

Kyiv Christian Academy



Parent/Student Handbook

Fall 2017

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KCA Mission and Position 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.

Expected Student Outcomes

Our aim is that each KCA Graduate will:

1. Demonstrate critical thinking skills and be able to synthesize and communicate information effectively both orally and in writing.
2. Possess effective study habits and time management skills and work diligently for God's glory.
3. Love learning and desire to be a life-long learner, able to integrate useful, relevant knowledge creatively into all areas of his/her life.
4. Have a loving, strong, personal relationship with Jesus Christ through consistent daily prayer, Bible reading and communication with God and will display the fruits of the Spirit and be involved in a local church.
5. Have knowledge and understanding of the Bible and basic apologetics, being able to stand up for and defend his/her faith.
6. Have an evangelistic spirit and be bold to share Christ and influence those around him/her through acts of service, outreach or other ministry.
7. Have an understanding of healthy living, including healthy sleep, eating, and exercise habits, treating his/her body as the temple of the Holy Spirit.
8. Be a team player and participate in and try new things, doing his/her best with a positive attitude.
9. Interact respectfully with people from a variety of cultures, ethnicities, backgrounds, positions, ages and belief systems and befriend both believers and non-believers.
10. Exercise self-control, deal with emotions and stress in healthy ways and seek to resolve conflict through peaceful and edifying means.
11. Develop loving, deep, and healthy friendships, approaching relationships with humility, based on trust.
12. Be a servant-leader, able to lead groups and initiate conversations.
13. Realize his/her personal worth and talents.

Integration of Technology Belief Statement

Regarding the utilization of technology, we believe that:

- The utilization of technology must always be aligned with the principles found in the Word of God.
- Depending upon the intent of the users, technology can be used for good or for evil. Recognizing that technology can be used for good or evil, we are charged with the responsibility of ensuring that students learn to use technology to advance God's kingdom.
- Technology should be used as a resource that supports work in and out of the school and provides effective ways for students and teachers to manage information.
- Technology should promote critical thinking, problem solving and evaluative competence. Furthermore, it should provide opportunities whereby students can be taught discernment, i.e. the filtering and screening of information against Biblical standards.
- The proper utilization of technology in the school has the potential for better equipping students to live and serve in our increasingly interrelated world without replacing interpersonal relationships.

Regarding curriculum and instruction, we believe that:

- Normally, technological skills and content are best presented, evaluated, and assessed within the context of the school curriculum.
- The use of technology has implications for the teaching methods and strategies used in the delivery of the curriculum.

Regarding technology as a resource, we believe that:

- Technology is a viable and complementary means of researching, learning, organizing and presenting knowledge.
- Technology should encourage students toward success while accommodating their preferred learning styles.
- The curriculum should be supported by technology that has been shown to be effective.

Admissions and Attendance Guidelines

Admissions Policy

Kyiv Christian Academy is a private K-12 Christian school that employs the American educational system to prepare students for entry into North American universities. We serve a unique community and maintain high expectations for 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 to support the KCA Statement of Faith.
4. Current and new students of the expatriate community who agree that their children will be taught in accordance with the KCA Statement of Faith and school guidelines.
5. Current and new students from families who speak English as a foreign language (EFL). KCA does not typically admit EFL 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.

Eligibility for Admission

- Age: A child must be five years old by September 1 to be admitted into kindergarten, and six years old by September 1 in order to be admitted into first grade.
- English language: Classes are taught in English. Children whose first language is not English may be placed in 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

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 fifteen 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.

Non-discrimination Policy

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

Student/Parent Commitment to 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 into grades 6-12 must sign the Student 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.

Admissions Procedure

1. A complete application packet must be submitted to the Admissions Coordinator for each student applying, including:
 - a. Completed application form
 - b. Copy of student passport
 - c. Previous academic records (including English translation, if in another language)
 - d. Two confidential references (grades 9-12)
 - e. Copies of any previous diagnostic test results or IEP's
2. The Admissions Coordinator may request a personal interview with the parents and/or students.
3. All students applying from non-accredited schools or home school programs or students for whom transcripts are not supplied at the time of application may require testing to determine grade placement. Non-native English speakers will be tested for proficiency in English. A \$150 application fee per student is required prior to testing.
 - a. If the application is accepted, the application fee will be applied to tuition costs.
 - b. If the application is denied, \$100 will be reimbursed to the family.
 - c. If the applicant chooses not to enroll, the application fee will not be reimbursed; the application will be kept on file in case of a future decision to enroll.
4. Admission recommendations are presented to KCA administration for approval.
5. The Admissions Coordinator will notify the family of the admissions decision.
6. Approved applicants complete their enrollment by submitting the following:
 - a. An additional \$200 per student to complete the enrollment deposit.
 - b. Immunization records
 - c. Emergency Medical Contact information
 - d. KCA Statement of Faith, signed by parents (one per family).
 - e. Signed parent and student contracts

KCA accepts most previous credits earned from accredited schools. Credits earned from non-accredited schools or home schooling must be reviewed and approved by KCA administration.

Students admitted to KCA as seniors will not be guaranteed graduation unless they have completed all KCA graduation requirements.

Adjunct Students

Adjunct students must also apply for admission in order to participate in KCA sports or elective programs.

Tuition and Fees

A non-refundable \$350.00 deposit per student is required by May 30 for the following school year.

Tuition for the first semester of an academic year is due by the first day of school. Second semester tuition is due by the first day of the second semester. If a family is unable to pay the full amount due on either of these dates, they must communicate with the KCA Finance Office to set up a formal payment plan. Payment plans will incur an additional \$25 per payment. Failure to meet payment dates will result in the assessment of a \$25 late payment fee.

Any balance of unpaid tuition and/or fees remaining at the end of a semester will result in a financial hold on student report cards and transcripts as well as the assessment of a late payment fees.

If a previous year's balance is not paid off by August 1st, the family's students will be unenrolled for the upcoming school year and a \$100 fee will be assessed to be re-enrolled once the balance is paid in full.

Fees will also be assessed for participation in certain student activities, such as sports teams, National Honor Society, Fall Retreat, and Graduation.

Please contact the finance manager for current tuition and fee rates.

Student Attendance Policies

Punctual and regular 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 3:00 p.m.

Tardiness

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/she 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 it to the office.

Early Dismissal

Students requiring early dismissal from school must bring to the office a note from parents stating the reason for early dismissal and the requested dismissal time.

After School Hours

Students are expected to leave school at the end of the school day, by no later than 3:15 p.m. Exceptions are made for students participating in extracurricular activities or who have special permission from a teacher.

Any Lower School or Middle School student remaining at KCA after 3:15pm, unsupervised by a parent or teacher, must report to after-school Study Hall. He/she may not wait in the cafeteria or other parts of the school building or go outside the building on school grounds. The student will be signed into Study Hall by the supervisor and be encouraged to read or to work on homework. Any high school students waiting for their ride will be asked to go to the study hall if they do not study quietly in the cafeteria. Charges will be assessed for time spent in the supervised after school Study Hall.

Teachers and coaches should leave the building only after all students under their supervision have left. All students must leave the building no later than 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.

Absences

Parents should notify the school when their child is absent by calling or sending a note to the Office before 9:00 a.m., including the reason for the absence. This is to ensure accountability and safety. If the Office does not hear from the parent of an absent student by 9:00 a.m., the Office will attempt to contact the parent(s).

Both full and partial day absences are recorded in the school office. Partial day absences are rounded to the nearest quarter (0.25) of the school day. Student absence totals are the sum of all full and partial absences.

Minimum Attendance Requirement

When absent, students miss out on significant classroom learning which takes place through lecture, discussion, presentations, experiments, and group work. This interactive learning cannot be “made up” as homework and tests can; many absences will result, therefore, in a significant amount of KCA’s academic program being missed.

Should a student be absent more than 10 days of school per semester, the student and his/her parents must come in to meet with the School Counselor and the respective School Principal. After 15 days of absence from any class, the overall semester grade for that class will be reduced by one letter grade (8 percentage points).

Upper school students missing over 10 days of school within a semester will not be qualified for exam exemptions. Should absences exceed 20 days, no credit will be awarded for that semester. Lower school students absent over 30 days throughout the school year are candidates for possible academic retention.

Excused Absences

The following are considered valid reasons for an excused absence:

- Illness
- Doctor's appointments, available only during school hours
- Mandatory mission agency conferences
- Absences required for obtaining official documents
- Director-approved cultural trips
- Death in the family

For pre-planned absences, please give the school office the earliest advance notice of dates that your children will be gone. **For planned absences of three or more days, the Administration and teachers must be notified in writing by the parents two weeks in advance.**

When a student returns from an excused absence, previously reported to the office, he/she may go directly to class as usual. If an absence was due to an illness or injury requiring subsequent care, please inform the office and your child’s teachers concerning any accommodations which may be required.

Students are responsible to make up work missed due to absence. Books and assignments can be brought home by siblings or picked up by parents. Make-up time allowed for homework assignments will be two school days for the first day of absence and then one day for each ensuing day of absence. Permission for the extension of quiz, test, or project due dates must be arranged with the respective teacher.

Unexcused Absences

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

Early Departures from the Semester

The last two weeks of each semester are critical to the student's successful completion of KCA's academic program. Many culminating activities, such as projects, presentations, reviews, and assessments are planned. Middle School and High Students review the semester's material and take required exams. It is strongly recommended that parents do not plan their travel before the end of the semester in order to allow their students to fully participate in these critical weeks.

If an early departure is unavoidable, please notify the office, as well as the student's teacher(s), as early as possible. It is strongly advised that parents meet with teachers to make plans for the timely completion of any school work to be missed. All work and assessments must be completed no later than the last day of the semester in order to allow teachers adequate time for grading before the end of the semester.

Academic Information

Curriculum

Elementary – Grades K to 5

Mathematics	<i>SRA Real Math</i>	McGraw Hill
Social Studies	Unit Studies	Abeka (K), Veritas Press (1-5)
Language Arts K-2	<i>Sing, Spell, Read, Write</i>	Pearson
Language Arts 3-5	Literature Based Reading <i>Easy Grammar</i> <i>Spelling Workout</i> <i>Institute for Excellence in Writing</i>	Isha Enterprises, Modern Curriculum Press, IEW
Science	<i>God's World</i> (K) <i>ScienceFusion</i> (1-5)	Abeka (K), Houghton Mifflin Harcourt (1-5)
Biblical Studies	<i>Bible</i> (K-1) <i>Veritas Bible Series</i> (2-5)	ACSI (K-1), Veritas Press (2-5)
Russian Language		Teacher Generated

Middle School

Mathematics	<i>SRA Real Math</i>	McGraw
Grade 6		
Social Studies	<i>World Geography, Exploring Our World</i>	Glencoe
English	<i>Intro to MS Grammar,</i> <i>Word Build Elements 1</i> <i>Write with World 1</i>	Richbaub, Dynamic Literacy God's World News
Literature	<i>Literature - Copper</i>	Prentice Hall
Science	<i>ScienceFusion</i>	Houghton Mifflin Harcourt
Biblical Studies	<i>Veritas Press Bible Series</i>	Veritas Press
Russian Language		Teacher Generated
Mathematics	<i>Pre-Algebra</i>	Glencoe
Grade 7		
Social Studies	<i>Ancient World History, World History: The Early Ages</i>	Glencoe
English	<i>Easy Grammar</i> <i>Word Build Elements 2</i> <i>Write with World 2</i>	Isha Enterprises Dynamic Literacy God's World News
Literature	<i>Literature - Bronze</i>	Prentice Hall
Science	<i>ScienceFusion</i>	Houghton Mifflin Harcourt
Biblical Studies	<i>Life of Christ,</i> <i>Daring Deliverers</i>	ACSI
Russian Language		Teacher Generated
Mathematics	<i>Math Connects 3/Algebra I</i>	Glencoe
Grade 8		
Social Studies	Ukrainian History World Culture and Religion	Teacher Generated
English	<i>Easy Grammar Plus</i> <i>Word Build Elements 3</i> <i>Essay Voyage</i>	Isha Enterprises Dynamic Literacy Royal Fireworks Press
Literature	<i>Literature – Silver</i>	Prentice Hall
Science	<i>ScienceFusion</i>	Houghton Mifflin Harcourt
Biblical Studies	<i>Let God be God;</i> <i>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 - The American Nation</i>	Prentice Hall
	Composition	<i>Advanced Academic Writing1A</i>	Royal Fireworks Press
	Literature	<i>Literature - Gold</i>	Prentice Hall
	Science	<i>Physical Science</i>	Holt McDougal
	Biblical Studies	<i>Old Testament Survey - Bible Overview</i>	Rose Publishing; Teacher Supplemented
	Russian Language		Teacher Generated
Grade 10	Mathematics	<i>Geometry/Algebra II</i>	Glencoe
	Social Studies	<i>World History and Geography: Modern Times</i>	McGraw Hill
	Composition	<i>Advanced Academic Writing1B</i>	Royal Fireworks Press
	Literature	<i>Literature - Platinum</i>	Prentice Hall
	Science	<i>Biology</i>	Holt McDougal
	Biblical Studies	<i>New Testament Survey - Bible Overview</i>	Rose Publishing; Teacher Supplemented
	Russian Language		Teacher Generated
Grade 11	Mathematics	<i>Algebra II / Advanced Mathematical Concepts</i>	Glencoe
	Social Studies	<i>Economics - Capstone American Government</i>	NCEE Pearson
	Composition	<i>Advanced Academic Writing 2</i>	Royal Fireworks Press
	Literature	<i>Literature: The American Experience</i>	Prentice Hall
	Science	<i>Modern Chemistry</i>	Holt McDougal
	Biblical Studies	<i>Apologetics; Ethics</i>	Teacher Generated
	Russian Language		Teacher Generated
Grade 12	Mathematics	<i>Advanced Mathematical Concepts / Calculus (AP)</i>	Glencoe, Pearson
	Social Studies	<i>Religions of the World</i>	Pearson
	Composition	<i>Advanced Academic Writing 3</i>	Royal Fireworks Press
	Literature	<i>Literature: The British Tradition</i>	Prentice Hall
	Science	<i>Physics (AP)</i>	Holt McDougal
	Biblical Studies	<i>Christian History Made Easy Spiritual Formation</i>	Rose Publishing Various
	Russian Language		Teacher Generated

Although KCA may not always use specifically Christian curriculum, all classes are taught from a Biblical world view. 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 contingent on available faculty.

Honors Courses

Some courses at KCA may be taught at both an "Honors" and a "Standard" level simultaneously. Courses designated as "Honors" will use the 4.5 GPA scale. Parents must sign a permission form for their children to take the "Honors" level of a course which is taught at both the "Honors" and "Standard" levels.

Advanced Placement Courses

Advanced Placement courses are those whose syllabus has been approved by College Board as an AP course. AP courses offered at KCA will use the 5.0 GPA scale.

North Star Academy Online Courses

KCA offers high school students the opportunity to supplement their course load with North Star Academy (NSA) online courses. NSA provides valuable course options when classes desired by our students are not offered by KCA. NSA courses may not be used to replace classes already offered by KCA except for remediation or advancement purposes. Students may work on their online classes during free periods or Study Hall. Student progress and course testing will be monitored

by KCA staff. Upon successful completion of an NSA course, KCA credit and grade points will be awarded. NSA course fees are in addition to KCA tuition. Interested families should contact the KCA School Counselor for more information.

Dual Credit (High School/University) Online Courses

Students interested in enrolling in an online dual credit course through an accredited university should consult the School Counselor to obtain approval. Approved courses will be awarded KCA credits and use the 5.0 GPA scale in GPA calculations.

High School Course Loads

All high school students must be full-time students and are encouraged to take a full course load. Seniors are required to take a minimum of 4 core classes, one of which may be an online course. Juniors are required to take a minimum of 5 core classes, one of which may be an online course.

High School Drop/Add Dates

Students withdrawing from a high school course before the last week of the first quarter 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 the grade earned and the course will appear on their transcript.

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 and Health*	1.0 credits
Electives	4.0 credits
TOTAL Credits for Graduation	23.0 credits

One credit may be earned for subjects meeting 5 class periods per week for the entire year. 0.25 credits are earned for each semester of Pass/Fail electives, which meet two to three times per week.

*All high school students are required to earn 0.25 Health credits as part of their PE/Health graduation requirement. Playing on a KCA sports team earns 0.25 Physical Education credits per sport per year; participants in team sports therefore may fulfill the PE requirement for graduation after 3 seasons. Only 1.0 PE credit beyond the PE/Health requirement may be applied to the 4.0 credit elective requirement. In other words, the maximum credit a student can receive for participation in sports and/or PE/Health is one PE credit and one elective credit.

Exceptions to the stated requirements may be made for students transferring to Kyiv Christian Academy after their freshman year.

Transfer Credits

Students transferring to KCA from any school, whether accredited or not, may be tested in one or more specific academic areas at the discretion of the Administration before credit toward KCA graduation is granted for previous course work. Approved Middle School transfer credits in Algebra I and in some languages will be shown on the high school transcript. Credits awarded for classes not taken at KCA will appear on KCA transcripts in brackets with their source noted. Grade points earned through these courses, however, will not be calculated into the student GPA displayed on KCA transcripts.

Grading System

KCA aims to set clear educational goals and to motivate its students to work towards them “heartily as unto the Lord”. While understanding that God has created students as individuals with differing abilities, we recognize the need for a grading system that will inform teachers and parents as to what degree each student has been successful in acquiring and demonstrating prescribed educational goals. Summative grades monitor student progress toward learning goals and provide feedback to inform instruction and learning. Formative grades are meant to evaluate student learning at the end of instructional units.

Grades K - 2

For the early elementary grades, KCA is moving toward a “standards-based” grading system where student progress toward specified learning goals or “standards” is tracked and reported. Written comments from the teacher will also continue to give insight into the strengths and weaknesses of each student.

Grades 3 – 5

For the time being, grades 3 – 5 continue to use the more traditional system for overall subject grades, with the same scale as the Upper School below. Written comments from teachers will continue to provide formative feedback and insight into the strengths and weaknesses of each student.

Upper School Grading Scale

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

Homework

The purpose of homework assignments is to reinforce, give practice, and extend concepts and principles taught in class. For Middle and High Schools, assignments will incur a 10% grade penalty for the first day late, a 20% penalty for the second day late, etc. up to a maximum of a 50% penalty. Each teacher may specify at what date the homework will no longer be accepted.

Semester Exams

At the end of each semester, Middle and High School students will take comprehensive semester exams in each subject. Two exams will be given on each of the last three days of the semester. Exams will be preceded by three days of review. Exam grades will compose 10% of the semester grade for Middle School students and 20% of the semester grade for High School students.

Grade Reporting

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 returned to the office or home-room teacher by the following Monday.

Parents are encouraged to check Sycamore to follow their student(s) grades throughout each quarter. The office will send out a quarterly reminder for parents to check their child(ren)’s mid-term grades. Parents and teachers are encouraged to communicate frequently regarding student grades, assignments, struggles, and notable progress.

Selection of Valedictorian and Salutatorian

Due to the relatively small class sizes at KCA, high school class rankings by grade point average will not be published.

The valedictorian and salutatorian of a graduating class, however, are selected by determining 1st and 2nd place class rankings, based upon high school cumulative GPA’s. To be eligible for these honors, a senior must have attended at least

three years of his/her high school career at KCA. Any non-KCA year must have been concluded with an accredited high school program. Grade points from all four years of a student's high school transcript will be included in GPA calculations for determining 1st and 2nd place class rankings. When rankings are close, other factors such as grades by percent and class loads may influence the selection.

Parent-Teacher Conferences

Parent-teacher conferences will be held for KCA students in November and March of each school year. It is expected that parents of all Lower School children will meet with their child's teacher at least during the November conference period to discuss student progress, areas for improvement, and anything else that parents or teachers would like to address. Conferences with parents of Upper School students are encouraged as well. The KCA Office will send out information prior to the scheduled conference dates detailing the procedure for making conference appointments.

Impromptu parent-teacher conferences may also be held as needed throughout the school year. If parents have any concerns at any time, they are encouraged to contact teachers by visitation, phone call, email, or Sycamore Pass-A-Note.

Standardized Testing

TerraNova

Terra Nova standardized achievement tests will be administered to Lower School (K-5) and 7th grade students every year in the Spring. Results are usually available electronically at the beginning of the summer and hard copies are distributed to parents at the first PTF meeting of the following school year.

High School Standardized Testing

KCA is an authorized testing site for the College Board PSAT test. Given in the Fall during the school day at KCA, juniors and sophomores (on a space available basis) are strongly encouraged to take it. The College Board SAT, the ACT, AP exams, and TOEFL tests are all administered at other testing sites in Kyiv. Individual students may register for these tests on-line. It is strongly recommended that all college-bound students take either the SAT or the ACT test and spend adequate time preparing for them. Students should research universities of interest to find out their specific testing requirements. KCA's school counselor is available for guidance regarding testing.

Upper School Student Activity Policies

All student activities must be approved by the Administration. Proposals for student activities of any kind must be submitted in writing to the Director for approval or disapproval. Sponsorship and supervision by an interested administrative, faculty, or staff person is required for approval of the activity. Dances are not permitted. Overnight activities at the KCA facility are also not permitted except in special cases approved by the Director with school-appointed chaperones. Student meetings related to student 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.

KCA does not support, endorse, or promote community events which are not conducted under the supervision of the school.

Eligibility to Participate in KCA Student Activities

KCA encourages participation in extra-curricular 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.

Eligibility will be established according to the following criteria:

1. Students must maintain a minimum "C" average in all subjects while participating in student activities. If at any point one of his/her grades drops below a "C" average, the student will be placed on probation. The three levels of probation are as follows:
2. Level One: The student will be given two weeks to bring his/her grade to a "C" average or above. During this time the student may continue to participate in the activity at all levels – practice, competition, and/or performance. If a student is put on probation, it is highly recommended that the student request a conference with his/her teacher to find ways to improve learning in the class.
3. Level Two: If the student has not brought up his/her grade, he/she may not attend after-school practices or participate in the competitions or performances involved with that activity. If practices are during an elective hour of the regular school day, the student will have study hall instead. The student will be given another 10 school days to bring his/her grade to a "C" average or above.
4. Level Three: The student must withdraw from that activity. No sports credits would be earned for that sport.
5. 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.
6. Because Student Council members are leaders in the school community, eligibility will be set at a higher standard. Criteria for eligibility are listed in the Student Council section of this handbook.

Extra-Curricular Athletic Program

The ultimate purpose of the KCA sports program is to glorify God (1Cor. 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 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 the 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.

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 sports:**
 - Middle School Track
 - High School Track
 - Spring Soccer

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

Sports Policies

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

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 Director. 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 or a school administrator.

Elementary Sports

Elementary school students will regularly participate in weekly Physical Education classes during the school day. After school sports offerings for elementary school students are usually not available at KCA unless time, staffing, and interest should allow.

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 however this will be unavoidable 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.

Homeschool Students

Participation will be allowed on a case by case basis that must be approved by the Director and the Athletic Director. To qualify, homeschool students must first apply for admission as adjunct students. If a homeschooler 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 for non-athletes 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.

A Word about Sports 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.

Attendance and 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. See the previously stated policy for maintaining academic eligibility for student activities.

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.

1. Visiting teams are guests of Kyiv Christian Academy and are to be treated with respect and courtesy at all times.
2. The rules of the game, as well as those of the host institution, are to be observed by all.
3. Unsportsmanlike conduct and “talking trash” will not be tolerated.
4. Verbal abuse towards athletes, officials, other coaches, or parents will not be tolerated.
5. Fighting at an athletic event, by anyone, will never be tolerated. Violators will be subject to extreme disciplinary action.
6. Athletes ejected from a game by a referee may be subject to further disciplinary action by the Athletic Director.
7. 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.
8. Support the dignity and worth of each individual.
9. Conduct befitting a worthy role model is expected.

Student Athletes’ Responsibilities

1. It is the primary responsibility of each athlete to do everything in his/her power to promote good sportsmanship and positive behavior at Kyiv Christian Academy athletic events.
2. The athletes will obey their coaches. If there is a conflict, an appeal may be made to the Athletic Director.
3. The athlete must realize that he/she represents a tradition of fairness and compassion in competition.

4. 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.
5. The athlete is to learn that performing to the best of one's ability is far more important than winning or losing.
6. 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, teachers, and parents alike.

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

These guidelines are in effect at both home and away games for KCA coaches, athletes, and 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 Director by the Athletic Director.

Because of Who we represent, more is expected of us in terms of how we live out 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 Kyiv Christian Academy live in the spirit as well as in the letter of the stated guidelines, enjoyment and success will surely follow.

Other Student 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.

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 Thursday morning for the Elementary School and 1st period Wednesday for the Upper School. Talking and disorderly conduct during Chapel time is not appropriate behavior.

National Honor Society

KCA has an established local chapter of the National Honor Society. The NHS seeks to encourage students in their development in the areas of character, scholarship, leadership, and service and to recognize their achievements in these areas. Each Fall, high school students are encouraged to apply for admission to NHS. Applications are then reviewed by a Faculty NHS Selection Committee. Those students meeting the parameters for acceptance into the NHS will participate in a formal induction ceremony. Students maintaining their membership throughout their senior year will wear a gold NHS sash at their graduation.

Service Projects

- The student body may be involved in one or more service projects throughout the year:
- Collection of clothing, bedding, and/or food for a local orphanage or other designated charitable group.
- Collection and distribution of items from a “wish list” to a local baby orphanage or hospital.
- Other projects, as decided by the Student Council. Parents involved in local ministries are welcome to put forward suggestions for service projects.

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. 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.

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:

- Students wishing to serve as a **Student Council officer** must submit an application and reference form in the Spring preceding the year of proposed service. Officers 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.

All members of the Student Council are required to maintain an overall "B" (84%) average 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.

Music

KCA endeavors to encourage the musical abilities and interests of all students in K-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 at the Last Bell ceremony. When possible, elementary students will be exposed to simple theory and fundamental instrumental music.

At the Middle and High School levels the following musical opportunities are offered:

1. **Choir** is offered as a Middle School and High School elective. The KCA Choir performs at school-wide events and may perform for area churches or ministries as interest and time permit.
2. The **KCA Praise and Worship Team** is a group of instrumental and vocal musicians responsible for leading worship during chapel times and Fall Retreat, as well as at other events upon request. This group will have a limited number of participants who may be determined by auditions.

Drama

Drama is offered to provide an opportunity for KCA students to develop their dramatic talents and abilities and to demonstrate these talents in school plays. A major drama production is usually presented in late April/early May each academic year.

** Drama may be offered as an elective 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.

Junior/Senior Trip

Junior and senior classes take a class trip each year in April. School days may be used for part of the trip at the discretion of the Administration. All juniors and seniors are highly encouraged to participate. The ALT annually approves the trip destination and its leaders/chaperones.

The purpose of the trip, which guides the selection of the location and itinerary, is

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

The trip will be at the expense of individual students. School-approved fundraisers may be used to help towards the trip expense.

Snow Ball & High School Banquet

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

SCHOOL BEHAVIOR

Expectations

Courtesy and Respect

1. Students are under school authority when school is in session or when they are involved in a school function.
2. 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).
3. Faculty and staff should always be addressed as Mr., Miss, Mrs., etc.
4. Students should address each other with courtesy and respect.

Order

1. No loud talking in hallways while classes are in session.
2. No running or pushing, especially in hallways and on stairs.
3. No rowdiness is allowed in the gym, halls, restrooms or classroom.

Respect for School Property

1. No gum may be chewed anywhere (inside or outside) on the premises of KCA.
2. Students are responsible to keep the locker areas clean. All personal property not in immediate use must be kept within lockers or taken home after school. 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.
3. There will be no throwing or kicking of objects in the building.
4. Students should always clean up after themselves.
5. 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.
6. Teachers' desks, the faculty lounge, storage closets, and private offices are out of bounds for students.
7. 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.
8. The school telephone is off limits to students except with the approval of the office manager or administrator on duty..
9. Students are not allowed to play the piano without permission of a KCA faculty member.
10. School-owned audio and video equipment may not be operated by the students, except under supervision.

Snack and Lunch Breaks

1. Students may eat or drink only in designated areas at designated times.
2. During the morning break, Upper School students may eat and drink only in a classroom or in the cafeteria.
3. Students should eat lunch in the cafeteria; they may eat in classrooms only with teacher permission and supervision.
4. No eating is permitted in hallways or restrooms.
5. Students in grades 6-12 may eat lunch 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. Students are not allowed to sign other students in or out.
6. 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 area abounded by the soccer field and the front lawn.
7. Seniors, in groups of two or more, may leave school grounds during lunch after signing out. When on the school grounds, they must remain in the area designated above.
8. Hot lunches can be ordered at school through Sycamore. Those students not ordering school lunches must bring their own lunches and eating utensils. A water cooler is available.

9. Students must put away their food and clear their eating area when lunch or snack periods are over. This includes clearing up food items and trash from outside if students ate lunch there.

Classroom Behavior

1. Students must demonstrate respect first and foremost to their teacher, following their instructions at all times for the maintenance of a good learning environment.
2. Students must demonstrate respect for their fellow classmates, listening to their questions and contributions to class learning.
3. No eating is allowed during class except for special occasions planned by the teacher.
4. When talking is permitted, the class must not become loud and boisterous.
5. No writing or passing notes, tossing objects, or inappropriate behavior is allowed.
6. Individual teachers will establish other classroom rules to insure a good educational environment.

Library Expectations

1. Library courtesy requires a quiet atmosphere. Any necessary talking must be done in a whisper.
2. Students may check out no more than 10 books at a time. Books are checked out for two-week intervals.
3. Students may check out one DVD at a time. DVD's are checked out for one-week intervals.
4. Overdue notices will be sent out on a weekly basis.
5. Fines will be assessed every quarter.

Use of Technology at KCA

1. All Upper School students must sign the Acceptable Use of Technology Contract which is distributed at the beginning of the year.
2. Parents will annually give permission for their children to access the Internet while at school.
3. 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.
4. 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 only with permission.
5. 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 KCA 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.
6. Students in grades 6 to 12 will receive an account with KCA's Google Apps for Education (GAFE) domain, kca.org.ua. This account is necessary to give students access to course material in Google Classroom and Google Drive.
7. **Personal Electronic Devices**
 - a. Lower school students are not allowed to use personal electronic devices before and throughout the school day.
 - b. Middle school students are required to have tablets with a screen size of at least 9 inches, using the Android or Mac iOS operating systems. These devices will be subject to the mobile device management system that KCA implements through its GAFE account. Students may use these devices for educational purposes only before school and throughout the school day as directed by the classroom teacher.
 - c. High school students are required to have tablets, screen size of at least 9 inches, using the Android or Mac iOS operating systems or laptop computers with Microsoft Windows or Mac iOS operating systems. Tablets will be subject to the mobile device management system that KCA implements through its GAFE account. Students may use these devices for educational purposes only before school and throughout the school day as directed by the classroom teacher.
 - d. Device memory usage should be prioritized for educational software and applications.
 - e. The use of cell phones, smart phones, or other electronic devices is not permitted before school or during school hours except in cases of critical communication needs with parents and only outside of regular class time.

- f. Any teacher may monitor students using a cell phone or other electronic device before or during school hours and will hold students accountable to an appropriate use of technology at school.
 - g. Abuse of this policy will result in the confiscation of the device to the office until the end of the school day. Should the abuse continue, parents will be contacted and the student may lose the privilege of using personal electronic devices at school.
8. Students are expected to print assignments at home. In emergency situations, students may print assignments at school. Printing costs will be published in the computer lab and in the office and should be paid to the office. Students may not use the photocopiers. For special needs, students may request a teacher to make copies for them at the teacher's convenience.

Visitors to KCA

1. Students are expected to be helpful and courteous to visitors.
2. Should friends of KCA students desire to visit the school, permission must be granted in advance by the Director and teachers should be notified.
3. The student host must remain with his or her guest during the entire visit.

Miscellaneous School Rules

1. Because of the muddy playground, elementary students must leave a pair of shoes at school to wear indoors at all times. Indoor shoes should not easily slip on and off, such as slippers or flip-flops.
2. No windows may be opened by students unless under direct supervision of an adult. Students are not permitted to lean out of the windows.
3. 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.
4. No physical display of affection is allowed between students of opposite sex at school, on the bus, or at school functions.
5. Devices considered weapons in any culture are not permitted at KCA.

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, with or without leggings.
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 except during PE.
6. Sweat pants, torn clothing, 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. Only girls may wear earrings. No other visible body piercing ornamentation for boys or girls is permitted.
10. Any clothing, hairstyle, or accessories judged by the Administration to be disruptive to the educational environment or disrespectful to others will be addressed on a case-by-case basis.
11. Banquet/Snow Ball Attire
 - a. Skirts or dresses may not be shorter than mid-thigh length.
 - b. Low, revealing necklines or backlines are not permitted.
 - c. Strapless or single-strap dresses are not permitted without a jacket or sweater, which must be worn throughout the entire event.
12. Appropriate attire for sports team practice and competition will be conveyed to participants by the Athletic Director and/or coaches.
13. **Dress code policies apply at all school events.** Any exceptions 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 to be signed by the student and a parent. The signed copy must be returned to the issuing administrator.
 - 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 Director.
- ❖ When dress code violations are deemed to be disruptive to the educational environment or disrespectful to others, the student will be asked to change their clothing.

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, their 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 Kyiv, and to his/her family.

Philosophy

1. Kyiv Christian Academy bases its philosophy of discipline on Biblical principles.
2. 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.
3. 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.
4. KCA recognizes that in order to maintain 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.

Upper School Discipline Procedure

1. Disruptive behavior may result in loss of privileges, lunch detention, and/or a meeting with the Principal or Director.
2. When the situation cannot be resolved satisfactorily, parents may be requested to come in for a conference.
3. If a student's behavior continues to be unacceptable, the Director may place a student on probation or suspension. Credit given for classwork or homework due during the suspension will be at the discretion of the Director.
4. Continued misbehavior will be referred to the School Board by the Director, with a recommendation of longer suspension or expulsion.

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, and/or expulsion.

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, and/or cancellation of events or activities.

Grievance Procedures

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 against you, go and tell him his fault between you and him alone. If he listens to you, you have gained your brother." (ESV)

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 Director. A copy of the written statement and the leadership team member's documentation is to be given to the Director. The Director 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 Director 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.

Parental Partnership with KCA

Communicating Between Home and School

The primary means of communication between KCA and its families are given below.

- Sycamore Education school management software
 - Student academic progress information
 - Sycamore Pass-A-Notes (PAN's)
 - Contact information for school families
 - Home Page news and announcements
 - School Calendar
 - Sports schedules and announcements
 - Informational documents
- "KCA Weekly" email from the office
- Parent-Teacher Conferences
- Quarterly Report Cards
- Email
- Telephone calls
- Parent-Teacher Fellowship (PTF) meetings
- An Emergency Telephone Chain is set up after the beginning of the school year as a means to quickly convey immediate communication needs.

KCA encourages parents to keep in regular contact with the school either through the office or directly with school teachers or administrators. Good communication is a key to unity. Should parents need to contact teachers or school administration, please try to do so during school hours.

Special Student Diets

Unfortunately, KCA is not able to accommodate special student dietary needs. Parents are encouraged to communicate with the Office and respective classroom teachers to ensure their awareness of any dietary limitations and to plan together the best means of taking care of the child.

Calendar of School Events

Generally Scheduled Yearly Events (approximate dates).

A more detailed view of all calendar events may be viewed on Sycamore (My School/Calendar).

- 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- Late December through early January
- 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!

KCA Guidance Services

The KCA Guidance department offers the following services:

- Counseling of students and/or parents regarding student academic progress or personal issues affecting their academic progress
- Oversight and advice related to TerraNova standardized achievement testing (Grades K-5, 7)
- Assistance in the transition of rising Middle School students, including a 6th grade Study Skills course
- Guidance for 9th grade students and their parents related to high school graduation requirements as well as introductory topics related to college preparation
- Onsite PSAT testing for 11th grade and 10th grade (space available) students
- Guidance in course selections for meeting credit requirements for graduation
- Guidance for college preparation
 - Timelines for college preparation and application
 - SAT and ACT testing dates
 - Occasional trips to college fairs or other college preparatory events in Kyiv
 - College Night – informational meeting for prospective college students and their parents, including how to choose a college, the college application process, accompanying financial considerations
- Writing student references
- Transcript preparation
- Follow-up with universities as needed
- Facilitating professional career guidance assessment through Career Direct
- Assistance with post-graduation transitions through Senior Seminar course

Parent-Teacher Fellowship (PTF)

Parent-Teacher Fellowship (PTF) exists to encourage and strengthen the cooperation and fellowship between school parents and teachers. Through this means, the educational partnership between parents and teachers is developed and enriched. Two PTF meetings are generally scheduled each semester. Exact dates can be found on the school calendar on Sycamore. As partners in the education of our students, parents are strongly encouraged to attend PTF meetings and also to volunteer their talents and extend their hospitality to KCA staff.

Transportation To and From KCA

Parents should inform the school of their transportation preferences for their children through the Annual Parent Contract and through Sycamore. KCA is not responsible for any child once he/she has left the school property.

KCA does not own any school buses. Arrangements for car or van pools are entirely the responsibility of the families involved. Interested families usually try to begin their coordination for the school year at Parent Orientation before the first day of school.

Private Drivers or Parental Pickup

Private cars or van pools need to drop students off by 8:20AM and be ready at the school for pick up by 3PM.

Public Transportation/Walking

High school students are usually responsible for their own transportation. If parents wish their middle school students to be responsible for their own transportation, parents may indicate this in their transportation preference selection. KCA recommends that no elementary students be allowed to leave school by walking or public transportation without being accompanied by an older sibling, a parent, or a previously authorized adult. Students using public transportation should not arrive before 8:00AM and must leave school grounds by 3:15PM or as soon as their extracurricular activity has ended.

Transportation Changes

Please inform the office, through a note or phone call, of any changes in the usual mode of transportation for children under the age of 12. Parents must also inform the office if someone not previously authorized will be picking up their children.

Game Buses

Buses to sports competitions have unique schedules and routes. Details will be communicated via Sycamore. There is limited seating for spectators; a minimal fee will be charged for their passage. Elementary spectators who wish to ride the game bus from school must submit a signed permission slip from their parents to the office the day before the game. All students wishing to ride on a game bus must reserve a place on the bus list by signing up in the office. 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.

Emergency Procedures

Medical Issues or 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 emergency facility.

Illness

If a student becomes ill at school, the school nurse, secretary or Director 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 the student can be picked up, they will remain in the sick room or office. A student who has had a contagious illness is not allowed to return to 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 taken 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. School personnel will call for an ambulance, if needed, or find/provide transportation for the injured person.
5. The school secretary will 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 Director within 24 hours.

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 notified through Sycamore if Tylenol or Ibuprofen is given to their children.
4. All medical procedures and medications administered will be recorded in the student's Sycamore medical log. This does not include applying Band-Aids.

AIDS/HIV

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 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.

Fire

In case of fire, a siren will go off. Teachers and students should act quickly, quietly, and in an orderly fashion.

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, purses, etc. should not be collected before exiting the building.
6. Once outside, 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. In cases of extreme danger, students may be evacuated to the secondary meeting place designated below.
9. Fire drills are held periodically to ensure student safety.

Inclement Weather

In the case of severe weather, such as severe ice, an excessive amount of snow, or temperatures dropping below -25 C, the Director 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, verbal warning over the PA system will be given. Teachers and staff should act quickly and quietly while following the procedure below:

1. All students should be led from the classroom to the corridor, not near any doorway, large room, or staircase.
2. All classroom doors should be shut.
3. Students should sit with backs against the wall, knees up, head down, hands locked behind the neck.
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 any kind of terrorist attack, the buzzer will be sounded in 3 long bursts. Depending on the situation, one of the procedures below will be implemented.

1. **Lock Down:** Teachers will ensure that all their students are in their classrooms, lock their classrooms, turn off the lights, and close the blinds. Students must stay low and away from the windows and door.
2. **Safe Room:** Teachers should quickly line up their classes and walk their students in the nearest direction to the appropriate safe room, taking their emergency folder with them. Once inside, students should sit very quietly on the floor as teachers take role.
3. **Emergency Evacuation:** Follow instructions as for a fire drill. After gathering outside, at the signal of an Administrator, begin walking toward the secondary meeting place as designated below.

In all cases, teachers must be alert and ready to quickly and quietly receive instructions from the Director. At the same time, they must remain calm and keep the children calm. The Director will notify the local police and relevant embassies.

Emergency Evacuation of School Building/Secondary Meeting Pickup Point

In the event of an emergency evacuation of our school building, the students will be moved by the school administration to Grace Evangelical Church (+38(044)-433-4875) located less than two kilometers from our school site in the Vinogradar area. This church (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

Kyiv 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 Director without delay. If the Director 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 Director.

Reporting

All reports of allegations or discovery of abuse must be made to the Director 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 Director will fully investigate every complaint according to KCA policy. 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.

APPENDIX

Emergency/Medical Contact Information

This information is provided for your convenience only. No endorsements by KCA are implied.

Boris Medical Clinic +38(044)-238-0000 or
1522 operator (from a landline only)
Mykoly Bazhana Avenue, 12a, close to Poznaiky Metro station (323)

American Medical Center +38(044)-490-7600
Berdychivska Street, 1, close to Lukianivska Metro station (312)
info@amcenters.com

Embassies in Ukraine

Embassy of the United States of America

Phone: +38(044)-521-5000
Email: kyivacs@state.gov
Website: ukraine.usembassy.gov
Address: 4 A.I. Sikorsky St., 04112 Kyiv (Nearest metro: Beresteiska)

Marine Post One
(Emergency only, English only)
Phone: +38-044-521-5700

Embassy of Canada

Phone: +38(044)-590-3100
Website: <http://www.canadainternational.gc.ca/ukraine>
Email: kyiv@international.gc.ca
Address: 13A Kostelna Street, Kyiv 01901

Embassy of Korea (Republic)

Phone: +38(044)-246-3759 or +38(044)-246-3761
Website: ukr.mofat.go.kr
Email: korea@mofat.go.kr
Address: Volodymyrska St., 43, Kyiv 01034

Embassy of the Netherlands

Phone: +38(044)-490-8200
Emergency phone (after hours): +38 050 4691644
Website: <http://ukraine.nlembassy.org/>
Email: kie@minbuza.nl
Address: Kontraktova Ploshcha 7, Kyiv 04070

Embassy of Germany

Phone: +38(044)-247-6800
Website: <https://www.kiew.diplo.de>
Address: Bohdana Khmel'nyts'koho St, 25, Kyiv, 02000

Sample Parent / Student Forms

The forms listed below may be found on the following pages.

- Annual Parent Contract
- Annual Middle School and High School Student Contract
- **Academic Integrity Contract**
- Athletic Program Participation Contract



Annual Parent Contract

As parents in partnership with Kyiv 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 or seek emergency medical treatment when necessary.
- 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 any liability should an injury take place at school or during any school activity.
- The availability of filtered Internet access through the KCA computer lab and via Wi-Fi. We are aware that KCA cannot totally monitor Internet use by students using personal electronic devices. The use of such devices at KCA, however, will be allowed for academic purposes only and with teacher permission.
- Our responsibility to pay our annual tuition charges in a timely way.

We, as parents/guardians of our students, 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 Statements and Statement of Faith, and agree to comply with all standards and policies listed therein.

Together with Christ,

Name of Children attending KCA (Please print)

Name of Parent/Guardian (Please print)

Parent/Guardian Signature

Date

School Year



Middle School and High School Student Contract

Students at *Kyiv 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 *Kyiv 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

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 these goals, 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, with or without leggings.
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 except during PE.
6. Sweat pants, torn clothing, 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. Only girls may wear earrings. No other visible body piercing ornamentation for boys or girls is permitted.
10. Any clothing, hairstyle, or accessories judged by the Administration to be disruptive to the educational environment or disrespectful to others will be addressed on a case-by-case basis.

Dress code policies apply at all school events. Any exceptions will be announced in advance by the school administration. Dress code violations will be referred to a school administrator for disciplinary action.

I agree to abide by the KCA Dress Code. Student Signature _____

Acceptable Use of Technology Student Contract

General Rules

1. Middle School students are allowed to use the Computer Lab only during scheduled classes under their teacher's supervision.
2. All students using the Computer Lab must have adult authorization.
3. When the Computer Lab is in use by a scheduled class, students not in the class must exit upon the instructor's request.
4. Food, drink, candy or gum is not allowed in the Computer Lab at any time.
5. Inform your teacher, the computer technician, or the office if there are any problems with the computer you are using.
6. Talk quietly to avoid disturbing others.
7. Personal information, such as bookmarks, images, or Word documents should be saved in personal folders, not on the desktop.
8. Do not change, rearrange, add or delete desktop icons, computer user settings, or software settings.
9. Do not access, download, or store on the server information not pertinent to classroom activities. This includes personal email accounts, Facebook, and non-educational games.
10. Use discretion, according to the guidelines of the KCA Student Contract, in viewing websites.
11. Do not access or modify data or passwords for which you are unauthorized.
12. Do not waste resources, i.e. printer cartridges and paper, by printing unnecessarily. Printing costs will be posted in the computer lab and in the office and must be paid in the office.
13. Leave the lab cleaner and neater than when you found it.

Personal Devices

1. Upper School students are allowed to use personal electronic devices at KCA with teacher permission and for **academic purposes only** before or throughout the school day.
2. Students are encouraged to use technology responsibly. Abuse of KCA technology policy will result in the loss of the privilege to use personal devices at school.
3. The use of Facebook, Twitter, Snapchat, Instagram or other social media, as well as personal email or games are prohibited before and throughout the school day.

I agree to abide by the rules for technology use at KCA.

Student Signature _____



Statement on Plagiarism and Academic Integrity

I understand that plagiarism is an act of intellectual dishonesty. I understand the following acts are unethical and unacceptable:

- To submit an essay, written in whole or in part, by another person as if it were my own.
- To download an essay from the internet, then quote or paraphrase from it, in whole or in part, without acknowledging the original source.
- To restate a clever phrase *verbatim* from another writer without acknowledging the source.
- To paraphrase part of another writer's work without acknowledging the source.
- To reproduce the substance of another writer's argument without acknowledging the source.
- To take work originally done for one teacher's assignment and resubmit it to another teacher.
- To cheat on tests or quizzes through the use of crib sheets, hidden notes, viewing another student's paper, revealing the answers on my own paper to another student through verbal or textual communication, sign devices, cellular phones, headsets, and portable computers.
- To copy homework answers as if they were the product of my own labor.

I understand that the consequences for committing any of these acts of academic dishonesty may include a failing grade for the assignment or quiz and disciplinary actions. I will not plagiarize or cheat.

Student's Name (print legibly): _____ Date: _____

Student's Signature: _____

Parent's Name: _____ Date: _____

Parent's Signature: _____



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 may face disciplinary action from the coach or athletic director. Excused absences include illnesses or prearranged absences. It is the responsibility of the player and parents to contact the coach or athletic director prior to practice or a game in the event of an absence. 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.

We fully understand and commit to the above summarized policy and have read and commit to the **KCA Sports Philosophy and KCA Sports Policies** statement as outlined in the KCA Parent/Student Handbook.

Parent/Guardian Signature _____ Date _____

Name of Student _____

Student's Signature _____ Date _____

CHARTER OF KYIV CHRISTIAN ACADEMY

Identity

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

Mission Statement

Kyiv 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.

Sponsoring Missions

- 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.
- 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.

Non-discriminatory Policy

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

Governance

- 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.
- The Board is a self-perpetuating board comprised of two representatives from each of the sponsoring missions. The Director of KCA is a non-voting ex-officio member.
- The three Board officers and the KCA Director shall form the Board Executive Committee. The Board Chairperson shall also be the Chairperson of the Executive Committee.

Finances

- 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.
- KCA and its staff shall maintain the highest level of financial integrity in all areas.
- KCA expatriate teachers and administrators shall normally be financed by sponsorships channeled through mission agencies.
- 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.

Modification

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

Dissolution

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.

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.

(The KCA Charter was last revised on 5/13/13.)
