

The King's Academy Parent Handbook 2021-2022



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Statement of Faith

God

1. We believe in one God, Creator of all things, holy, infinitely perfect, and eternally existing in a loving unity of three equally divine Persons: the Father, the Son and the Holy Spirit. Having limitless knowledge and sovereign power, God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory.

The Bible

2. We believe that God has spoken in the Scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises.

The Human Condition

3. We believe that God created Adam and Eve in His image, but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

Jesus Christ

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit and born of the virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

The Work of Christ

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins. His atoning death and victorious resurrection constitute the only ground for salvation.

The Holy Spirit

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt. He regenerates sinners, and in Him they are baptized into union with Christ and adopted as heirs in the family of God. He also indwells, illuminates, guides, equips and empowers believers for Christ-like living and service.

The Church

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone. They are united by the Holy Spirit in the body of Christ, of which He is the Head. The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism and the Lord's Supper, which visibly and tangibly express the gospel. Though they are not the means of salvation, when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer.

Christian Living

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose. God commands us to love Him supremely and others sacrificially, and to live out our faith with care for one another, compassion toward the poor and justice for the oppressed. With God's Word, the Spirit's power, and fervent prayer in Christ's name, we are to combat the spiritual forces of evil. In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed.

Christ's Return

9. We believe in the personal, bodily and glorious return of our Lord Jesus Christ. The coming of Christ, at a time known only to God, demands constant expectancy and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission.

Response and Eternal Destiny

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ. We believe that God will raise the dead bodily and judge the world, assigning the unbeliever to condemnation and eternal conscious punishment and the believer to eternal blessedness and joy with the Lord in the new heaven and the new earth, to the praise of His glorious grace. Amen.

General Information

School Hours

Kindergarten: 8:30 AM - 1:00 PM

1st - 8th Grade: 8:30 AM - 3:00 PM

Pickup and Drop-off

- **Drop-off**
 - All students will enter through the West gates and proceed to their classrooms, where the teacher will be waiting. Parents of younger students may escort their child.
- **Pickup**
 - For 1st-8th Grades (and kindergartners in kindercare), pick up will take place in the West parking lot. A pick up line will form for the vehicles of those picking students up. You will be given a laminated name plate to display at pick up time so that our staff are able to dismiss students in a prompt and safe manner to their vehicles.
 - For kindergarten students, pickup will take place in the East parking lot at 1:00 PM. The teacher will bring the students out to their parents.
 - Parents who are more than 15 minutes late picking up their child will have a late fee charged to their account.

Registration

Early registration for the upcoming fall will begin in February each year. During this time, priority will be given to any student or sibling already associated with The King's Academy. To secure a spot, your non-refundable registration fee and appropriate paperwork needs to be completed. If need be, a waiting list will be implemented. Any outstanding balances must be paid in full before registration will be accepted for the following year.

Tuition

Tuition is a yearly sum (\$5325 for K, \$5850 1st-5th and \$6700 for 6th- 8th). Tuition is divided into 10 equal payments, August through May, or you may pay the year in full and receive a 5% discount. The first payment is due by August 5th. Book fees will be collected in June for the upcoming school year if your child is returning.

Tuition Discounts

- Multi-child - Multi-child discounts are given to siblings living within the same household.
 - 2 Children

- 10% off all tuition
 - 3+ Children
 - 15% off all tuition
- Adoption Credit
 - A \$500 credit will be applied to any student who is adopted. May be used with other discounts.
- Prepayment
 - A 5% discount will be given for tuition prepaid for the entire year. This discount cannot be used in addition to the multi-child discount.

Tuition Payment

You may pay by check in person at the school office, Monday - Friday 8:30 AM-3:30 PM or by mail to The King's Academy, 3195 Everett Dr. Reno, NV 89503. Please put TKA in the memo line and make checks payable to **Sierra Bible Church**.

You may pay with debit or credit cards using online payment via the church website: <https://sierrabile.churchcenter.com/giving/to/tka-tuition> There is a 2.2% convenience fee which applies to this option.

We do not have VENMO.

You may also use your bank's online bill pay option to set up recurring payments. Again, be sure to make checks payable to **Sierra Bible Church** and put your child's name or TKA in the memo section.

No invoices or reminders are given when tuition is due. It is your responsibility to remember this payment.

All tuition is due the first of the month and considered late if received after the fifth. A late fee of \$10 may be charged when payments are 5 calendar days overdue, and \$25 when 10 calendar days overdue. Late fees are cumulative. There will be a \$25 fee for returned checks. After the 2nd returned check, payment will be accepted only by cash or money order.

If you fall behind 30 days on payment, your child may not be able to attend classes until all tuition and late fees are brought up to date.

Health and Safety

Immunization Records

All students must be immunized as set forth in the state guidelines. Parents must provide copies of their children's immunization record prior to the child starting school every year.

Medications

We will administer medications for your child providing that the medicine is in the original container. A note will need to be sent in with the medication. Do not put the medicine in the lunch box. Prescription medicine must also be in its original container. (Many pharmacies are willing on request to print up a duplicate bottle and label that can be kept at school.) All medications should be given to the Principal or Administrative Assistant who will administer it to the child.

Illness

Please keep your child home if any of the following symptoms are exhibited:

- Temperature of 100 degrees or more (must be fever free without medication for 24 hours before they can return)
- Vomiting
- Impetigo
- Pink Eye
- Lice

Additionally, a child with a contagious disease is not allowed to attend school. If your child gets sick during the day, we will call you to come take your child home.

COVID-19

So long as COVID-19 is still a threat to the health and safety of our students and faculty, the following measures will be in effect (though they will be subject to change as our situation changes):

- Face coverings will be required as mandated by the authorities.
- Facilities will be cleaned and disinfected on a regular basis.
- Students who are being tested for COVID-19 or who have a member of their household being tested must remain home, following CDC guidelines.

Emergency Contact

It is very important that we are able to get in touch with you or a person designated by you in case of emergency. Please be sure to keep the school office current with any changes in your phone numbers (home, work and cell) and/or mailing address.

Reporting Absences

To report that your child will be absent due to illness, etc., please call 775-747-1254 and leave a message. In case of emergency, please call 775-747-1254 and request to speak to an administrator.

Cell Phones

Students are not allowed to have cellphones in class. If a student brings a cell phone to school, they are to be checked in with their Teacher at the beginning of the day and will be released after school.

Student Release

Students will only be allowed to leave the school with the persons on the authorized release form or in possession of the laminated name card.

Inclement Weather

The King's Academy will not always follow the Washoe County School District (WCSD) for school closures and delays. If inclement weather conditions occur during school hours, school may be closed. Parents will be notified to pick up their children.

If severe weather causes TKA to close or delay the start of school, you will be notified through **Gradelink email, Facebook and the Website. However, if you feel it is unsafe to drive, please stay home.**

Snacks and Lunch

Any parent who feels that their child needs a snack during school hours will provide a nutritious snack. The student must be able to handle the snack independently without creating a mess. Focus on simple proteins, complex carbohydrates and water. The teacher will allow an opportunity for the students to have their snack.

Students will bring their lunch in a lunch box or a bag. Please include an ice pack, if food needs to stay cold. Juice boxes are fine, but do not send soda. Due to sanitary concerns microwaved lunches are no longer permitted. If your child has forgotten their lunch, we will provide lunch and \$5.00 is due the following day.

Academics

Parental Involvement

At TKA we value the stewardship that parents have entrusted to us in partnering with them in the education of their children. We want to serve our students well, which is why we believe that it is crucial for parents to be actively involved in their child's school. As such, we expect parents to be involved in the following ways:

- Parent orientation – Parents get to meet their kids' teachers, worship together, and get info for the upcoming year
- Two Parent Involvement Days – One in October and one in January: we will have a Saturday morning event where parents get to visit classrooms, hear from a speaker on various parenting topics, and worship together.
- Two Parent Teacher Conferences – Parents will meet with teachers to discuss their child's academic progress
- Volunteer Service - Each family is expected to donate a minimum of 4 hours volunteering for a variety of tasks throughout the school year. A specific list of volunteer opportunities and a sign-up list will be available at Back to School Night and will be posted on the TKA website (www.thekingsacademyreno.org) A volunteer class is required and will be held at several school events in the fall. An application and background check will be required if your volunteer time is spent in direct contact with children. These requirements are to ensure the safety of your children. We expect, and need, parents to support and adhere to the policies and procedures of the school. To undermine anything would be detrimental not only to your child, but to the school as well.
- We also ask that parents sign our family covenant signifying their commitment to be involved in and support their student's education.

Parents are always welcome to visit. If you wish to make a classroom visit, please make advance arrangements with the Superintendent or Pastor of Families and Education. Anyone who comes on campus after drop-off or before pickup MUST SIGN IN with the school office.

Attendance

All parents will receive The King's Academy calendar in July. It is also posted on the school website. Any student who misses 15 days may not move up to the next grade. Exceptions may be made for serious illness. When a student is absent, it is necessary for the parent to write a note documenting the absence and the student brings the note when she/he returns to school. (Due to COVID, absences will be viewed on an individual basis and the 15 day limit may not be a reason for holding a child back).

Chapel

Chapel is every Thursday at 9:00 AM in the sanctuary for Kindergarten through 5th grade (6th through 8th grade will have their own Bible class on Wednesday mornings with one of our pastors). At chapel, students have the opportunity to sing, recite verses, sit under biblical teaching, and be recognized for their hard work. Parents and other family members are welcome to attend!

Code of Conduct

In order to best accomplish the goals of the educational process, the King's Academy has established a code of conduct that defines expected student behavior and establishes the procedure for addressing disciplinary matters. It should be noted that student conduct and behavior outside of TKA can affect a student's standing at TKA as well as the school's reputation. Therefore, it is expected that students adhere to the code of conduct at all times and violations both inside and outside of the school may be addressed as a disciplinary concern by the administration.

Expected Behavior

- Integrity in keeping one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority.
- Respect for self, the King's Academy and its employees and students, as well as the property of others.
- Courtesy extended in all relationships, both to fellow students as well as teachers/staff.
- Stewardship of the property, supplies, and equipment of the King's Academy, as well as wise stewardship of personal items.
- Preparation for class and readiness to learn.
- Reconciliation through biblical and appropriate repentance and forgiveness when offenses have been committed or received.
- Academic Expectations
 - Arrive prepared for class
 - Meet classroom expectations
 - Employ good study habits (keep an assignment notebook, take notes, etc.)
 - Return assignments by due date
- Attendance Expectations
 - Be on time for class
 - Remain on-campus during school hours (unless excused)
- Dress Code Expectations
 - Conform to the expected dress code
- Other Behavior Expectations
 - Walk in halls and classrooms
 - Appropriate behavior

Unacceptable Behavior

- Classroom/School Etiquette
 - Any disruptive behavior that impedes the education process
 - The use of cell phones and other electronic devices during school hours
 - Eating food or candy during class other than when approved by teacher
 - Any item that disrupts class will be taken to the administration. For the first offense, students will be allowed to pick up the object at the end of the day. For subsequent offenses, parents will be required to pick confiscated items up.
 - Unauthorized possession of electronic equipment
 - Misbehaving in class or disturbing the class
- Physical/Sexual Behavior
 - Public displays of romantic affection
 - The possession or distribution of pornographic or sexually suggestive materials
 - Sexually harassing another individual
 - Biblically immoral sexual conduct (including, but not limited to extramarital sexual or homosexual activity)
- Harassment/intimidation
 - Physical harassment, including threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive, or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation.
 - Harassment and bullying can occur via verbal, social, physical, or cyber forms.
- Verbal Behavior
 - Language and/or gestures that are vulgar, obscene, offensive, derogatory or disrespectful.
- Dishonesty
 - Dishonesty in any form, including lying, theft, cheating, and plagiarism (note: indication of cheating on any assignment will result in zero for the assignment and an automatic suspension; this guideline applies to the person copying as well as the person knowingly supplying the material to be copied)
 - Forging signatures or altering documents
 - Altering grade reports
- Disrespectful Behavior
 - Rebellious or disrespectful attitude
 - Flagrant disrespect and disobedience
 - Littering
 - Defacing or destroying of any property
- Other prohibited items and behavior
 - Use or possession of weapons and/or dangerous items. Bringing any type of such an item will result in immediate expulsion.
 - The use and/or possession of tobacco, alcoholic beverages, illegal drugs, and the abuse of prescription medication.

Disciplinary Process

Disciplinary action will be taken for infractions of school policy and rules. These may include detention, probation, suspension, or as a final resort, expulsion. Most disciplinary issues will be managed by the teacher in the classroom. Students will be given due process to understand the reason and evidence for discipline and an opportunity to state his/her side.

If the infraction is repeated or severe enough, the student may be sent to the administration where one or more of the following measures will be implemented:

- Counseling with the Pastor of Education or Superintendent
- Parent conference with the administrator and/or teacher
- Behavior plan
- Probation, combined with appropriate application of consequences relevant to the offense
- Suspension
- Expulsion
 - Appeals may be made to the School Board.

Homework

Students will have homework assigned to them on a weekly basis. The child is responsible for all homework, and for returning it to the teacher on the appointed day.

Parents will initial and check all work completed by the student. When a student is absent, the student is still responsible for all given homework and missed class work.

Supplies

A list of classroom supplies will be given prior to the start of school. All students are expected to have these items on the first day of school. It is the responsibility of the parents to replenish supplies as necessary.

Report Cards

Report cards will be given out four times a year for all grades. The first one will be given, explained and discussed at the conference scheduled at the end of the first marking quarter.

Parents may schedule conferences with the teachers any time during the school year. Teachers may also request parents to come in for a conference anytime during the year. Please do not ask your child's teacher questions regarding your child in the classroom during their instructional time. This is not fair to the teacher, your child or the other children. Teachers will not discuss your child with you in the presence of another child or parent. If you call or text a teacher, please do so before 6 pm. Remember, the teachers have a family and your calls and texts will be returned as soon as possible.

The following numerical scores will be used for reporting progress in the academic areas:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- Below 60 = F

Non-academic expectations are evaluated with the following:

- E = Excellent
- S = Satisfactory
- N = Needs Improvement

Field Trips

- No child will be allowed to participate without permission from the parents. Field trips will be announced no less than one week prior to the trip. Parental consent is required for each outing. Field trips are arranged by the teachers. Admission fees may be collected and uniforms will be worn on all field trips. Parents are encouraged to volunteer as chaperones, however, younger siblings are not allowed on the field trip due to safety issues.
- Parents willing to drive must show proof of insurance that meets minimum coverage, as per State of Nevada requirements and must be a minimum of 25 years of age. Also required is a *three-year driving record from the DMV. Drivers are to be informed that they are the primary party in case of any litigation. The church is the secondary party. Drivers are responsible for obtaining and providing all documents to the Principal at least
- one week prior to the FT. Also, each driver must have completed the Volunteer Application and Training.
- The three-year driver record is mandated annually prior to initial field trip. If a parent/volunteer's driving record includes two or more points or a DUI, the parent/volunteer will not be approved to drive on field trips with students. If a change occurs in the parent/volunteer driving record, he/she is required to inform the school.

Special Weekly Classes

The following special classes are offered for 1st - 5th grade:

- Music
- PE

Student Technology Policy

To ensure the best educational experience possible for our students, the King's Academy has adopted the following policies regarding how our students will utilize technology at our school.

1. TKA will be providing students with a username and password in order to access the programs we will be using through Google. Upon first time logging in, the student will be directed to create their own private password. If the password is lost/forgotten, the parent/guardian can contact the office and a temporary password will be provided so that the student can generate a new one.
2. Each student account will be maintained so long as the student is enrolled at TKA. All students who do not re-enroll will have their account and all information connected to the account permanently deleted at the beginning of the next school year.
3. TKA retains the right to keep digital record of any form of media used within TKA's technological resources for as long as is deemed necessary for the safe and legal operation of our school.
4. Cyberbullying is the use of electronic information and communication devices to willfully and repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Examples of this behavior include but are not limited to: sending false, cruel, vicious messages, creating websites that have stories, cartoons, pictures, and jokes ridiculing others, breaking into an email account and sending vicious or embarrassing materials to others, engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others, posting of a student picture without their permission. Cyberbullying and harassment will not be tolerated. Students found to engage in cyberbullying, whether using TKA approved programs or otherwise, will be suspended on the first occurrence. If there is a second occurrence, the student will be expelled.

No user of technological resources at TKA, including a person sending or receiving electronic communications, may engage in creating, intentionally viewing, accessing, downloading, storing, printing, or transmitting images, graphics (including still or moving pictures), sound files, text files, documents, messages, or other material that is obscene, defamatory, profane, pornographic, harassing, abusive, or considered to be harmful to minors.

Dress Code

Kindergarten through 5th Grade Dress Code

Uniforms

Uniforms have been chosen as the only appropriate dress for school beginning in kindergarten. All students will wear tennis shoes or dress shoes and socks. No sandals or flip flops.

Cooler Weather

As the weather gets cooler, we will not let a child play outdoors if he/she is not dressed appropriately. If a sweater is worn in class, it must be navy or white or their purple King's Academy sweatshirt.

Boys

In warmer months, boys may wear navy or khaki shorts with navy, white or light blue cotton collared short sleeved shirts. In the cooler months, they will wear long navy or khaki pants, with white or blue oxford button down shirts, long sleeved collared shirts or turtlenecks in the above colors. No jeans. White oxford shirts should be worn on all Chapel days with navy blue sweaters or navy blue blazers and navy pants or other appropriate dress clothes . Ties are optional.

Girls

Navy or khaki jumpers, shorts/skirts (fingertip-length), skorts or pants are to be worn with light blue, white or navy blouses, or white knit shirts. Turtlenecks or any shirt worn under uniform shirts must be white, light blue or navy blue. Tights or leggings may be worn under their jumpers during colder weather. On Chapel days, girls are to wear blue jumpers and white blouses, or other appropriate dress clothes. No sweats or pajama pants. Scarves or bandanas on their head are not permitted during the school day. Make-up (including face painting) is not allowed except for nail polish.

Appearance

All students will maintain a neat appearance. Jewelry and hair style should not be a distraction to other students.

6th Through 8th Grade Dress Code

General

Appropriate, modest and respectful clothing is standard. Jeans, without holes and T-shirts are allowed. Final discretion is up to the Superintendent or Pastor of Families and Education.

Tank tops, yoga pants, and sweatpants are not allowed. Length of shorts, skirts and dresses must be just above knee or longer.

Special Dress Days

Special dress days, which are on the calendar, are non-uniform days provided for students to participate in the dress set for that day.

Uniform Exchange

When your child outgrows his/her uniform, you may bring them to your teacher if you wish to participate in the exchange. The teacher holds them until the end of the school year. On Back to School Day, the parents will go and take any uniforms their child would be able to use. There is no charge and it is a nice way to pass uniforms on to the new students.

Accreditation

The King's Academy is accredited through the National Association of Private Schools and is an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.