

Kiev Christian Academy



Parent/Student Handbook

Updated: Spring 2013

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I. KCA Mission and Positions Statements

Mission of KCA

KCA exists to help fulfill the Great Commission by partnering with missionary families to offer a quality education in the English language within the framework of a Biblical worldview.

Vision Statement

Our vision for each student is that they would have a life changing relationship with Jesus Christ, that they would understand, appreciate and develop their God-given potential and that they would be prepared and equipped to pursue their calling in life for the glory of God.

Statement of Faith

1. We believe the scriptures, both the Old and New Testaments, to be the uniquely inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of men, and the divine and final authority for all Christian faith and life.
2. We believe in one God, the Creator, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary and was and remains true God and true man.
4. We believe that Jesus Christ lived a sinless life and died on the cross as a sacrifice for our sins according to the Scriptures. He arose bodily from the dead and ascended into heaven, where, from His throne of majesty, He continues to be our High Priest and Advocate.
5. We believe that humanity was specially created in the image of God, but, in rebelling against God's rule, fell into sin. As a result, all are lost and stand guilty before the righteous judgment of God; it is only through regeneration by the Holy Spirit that salvation and spiritual life can be secured.
6. We believe that the shed blood of Jesus Christ and His resurrection provide the only ground for justification and salvation for all who believe, and that only those who, by faith, receive Jesus Christ are born of the Holy Spirit, thus becoming children of God. This eternal salvation is wholly a work of God's grace, freely given to all who repent and believe in Jesus Christ.
7. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and that, to that end, the Holy Spirit indwells and gives spiritual life to all believers, enables them to understand Biblical truth, empowers them for godly living, and equips them for service and witness.
8. We believe in the personal return of our Lord Jesus Christ, and that the hope of His appearing has a vital bearing on the personal life and service of the believer.
9. We believe in the bodily resurrection of the dead: of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and conscious separation from God in eternal punishment.
10. We believe that there is one true Church, composed of all persons from every generation, tongue, tribe, and nation who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the Head. Furthermore, God admonishes His people to assemble regularly for worship, participation in ordinances, edification through the Scriptures and mutual encouragement.

Core Values

1. We acknowledge that the primary responsibility to educate children is given by God to parents. KCA is delegated a significant role in that process by parents.
2. We affirm the pursuit of excellence in every area of life to the glory of God.
3. We are committed to providing an academically challenging environment for each student.
4. We are committed to proclaiming the gospel message to the lost.
5. We desire to develop and maintain cultural sensitivity.
6. We seek to nurture each student by providing godly teachers, administrators, and Board members.
7. We are committed to providing an orderly and secure atmosphere conducive to learning.

Educational Philosophy

1. The educational philosophy of KCA is based on the God-centered view of truth as revealed in the Bible, the Word of God, which recognizes: God as the Creator of all things, Jesus Christ as the Son of God and the Savior of all who acknowledge Him as Lord, and the Holy Spirit as the One who is able to empower us to live the Christian life.
2. In particular, the Bible teaches that everyone is uniquely created by God as a physical, intellectual, social, emotional, and spiritual being, endowed with particular talents.
3. KCA seeks to facilitate each student's growth in these fundamental areas by integrating Biblical truth and educational knowledge and applying them to life situations.
4. The most important component in the process of education at KCA is the teaching faculty. Under the guidance of the Holy Spirit they are models for the student body as they love, inform, innovate, motivate, direct, encourage, discipline, and evaluate.
5. The Bible further teaches that the family is a sacred institution, established by God as the basic unit of all society. Each parent is given the responsibility by God to train and educate his or her children for the glory of God. At the parent's request, KCA becomes a partner in this process.

Educational Objectives

1. Spiritual Development
 - a. To encourage each student to seek a personal relationship with Jesus Christ by accepting Him as Savior, acknowledging Him as Lord, and seeking to know and do His will;
 - b. To assist each student in forming a personal Biblical world view that will permeate every area of life; and
 - c. To encourage each student to discover and develop his or her unique God-given talents.
2. Intellectual Development
 - a. To equip students for competence in their future field of study or work;
 - b. To impart to the students a love of learning;
 - c. To teach the fundamental elements in every subject area and to teach skills in reasoning, critical thinking, and effective communication;
 - d. To stimulate creativity and individual expression; and
 - e. To teach and promote good study habits.
3. Social Development
 - a. To provide opportunities for wholesome personal relationships with one another;
 - b. To encourage students to appreciate and respect the views and feelings of others, regardless of race, culture, or faith;
 - c. To promote activities that will emphasize the development of leadership, teamwork, and good sportsmanship; and
 - d. To encourage students to develop a desire to serve humanity in a spirit of Christian love.
4. Emotional Development
 - a. To develop students' awareness and appreciation of their unique identity as "Third Culture Kids" and their significant potential contribution to the Church and to the world;
 - b. To encourage a sense of personal worth in Christ; and
 - c. To encourage students to demonstrate self-control in attitudes and behavior.
5. Physical Development
 - a. To promote disciplined health habits and the lifetime benefits of fitness; and
 - b. To promote the development of each student in areas of coordination, strength, and endurance.

II. Admission and Attendance Guidelines

Admission Policy

Kiev Christian Academy is a private K-12 Christian school that employs the American educational system to prepare students for entry into the North American universities. We serve a unique community and we have high expectations of our students. For this reason, admission should be regarded as a privilege and not a right. The school reserves the option to decline admission to any student for any reason.

Priority for Admission

1. Current students and new applicants from Sponsoring Missions have first priority for admission.
2. Current and new students of KCA staff.
3. Current and new students of missionaries whose mission is not a sponsoring mission but who agree that their children will be taught in accordance with the KCA doctrinal statement.
4. Current and new students of the expatriate community who agree to support the KCA doctrinal statement and school guidelines.
5. Current and new students from families who speak English as a second language (ESL). KCA does not typically admit ESL students beyond the sixth grade.

Special circumstances may dictate that KCA limits class size and composition in order to achieve the academic objectives set by the School Board.

Student/Parent Commitment with KCA

Before a student is accepted, it is important that the parents understand and agree with the KCA Christian philosophy of education. They must agree to a partnership relationship with KCA in the education and training of their child/children. Parents also agree to fulfill their financial obligations to the institution regarding fees.

Students admitted in grades 6-12 must sign the Student Enrollment Contract, promising to abide by the rules of the school with a cooperative and respectful attitude. Parents must sign a Parent Contract.

All new students are admitted on academic and behavioral probation during their first semester. If the student has significant problems academically, emotionally or behaviorally, the school has the freedom to conclude any contract. At the conclusion of the first semester, an evaluation will be made by the administration and staff regarding continued attendance. Re-admission for returning students is not automatic, and if significant problems arise that jeopardize continued attendance, parents will be notified.

Eligibility for Admission

Age: A child must be five years old by September 1 to be admitted to kindergarten and six years old by September 1 in order to be admitted to first grade.

English language: Classes are taught in English. Children whose first language is not English may be placed at a lower grade level.

Placement: Students will be placed after formal/informal evaluation of the student and his/her transcript.

Because of limited resources, KCA is not equipped to meet the needs of the following students:

1. Severely learning disabled or mentally handicapped children
2. Severely physically handicapped children
3. Emotionally disturbed children
4. Students with a history of misbehavior or who demonstrate a reluctance to abide by and uphold the rules of KCA
5. Students with a record of discipline, expulsion, and suspension problems

Non-discrimination Policy

KCA shall not discriminate in personnel, admissions, or services on the basis of race, color, ethnicity or gender.

Criteria for Admission

1. Applicant conforms to admission policy.
2. Space in the classroom is available to offer adequate services.
3. Adequate faculty is available to keep a teacher-student ratio, typically, of one faculty member to 15 students.
4. The staff is comprised of members with the strengths to deal with any special needs the student might have.
5. Proper application, student forms, student records, test results (if necessary), and record of initial payment are on file.

Admissions Procedure

1. Complete application packet submitted to the office for each student applying:
 - a. Application
 - b. Student records/transcript
 - c. Immunization records and Emergency Medical Information Form.

- d. Signed doctrinal statement for grades 6-12 (For elementary students one signed doctrinal statement per family)
 - e. Student and Parent Contracts for grades 6-12
 - f. References (2) for grade 9-12
2. The Admissions Committee may request a personal interview with the parents and/or students.
 3. Prior to admission, all students who are applying from unaccredited schools or homeschool programs, or students for whom transcripts are not supplied at the time of entrance will be tested.
 4. Grade placement testing and Russian/Ukrainian language testing may be required.
 5. Final decision is made by the Admissions Committee.
 6. The Admissions Committee and/or Headmaster will notify of acceptance.
 7. KCA accepts credits from accredited schools. Credits for classes completed by a student from a non-accredited school or home school must be reviewed and approved by the KCA School Counselor. In some cases a student will be asked to pass the KCA final exam for the class in question.
 8. Physical presence is required at a predetermined date. (A place will be guaranteed up to 2 weeks following the agreed upon date of admission, unless an approval of a renegotiated date is on file with the Committee.)
 9. Seniors admitted to KCA will not be guaranteed graduation unless they have completed all graduation requirements.
 10. No final admission decision will be made during the summer.

Payment

A non-refundable \$350.00 deposit per student for the next school year is required by May 30. The balance of the first semester's tuition is due by the first day of school. Second semester tuition is due by the first day of the second semester. Contact the school for the current tuition and fee rates.

Attendance

Regular and punctual attendance is of prime importance in the school life of the pupil. Educational skills are built on daily learning. Therefore, parents are urged to see that their children arrive promptly and attend each day.

The school day begins at 8:25 a.m. and ends at 2:58 p.m.

Absences

A student is considered present on any school day in which he/she is at school for at least three hours.

In case of absence the parent should call the office before 9:00 a.m. or send an explanatory note to the office with one of the student's siblings or friends. This is to ensure accountability and safety. If we don't hear from a parent and the student doesn't arrive by 9:00 a.m., the office will attempt to contact the parent(s).

Excused Absences

The following reasons are considered valid reasons constituting an excused absence:

- illness,
- doctor's appointments only available during school hours,
- Headmaster-approved ministry or cultural trips, or
- death in the family.

Please give the school office the earliest advance notice of dates that your children will be absent.

For a planned absence of three or more days, the administration and teachers must be notified in writing by the parents two weeks in advance.

If the absence is due to illness, teachers need to know the exact nature of a student's illness so that proper care can continue when the student returns to school. For example, if a student sprained an ankle, it would alter his or her PE or recess activity.

When a student returns from an excused absence, which has been reported to the office, he/she may go directly to class as usual.

Students are responsible for make-up work. Books and assignments can be brought home by siblings or picked up by parents. Make-up time allowed will be two days for the first day of an absence and then one day for each ensuing absentee day.

If a student misses more than 15 days per semester, he/she is then a candidate for possible academic retention.

Unexcused Absences

A student returning from an unexcused absence (any absence which is not included in the list of excused absences above) should report to the office for consultation with the Headmaster before returning to class. There will be no credit given to daily work assigned during the period of absence. If a student's unexcused absences exceeds 5 days in a semester, a recommendation for termination of enrollment may be made.

Early Dismissal

When a student needs an early dismissal from school, a note from the parents stating the requested dismissal time and reason needs to be submitted to the office.

Tardiness to School

If a student arrives at school late, he/she must report directly to the office before going to class. "Late" is defined as not being present in the homeroom classroom when the 8:25 bell rings. The office will record the tardy and issue an admit slip to the student, who will then go to class and present the admit slip to his/her teacher. The tardy student is responsible to turn in work due in his/her missed classes and to obtain new assignments.

An excused tardy is defined as being late to school due to events beyond the student's and family's control.

An unexcused tardy is being late due to events that are reasonably within the student's and family's ability to control.

No action will be taken for the first 3 unexcused tardies each quarter. Once a student has accumulated 4 unexcused tardies, he will serve lunch detention, supervised by a faculty member. A note will be e-mailed to the parents informing them of the unexcused tardies. Lunch detention will also occur after the 5th and 6th tardies.

Once a student has accrued 7 unexcused tardies, and for each unexcused tardy thereafter, upon arriving late to school he will sit in the office for the remainder of the current class period and receive a zero for the day's work in the missed class period.

Tardiness to Class

Each quarter students will be issued a hall pass containing nine individual passes. Whenever a student is tardy to class (other than first period), or needs to be temporarily excused from class (for example, to use the bathroom or to retrieve material from a locker), he/she will use up one of the nine passes allowed per quarter. If all nine passes are used up and the student again is tardy to class or needs to be excused from class, the student will be given a lunch detention.

If a student loses his or her hall pass, he or she must report to the office.

After School Hours

Students are expected to leave school at the end of the school day. Exceptions are made for participation in extracurricular activities, teacher permission, or if parents have made an agreement with the school. Coaches and teachers should leave the building only after all the students that are under their supervision have left. All students must leave the building by 6 pm. Students needing access to the school after 6 pm or during the weekend will be asked to sign in and give the reason for their entry. Guards may ask students to call an administrator for permission to come into the school.

III. Academic Information

Curriculum

Elementary			
Kindergarten	ABEKA - all subjects		
Grades 1-5:	Mathematics	<i>SRA Real Math</i>	McGraw Hill
	Social Studies		Various
	Lang. Arts/ Reading K-2	<i>A Beka Book Language Series</i>	ABEKA
	Language Arts 3-5	<i>World of Language</i>	Prentice Hall
	Reading 3-5	<i>Novel Units</i>	Various
	Science	<i>Discovery Works</i>	Silver Burdett
	Biblical Studies	<i>Veritas Press Bible Series</i>	Veritas
	Russian Language		Teacher Generated
Middle School			
Grade 6:	Mathematics	<i>SRA Real Math</i>	McGraw
	Social Studies	<i>World Geography</i>	Glencoe
	English	<i>Grammar 6</i>	Prentice Hall
	Literature	<i>PH Copper</i>	Prentice Hall
	Science	<i>Discovery Works</i>	Scott Foresman
	Biblical Studies	<i>Veritas Press Bible Series</i>	Veritas
	Russian Language		Teacher Generated
Grade 7:	Mathematics	<i>Pre-Algebra</i>	Glencoe
	Social Studies	<i>World History: Ancient History</i>	Glencoe
	English	<i>Grammar 7</i>	Prentice Hall
	Literature	<i>PH Silver</i>	Prentice Hall
	Science	<i>Life Science</i>	Bob Jones
	Biblical Studies	<i>Life of Christ Daring Deliverers</i>	ACSI
	Russian Language		Teacher Generated
Grade 8:	Mathematics	<i>Pre-Algebra/Algebra I</i>	Glencoe
	Social Studies	<i>World History: Medieval History</i>	Glencoe
	English	<i>Grammar 8</i>	Prentice Hall
	Literature	<i>PH Bronze</i>	Prentice Hall
	Science	<i>Earth and Space</i>	Bob Jones
	Biblical Studies	<i>Let God be God Mastering Bible Study Skills</i>	ACSI

	Russian Language		Teacher Generated
High School			
Grade 9:	Mathematics	<i>Algebra I/Geometry</i>	Merrill/Glencoe
	Social Studies	<i>U.S. History</i>	Prentice Hall
	English	<i>Grammar 9</i>	Prentice Hall
	Literature	<i>PH Gold</i>	Prentice Hall
	Science	<i>Physical Science</i>	Prentice Hall
	Biblical Studies	<i>Old Testament Survey</i>	Teacher Generated
	Russian Language		Teacher Generated
Grade 10:	Mathematics	<i>Geometry/Algebra II</i>	Glencoe
	Social Studies	<i>World History: The Modern Era</i>	Glencoe
	English	<i>Grammar 10</i>	Prentice Hall
	Literature	<i>PH Platinum</i>	Prentice Hall
	Science	<i>Biology</i>	Bob Jones
	Biblical Studies	<i>New Testament Survey</i>	Teacher Generated
	Russian Language		Teacher Generated
Grade 11:	Mathematics	<i>Algebra II/Advanced Math</i>	Glencoe
	Social Studies	<i>Economics U.S. Government</i>	Glencoe
	English	<i>Grammar 11</i>	Prentice Hall
	Literature	<i>American Literature</i>	Prentice Hall
	Science	<i>Chemistry</i>	Prentice Hall
	Biblical Studies	<i>Apologetics Ethics</i>	Teacher Generated
	Russian Language		Teacher Generated
Grade 12:	Mathematics	<i>Advanced Math/Calculus</i>	Glencoe
	Social Studies	<i>World Religions</i>	Glencoe
	English	<i>Grammar 12</i>	Glencoe
	Literature	<i>British Literature</i>	Prentice Hall
	Science	<i>Conceptual Physics</i>	Prentice Hall
	Biblical Studies	<i>Church History Spiritual Formation</i>	Teacher Generated
	Russian Language		Teacher Generated

Elementary students participate weekly in computer, art, music, and physical education classes. Upper School students may choose to take art, music, drama, desktop publishing, physical education or various other elective classes each day contingent on available faculty.

Though we don't use specifically Christian curriculum, all our classes are taught from a Biblical world view.

Graduation Credits and Requirements

Biblical Studies	4.0 credits
English	4.0 credits
Russian	3.0 credits
Social Studies	3.0 credits
Math (Algebra I, Geometry)	2.0 credits
Science (Physical Science, Biology)	2.0 credits
Physical Education	1.0 credits
Electives	4.0 credits

Total: 23 credits

(1 credit = 5 class periods per week)

Exceptions may be made for students transferring to Kiev Christian Academy after freshman year.

A .25 credit is earned for each semester of Pass/Fail electives. Playing one team sport earns .25 credit for Physical Education. Therefore, participants in team sports will fulfill the P.E. requirement for graduation after 4 seasons. Only 1 Physical Education credit beyond the P.E. requirement may be applied to the elective requirement of 4 credits. So, the maximum that a student can receive for participation in sports is one P.E. credit and possibly 1 elective credit.

Transfer Credits

Students transferring in from any school accredited or not, may be tested in one or more specific academic areas at the discretion of the administration before credit will be granted for any of the course work.

The test will be the final exam of the equivalent course at KCA or a grade-appropriate test for that subject. For example, a test for English will consist of grade-appropriate general concepts about literature, vocabulary, and grammar, and a writing test. If the student passes the test, credit will be given for course work done on lower levels.

Approved Middle school transfer credits in Algebra I and in some languages will be shown on the high school transcript.

Credit for non- KCA classes will appear on the KCA transcript. Grade points, however, earned at any school, accredited or otherwise, will not be calculated into the KCA GPA.

Seniors who have not attended KCA as full-time students for at least two and a half years of high school will not be eligible to be ranked or to be valedictorian or salutatorian at KCA.

Grading System

Knowing that God has created us all as individuals with different abilities, we strive to use a grading system that will be useful in determining whether or not the students have been successful in acquiring and demonstrating certain skills and/or understanding. KCA aims to set clear goals and to motivate students to do their work "heartily as unto the Lord". For this reason teachers try not to grade a student's ability to learn but instead try to make it possible for the students, with diligence, to be successful. A student's grade is therefore earned by the work done daily as well as by the grades earned on tests.

In grades K through 2, the letter grades E, S, N and U will be used. Written comments from the teacher will give insight into the strengths and weaknesses of each student.

K through 2nd Grading Scale Key

E+	96-100	S-	84-86
E	92-95	N	74-83
S+	90-91	U	0-73
S	87-89		

The grading scale for third grade and above is:

Grade	Percent	GPA	Grade	Percent	GPA
A+	100	4.0	C+	83	2.3
A	99-93	4.0	C	82-77	2.0
A-	92	3.7	C-	76	1.7
B+	91	3.3	D+	75	1.3
B	90-85	3.0	D	74-69	1.0
B-	84	2.7	D-	68	0.7
			F	67-0	0.0

NA = Not Applicable

Incomplete 0 0.0

Drop/Add Dates

Students that withdraw from high school courses before the last week of the first quarter of that course will not receive grades for that course on their report card or on their transcript. Students that choose to withdraw after this date will receive grades and the course will appear on their transcript.

Honors Courses

Some courses at KCA can be taught simultaneously at both an “Honors” and a “Standard” level. Teachers that wish to teach their courses as “Honors” must take into consideration the capabilities of the students in the class. Courses designated as “Honors” will use the 5.0 GPA scale. The course title will be revised as “Honors (course name)” and will appear as such on report cards and transcripts.

Parents will sign a permission form before their children are allowed to take the “Honors” level of a course that is taught at both “Honors” and “Standard” levels.

Reporting Grades

Student report cards are issued at the end of every quarter. Report cards will usually be sent home on the Friday following the close of the marking period. Report cards should be reviewed by parents with their students, signed, and then returned the following Monday.

Mid-term progress reports are no longer sent home midway through each quarter. Parents are encouraged to check Sycamore to follow their student(s) grades. Progress reports may be sent at the discretion of the teacher with regard to a student’s grade, a student who is not current with all assignments, or a student who has made notable progress. These must be signed by a parent and returned to the teacher.

Homework

The purpose of homework assignments is to take students into greater depth with course material and to reinforce, give practice, and extend concepts and principles taught in class.

For middle and high schools, late assignments will incur a 10% grade penalty for the first day, a 20% penalty for the second day, etc. up to a maximum of a 50% penalty. Each teacher may specify what date the homework will no longer be accepted.

Parent-Teacher Conferences

Parent-Teacher Conferences will be held for Elementary School students in November and March. We expect and encourage parents to meet with the teachers at this time to discuss student’s progress, areas for improvement and anything else that parents or teachers would like to address. The office will send out an email when conferences will take place and parents can reply to the email to arrange the time that’s best for them.

Optional Parent-Teacher Conferences may be held as needed during the school year as issues arise. If there are any concerns at any time, parents are encouraged to contact the teacher. We encourage parent-teacher communication on all levels.

In terms of conflict, the Bible instructs us to resolve differences by going to the person or persons involved (Matthew 5:23, 24; Matthew 18:15). For the sake of all concerned, the process should move toward resolution as quickly as possible. (Please also see the Grievances Policy.)

IV. UPPER SCHOOL EXTRA-CURRICULAR POLICIES

KCA encourages participation in activities as long as such participation does not become a detriment to students' academic progress. The right to participate will be extended to those students who meet the qualifications and expectations related to each activity. In particular, members of athletic teams and participants in major extra-curricular activities (e.g. school play) must maintain a minimum acceptable academic standing. This eligibility will be established at report card time each quarter. This eligibility will be established at report card time each quarter, according to the following:

1. A student may be declared ineligible if his/her average in any subject drops below a "C". The ineligible status may be moved to a probationary status at mid-term if the grade in question has risen to at least a "C".
2. The school administration may at its own discretion, or upon recommendation of any faculty member, withdraw eligibility of any student from participation for academic or behavioral reasons. The administrator is the final authority in academic or behavioral eligibility matters.

Because Student Council members are leaders in the school community, eligibility for Student Council will be set at a higher standard. Criteria for eligibility are listed in the Student Council section of the handbook.

All student activities must be approved by the administration. KCA does not support, endorse, or promote community events which are not conducted under the supervision of the school.

If students propose an extra curricular activity of any kind, they must submit a request in writing to the Headmaster. Sponsorship and supervision by an interested administrative, faculty, or staff person is required for approval of the activity.

The Headmaster has the authority to approve or disapprove any student activity requests. Overnight activities at the KCA facility and dances are not permitted.

Student meetings related to extra-curricular activities are to be conducted under the direct supervision of an adult advisor for that activity.

Absences due to school-sponsored extracurricular activities (i.e. sports, yearbook, drama, choir trip, etc.) are not counted as absences, but all class assignments must be completed in a timely manner. Students are responsible to find out what assignments will be missed and complete them as requested by the teacher. Being late for classes as a result of an extracurricular activity is only excused if a note is presented by the supervisor of that activity.

Extra-Curricular Athletic Program and Philosophy

Opportunities for athletic involvement may include the following:

- **Fall sports:**
 - Middle School Boys Soccer
 - Middle School Girls Soccer
 - High School Boys Soccer
 - High School Girls Soccer
- **Winter sports:**
 - Middle School Boys Basketball
 - Middle School Girls Basketball
 - High School Boys Basketball
 - High School Girls Basketball
- **Spring sport:**
 - Middle School Track
 - High School Track
 - High School Girls Volleyball

(All activities are based on the interest and availability of adult supervision and are subject to change.)

The ultimate purpose of the KCA sports program is to glorify God. (So whether you eat or drink or whatever you do, do it all for the glory of God. I Cor. 10:31) It is our goal that all our participants maintain and uphold the Christian values of the school. Athletics are to contribute to the development of desirable sportsmanship, character, attitudes, and behaviors that reflect Biblical values. KCA believes that students should enjoy their involvement and competition while growing physically, emotionally, socially, and spiritually.

Our programs will encourage individual participation and achievement by providing an opportunity to learn and play sports. KCA stresses participation by every student who possesses a sincere interest to do so in the earlier years, with more competitive and selective levels later. KCA recognizes developmental stages through which students progress and acknowledges those stages in its program. Through participation in athletics, students learn to work cooperatively with fellow students and coaches.

KCA Sports Policies

All participants and parents must read and sign the KCA Athletic Program Participation Contract form yearly.

- **Participants must have physical clearance.** All participants in the Sports Program must have a physical clearance from a physician before they are allowed to compete in a game. (This may be done during the summer prior to the school year or during the school year.) Participants may participate in practice without a physical for a maximum of two weeks. KCA may provide an opportunity for participants to receive a physical – normally this will be done mid-September.

Coaches

- KCA coaches are typically teachers and parents who love sports and who volunteer their time and energy to provide athletic opportunities for KCA students. Coaches should be valued and encouraged as they develop KCA students athletically. Open communication between players, coaches, and parents is encouraged.
- KCA coaches are under the authority of the Athletic Director, who is under the authority of the Headmaster.
- If there are any concerns with a coach, the coach should be approached directly at an appropriate time. Appropriate times are not during practice or immediately after a game.
- If there is a situation where a Head Coach must be approached during a game, he/she should be approached by the Athletic Director. (If the Athletic Director is a coach or not present, then the Headmaster should approach the Head Coach; if he/she is a coach or not present, then a member of the Administrative Leadership Team should approach the Head Coach). When possible, before approaching the coach, there should be a consensus of at least two people from the following group in the order listed – Athletic Director, Headmaster, ALT member, KCA faculty, another KCA coach. The Head Coach should then be approached in the best non-threatening, helpful manner.

Elementary and Middle School Teams

All interested KCA students are encouraged to be involved. The team’s emphasis is participation in practice and competition. Coaches should aim to give the maximum number of students “game time” experience while also keeping our teams competitive. An effort will be made to not “cut” students from these teams as we seek to encourage development. Sometimes this will be inevitable as our leagues usually limit the number of players per team. Practice teams will be formed as coaches and field/gym times are available. Athletics at these levels should emphasize the development of sports skills and knowledge that will enable the students to pursue sports on a greater competitive level in high school and /or for use during leisure time.

High School Teams

KCA believes that involvement in high school athletics is a valuable experience. The formation of specific sports teams will seek to accommodate students of varying skill levels and will meet competitive program standards while attempting to create a positive athletic experience. Because of limited facilities, limited coaching staff, and league regulations, students may have to be “cut” from teams. Cuts will be made on the basis of perceived ability and teachability. While participation is still valued at the high school level, KCA expects our high school teams to be competitive. Coaches should seek to involve team members in game situations as they are able.

Home-schoolers

- Home-schoolers will pay double the KCA sports fee since the Sports Program is subsidized by tuition.
- Participation will be allowed on a case by case basis that must be approved by the Athletic Director and the Headmaster.

Some of the factors taken into consideration may be:

- Do they have a sibling at KCA?
- Is their mission organization a sponsor of KCA?
- Is one of their parents a KCA coach?
- Is one of their parents a teacher at KCA?
- Are their parents missionaries?
- Will they take a KCA student’s position?

- If a home-schooler is allowed to participate in the KCA sports program, they will have an equal opportunity to earn “game-time” as all other teammates do.

Transportation to Athletic Events

On school days, KCA will provide transportation to games for all team members and coaches. Others may sign up for extra seats on the sports busses by contacting the KCA office. There will be a minimum charge to non-athletes for riding the sports busses. Please sign up and pay at the office the day before the game. KCA will ensure that school children signed up for the bus arrive at the field or gym, but parents must assume responsibility for their own children once the children arrive at the venue. KCA is usually not able to provide transportation after games.

Academic Standards

All student-athletes are expected to fulfill their academic as well as their athletic responsibilities. If a student misses more than 3 periods of a school day, he/she may not participate in sports team practice or in a sporting event that

day. All student-athletes are required to have a minimum “C” average in each of their classes. If any student has below a “C” average in any subject at any point during the season, the student will be placed on probation.

The three different levels of probation are as follows:

- Level One: The student-athlete has 10 school days to bring his/her grade to a “C” average or above. During this time the student-athlete may participate at all levels of practice and competition.
- Level Two: The student-athlete must bring his or her grade to a “C” average or above. During this time the student-athlete may not attend after-school practices or participate at any level of competition, scrimmages or games. If practices are during an elective hour of the regular school day, the student will have study hall instead.
- Level Three: The student-athlete may not participate in that seasonal sport any longer and will receive no academic credit for that sport.

If a student-athlete is put on probation, it is highly recommended that the student request a conference with his/her teacher to inquire about possible extra-credit work. Extra-credit may be assigned at the teacher’s discretion; all teachers reserve the right not to assign extra-credit.

Athletic Courtesy

Athletics should foster sportsmanship at all times. It is the privilege of each participant associated with athletics to manifest these principles in his/her own actions. Failure to comply with these rules will result in disciplinary action, which may include expulsion from the team.

- Visiting teams are guests of Kiev Christian Academy and are to be treated with respect and courtesy at all times.
- The rules of the game, as well as those of the host institution, are to be observed by all.
- Unsportsmanlike conduct and “talking trash” will not be tolerated.
- Athletes ejected from a game by a referee may be subject to further disciplinary action by the Athletic Director.
- Fighting at an athletic event, by anyone, will never be tolerated. Violators will be subject to extreme disciplinary action.
- Players are encouraged to get to know their opponents’ names and to compliment them at appropriate moments. In all aspects, a dynamic Christian testimony should be demonstrated.
- Support the dignity and worth of each individual.
- Verbal abuse towards athletes, officials, other coaches, or parents will not be tolerated.
- Conduct befitting a worthy role model is expected.

Student Athletes’ Responsibilities

- It is the primary responsibility of each athlete to do everything in his/her power to promote good sportsmanship and positive behavior at Kiev Christian Academy athletic events.
- The athletes will obey their coaches. If there is a conflict, an appeal may be made to the Athletic Director.
- The athlete must realize that he/she represents a tradition of fairness and compassion in competition.
- The athlete is to develop the self-control necessary to perform to one’s best in competition and avoid negative attitudes and negative behaviors such as loss of temper, abusive language and/or hand gestures, etc.
- The athlete is to learn that performing to the best of one’s ability is far more important than winning or losing.
- The athlete is expected to abide by school regulations.

Student/Parent/Spectator Responsibilities

Attending an athletic event means that the spectator has assumed a responsibility for proper representation of KCA just as the athlete does. These guidelines apply to all spectators -students and parents alike.

- Appreciate and give proper recognition to the good in others.
- Cheer positively; avoid “booing” and abusive language.
- Don’t engage in any kind of intentional display of rude behavior. For example, do not distract opponents during foul shots.
- Always regard the official’s decision as final.
- Respect school property and regulations.

These guidelines are in effect at both home and away games for KCA coaches, athletes, and student spectators, even when not observed by opposing teams and fans. Failure to meet these standards will result in disciplinary action. Situations will be reported to the school Headmaster by the Athletic Director.

Because of who we represent, more is expected of us in terms of how we live our Christian faith and values. We have the opportunity, when on the athletic field/court, to demonstrate a difference in our behavior, decorum, and sportsmanship. We believe that when the coaches, athletes, and spectators of Kiev Christian Academy live in the spirit as well as in the letter of the stated guidelines, enjoyment and success will surely follow.

A Word about Sport Scheduling...

Please be aware that event times may change and unforeseeable logistical problems may arise. Every effort will be made to notify parents of any changes in a timely manner.

**Parents and students must review and sign the sports contract found in the Appendix. Students must agree to and sign the contract before they participate in any sport.*

Other-Extra Curricular Activities

The following list represents activities that may be offered as time, staffing, and interest allow. If parents are interested in assisting in any of these areas, please contact the school office.

Service Projects

The student body may be involved in one or more projects throughout the year:

November/December: collection of clothing, bedding, etc. for a local orphanage or other designated group that helps the homeless.

February/March: collect and distribute items from a “wish list” of a local baby orphanage or hospital.

Another project, as decided by the Student Council.

Junior/Senior Trip

The senior and junior class will take a class trip each year. The ALT will approve the trip leaders and chaperones.

The decision on location and purpose of the trip will be made each year in accordance with the following guidelines:

The trip should be chosen according to the following ratios:

- 25% Educational
- 25% Spiritual
- 50% Social/Recreational

The trip will be at the expense of the individual students. However, the students may participate in school-approved fundraisers.

Class time may be given up for part of the trip at the discretion of the administration. All students are expected to participate.

Student Council

The Student Council serves the student body by providing a forum for addressing student requests and concerns, and serves as a representative of the student body to the administration. The Student Council also supports and promotes social and service projects.

Members are expected to provide leadership and promote positive attitudes among the student body in areas of discipline, respect, academics, and spirituality. Student Council members are also expected to be a good testimony to others in the community.

The Student Council is made up of 13 members: 6 officers (president, vice president, secretary, treasurer, female chaplain, male chaplain) and 7 class representatives (one from each class, grades 6-12).

Members are chosen as follows:

- Student Council officers – Students wishing to serve as an officer must submit an application and reference form in the spring preceding the year of proposed service. They will be chosen by the Student Council advisor(s) in consultation with a selection committee. Applicants for president and vice president must be in grades 10 or 11. Applicants for secretary, treasurer, and chaplain must be in grades 9-11. No officer may serve in the same position for more than two years.
- Class representatives for each grade (6-12) will be elected in the fall at the beginning of the school year.
- All nominees for Student Council must be approved by the administration.

Student Council officers may be required to attend leadership development seminars. All council members are expected to attend regular council meetings and make attendance at council sponsored events a priority.

All members of the Student Council are required to maintain an overall average of “B” (84%) or better, with no end-of-quarter class grade below a C-. Any council member failing to meet these requirements must step down from his/her office for the remainder of the year. The office will then be filled according to the procedures outlined in the Student Council policy book.

Chapel

Chapel is an important part of KCA’s school program, providing an opportunity for the school community to worship God together in spirit, thereby strengthening our unity and maintaining a high moral atmosphere in the school.

Chapel is held once a week, usually on Thursday for the Elementary School and on Wednesday for the Upper School. Talking and disorderly conduct during Chapel time is not appropriate behavior.

Snow Ball & High School Banquet

Grades 9-12 will plan and carry out Snow Ball and High School Banquet under the direction of the Student Council and the faculty advisors. The Headmaster will approve the choice of chaperones, place of banquet, theme, and all costs involved. Dancing will not be allowed according to school policy. Snow Ball is usually held in December and the High School Banquet is usually held in the spring.

Drama

Drama is offered as an opportunity for the students to develop their dramatic talents and abilities. In recent years, students have had an opportunity to demonstrate these talents in activities such as school plays and chapel participation. A major drama production is usually presented in late April-early May each academic year.

** This elective will be offered as interest and staffing permits.*

Music

KCA endeavors to encourage the musical abilities and interests of all students in Kindergarten-Grade 12.

Elementary Music classes will be offered weekly for all elementary grades. Yearly performances in which students' musical talents are displayed are normally scheduled during Christmas time and at the end of the school year. When possible, elementary students will be exposed to simple theory and fundamental instrumental music.

At the Middle and High School levels the following opportunities may be offered:

1. Praise and Worship Team: This group of instrumental and vocal musicians will be responsible for leading worship during chapel times, as well as at other events upon request. This group will have a limited number of participants and may be determined by auditions, if necessary.
2. Instrumental Music: This group will practice and perform a variety of instrumental music, including, but not limited to, music for a school play. Students are expected to have fundamental knowledge of his/her instrument. It is the student's responsibility to acquire and maintain the instrument. Some theory will be taught during this class. If necessary, this group may be selected on the basis of audition. Individual instruction may also be available to interested students as staffing permits.
3. Choir: This group will practice and perform at school-wide events and in area churches.

** This elective will be offered as interest and staffing permits.*

Art

Art classes will be offered in all grades, beginning with Kindergarten. The purpose of the classes will be to expose children to different genre of art, to give an area for self-expression, and to develop individual talents.

** This elective will be offered as interest and staffing permits.*

Yearbook

The annual publication of the KCA yearbook is the responsibility of a student editorial committee working under the direct supervision of a faculty sponsor. **Enrollment in this elective activity is typically limited to grades 9-12.** Yearbook staff will be exposed to computer applications and graphic art programs needed to produce the yearbook, as well as given opportunity for self-expression in compiling the yearbook.

** This elective will be offered as interest and staffing permits.*

Newspaper

Students will layout and produce a monthly publication under the supervision of a faculty sponsor. The newspaper will include, but not be limited to, future school events, past school events, and national/international events. It will be used as a channel of community information and a means of creative expression. Enrollment is typically limited to grades 6-8.

** This elective will be offered as interest and staffing permits.*

V. SCHOOL BEHAVIOR

Behavior Expectations

1. Courtesy and Respect
 - a. Students are under school authority when school is in session or when they are involved in a school function.
 - b. Students are responsible to obey and show respect to all faculty members and staff at all times (not only the faculty member in charge of a particular area or activity.)
 - c. Faculty and staff should always be addressed as Mr., Miss, Mrs., etc.
 - d. Students should address each other with courtesy and respect.
2. Order
 - a. No loud talking in hallways while classes are in session.
 - b. No running or pushing, especially in hallways and on stairs.
 - c. No rowdiness is allowed in the gym, halls, restrooms or classroom.
3. Respect for school property
 - a. No gum may be chewed anywhere (inside or outside) on the premises of KCA. Offenders will be disciplined.
 - b. Students are responsible to keep the locker areas clean. All personal property not in immediate use must be kept in lockers or taken home after school. Lockers are school property. Appropriate posters, drawings, or pictures may be used to decorate student lockers on the inside. Lockers may periodically be checked without announcement by the school administration. Items deemed not appropriate will be removed.
 - c. There will be no throwing or kicking of objects in the building.
 - d. Students should always clean up after themselves.
 - e. Students must keep desks clean. School property is not to be marked, defaced or damaged in any way. Restitution will be required for willful destruction of furniture.
 - f. Accidents must be reported immediately!
 - g. Teachers' desks, the faculty lounge, storage closets, and private offices are out of bounds for students.
 - h. The school supplies textbooks. Students are responsible for keeping their books in good condition and for removing all marks from books before returning them. The cost of replacing or repairing lost or damaged textbooks will be covered by the student assigned the textbook. Students are expected to keep loose papers in binders and not between pages of textbooks in order to preserve book bindings.
 - i. The school telephone is off limits to students except for school business or, in case of an emergency, with the approval of the administrator on duty.
 - j. Students are not allowed to play the piano without permission of a KCA faculty member.
 - k. School-owned audio and video equipment may not be operated by the students, except under supervision.
4. Snack/lunch break
 - a. Students may eat or drink only in designated areas at designated times.
 - i. During the morning break, Upper School students may eat and drink only in a classroom or in the cafeteria; not in the restrooms or hallway.
 - ii. If a student is attending a teacher-supervised activity in a classroom during the lunch period, lunch may be eaten in the classroom.
 - iii. Students in grades 6-12 may eat outside, after signing out with the teacher on duty in the lunchroom. When they return, they must sign in before leaving the cafeteria or proceeding to class.
 - iv. Since the area around the school building is open to the public, as a safety precaution, upper school students who have signed out for lunch are restricted to the soccer field or front lawn during the lunch period.
 - v. Seniors, in groups of two or more, may leave the school grounds during lunch. When on the school grounds, they must be at the soccer field.
 - b. Lunch can be ordered at school on designated days. If not ordering school lunches, students must bring their lunches and eating utensils. A water cooler is available.
 - c. Food must be put away and the students' eating area must be cleared when lunch or snack periods are over.
5. Visitors to KCA
 - a. Students are expected to be helpful and courteous to visitors.
 - b. Should friends of KCA students desire to visit the school, permission must be granted in advance by the Headmaster and teachers should be notified.
 - c. The student host must remain with his or her guest during the entire visit.

6. The Classroom - Individual teachers will establish other classroom rules to insure a good educational environment.
 - a. Students should listen when others are speaking and raise their hand to get permission to speak.
 - b. When talking is permitted, class must not become loud and boisterous.
 - c. No writing or passing notes, tossing objects, or inappropriate behavior is allowed.
7. The Library
 - a. Library courtesy requires a quiet atmosphere. Any necessary talking must be done in a whisper.
 - b. Students may check out no more than 10 books at a time. Books are checked out for two-week intervals.
 - c. Students may check out one DVD at a time. DVD's are checked out for one-week intervals.
 - d. Overdue notices will be sent out on a weekly basis.
 - e. Fines will be assessed every quarter.
8. Computer and Printer Use
 - a. All Upper School students must sign the Internet Use Contract which is distributed at the beginning of the year.
 - b. Parents will annually give permission for Internet access at school for their children and will be notified of any unfiltered Internet access available to students. KCA retains the right to monitor and/or review files saved on school computers and to review use of the Internet by users. Violations of technology policy will be thoroughly reviewed and access to technology may be modified or terminated. Discipline measures, up to expulsion and termination, may be used if violations are repeated or are severe.
 - c. School server: Students are assigned a folder on the server that is backed up regularly. Students have access to some common folders on the server. They are expected to handle common files carefully and with integrity. Work created by others is private property and should be used with permission.
 - d. Personal devices: Teachers may give students permission to use personal devices for academic purposes during class time. Teachers are free to monitor any student using a personal device during school hours and they should report the misuse of devices to the office. The misuse of devices by students will result in the confiscation of the device by the office and the notification of parents.
 - e. Access to the Internet: KCA prohibits the use of the Internet to intentionally find, view, or manage any information that contains material that is not consistent with Christian values. These materials include, but are not limited to: obscenity, threats, harassment, bullying, and material not conducive to the learning environment.
 - f. Students are expected to print assignments at home. In emergency situations, students may print assignments at school. The cost for printing is 1 grivna per page or 3 griven per color copy page. Students may not use the photocopiers. For special needs, however, students may request a teacher to make copies for them at the teacher's convenience.
9. Miscellaneous School Rules
 - a. High school students are allowed to use personal electronic devices at KCA with teacher permission and for academic purposes only. Abuse of this policy will result in the loss of the privilege of using personal devices at school. Middle school students are not allowed to use personal electronic devices before school or during the school day.
 - b. Devices considered weapons in any culture are not permitted at KCA.
 - c. No windows may be opened by students unless under direct supervision of an adult. Students are not permitted to lean out of the windows.
 - d. Students should not bring large amounts of cash to school. Money and valuable items should be kept in the student's possession. The school assumes no responsibility for lost or stolen property.
 - e. Because of the muddy playground, elementary students must leave a pair of shoes at school and wear them indoors at all times. These may not be slippers or flip-flops, or any other type of shoe which slips easily on or off.
 - f. No physical display of affection is allowed between students of opposite sexes at school, on the bus, or at school functions.

KCA Dress Code

Our aim is for students to present themselves in a way that demonstrates self-respect for having been created in God's image, shows respect for the dignity and needs of others, and brings honor to God. Therefore, dress should promote Christian modesty, good grooming and knowledge of appropriate attire for specific occasions.

In order to achieve this goal, the following dress code has been established:

1. Neither back, nor midriff skin, nor underwear may show at any time.
2. No sleeveless shirts, spaghetti straps, or low, revealing necklines are permitted.
3. Tight-fitting clothing that reveals the outline of underclothing is unacceptable.

4. Girls' skirts may not be shorter than 2" above the top of the knee.
5. Shorts may be worn in September and May, as well as for PE or field trips, as permitted by the teacher. Shorts may not be shorter than mid-thigh length. Athletic shorts are not allowed.
6. Sweat pants or "cut-offs" of any length are not allowed.
7. Sandals are permitted; casual flip-flops are not.
8. No hats may be worn inside the school building.
9. Hair dyed to an unnatural color is not permitted.
10. Only girls may wear earrings. No other body piercing ornamentation for boys or girls is permitted.
11. Torn and/or dirty clothing is not acceptable.
12. Clothing or accessories displaying questionable or inappropriate slogans, symbols, or pictures are not permitted.
13. Clothes or hairstyles which identify the wearer with specific antisocial or anti-Christian subcultures or philosophies are not permitted.
14. Styles judged to be extreme by the faculty will be addressed on a case-by-case basis.
15. School policies apply at school events. Dress requirements for special activities, such as music performances or class outings, will be announced in advance by the school administration.

Disciplinary Procedures for Dress Code Violations

- First Infraction – The student will be given a warning from a school administrator.
- Second Infraction – The student will be given a warning and a copy of the dress code will be sent home to be signed by a parent and returned to the school office.
- Third Infraction – The student will be given lunch detention.
- Fourth infraction— The student will be given an overnight suspension. A parent must accompany their child back to school the following day for a meeting with the Headmaster.

Foul Weather Clothing Guidelines

In order to participate in outdoor recess, children must have adequate warm clothing. Here are guidelines for adding clothing as the temperature drops (taking into account any wind chill).

Temperatures are in Celsius.

- +15 a light jacket or sweater
- +10 a warm jacket
- +5 add a cap and gloves (pinned to cuffs for younger children)
- 0 add long underwear
- -5 pull hood over cap; tie scarf around neck
- -10 wear warm layers under parka (in addition to long underwear)
- -15 switch from gloves to mittens; pull scarf to nose
- -20 children will not be taken out at this temperature

KCA Discipline

All students must behave and conduct themselves in a way that promotes a good learning environment, physical well-being, and personal character development. A student's actions and communication should bring honor to Jesus Christ, to KCA, to the community of Kiev, and to his/her family.

1. Philosophy

- a. Kiev Christian Academy desires that its philosophy of discipline be based on Biblical principles.
 - b. Discipline is a process of loving, strengthening, protecting, training, and correcting so that order is maintained and development with creativity can flourish. Through discipline, the school seeks positive changes in behavior and attitude that will lead to a self-disciplined individual who is sensitive to the needs of others.
 - c. KCA recognizes that God has given parents primary responsibility for the student's growth and development. The school staff is entrusted by parents to assist in guiding young people to love and respect both God and neighbor. To accomplish this task, it is important that communication between parents, staff and students be given high priority. Ultimately the success in developing a self-disciplined student depends upon parents and staff who carefully model and teach submission to authority.
 - d. KCA recognizes that in maintaining an environment where effective learning can take place for all students, there will be instances where discipline will be required to encourage an appropriate change in behavior or attitude.
2. Upper School Discipline Procedure
- a. Disruptive behavior may result in loss of privileges, lunch detention, and/or a meeting with the Principal.
 - b. When the situation cannot be resolved satisfactorily, the Headmaster & Principal may ask the parents to come in for a conference.
 - c. If a student's behavior continues to be unacceptable, the Headmaster may place a student on probation or suspension. Credit given on class or homework due during the suspension will be at the discretion of the Headmaster.
 - d. Continued misbehavior will be referred to the School Board by the Headmaster, with a recommendation of longer suspension or expulsion.
3. Anti-Bullying Policy
- A core value of KCA is that we are committed to providing an orderly and secure atmosphere conducive to learning. Bullying therefore will not be tolerated. Bullying can be physical, verbal, or emotional abuse or inappropriate use of Internet-based social media. Any incidents of bullying should be reported to the appropriate school administrator. The administration will thoroughly investigate reports and take appropriate action, such as attempts to reconcile students, parent conferences, suspension, or expulsion.
4. Anti-Hazing Policy
- A core value of KCA is that we are committed to providing an orderly and secure atmosphere conducive to learning. Hazing therefore will not be tolerated. Hazing can be intimidation, humiliation, or the demeaning of another student. Any incidents of hazing should be reported to the school administration. The administration will thoroughly investigate reports and take appropriate action. Hazing can result in suspension, expulsion, firing, or cancellation of events or activities.

Grievance Procedure

A grievance exists if a student, parent, or employee feels that he/she has been wronged, by being subjected to any unjust act, policy, or procedure. The grievance can exist against the action of an employee, a student, the Board, or any organization or committee of the school. This procedure applies to all members of the KCA community; parents are strongly advised to go directly to teachers with concerns as a first approach. In all instances parties should keep in mind the admonition found in Matthew 18:15, "If your brother sins, go and show him his fault in private; if he listens to you, you have won your brother."

Informal Level I

A person who has a grievance is to first privately approach the person or people whom the grievance is against and communicate the grievance verbally, giving opportunity for positive dialogue. The person who has a grievance should not talk with others for additional perspectives on the problem nor criticize anyone who is not present.

Informal Level II

If resolution is not reached, the person with the grievance, along with one or more witnesses, should set an opportune time with the person or people whom the grievance is against. During this meeting, a written statement of the grievance should be presented to the person or people whom the grievance is against, again giving opportunity for positive dialogue. A dated signed copy of the statement should be kept.

Formal Level I

If resolution is still not reached, the person and the witnesses should approach the appropriate leadership team member and share the grievance. A copy of the written statement is to be given to the leadership team member. The leadership team member will research the grievance, talk with all primary parties, and act upon the grievance in a timely manner. The leadership team member will document his/her decision. The leadership team member's decision will be reported to all parties involved.

Formal Level II

If resolution is not reached at the leadership team member level, the grievance may be taken to the Headmaster. A copy of the written statement and the leadership team member's documentation is to be given to the Headmaster. The Headmaster will communicate with the leadership team member, act upon the grievance, document his/her decision, and report his decision to all parties involved.

Formal Level III

If resolution is not reached at the Headmaster level, a grievance appeal may be taken to the Board. In this event, a copy of the grievance and documentation would be presented to the Board. The Board Chairman will determine if the grievance appeal will be heard at a special called meeting or at a regular meeting of the Board. The Board will act upon the grievance. All decisions of the Board are final. All proceedings will be recorded.

VI. Parental Partnership with KCA

Communicating Between Home and School

The primary means of communication with our families is through our school's internal website Sycamore. Email is another common form of communication from the KCA Office. KCA's Website is www.kca.org.ua. An Emergency Telephone Chain is set up after the school year begins in order to keep families informed of any emergency or immediate communication needs. Parent-teacher conferences and report cards are also means of communication between KCA teachers and parents. If a teacher needs to individually contact a parent, he or she will do so through Sycamore Pass-A-Note (PAN), e-mail, telephone or a note sent home with the student.

Parents may communicate with the school through the school office or individually with the teacher. We encourage parents to keep in regular contact with the school. Good communication is a key to unity.

A list of school families and their telephone numbers will be sent home after the school year begins. If parents need to contact teachers, please try to do so during school hours.

Calendar of School Events

A master calendar is kept in the school office. You may also view all events on the school calendar on Sycamore (My School/Calendar).

Generally Scheduled Yearly Events (approximate dates)

Opening Day – Late August

Fall Retreat - Late September

Fall Festival - Mid-October

Soccer Season - Early September through mid-November

Thanksgiving Break - Late November

Christmas Celebrations/Breaks

Basketball Season – November through March

Teacher Appreciation Banquet - Mid-February

Spring Break - End of March

Spiritual Emphasis Week – 1st week of March

Track Season – April through May

High School Banquet – End of April

Annual Drama Production – 1st week of May

Senior Trip – Mid-April

Graduation Day/Last Day of School – Last week of May

School events are subject to change depending on the needs of the school and the availability of resources and personnel. Parents are encouraged to volunteer!

Parent-Teacher Fellowship (PTF)

The Parent-Teacher Fellowship (PTF) exists to encourage and strengthen cooperation and fellowship among school parents and teachers. It provides a framework by which both parent and teacher, through a mutual understanding of the problems involved in living on the mission field and of the needs of the child, may work together for the child's best interest in developing intellectual, spiritual, physical, and emotional maturity.

As partners in the education of our students, we must provide consistent teaching both at home and school. Parents are strongly encouraged to attend PTF meetings and functions and to volunteer their talents and extend their hospitality to Kiev Christian Academy staff.

The involvement of volunteers, such as room mothers, library helpers, special program coordinators, etc, is coordinated through the PTF.

Transportation To and From KCA

Transportation for High School and Middle School Students

High school students are responsible for their own transportation. If parents wish their middle school students to be responsible for their own transportation, the parents may choose to give the student "free-rider" status. Parents can indicate this on Sycamore.

Transportation Changes

When an elementary student, or a middle school student without “free-rider” status needs to make a temporary change to the regular mode of transportation, a parent must call or send a note to the office.

Private Drivers

Private cars need to drop off students by 8:20 a.m. and to be at the school by 3 p.m.

Public Transportation

Students using public transportation should not arrive before 8:00 a.m. and must leave the school grounds by 3:15 p.m. during normal days and by 4:45 p.m. if involved in an extracurricular activity. The school's responsibility ends when the student leaves school grounds.

Game Buses

Buses to sports competitions have unique schedules and routes. Details will be communicated on Sycamore. There is limited seating and a minimal fee will be charged per passenger for spectators. Elementary spectators who wish to ride the game bus from school must submit a signed permission slip from the parents to the office the day before the game. High school students must reserve a place on the bus list by signing the list in the office. The cost for non-team members to ride the sports bus is 10 UAH (pay in the office).

VII. Emergency Procedures

Medical Emergencies

In the event a student sustains a serious injury, the parents will be notified as quickly as possible. The school will follow the instructions given by the parents regarding emergencies. In the absence of an Emergency Medical Information sheet, the school will make necessary judgments and take necessary actions in the best interest of the student. In most cases, if an ambulance is required, the school will contact Boris Clinic and have the child taken to their offices located in the Sport Hotel building, next to the Olympic Stadium metro station.

Illness

If a student becomes ill at school, the School Nurse, secretary or Headmaster will determine if the student needs to be sent home. If a student is to be sent home, he/she will be checked out from the school office. Until such time that the student can be picked up, the student will remain in the clinic, sick room, or office. A student who has a contagious illness is not to be allowed to attend school until the illness is no longer contagious, i.e. no fever or symptoms for 12 hours.

Emergency Injury/Accident Plan

The following steps should be followed when a student is injured:

1. Trained personnel should stabilize the injured person and/or move him/her to a safe area. If trained personnel are unavailable, then a staff member should respond.
2. The trained personnel or staff member needs to stay with the injured person while someone else goes for help.
3. If the injury is serious enough to warrant an emergency room visit, a parent/guardian of the injured child is notified to determine if they will pick the child up or if they want the school to make arrangements to transport the child. If the school is unable to notify a parent, then the child should be taken to the emergency room. With a life or death injury, the school will make arrangements to transport the child as soon as possible and then attempt to notify the parent.
4. Call for an ambulance, if needed, or find/provide transportation for the injured person.
5. Be sure to check the medical alert list or the student's medical record to find out if the student has any allergies to medicine or other significant medical alerts.
6. If transporting without the parent, a staff member (ideally a Ukrainian speaker) should accompany the student to the hospital and remain there until his/her parents/guardian arrive and take responsibility.
7. The staff member present and taking charge is responsible to file a written accident report with the Headmaster within 24 hours.

Handling of Blood-Borne Pathogens

When cleaning up blood or vomit in the classroom or playground, teachers and other staff should wear rubber gloves to protect against any infectious diseases. Rubber gloves are available in the school office.

Reference: APM 454

Medicine Administration Policy

The following procedure will be used in administering medicines to students.

1. All medicines sent in by parents must be accompanied with a note explaining what the medicine is for, how and when it should be administered, and for how long it should be administered. If possible, a list of side effects would be helpful.
2. Medicines will be kept in the office.
3. Parents of elementary students will be contacted through Sycamore if Tylenol or Ibuprofen is given to their children.
4. All medical procedures should be recorded into Sycamore medical logs, to include administering Tylenol, Ibuprofen, etc. It does not include Band-Aids.

Fire

In case of fire, a buzzer will sound two long blasts. You should act quickly, quietly, and in an orderly fashion. (See the Fire Escape plan below.)

1. All teachers should line their classes up and exit the building from the nearest and safest exit.
2. Teachers will need to take their emergency folder with them, shut their doors, and lead their students to safety.

3. The “safety” area has been appointed as the area of the driveway furthest from the building.
4. No one should remain in the building or re-enter the building under any circumstances.
5. Coats, shoes, backpacks, purse, etc. should not be collected before exiting the building.
6. Once outside, the students in each class should be lined up in single file and role should be called in order to ensure that everyone has left the building. **DO NOT ASSUME!**
7. Students should remain outside in an orderly fashion until directions come from the administration.
8. Fire Drills are held periodically to ensure student safety.

Inclement Weather

In the case of severe weather, such as ice or an excessive amount of snow, or the temperatures dropping below -25°C the Headmaster will determine if school is to be closed. In the event of school closure, the Emergency Phone Tree will be activated to ensure that all families are aware of the situation.

High Winds

In case of dangerously high winds, a verbal warning will be given.

You should act quickly and quietly while following the procedure below:

1. All students should be led from the classroom to the corridor.
2. Students should be instructed to kneel or sit on the floor in the corridor, but not near any doorway or the staircase.
3. All doors to the classrooms should be shut.
4. Teachers need to call role from their grade books to ensure that all students are present. **DO NOT ASSUME!**
5. Teacher should remain in control of the students at all times.
6. Students should remain in the hallway until the administration gives further instructions.

Terrorist Attack

In the event that our students, staff, or school becomes the target of some kind of terrorist attack, the buzzer will be sounded in a long burst. Follow the guidelines below:

1. Specific faculty members will be designated to check classrooms, open metal doors, and call Embassy (490-4454, 490-4003 Marine detachments) as appropriate.
2. Teachers are to lock doors and move the children away from the door, gathering them to a side of the room. Do not position them by the windows.
3. If you are instructed to exit the building, leave by the nearest exit. Remain calm and keep the children calm.
4. Teachers should make sure all students are accounted for by checking the role from their grade book. **DO NOT ASSUME.**
5. Each situation will require different instructions. Listen to instructions carefully and follow them quickly and quietly!

Emergency Evacuation of School Building/Secondary Meeting Place/Pickup Point

In the event of an emergency evacuation of our school building, the students will be moved to “Blogodot” Church (telephone number: 433-48-75) located less than two kilometers from our school site in the Vinogradr Area by the school administration. Specifically, this church (a white building at 96 Prospect Pravdi) is located at the round about where Prospect Pravdi and Marshala Hrechka intersect. Teachers will be there with cell phones and contact will be made with parents as quickly as possible. Students will remain supervised at all times.

Policy and Procedure for Reporting Child Abuse

Kiev Christian Academy is committed to protecting all children within the KCA community from abuse experienced at home or within the academic/extra-curricular environment of the school. The school is prepared to investigate all allegations of child abuse and to take corrective action within the limits of its organizational jurisdiction. Violation of this policy by anyone associated with KCA will result in discipline, up to and including termination of employment or enrollment.

It is the responsibility of all employees, adult volunteers and students to report any suspected cases of child abuse.

Prevention

1. As part of the application process for employment, applicants will read and will testify that they have read this policy. Furthermore, they will grant KCA permission to obtain a police report with respect to any registered misbehavior as it relates to child abuse.
2. School personnel will promote an atmosphere where students/children know which adults to approach if they have any concerns about any aspect of safety.
3. Staff members and students are advised to use discretion and care when involved in any one-on-one situation. If possible, avoid these situations.

Discovery

1. Any adult receiving a report, witnessing, or having reason to suspect child abuse must report it to the Headmaster without delay. If the Headmaster is implicated, or if the case warrants special handling, the report should go to the Chairman of the School Board.
2. Anyone who receives a report or allegation of child abuse by a child or an adult must treat the reporter with an attitude of "respect and belief".
3. Even if there is reason to doubt a report, the person receiving the report must communicate the information accurately, completely, and immediately to the Headmaster.

Reporting

All reports of allegations or discovery of abuse must be made to the Headmaster within 24 hours and must be documented in writing. During this reporting process care must be exercised to protect both the alleged victim and perpetrator by restricting information access to those who need and have the authority to know.

Reports should include the following information:

1. Name of the person providing the information
2. Alleged victim's name and parent's name(s)
3. Alleged perpetrator's name
4. How the information was obtained
5. Details of what was reported or suspected (dates, times, places, specifics of what happened). Quote exactly the spoken words as much as possible.
6. Date
7. Who has been contacted and when.

Investigation and Action

The Headmaster will fully investigate every complaint according to APM 465. Employees, adult volunteers and students are expected to fully cooperate in any complaint or investigation that might involve child abuse. If the investigation confirms the allegations, prompt corrective action shall be taken. Action will include:

1. Immediate protection for the victim(s) and reporting persons.
2. Notification of the victim's parents and the Board as soon as possible about the allegations and the investigation process.
3. Provision of appropriate public information to the school community under the direction of the Board.

AIDS/HIV – Positive Staff and Students

KCA views infection with the AIDS/HIV (acquired immunodeficiency syndrome/human immunodeficiency virus) as a deep personal tragedy deserving of support, understanding, and confidentiality. It also believes that the contagion factor of AIDS/HIV is often greatly exaggerated, but is nevertheless a matter that requires care and discretion. Therefore, the school must be informed of any student or staff member tested HIV-positive and will maintain procedures which are appropriate for the general welfare of all students, staff, and of the infected person. KCA will abide by the laws of Ukraine regarding foreigners with AIDS/HIV.

Reference: APM 455-469

VIII. APPENDIX

Emergency Contact Information

Boris Medical Clinic 238-0000
(near Sport Hotel at the Stadium metro)

Dr. Valery Pavlushin 440-8086
(English-speaking doctor who makes house calls)

Embassies in Ukraine

Embassy of the United States of America phone: 521-5000
Website: <http://ukraine.usembassy.gov/> email: kyivacs@state.gov

Address: 4 A.I. Sikorsky St. (formerly Tankova), 04112 Kyiv (Nearest metro: Beresteiska)

Marine Post One phone: +38-044-521-5700

(English only – Emergency only)

24-Hour Guard Post Two phone: +38-044-527-5279 (5749)

(Ukrainian guards at Marine Post)

Embassy of Canada phone: 590-3100 fax: 590-3134
Website: <http://www.canadainternational.gc.ca/ukraine> email: kyiv@international.gc.ca
Address: 13A Kostelna Street, Kyiv 01901

Embassy of Great Britain phone: 490-3660 or 490-3661 fax: 490-3662
Website: <https://www.gov.uk/government/world/ukraine> email: ukembinf@gmail.com
Address: 9, Desyatynna St., Kyiv 01901

Embassy of Korea (Republic) phone: 246-3759 or 246-3761
Website: ukr.mofat.go.kr email: korea@mofat.go.kr
Address: Volodymyrska St., 43, Kyiv 01034

Embassy of the Netherlands phone: 490-8200 fax: 490-8209
Emergency phone (after hours): +38 050 4691644
Website: <http://ukraine.nlembassy.org/> email: kie@minbuza.nl
Address: Kontraktova Ploshcha 7, Kiev 04070

Sample Parent / Student Forms

Annual Parent Contract
Athletic Program Participation Contract
Student Contract
Charter of Kiev Christian Academy

These are found on the following pages.

Kiev Christian Academy

Annual Parent Contract

As parents in partnership with Kiev Christian Academy, we commit ourselves to support KCA in providing a quality Christian education. We understand and agree to support...

- The high value which the school places on prayer, Bible reading, and the benefits of fellowship within a body of Christian believers.
- The authority of the school staff to provide emergency treatment when necessary, unless otherwise indicated on the emergency form accompanying the application.
- The participation of our child/children in all school activities, including sports and school sponsored trips away from the premises, and, providing reasonable care has been taken, to absolve the school from liability to us or our child/children because of injury at school or during any school activity.
- The availability of filtered Internet access through the KCA computer lab and unfiltered Internet access via Wi-Fi. We are aware that KCA cannot totally monitor Internet use by children using personal electronic devices. The use of such devices, however, will be allowed by teacher permission and for academic purposes only.
- Our responsibility to pay our annual tuition charges.

We as parents/guardians of the applicant(s) fully understand these commitments and agree to accept our responsibility to work together with KCA. We have read the Parent/Student Handbook, including the Philosophy Statement and Statement of Faith, and agree to comply with all standards and policies listed therein.

Together with Christ,

Name of Parent/Guardian (please print)

Parent/Guardian Signature

Date

School Year

Kiev Christian Academy

Athletic Program Participation Contract

The purpose of the sports program is to provide both time and opportunity for the students to grow in the areas of:

1. Developing a godly character
2. Leadership and teamwork skills
3. Responsibility inside and outside of the classroom
4. Basic knowledge of the rules, techniques, and strategies of the selected sports

The following guidelines have been laid out to ensure that the best situation is created for these goals to be achieved:

I. **Attendance**

Each player must attend all mandatory practices. If a player has an unexcused absence from practice, he/she will not play in the next game. Excused absences include illness (a note needs to go to the coach either before or immediately after the practice) or prearranged absence (following a conference with the coach and a parent or teacher). If a player misses more than 3 periods of the school day, he/she may not participate in sports team practice or in a sporting event that day.

II. **Classroom Behavior**

Each player must follow the rules that are established by the school and by the faculty. If a player chooses to break the rules, his/her participation in the sports program may be restricted at the discretion of the coach and the involved faculty.

III. **Classroom Achievement**

Each player must maintain a C average in each of his/her classes. If a player's grade drops below this mark, the player will be placed on probation in accordance with the policies in the Parent/Student Handbook.

IV. **Field/Court Behavior**

Each player must demonstrate good sportsmanship at all times both with his/her own teammates as well as his/her opponents. If at any time he/she does not use good sportsmanship, his/her participation in the sports program may be restricted.

V. **Sports Fee**

At the beginning of the season, each player is required to pay a fee for participation.

VI. **Sports Physical**

Each player is required to have an annual sports physical to participate on the team.

For additional details, we strongly recommend that you read the section in the KCA Parent/Student Handbook entitled **KCA Sports Philosophy and KCA Sports Policies**.

We fully understand the above summarized policy and commit to following the guidelines contained herein, as well as those contained in the Parent/Student Handbook.

Parent/Guardian Signature _____ Date _____

Name of Student _____

Student's Signature _____

Kiev Christian Academy

Middle School and High School Student Contract

Students at Kiev Christian Academy are required to accept the responsibilities and privileges of enrollment and, together with parental encouragement, to participate in meeting all school objectives. As a student of KCA, I agree to comply willingly with the basic principles of conduct outlined in the Student/Parent Handbook and the following:

Spiritually

Students are expected to reverence God with their attitude and behavior, especially during Bible classes, chapels and devotional times.

Academically

Students are expected to enter the learning process by:

1. Regular and prompt attendance in all classes.
2. Actively participating in and being attentive in all classes.
3. Striving to learn what is required and seeking the help needed to do so.
4. Being responsible for all work assigned.

In relation to community

Students are expected to:

1. Treat others with respect, love, kindness, honesty, patience, forgiveness, trust, encouragement, generosity, fairness and understanding.
2. Recognize and abide by the authority of all KCA staff and teachers and to address them by their proper titles, ("Mr., Mrs., Miss, Dr., etc")
3. Be considerate of the needs, activities, and property of others.

I agree to abide by the following specific standards of moral conduct:

1. To honor God and my school by not lying, cheating, or stealing nor tolerating those who do.
2. Practices which are specifically forbidden by the Scriptures are unacceptable for students of Kiev Christian Academy, whether in word, deed or attitude. Using slanderous, profane or obscene language or gestures, occult practices, and sexual sins are unacceptable for students of KCA. Additionally, the Bible condemns scorn, mockery, greed, jealousy, pride, lust, bitterness, uncontrolled anger and an unforgiving spirit.
3. The Bible says that the body is the temple of the Holy Spirit (I Corinthians 6:18-20). All students are required to abstain completely from the use of tobacco, the use of drugs not prescribed for them by a doctor, and from the use of alcohol except in the presence of their own parents or guardians.

Student Signature

Student Printed Name

Date

CHARTER OF KIEV CHRISTIAN ACADEMY

I. IDENTITY

- A. Name. The school shall be called Kiev Christian Academy (KCA).
Note: formerly called New Hope Christian School
- B. Ownership. KCA is a division of the Bright Educational Foundation, a partnership of international evangelical mission agencies.
- C. Location. KCA shall be located in Kiev, Ukraine.

II. MISSION STATEMENT

Kiev Christian Academy exists to help fulfill the Great Commission by partnering with missionary families to offer a quality education in the English language within the framework of a Biblical worldview.

III. SPONSORING MISSIONS

- 1. The mission agencies that have formed the Bright Educational Foundation shall form a Board that is responsible for the overall administration and operation of KCA.
- 2. The Board shall extend invitations to other mission agencies to participate in the work of KCA and shall terminate participation of mission agencies as necessary.

Revised 5/13/13

IV. NON-DISCRIMINATORY POLICY

KCA shall not discriminate in personnel, policies, admissions, or services on the basis of race, color, ethnicity or gender.

V. GOVERNANCE

- 1. The Board constitutes the final governing authority in all matters pertaining to KCA. The authority of the Board is corporate, with individual Members having responsibilities only as authorized by the Board as a whole.
- 2. The Board is a self-perpetuating board comprised of two representatives from each of the sponsoring missions. The Headmaster of KCA is a non-voting ex-officio member.
- 3. The three Board officers and the KCA Headmaster shall form the Board Executive Committee. The Board Chairperson shall also be the Chairperson of the Executive Committee.

VI. FINANCES

- A. KCA is a non-profit organization held in joint ownership by the Board. The fiscal responsibility for school assets and liabilities is shared equally by the sponsoring missions that compose the Board.
- B. KCA and its staff shall maintain the highest level of financial integrity in all areas.
- C. KCA expatriate teachers and administrators shall normally be financed by sponsorships channeled through mission agencies.
- D. The operation and maintenance of the school shall be financed by service fees and contributions gathered by other means consistent with the character of the school.

VII. MODIFICATION

Modification to this Charter may be made only by an eighty percent super-majority vote of the Board.

VIII. DISSOLUTION

A. Proposal of Dissolution. If dissolution of KCA is necessary or mutually desirable, a proposal of dissolution by either the Board or one of the sponsoring missions shall be sent in writing to all Board Members at least 30 days in advance of the meeting on which it is to be considered. If eighty percent of the Board agrees in writing to the proposal, arrangements for dissolution shall be undertaken by the Board according to the directives of the proposal.

B. Distribution of Assets and/or Liabilities. Upon dissolution, the Board shall divide the remaining assets, if any, after all just expenses are paid and obligations met. This division will be made at the discretion of the Board at the time of dissolution.

Revised 5/13/13