold cord is not quickly broken...”*** (Eccl 4:12.) We are also proud to offer our Legacy Child Life Learning and Development Program for our six weeks to four year olds. “Our children are our greatest legacy.” Our vision and mission is clear: **To raise up a new generation to become leaders effective in their life’s purpose as disciples of Christ.**

I’m excited that you have chosen to become part of this vision and recognize the importance of our students being taught to see life from God’s perspective and walk in His wisdom. So welcome aboard to a life-changing, life-shaping and life-building experience as we continue to prepare and educate today’s generation that will impact the world!

Living Word Christian Center Kingdom Academy...the unique approach to Christian education...making a real and true difference.

Advancing His Kingdom through Christian Education,

*Dr. Levy H. Knox*

Founding Bishop and President

## ABOUT LWCC KINGDOM ACADEMY

### PHILOSOPHY

Living Word Christian Center is a non-denominational, full-gospel ministry, whose purpose is to glorify God the Father, exalt Jesus as Lord, and recognize the present day ministry of the Holy Spirit. Living Word Christian Center Kingdom Academy is a ministry extension of Living Word Christian Center, designed to provide quality, God-centered education to develop the total student: spiritually, intellectually, socially, physically, and emotionally.

The recognition of Jesus Christ as Lord is the central focal point of our faith. All that He represented and all He died for must be maintained by His Church. This is the foundation upon which we have developed our philosophy at LWCC Kingdom Academy. We believe that a child's education must focus on God's revealed truth. It must represent all truth from the view of God and faith in Christ. The kind of education that God intends for children to receive is specific and requires distinctive treatment if it is to be Christian. Parents are responsible for instilling the fear of the Lord in their children, to exalt His Son, Jesus, and to train them for productive and righteous adult lives. LWCC Kingdom Academy was not brought into existence to perpetuate the name of a man nor to exalt a man, but to honor the Lord Jesus Christ and to train young people in the Word, Ways, and Works of God.

All varied capabilities that students possess of the spirit, soul, and body, are given by God to be so employed as to reach the highest possible degree of excellence. Motivated to achieve high standards of spiritual and academic excellence, it is the work of parents, church, and teachers that help educate youth and promote cooperation with the divine purpose; and in so doing we are laborers together with God. Because of the vast differences in the abilities, needs, and interests of students, we believe that individualized attention and wide variety of school experiences are essential to the design of a strong instructional program that promotes academic excellence and facilitates personal and spiritual growth.

LWCC Kingdom Academy is a Christ-centered environment where the student's peers, parents, and teachers, in an atmosphere of mutual respect, can foster the development of responsible behavior. Teachers operate as facilitators that are responsible for guiding students into properly sequenced learning tasks and training them to take responsibility for personal management and discipline. Students become actively involved as independent thinkers, creative producers, and mass contributors so that they develop a positive and realistic perception of their own unique talents to contribute to society as champions of Christ. All attributes of LWCC Kingdom Academy will be for the glory of God and the advancement of His Kingdom. The philosophy of LWCC Kingdom Academy is a demonstration of the words of the Apostle Paul as he spoke about the Lord Jesus Christ: "...that in ALL things He might have the pre-eminence." (Col 1:18.)

### PURPOSE

Living Word Christian Center Kingdom Academy is dedicated to providing the best educational standards that help form qualities of leadership, academic and spiritual excellence, and Christian values in the lives of the students. LWCC Kingdom Academy considers all of the necessary components for a balanced educational environment. The school administration and staff are convinced that their works are shaping the lives of our future leaders. For that reason, curriculum administration and policy and classroom procedures are combined to ensure an unshakable confidence that any dream for the future that comes from God can become reality. Every child has a calling and an unlimited potential, according to God's will. Students are trained to seek solutions to the problems in our society while emphasizing positive influences with workable answers. Such training ensures practical application. This requires both work skills and Christian values to be instilled in the leaders of the next generation.

LWCC Kingdom Academy began in 1992 as an extension of Living Word Christian Center International Ministries to administer academic knowledge and Christian values to our youth. The single most significant influence is the Spirit and philosophy covering church application of the gospel of the Kingdom of God. It translates a message of an enormous scope and results in an impact into lifestyle. At the heart of this message is a commitment to ministry which is based on the words of Christ to His disciples, ***“And this gospel of the Kingdom shall be preached in all the world for a witness unto all nations; and then shall the end come.”*** (Matthew 24:14.)

## OBJECTIVE

Our objective in establishing a Private-Christian school is to obey the scriptural imperatives of Deut. 6:5-7 ***“... love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children...”*** and of Proverbs 22:6 ***“Train up a child in the way he should go: and when he is old, he will not depart from it.”*** Teaching is training and training for life must include training for eternity.

## WHO WE ARE

Living Word Christian Center Kingdom Academy is a Private-Christian school offering education from preschool – 8th grade. The LWCC Kingdom Academy was established in 1992 to ensure that students are taught with a high level of academic and spiritual excellence with relevant student aid and life skills in a Christian environment. The holistic approach prepares students for successful lifestyles that go beyond secondary education.

We impart Christian values to our students and encourage each of them to enhance, cultivate and demonstrate those principles in their daily lives.

Each student is taught and groomed to operate with an “Excellent Spirit”; meaning they function in a realm that promotes positive attitudes, that exceeds the average and allows them to soar above and beyond!

The Faculty & Staff of LWCC Kingdom Academy strongly believes in:

- Developing Winners
- Developing Leaders
- Developing Spiritual Excellence
- Developing Academic Excellence
- Developing Artistic Excellence

## EDUCATIONAL OBJECTIVES

- To teach that Jesus is the living Son of God, who came to die for our sins, and has risen.
- To teach the necessity of being born again and baptized with the Holy Spirit through faith in Jesus.
- To teach the provision of divine healing and deliverance based upon the finished work of Christ.
- To teach that the Bible is God’s Holy Word.
- To teach that growth in Christ depends upon a life of daily fellowship with God in worship, prayer, Bible study, praise, meditation, memorization, visualization, verbalization, and diligent application of His Word.

- To teach the necessity of walking in perfect love toward God, self, and others as the norm of Christian living.
- To cultivate trust in God for and in all things.
- To cultivate the fruit of the Spirit in every child's life.
- To teach the value of leadership, discipline, and obedience.
- To teach the Christian character traits of love, humility, willingness to obey righteous authority, honesty, patience, forgiveness, wisdom, self-control, and long-suffering.
- To teach the absolute necessity of following Jesus by having the Mind of Christ through the power of the Holy Spirit.
- To teach academics from a Christian viewpoint, integrating all subjects with the Bible.
- To teach to the mastery of the skills of communication and computation (reading, writing, speech and arithmetic).
- To teach students to THINK as God thinks, to see as God sees, to speak as God speaks, and to act as God acts.
- To teach students how to solve problems and how to teach others.
- To teach how to prepare for occupational competence and future studies in higher education.
- To teach the knowledge and skills required to be a successful citizen and a leader in the community.
- To teach the knowledge and skills required to successfully manage money and materials to the glory of God.
- To teach technology and fine arts and help cultivate the holistic development of students' creative abilities to their maximum potential.
- To teach students how to know God's will, be led by the Holy Spirit, and how to allow God to manifest Himself in and through the gifts of the Spirit in working the works of Christ.
- We strive to help our students find their place within the seven mountains molders of Family, Church, Education, Economics, Government, Media/Technology, and Arts & Entertainment.

## ACCREDITATION

LWCC Kingdom Academy has earned the distinction of accreditation by COGNIA, formerly known as AdvancED. Accreditation by a state agency is designed to ensure uniform education for all children in regional schools and to determine whether various schools are meeting minimum academic and faculty standards. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by a particular educational system.

Accreditation of a Christian school is not necessary for a graduate who wishes to enroll in a college or university. Registrars of institutions of higher education are interested in the academic merits of individual students and not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests.

The educational program of LWCC Kingdom Academy is designed to prepare students for college, and it is our earnest conviction that a graduate of LWCC Kingdom Academy will be well prepared for education and life beyond high school.

# CURRICULLUM

## EDUCATIONAL GOALS

- To teach the fundamentals of the Word of God
- To provide a Bible-centered curriculum
- To emphasize spiritual and character development as well as the social and academic welfare of our young people
- To provide classroom and/or individualized instruction and have his or her unique needs met
- To ensure superior academic performance and progress
- To educate our children in the Kingdom of God principles
- To teach our children that God expects excellence in everything we do

## A BEKA

The A BEKA program is as traditional and productive as the one-room schoolhouse, but as high-tech as tomorrow. Each day, the classroom-based teacher will follow the progress of each class, helping students with seatwork, assignments, grading, homework, etc. Employing LWCC Kingdom Academy Framework for Quality Teaching and Learning, normal class problems are handled as in a typical classroom setting. Seat-work, independent work time, recess, lunch, and restroom breaks are built into the master schedule. This allows ample time for your on-site teacher to give both individual and class help. Students learn to interact with their teachers and to positively respond to classmates.

Classroom-based teachers are assigned to each student daily for an entire course. In addition, students benefit by exclusively using A BEKA Book textbooks that are high in quality, standards, and rigor.

## BJU PRESS

BJU Press is committed to Christian education by producing textbooks and materials that shape a biblical worldview, are academically rigorous, encourage critical thinking, and are supported with technology solutions.

**Biblical Worldview** - BJU Press engages students with age-appropriate content and helps them develop the ability to analyze, critically evaluate, and create new ideas or products.

**Critical Thinking** - BJU Press encourages students to think by using inductive teaching, discovery activities, and probing discussion questions to develop thinking skills.

*Alabama Course of Studies Standards are incorporated within the curriculum used.*

# PARENT-SCHOOL COMPACT

As a component of the school-level parental involvement policy/plan, Living Word Christian Center Kingdom Academy shall develop a school-parent compact that outlines how students, parents, and the entire school staff will share the responsibility for improved student academic achievement.

## STUDENT'S RESPONSIBILITIES

- Take advantage of the academic opportunities offered at school and strive to do my best in all subjects.
- Take advantage of the opportunities for spiritual growth at school through devotions, Bible classes, Chapels, or prayer times with teachers/students.

- Support and participate in school activities.
- Be mutually respectful, cooperative, and honest with administration, teachers, staff and other students.
- Obey all guidelines and policies regarding student behavior while on school property and off campus at other school-related activities.
- Remain informed of all student guidelines, rights, and responsibilities.
- Take pride in the school grounds and facilities.
- Understand that everything that is done positively or negatively reflects your relationship with the Lord, your obedience to your parents, your care for your school, and your respect for yourself.
- Maintain satisfactory academic and character/behavioral standing. Eighth-grade students are required to maintain satisfactory academic and behavioral requirements to receive a Promotion Certificate and/or Alumni Plaque and Certificate.

## PARENTS' RESPONSIBILITIES

- Train up a child in the way of the Lord by home devotions and instruction and regular church attendance.
- Guide the child to develop socially acceptable standards of behavior, to exercise self-control, to be honest, and to be accountable for his/her actions.
- Teach the child, by word and example, respect for law, for the authority of the school, and the rights and property of others.
- Instill in the child a positive and enthusiastic attitude and encourage a personal desire to learn.
- Make sure that homework is completed.
- Monitor the amount of television children watch.
- Participate, as appropriate, in decisions relating to your child(ren)'s education.
- Promote positive use of children's extracurricular time.
- Stay informed about children's education and communicating with the school by promptly reading all notices from the school, either received by children or by mail, and responding as appropriate
- Discuss with the child the rules for which he or she is responsible and as a family become aware of the consequences for specific violations as outlined.
- Be sure the child's attendance at school is regular and punctual, and all absences are properly excused.
- Encourage the child to be responsible for his or her personal appearance and to comply with the dress code of the school.
- Provide a location at home where the child can do his/her homework in a quiet atmosphere and stimulate the child to do some individual thinking with appropriate parental support.
- Participate willingly in the learning experience of your child with assigned projects, drills and activities.
- Finally, keep in mind that parental attitudes and opinions often become those of your child.

## LWCCKA'S RESPONSIBILITIES

- Provide "a purposeful, Christ-centered education with spiritual and academic excellence, in an atmosphere of love, learning, and achievement."

- Help students develop and create within themselves self-discipline, individual responsibility, personal integrity, and good Kingdom of God citizenship through the Standard of Conduct plan.
- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet A Beka and/or BJU Press Curriculum and student academic achievement standards. At LWCCKA, all teaching staff are provided training in the A Beka and/or BJU Press Curriculum. Each teaching staff provides meaningful, engaging instruction as outlined by the A Beka and/or BJU Press Curriculum while maintaining a safe environment in “an atmosphere of love, learning and achievement.”
- Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child’s academic achievement. Conferences will be held at least annually. Parent-teacher conferences are an important form of communication between parents and teachers. Communication, whether face-to-face, written, or over the phone, promotes student progress and helps to alleviate potential problems. Appointments can be made with teachers and/or administration to discuss the academic success or concerns of students.
- Provide parents with frequent reports on their children’s progress. Specifically, the school will provide reports as follows: In an effort to keep parents informed about students’ progress, a report will be sent home midway between report cards. Parent alerts are issued whenever a child is in danger of failing. Report cards are sent home at the end of each quarter. Included are teacher comments regarding study skills, habits and behavior in the classroom. *Unsatisfactory academic standing may result in academic probation, retention and/or other consequences.*
- Provide parents with reasonable access to staff. Specifically, staff will be available for consultation with parents as follows: Parents are invited to visit our school, teachers and administrative personnel to see and discuss the welfare of their child. We request that you notify us twenty-four hours in advance if you wish to visit a classroom. It is the responsibility of the Administrator to be very visible in classrooms to ensure that academic achievement is taking place. Therefore, it is desirable that you schedule your appointments to ensure availability. Requested conferences with the administrator can be scheduled from 7:45 to 8:30a.m. or after 3:00p.m.
- Provide parents opportunities to participate in their children’s education.

## POLICIES AND PROCEDURES

### ADMISSIONS POLICY

LWCC Kingdom Academy is a ministry of Living Word Christian Center International Ministries. Let it be known that it is designed to assist parents in fulfilling their responsibilities toward their children’s educational needs. Let it be remembered that admission is a privilege and not a right. LWCC Kingdom Academy admits students of any race, color, and national/ethnic origin to all the rights, privileges, programs and activities generally made available to students at school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational and admissions policies or other school administered programs. However, we cannot admit students who are rebellious against the spiritual and moral values of God’s Church.

### PRE-REQUISITES TO ENROLLMENT

Both parent(s)/guardian(s) and student applicants must attend the New Student Screening interview (after student testing) and orientation.

Both new parents and student applicants must read all school materials provided by the school and return all requested documents within the assigned time.

Parent(s), especially as head of the household, must determine prayerfully and agree on how to deal with any manifestation of rebellion and disobedience in their child.

As part of the contractual prerequisites, parents are required to participate in the Parent Teacher Organization, parent-teacher conferences, and all school related functions.

The parent should understand that in the ABEKA and BJU PRESS systems, promotion and graduation is based upon the completion of the required work, and not the student's age or time in school.

Students that are four years old by September 1<sup>st</sup> are eligible for consideration for pre- enrollment into the K4 program at the start of the school year. Students that are four years old after September 1<sup>st</sup> are welcome to apply once they become four years old.

Parent(s) must understand and adhere to the policies set forth that support the vision of LWCC.

## **SCHOOL HOURS**

School hours are 7:45a.m. to 3:00p.m., Monday through Friday. Students arrive no earlier than 7:15a.m. and report to the school's cafeteria. Morning devotion is held inside of the gymnasium and/or cafeteria and begins at 7:45a.m. Students are expected to leave the school grounds when school dismisses, each day at 3:00p.m. All transportation should be pre- arranged and pre-approved prior to school being dismissed.

## **TRANSPORTATION**

Transportation is expected to be provided by the parents daily. Mass transportation (i.e. field trips) is provided by the school. All transportation and transporters that are not parents or guardians will need to be pre-approved by the School Administrator prior to school being dismissed. Students are NOT permitted to leave school grounds with individuals that are not documented as being pre-approved in our school records.

## **MEALS: BREAKFAST AND LUNCH**

Breakfast (milk and cereal) is served daily from 7:15a.m. to 7:45a.m. Hot lunches are made available to students in the school cafeteria at an approximate cost of a small fee. Students may also bring their lunch. Microwavable lunches are limited to a two-minute cooking time. Discretion is advised in the selection of lunch boxes. No containers with monsters and sensuous pictures are allowed.

## **AFTER-SCHOOL CARE**

When offered, After-school Care is held on the second floor of the Kingdom Academy. The hours of operation are 3:15p.m. — 5:30p.m., Monday through Friday. All Kingdom Academy students are eligible for enrollment in the After-school Care program, but only those who are registered for After-school Care will be able to attend.

## **CLASSROOM GUIDELINES**

### **SCHOOL RULES**

Students will be obedient to all set authority at all times.

Students will respect and obey all teachers.

Students will make no personal, physical contact with others.

Students will be clean in word, action and dress.  
 Students will stay in designated areas at all times.  
 Students will walk quietly and orderly.  
 Students are not to chew gum on the grounds or in the buildings.  
 Students are to be courteous at all times.  
 No cheating or other acts of dishonor will be allowed.  
 No fighting or arguing.  
 No excessive talking in classrooms or when returning to classrooms.  
 No profanity, obscene or suggestive language or gestures.  
 No littering or willful destruction of property.  
 No possession or use of alcohol, drugs, no tobacco, firearms, or weapons.  
 No possession or use of unauthorized items (i.e. cell phones, electronic games, etc).  
 No throwing of objects.  
 No unauthorized nap taking while in class, assemblies or in the cafeteria.  
 No stealing or moving other people's property without permission.

## SCHOOL UNIFORM AND DRESS CODE

Each student's appearance should be such that Jesus Christ would be pleased and honored. It is vital that each student wholeheartedly support the dress standards, and that each parent insures that their child adheres to the LWCKA Dress Code.

The Administration reserves the right to determine the appropriateness of dress in addition to the stated dress policy. The school may call the parent and request that a change of clothing be brought to school if the dress is determined to be inappropriate for any reason, or the child may be sent home. (This includes out-of-uniform days.) *Please note that continued violation of the Dress Code will result in out of school suspension.*

### Girls

Blouse: White, button-down collar, oxford.  
 Skirt: Plaid Kilt Skirt 137-57  
 Pants: Navy Blue (to be worn on Fridays and field-trips only)  
 Shoes: Navy oxford  
 Socks: Dark blue (dark blue or natural color stockings may be worn with socks. No ankle socks or no show)  
 Belt: Black (solid color)  
 Make-up: Permitted, but not excessive.  
 Jewelry: Permitted, but not excessive.  
 Ties: Plaid, cross-over ties.

### Boys

Shirt: White, button-down collar, oxford  
 Pants: Navy blue (dark blue)  
 Shoes: Black (no tennis shoes or boots)  
 Socks: Dark blue (no ankle socks or or show)  
 Belt: Black (solid color)  
 Ties: Dark blue (solid color; no bow ties)

**Outerwear:** solid dark blue jackets or solid dark blue sweater (button-down/ pullover) with Academy emblem only

**PE:** LWCCCA T-Shirt, solid navy knee length shorts (with Academy logo only) or jogging pants, and tennis shoes

### Other Clothing and Personal Appearance Regulations:

- Dresses and skirts must be “knee – length” on girls
- Pants are not allowed to be “form fitting” on girls
- Pants are not allowed to “sag”
- Ties (boys and girls) and belts (boys) must be worn every day, or the student will be considered out of uniform
- Shirts and blouses must be worn tucked inside pants and skirts
- Earrings on boys are not permitted
- No fad hairstyles, haircuts with symbols. While the KA discourages the use of twist or braids on boys, if any twist or braids exist, hair must be well-groomed, washed, and tied back
- Tennis shoes may be worn only in P.E.
- Sunglasses or hats may not be worn while in school
- No visible drawings or markings on the body
- No articles of clothing or accessories that will cause distractions or direct attention away from the learning environment

## REPORT CARDS

The grading system of our school is designed to give parents a true indication of the student’s progress. Progress reports are issued to students the following week of the last day of each quarter. The Kingdom Academy utilizes Gradelink as its Student Information System (SIS). Gradelink makes it simple to maintain school and parent communication. It allows parents to be totally involved in their child(ren’s) academic progress. Individual username and passwords are provided at the beginning of the school year. Parents are strongly encouraged to view class assignments and grades often.

## GRADING SYSTEM

97.5 – 100 = A+

92.5 – 97 = A

89.5 – 92 = A-

87.5 – 89 = B+

82.5 – 87 = B

79.5 – 82 = B-

77.5 – 79 = C+

72.5 – 77 = C

69.5 – 72 = C-

67.5 – 69 = D+

62.5 – 67 = D

59.5 – 62 = D-

0.0 – 59 = F

## EDUCATIONAL EXCURSIONS

To enrich the educational program, educational excursions are occasionally planned. Most educational outings require funds for admission, transportation, food, etc. All parents will receive an advance notice, as well as a permission slip, prior to the week of the educational excursion. For safety concerns, students are required to maintain satisfactory behavior in-school and off-campus to be considered for educational excursions.

## MEDICAL POLICY

The parent is expected to use discretion on whether or not to send their child to school in the event that their child is experiencing symptoms of sickness. Please kindly understand that students with a temperature of 99.5

or more cannot be dropped off or enter the facility until the temperature has been appropriately cleared at no more than 99.5. Students will be sent home if their temperature is above 99.5. If at any time anyone in your household has been exposed to COVID-19 symptoms, in any form, and/or are experiencing symptoms within a 10 day period, do not bring the student to the school. Special accommodations will be made for them to receive instruction via online for the 10 day quarantine period and/or until they are able to return.

The Bible (Proverbs 17:22) says that ***“A merry heart doeth good like a medicine”*** and that Jesus ***“Himself took our infirmities, and bare our sicknesses”*** (Matthew 8:17). Therefore, the LWCKKA staff is prepared to stand in agreement with parents to believe God for the healing of each child. Further, parents are asked to consider the potential danger of having students bring medication to school. No over the counter medication will be administered without the written consent and request of the parent and no prescription medication will be administered without the written directive of a physician. In an effort to protect the health and safety of all students at LWCKKA, students with contagious illnesses must remain at home. The school reserves the right to send students home when it is determined that the health of others may be in jeopardy.

## TELEPHONE USAGE

**Phone use:** In protection of instructional time, students may use the office phone for emergency calls only. Student cell phones are to be turned off and kept in school bags. If a student is found on their cellphone without permission, they will be penalized with a fee.

**Message to Students:** In case of an emergency, parents are to call the office no later than 2:40p.m. if a student needs to receive a message before school is dismissed.

**Message to Staff:** If a parent needs to get in touch with a teacher for any reason, please leave a message with the office.

## PARENT CONTACT INFORMATION

It is important that all parents provide the school with accurate parent and emergency contact information. Parents should notify the school immediately if there is a change in home or mailing address or phone numbers.

## PARENT VISITATION

All parents and all visitors are to report to the Administrator’s office upon arrival and will be escorted to their desired designation.

## CONFERENCES

At various times during the school year, teachers and parents should confer concerning student progress and development. All parent-teacher conferences should be arranged with the teacher. All conferences are pre-scheduled and are deemed confidential. Therefore, unscheduled conferences and in-depth conversations outside of pre-arranged times are prohibited.

## INCLEMENT WEATHER PROCEDURE

If there is a possibility of inclement weather, which might affect school opening, parents are asked to refer to local television and radio broadcasts for announcements. As a precautionary gesture, our school is *generally* closed when Mobile County schools are closed due to inclement weather. If there is an incident of inclement weather during school hours, parents will be contacted immediately with status updates and information on when and where to pick up children. The LWCKKA also uses the PhoneVite service to send out immediate up-

to-date information to our parents which will be a phone-call as well as email.

## **FIRE & TORNADO DRILLS**

A *Fire Drill* may be held each month during the school year. At the sound of the Fire Alarm, students are to leave all belongings, stand at their desk, and walk swiftly and quietly out of the building in an orderly manner to their designated place. At the 'All Clear' signal, they may return to their classroom in the same orderly manner. Students must walk in line and remain silent at all times.

A *Tornado Drill* may be held twice during the school year. At the sound of the Tornado Alarm, students are to leave all belongings, stand at their desk, move quietly to a designated place and assume a crouched position with their heads protected. At the 'All Clear' signal, they may return to their classroom in the same orderly manner. Students must walk in line and remain silent at all times.

## **ATTENDANCE POLICY**

Parents and students are responsible for making the habit of being regular and punctual in attendance. Consistency in attendance is necessary for maximum benefits.

### **Excused Absences**

Excused Absences will be the decision of the Administrator in coordination with the parents. Excused absences are: student illness; family member illness or death; hazardous conditions which endanger student's health or safety.

### **Unexcused Absences**

Parents should know that if a student has several unexcused absences, a parent conference will be scheduled. Anything more than ten days missed within a school year, barring exceptional circumstances, will be viewed as excessive. Excessive absences may be grounds for termination from the school.

### **Truancy**

Truancy is an absence without the knowledge and consent of parents and/or academy staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission. Such action will not be tolerated.

### **Early Dismissal**

Checking out of school early is strongly discouraged. If a student must leave school before the dismissal time, a note must be brought from home to that effect. All early dismissals are granted before 2:40p.m. No student will have permission to leave unless accompanied by a parent or guardian. Three early dismissals are equivalent to one unexcused absence.

### **Tardiness**

Each student is expected to be at school and on time for all classes. All students must come to class fully prepared with the materials needed for class. The student is considered tardy if he is late or unprepared. Excessive tardiness will not be tolerated. Whenever tardiness is caused by home circumstances, the student should bring a note to that effect. Five "tardies" is equivalent to one unexcused absence.

## Absentee Notes

In order to return to class after any absence, a student must present a note from his parent explaining the cause of the absence. If a note is not presented, the absence will be unexcused until such time as a note is brought to the registrar.

## STANDARDS OF CONDUCT

LWCC Kingdom Academy is designed to teach willing students to be champions for Christ, not to reform children who have demonstrated behavioral challenges or problematic characteristics. In order to build strong, Christian character and develop an atmosphere best suited for learning, a firm, disciplined program that is consistent, fair, and tempered with love is offered to each of our students. We are convinced that meeting the highest standards will develop the best students and create within them self-discipline, individual responsibility, personal integrity, and good citizenship. This position, consistent with the gospel of Christ, stands without apology.

### *General Policy*

Students must at all times conduct themselves in a manner becoming a Christian. Students are expected to abide by these standards of conduct throughout their enrollment whether at home, church, or elsewhere. Students found to be out of harmony with the Kingdom Academy's ideals of work and life may be invited to withdraw whenever the administration determines that it is necessary.

### *Students*

As a student of Living Word Christian Center Kingdom Academy, I pledge to uphold the Academy's standards against cheating, swearing, smoking, gambling, drinking alcoholic beverages, using or talking favorably about narcotics, or using indecent language, and will act in a very orderly and respectful manner at all times. I will maintain Christian standards in courtesy, kindness, morality, and honesty. I will strive to be of unquestionable character in dress, conduct, and other areas of life.

I agree to abide by the above Standards of Conduct and other regulations expected of each student enrolled in this Christian education program while I am a student attending the LWCC Kingdom Academy and will not give the impression to students, parents, or faculty that I am not in harmony with the goals, aims, and standards of LWCC Kingdom Academy.

## DISCIPLINE

### Minor Offenses

Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher whenever they are witnessed committing any one of the thoughtless acts that are not in the best interest of the school. In the case of minor infractions, the teacher will adhere to the Classroom Discipline Tree and parents will generally not be contacted unless the teachers' corrective action has proven unsuccessful, in which case parents will be involved and informed.

### Major Offenses

The administration will be responsible for handling major offenses. Parents will be notified of the nature of the offense and also of the disciplinary action taken. Disciplinary alternatives include: work detail, noon or recess detention, parent conferences, non-participation in extra-curricular activities, suspension, and expulsion.

## Suspension and Expulsion

A student may be suspended for any act of misconduct including non-diligence of adhering to the student's responsibilities and code of conduct. The administrator will determine whether a student warrants suspension. Parents will be notified. Suspension gives the student opportunity to correct the problem away from a potentially influential environment. If the student's conduct does not improve to a satisfactory level, the student will be expelled or strongly encouraged to withdraw from LWCKA. The length of the suspension is determined by the administrator.

If after a period of suspension the student fails to show qualitative improvement, and when all other means of correction have also failed, and the retention of the student in the school would not materially benefit the student nor would it serve to be detrimental to the general welfare of the school and its student body, the

administrator then may use the last resort of expelling the student. Lack of parental cooperation may also be justifiable grounds for suspension or expulsion of a student.

## Classroom Discipline Chart

Each step is to be visited ONLY ONCE and documented using the Discipline Log.

Step 1 A Verbal or Non-Verbal Cue will be given as a WARNING.

Step 2 Teacher/ Student Conference will take place.

Step 3 A Written Assignment will be given along with parent contact.

Step 4 In-School Detention will be assigned along with parent contact.

Step 5 Mandatory Parent, Student, Teacher, and Administrator Conference will take place.

Step 6 An Administrator's Office Referral will be issued from this point forward.

Please Note: Upon reaching Step 6, opportunities for both student reflection and self-correction have been exhausted and are now limited to suspension or expulsion.

Unwillingness to comply and/or complete assignments will result in an immediate in-school or an out-of-school suspension notice.

# FINANCIAL INFORMATION

## REGISTRATION & TUITION FEES

### Tuition:

Tuition per student . . . . . \$4,500.00\*

### Registration:

K4 & K5 . . . . . \$710.00

Grades 1st – 8th . . . . . \$1,085.00

### Registration Includes:

Text Books Abeka (K4/K5) . . . . . \$250.00

Text Books (BJU, Abeka, Sadlier (1st -8th) . . . . . \$500.00

Course Materials (K4/K5) . . . . . \$250.00

Course Materials (1st-8th) . . . . . \$375.00

Student Planner (K4-8th) . . . . . \$10.00

Technology Fee (K4-8th) . . . . . \$150.00

Lab Fee (K4-8th) . . . . . \$50.00

Testing Fee (new students only) . . . . . \$25.00

### Total Registration & Tuition Costs:

K4/K5 . . . . . \$5,210.00

1st-8th . . . . . \$5,585.00

All fees are due the 2<sup>nd</sup> Friday of July, and are non-refundable.

*\*Returning families will receive a \$50.00 reduction in registration fees.*

### Replacement Costs:

*Kingdom Academy T- Shirt:*

*KA Shorts:*

Youth Sizes: S, M, L - \$9.00 each

Adult Sizes: S, M, L, XL - \$11.00 each

Adult Sizes: 2XL, 3XL - \$12.00 each

*Student Planner* \$10.00 each

Youth XS-LG \$12

Adult S-XL \$14

2XL \$16 - 3XL \$18

In hopes of offering financial relief, tuition has been reduced and divided into ten (10) monthly installments rather than nine (9) monthly installments.

The first installment is due on or before August 1. All remaining payments are due on the 1<sup>st</sup> of each month. The last payment is due on or before May 1. If the 1<sup>st</sup> day of the month falls on a weekend or an observed holiday, payment is due by the preceding business day.

\* Families with two or more children enrolled in LWCC Kingdom Academy will receive a \$20.00 monthly reduction in tuition for each additional child enrolled.

\* All payments received after the 5th day of the month are subject to incur a \$50.00 late fee.

## FINANCIAL AGREEMENT

A Financial Agreement form must be signed by the parent(s)/guardian(s) as well as those financially responsible for tuition payments, if different from the parent(s)/guardian(s).

LWCC Kingdom Academy Tuition forms must be completed and signed by both the parent(s)/ guardian(s) and the party responsible for tuition payments, if different from the parent(s)/ guardian(s).

Registration fees must be paid in full by the due date for the child to be considered enrolled for the upcoming school year.

Tuition payments are due on or before the first of each month. A \$50.00 late fee will be assessed for payments received after the 5<sup>th</sup> day of the month. Accounts may not become more than one month in arrears.

If one month's tuition is not paid and a second month's tuition becomes due, the parent may be asked to withdraw their child from the school. It is essential that parents contact the office if they are experiencing financial difficulties affecting the payment of tuition.

Registration, tuition, and all other fees are non-refundable.

Transcripts, report cards, and official records will not be released until all financial obligations have been fulfilled and the withdrawal process has been completed.

In case of early withdrawal, the remaining tuition for the year will be due, or a "vacant seat" fee of \$500.00 can be paid to be released from the binding Financial Agreement. The decision will be based upon whichever is deemed to be the lesser debt.

Each of the following are considered acceptable forms of payment:

- Cashier's Check/Money Order
- Cash
- Credit Card

## STATEMENT OF COOPERATION

In completing an application for my child, it is my desire to have him/her successfully complete the school year. I understand that Living Word Christian Center Kingdom Academy is under no obligation to grant refunds on registration, tuition, and/or other applicable fees. Registration cancellations and application withdrawals must be made in writing at least two (2) weeks prior to the first day of school. If not, I am responsible for the first month's tuition, all applicable fees, and account balances. I am aware that the tuition fees are due on or before the 1st day of each month for a duration of ten (10) months.

I have read and understand Living Word Christian Center Kingdom Academy's Statement of Philosophy, Purpose, Vision, and Intent, and both I and my child(ren) are in agreement.

I have read and understand the Living Word Christian Center Kingdom Academy's Admissions Policy and both I and my child(ren) are in agreement. In addition, as a primary caregiver in my child's spiritual and educational development, I will actively support Living Word Christian Center Kingdom Academy in any way possible to ensure that these goals are reached for my child.