



Parent & Student Handbook

2026-2027

“And Jesus grew in wisdom and stature, and in favor with God and man.”

-Luke 2:5

Dear KCA Families,

Let me begin by saying, "Welcome!" My name is Shawn Grant, and I have the pleasure of serving as the Senior Minister at Kissimmee Christian Church. On behalf of our entire church family, we are delighted you've chosen Kissimmee Christian Academy for your child's education.

KCC and KCA share a deep partnership, united by our shared vision to help children grow in knowledge and character. We are serious about academics but understand that education extends beyond simply imparting knowledge. We work to nurture the hearts and minds and to see learning as an opportunity to understand the world God has made.

If you're looking for a church home, we would love to welcome you to one of our Sunday morning services. We strive to create a place where families are supported, children are cherished, and Jesus is at the center of it all.

We're grateful to walk alongside you this school year and look forward to all God has in store.

Sincerely,



Shawn Grant
Senior Minister
Kissimmee Christian Church



The administration, faculty, and staff of KCA consider it a privilege to partner with you in the God-given job of educating and preparing your child for the future. We promise to extend our best efforts in providing an excellent academic education along with strong instruction in the Biblical worldview.

This handbook is designed to give you information on the philosophy and policies of KCA. It is very important that we all follow these guidelines as we go through the year to ensure that we are working together in the best interests of your child or children.

Please keep our school, administration, teachers, and staff in your prayers. We are looking forward to a great year!

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I. OUR STATEMENT

VISION

To provide a high-quality academic and Biblical education while knowing Christ and making Him known.

HISTORY AND MISSION

Kissimmee Christian Academy was begun in 2015 on the campus of Kissimmee Christian Church with two small preschool classes of thirteen total students. It has now grown to the 8th grade and has an enrollment of over 200 students, and as of 2026 has been accredited by the Florida Coalition of Christian Private Schools Accreditation (FCCPSA)

Kissimmee Christian Academy's goal is for all children to grow as Jesus did: in wisdom and stature and in favor with God and man. It will be reached by:

- Preparing children to develop Christ-centered character while pursuing academic excellence.
- Inspiring all children to reach their full potential in Christ as world-changers.
- Providing a balanced and challenging curriculum with a Biblical worldview.
- Having faculty and staff who are serious about the learning process and believe that Christ-centered education is essential to have children reach that full potential.
- Building a strong life-long educational and spiritual foundation for students.

CHRISTIAN BELIEF STATEMENT

Kissimmee Christian Academy is a ministry of Kissimmee Christian Church, and we believe:

- There is one God (Father, Son, and Holy Spirit) and He is the creator of all that exists and is worthy of worship and praise.
- The Bible is the inspired Word of God and the source of all truth.

- Jesus Christ is the divine, virgin-born Son of God who came to earth to show us the way and save us from sin.
- Jesus Christ lived a sinless life and taught us how to live with purpose, meaning and dignity.
- Jesus Christ taught us how to love and treat our fellow man through His teachings.
- Sin was conquered by Jesus Christ in His death on Calvary and His resurrection on the third day, bridging the gap between God and man.
- To receive forgiveness of sins and the gift of the Holy Spirit, one must repent of their sins, confess the name of Jesus, and be immersed into Christ for the forgiveness of those sins.
- God created each person as male or female according to their biological sex (Genesis 1:26-27).
- All sexual activity must exclusively occur in the context of a life-long marriage covenant between one man and one woman (Matthew 19: 4-6; 1 Corinthians 6:18; Hebrews 13:4).
- All life is sacred and should be protected from conception to natural death (Psalm 139:13-16; 1 Corinthians 3:16-17).
- The Fruit of the Spirit should be developed in each life (Galatians 5:22-23).
- A destructive pattern develops in the heart of an individual when he or she gratifies sinful desire, and repentance needs to occur to remain in right standing with God.
- All Christians are missionaries that can go into the world and make a positive difference.

These statements do not exhaust the extent of our beliefs. The Bible itself is the highest source of authority. As a ministry of Kissimmee Christian Church, KCA is led by the appointed elders of this local congregation, and these elders have final interpretive authority over KCA's beliefs, practices, and policies.

EDUCATIONAL BELIEFS AND PROCESSES

- All children can learn if placed in an environment that supports their needs, and this will be validated through classroom observations, progress

reports, report cards, and yearly standardized testing.

- God created every child; He loves them, and they are precious in His sight. This will be taught and shown through interactions with teachers and staff, daily Bible classes, and weekly chapel.
- Learning can best take place with parents as partners, and we want to partner with every family to equip children in learning and acquiring a strong Biblical worldview. Please refer to the Parent Agreement at the end of this document.
- Students from Preschool through 8th grade are educated at Kissimmee Christian Academy in a classroom setting.
- Students at Kissimmee Christian Academy will leave our educational facility at the end of their program with a strong understanding of each subject, a knowledge of the Bible, and a strong Christian character, fully prepared to go on to the next level of learning.
- Learning and educational decisions will be made by a combination of administration, advisory board, and elders of Kissimmee Christian Church.

VALUES

- We hold to and live out the Bible, God's unchanging Word, in an ever-changing world.
- Because the Church is God's design for His people and Kingdom on earth, we love and support Christ's Body, the Church, as a ministry of Kissimmee Christian Church.
- We believe that a Biblical worldview is the only sustainable view to develop purpose and meaning in life.
- We guide growth of the whole child: physical, mental, social, emotional, and spiritual, just as Jesus grew in all of these areas.
- We provide an age-appropriate, rigorous, Bible-centered curriculum, assuring development in a healthy, safe, loving, and grace-filled environment.
- We love and share Christ with everyone who comes through our doors.

STATEMENT OF NONDISCRIMINATION

Kissimmee Christian Academy and those persons acting in official capacities on behalf of KCA will not discriminate against any person or group of persons based on age, sex, race, color, or ethnic origin in hiring or in student admission. Kissimmee Christian Academy reserves the right to establish such conditions of membership and standards as consistent with its purposes as stated in the Vision, Mission, Christian Belief, and Values statements to insure the academic and professional quality of its membership in accordance with sound and established Biblical and educational practices.

All students at KCA must be treated with dignity and respect, free of threats or harassment.

SEXUAL CONDUCT POLICY

As a Bible-believing institution, the above policy of nondiscrimination does not extend to areas of religious convictions, beliefs, or lifestyles contrary to Scriptural teachings. Kissimmee Christian Academy abides by Biblical teachings regarding sexuality. The Bible makes it clear that Christians should flee from sexual immorality (1 Corinthians 6:18). This is defined as sexual activity, actively initiated or passively permitted, between members of the opposite sex outside the boundaries of marriage (Hebrews 13:4) or between members of the same sex (Romans 1:26-27). It also includes statements about such behaviors or proclivities, including statements that identify one as homosexual, bisexual, nonbinary, transgender, etc. Immoral sexual conduct as defined above is incompatible with continued enrollment at KCA and is basis for dismissal.

Restrooms marked male or female may only be used by persons who are biologically of that sex.

FACULTY AND STAFF

All the teachers and staff members at Kissimmee Christian Academy are required to teach the Christian faith through their words and conduct. They have committed their lives to serving Christ and claimed Him as their Savior. Teachers are trained and are committed to teaching the children in a supportive, loving manner while holding them to high standards.

II. GENERAL INFORMATION

OFFICE HOURS

Office hours are 8:00 AM to 3:30 PM or by appointment.

Summer and holiday hours will vary.

SCHOOL HOURS

Preschool hours are 8:15 AM to 3:00 PM for full-day students (2:00 PM on Wednesdays). Hours for half-day students are 8:15 AM to 11:30 AM.

Elementary hours are 8:15 AM to 3:00 PM (2:00 PM on Wednesdays).

Middle School Hours are 8:15 AM to 3:15 PM (2:15 PM on Wednesdays).

CALENDAR

All enrolled families receive a calendar showing the scheduled days off during the school year. Instructional days and hours will be scheduled to satisfy state requirements.

COMMUNICATION

Communication is important to the success of our school. We will be using an agenda in the elementary grades that needs to be checked and signed by parents daily. It is the responsibility of middle school students to write and be responsible for their own agendas. Teachers also use our schools' programs and emails to communicate on a regular basis. Communication needs to take place in phone calls, conferences, emails, and the agenda. Please communicate with the teacher via email to schedule a conference or call the office to request a phone call from the teacher or administrator. Teachers will respond to emails by the next school day.

REGISTRATION AND ENROLLMENT

Requirements for admission:

- Agreement with the mission of KCA to teach sound Biblical doctrine and instill Christian values

- No prior expulsions from any school
- No significant behavior issues from any school
- Satisfactory performance on entry test
- Any IEP or 504 plan reviewed before admission (see below)

Registration forms can be obtained in the school office and online. The process of admissions is as follows:

- Take a tour of our facilities.
- Fill out a registration form and pay the registration fee or turn in scholarship materials.
- Schedule a time to bring the student in with you to meet administration.
- Schedule and attend testing for all incoming elementary and middle school students.
- Have the final interview with the administration and fill out additional paperwork.

A registration form must be turned in at the time of registration along with the registration and curriculum fee or notification of Step-Up scholarship. Physical and Immunization forms, birth certificate, most recent report card and standardized testing results, and an interview with administration is required for completed registration. A complete list of fees is available from the school office or on the school website.

If a child has an IEP or 504 plan, as a private school KCA is not obligated to implement this. The administrator will discuss with the parent a plan for helping the student according to the child's needs and the ability of the school to accommodate them. If a child has been awarded a Unique Abilities (UA) scholarship, the administrator will discuss a plan with the parent for meeting the child's needs.

Regular church attendance by families is strongly encouraged. Any family not attending any local congregation is welcome to attend Kissimmee Christian Church.

PHYSICAL AND IMMUNIZATION FORMS

All students must submit a physical examination and immunization form. These must be Florida Department of Health Form 3040 and Florida Department of Health Form 680. They can be obtained from your physician or the Florida Health Department. **These must be turned in before entering school on the first day**

and before registration is considered complete. The form must be dated no more than one year prior to the enrollment date.

Scoliosis screening is required for all 6th grade students. Students will have the opportunity to receive scoliosis screening in school. Parents will be notified prior to this taking place and sign a permission slip. Parents may have this performed outside of school prior to the start of the school year and include it on Form 3040.

III. POLICIES AND PROCEDURES

ATTENDANCE POLICY

Kissimmee Christian Academy believes that children learn best when they attend school on a regular basis. Parents are responsible for the regular attendance of their children who are within the compulsory attendance age (6-16) as provided in Section 1003.21, Florida Statutes. Following is the attendance policy of Kissimmee Christian Academy.

ABSENCES

Daily attendance is necessary for optimal learning; however, some absences are unavoidable. If a student is absent, parents should inform the school or homeroom teacher by 8:30 AM the day of the absence. According to Florida statute (232.10), in case of an absence, the parent must send a dated and signed note or email. If a student misses more than three consecutive days a doctor's note is required stating the reason for the absence.

Students with 15 unexcused absences within a 90 day period is considered habitually truant according to Florida statute (1003.01).

Please schedule doctor appointments, dentist appointments, and family vacations in such a manner so as not to interrupt school attendance. Scheduled absences should be recorded on an absentee request form and submitted to the school office. The school principal will decide on whether these are excused or unexcused, depending on circumstances.

For extended planned absences, the parent may request assignments in advance for

the time the student will be absent. The teacher may provide assignments at his or her discretion.

EXCUSED ABSENCES

Excused absences include illness of the student, death within immediate family, verified and unavoidable doctor or dentist appointment, court appearance, or a funeral of an immediate family member. Students will have the same number of days to make up work as the number of days missed. All other absences will be unexcused. Five absences in a quarter or ten in a semester may subject the student to failure or dismissal and will require a conference with both parents, the teacher, and the principal. Students with excessive absences may not be eligible for reenrollment. Students with scholarships may lose eligibility for the next year due to excessive absence.

Work missed due to absence may be made up at the discretion of the teacher.

TARDINESS

A student arriving tardy disrupts the class and may miss instruction. Any student who arrives past 8:15 AM is considered late and must come to the school office to sign in. Three unexcused tardies within a marking period equal one absence.

ARRIVAL

A student's arrival at school is between 8:00 AM and 8:15 AM. Any students dropped off before 8:00 AM must report to extended day.

DISMISSAL

Preschool – K3-K4

- Monday - Friday – 3:00 PM (full-day) or 11:30 AM (half-day)
- Wednesday – 2:00 PM

Elementary – Grades K-5th

- Monday - Friday – 3:00 PM
- Wednesday – 2:00 PM

Middle School – Grades 6th -8th

- Monday – Friday 3:15 PM
- Wednesdays 2:15 AM

EARLY PICK UP

Please refrain from picking up your child early. Students will not be released between 2:30 PM and 3:00 PM (or 1:30-2:00 on Wednesday).

DROP-OFF/PICK UP

Always enter the parking lot from Park Street. Do not use the entrance by the end of our gymnasium or from Brack Street. Please follow the established path for morning drop-off and afternoon pick up. **For the safety of students and staff:**

- Do not drive over or around any cones.
- Follow all directions from KCA staff.
- Do not pass stopped vehicles unless directed to do so by a staff member.
- Do not park in the parking lot and allow students to walk in unattended.

Elementary and middle school parents who are not using extended day services must drop off at the sidewalk under the portico. Children must be able to strap their own seatbelts and **parents are not permitted out of their cars under the portico at drop off**. No parking will be permitted in the drive-through lanes.

All students being picked up in the car line must have a car tag. Persons picking up students must be on the approved pick-up list and must have a state identification. Students will not be allowed to go with anyone that is not on the pick-up list.

Parents can add new individuals to the pick-up list by providing in writing or by email the name and relationship of the person. **Additions to the pickup list may NOT be done over the phone.** Parents will not be permitted to park and walk up to retrieve their student during car line release; please utilize the car tag and stay in your vehicle.

Once dismissed, students may not return to the classroom to retrieve forgotten books or other items.

EXTENDED DAY

Extended morning care is 7:00 AM to 8:00 AM (Elementary and Middle only).

Extended afternoon care for elementary is 3:15 PM to 6:00 PM (2:15 PM to 6:00 PM on Wednesday). Extended afternoon care for middle school is 3:30 PM to 6:00 PM (2:30 PM to 6:00 PM on Wednesday).

For the safety of our students, the authorized person dropping off or picking up a student is **required** to sign the student in or out.

Students not picked up before the start of extended day will be taken to extended day and our drop-in rate will be charged. Weekly rates are available and must be prescheduled. Extended day parents must pay at the beginning of the month for the entire month.

Holidays and breaks have been taken into consideration for the entire year and will not be subject to reimbursement or as a credited day.

Accounts showing balance of more than 2 weeks will result in a late fee and student being dismissed from the extended day program and will not be permitted to stay until payment is received.

FOOD AND DRINK POLICY

Water bottles, containing water only, may be used during the day. No soda or drink mixes are permitted.

Hot lunch is available beginning the second full week of school and is a prepaid service.

If not ordering a hot lunch, please send lunch with your child in the morning when they arrive at school. Please do not bring food to school for your children except for special occasions that are prearranged with the office.

If a snack time is designated by the teacher, students may bring a nutritious snack.

Students do not have access to a refrigerator or microwave. We are unable to heat or keep any foods cold for any student, including children of staff members. Use a thermos and/or ice packs within the lunch box. Students must bring their own utensils.

Staff, students, or parents are not permitted to use food delivery services (Uber Eats, Grubhub, DoorDash, etc.) to be sent to the school.

ELECTRONIC DEVICES, PHONES, TOYS

Cell phones and other electronic devices such as Apple watches and tablets are not allowed in school. If one must be brought to school for safety reasons, it must be kept in the backpack and silenced. Any cell phone that is visible or makes noise may be confiscated and a parent must come in to pick it up. Electronic devices such as handheld video games, tablets, or computers are not to be brought to school unless prior permission is given to use for schoolwork only. KCA will not be held responsible for such items if they are brought to school and are lost, stolen, or broken.

Toys and other items that might cause a distraction are not permitted in school.

VISITORS ON CAMPUS

All visitors must sign in at the school office and get a visitor's tag. No visitors are allowed anywhere on campus unless escorted by a KCA staff member.

ELEVATOR USE

Students are not permitted to use the elevator except in cases of a documented medical need. A written statement from a licensed physician must be provided to the school indicating that the student is unable to safely use the stairs and requires elevator access. Students approved for elevator use must be accompanied in the elevator by two staff members. Unauthorized use of the elevator is prohibited and may result in disciplinary action.

PROTESTS

In order to preserve a safe learning environment, students or parents may not engage in protests or demonstrations of any kind on campus, during, before, or after school hours, or at any school-sponsored events. Students must not bring items that advertise or endorse products or views that are inconsistent with KCA's values and beliefs.

FINANCIAL POLICY

PAYMENTS

Kissimmee Christian Academy uses school management software to manage finances. Usage instruction will be given over the summer and during open house.

All payments are due by the 5th of each month. Extended day amounts are due by the week or by the 5th of the month for monthly payments. Late payments after the 5th of the month will incur a \$35.00 late fee that will be applied to your account. If the bank returns a check, an immediate cash payment is due including a \$40.00 returned payment fee to bring your account current. A late pick-up fee of \$2.00 per minute will be charged for parents who arrive past 6:00 pm. Please notify us if you will be late or in case of an emergency.

A 3% service charge will be added to credit or debit card payments. This charge is subject to change.

CHECKS/CASH

Payment by check should be written to Kissimmee Christian Academy or KCA. Child's name and reason for payment should be written in the memo line. There will be a drop box available in both the elementary and preschool locations where payments can be deposited. Cash payments of over \$10.00 are only accepted in person during school office hours. All cash payments must be in a labeled envelope with the student's name, amount, and purpose of payment.

LATE REGISTRATION

A student who registers after the first day of school must pay registration, curriculum, and any applicable tuition fees prior to the first day of attendance.

SCHOLARSHIPS

Eligible scholarships will be determined by the school administration. A parent of students in these programs needs to endorse payments for your student's scholarship. We will notify you by email with a request for a digital authorization for your scholarship payment through the Step-up portal. You will have 7 days to endorse payment; on the 8th day a fee of \$35.00 will be added to the account.

IV. ACADEMICS

EDUCATIONAL STANDARDS

Kissimmee Christian Academy has high standards of achievement and will hold your child accountable. We do not follow state standards but are aware of those standards and the academic and developmental needs of children in every area and grade level. We use the scope and sequence of our curriculum and standardized testing to evaluate progress.

CURRICULUM

KCA primarily makes use of the Abeka curriculum. Abeka has a long tradition of supplying God-honoring, high-quality textbooks and teaching aids to help fulfill students' academic and spiritual growth needs. Abeka instruction begins in preschool with the teaching phonics and numbers. Our elementary curriculum consists of Abeka Reading, Literature, Language Arts, Spelling, Handwriting, Mathematics, Science, Health, Bible, and History. Our middle school curriculum consists of Abeka Reading, Literature, Language Arts, Spelling, Mathematics, Science, Health, and History. Bible curriculum for middle school is chosen to meet the needs of our students. Teachers may sometimes supplement with other curriculum to meet individual learning needs.

As part of our curriculum, memorization is required as a foundational tool on which learning is built. Memorization of scripture, the books of the Bible, important American documents, and poetry will be assigned and graded. Students may not opt out of memorization assignments.

RECORDS

Cumulative records are kept securely for each child. These will be maintained in the school office. Parents may make a records request if necessary. All essential staff (administrative and teachers) may have access to your child's records.

GRADES AND REPORT CARDS

Kissimmee Christian Academy uses an online school management program for grades. Grades can be accessed on a regular basis from any connected device. Teachers will enter grades on a regular basis and communicate with parents if there are academic or behavior concerns. **It is a parent's responsibility to periodically review their child's grades on the online school management program.**

Progress reports will be sent home with the students in the middle of each quarter, and report cards will be sent home after the end of each quarter.

CONFERENCES

Conferences will be scheduled as needed. KCA desires to be in partnership with you for your child's growth and development. Parents may request a conference by contacting the teacher or school office.

GRADING SCALE

Kissimmee Christian Academy desires to see every student succeed and understands that there needs to be a benchmark to evaluate that success. For that reason, there will be a grading policy in place.

Grades for Kindergarten through 8th grade will be as follows:

Grade	Percentage	Definition
A	90-100	outstanding progress
B	80-89	above average progress
C	70-79	average progress
D	60-69	below average progress
F	0-59	not passing

Behavior, effort, and block classes will be graded as follows:

Grade	Definition
O	Outstanding/Exceeds Expectations
S	Successfully Meeting Expectations
N	Not Demonstrating Consistency
U	Unsatisfactory/Needs Attention

ACADEMIC ACHIEVEMENT

If a student is experiencing academic difficulties indicated by an average below a C (or an N or U) in any subject, the following steps will be taken by Kissimmee Christian Academy.

- A conference with a parent will be scheduled by the teacher to plan to improve the student's grades. Parents, the teacher, and the student will set goals for improvement.
- If grades are still low at the end of the marking period, a conference will be scheduled with parents, the teacher, and the school administrator. An academic improvement plan will be formed, and the student may be put on academic probation. Effort must be shown by your child to remain in good standing as a student at Kissimmee Christian Academy.

Awards will be given for achievements.

ELEMENTARY AND MIDDLE SCHOOL PROMOTION POLICY

Kindergarten is a time to build a firm foundation on which to base all other learning. Students in Kindergarten will be promoted to first grade if they have successfully completed the Kindergarten Abeka curriculum and have demonstrated readiness for the first grade.

First-Eighth Grades will be promoted to the next grade based on passing report card grades, standardized testing, teacher/administration judgment and the successful completion of the Abeka curriculum for that grade. Grades of D or F in language or math subjects may result in retention in the current grade.

Promotion/retention meetings will be held with parents and students with low grades.

ACHIEVEMENT TESTING

At various intervals classroom testing will be used. Tests will be announced in advance. Quizzes may be given without notice. All K-8 students will be given the Stanford Achievement Test in the spring to determine academic progress.

V. DISCIPLINE

PURPOSE

Because KCA believes the Bible is the Word of God and the source of all truth, our desire is to follow Christ's example in school, family, and relationships. That is why this code of conduct is established. The purpose of discipline is to bring all students to maturity in all areas of their lives (emotionally, socially, and spiritually in Christ) and to develop qualities of good citizenship and self-control. Our goal is to involve the family and work together in providing an appropriate, safe education for all students in an environment that is conducive to learning and promotes academic excellence and respect for others.

ELEMENTARY/MIDDLE SCHOOL DISCIPLINE:

We will do everything possible to work with each student and family, but if after repeated attempts have failed to correct inappropriate behavior, a child may be expelled from KCA. The teacher will develop classroom rules for the students. Development of Christ-like behavior, good citizenship, and self-discipline will be encouraged daily. Involvement of the student's family is important, and teachers will send a copy of the classroom rules home with each student within the first week of the school year. Students will also be taught rules for behavior in the hallway, on the playground, and at lunch.

To encourage good behavior, age-appropriate rewards may be given in each classroom.

After teaching the rules we will also require consequences that can include:

- Minor classroom infractions (handled in the classroom)
 - Time out during recess
 - Lunch detention

- Parent contact
- Repeated or serious infractions (involves an office referral)
 - Parent conference
 - Loss of field trip or participation in activity
 - In-school suspension
 - Out of school suspension

Infractions may include:

- Minor infractions (handled in the classroom)
 - Chewing gum
 - Disrupting/talking during class
 - Talking back to teachers/not following directions (1st time)
 - Lack of respect
 - Teasing/arguing with another student
 - Touching or taking another person's property without permission
 - Not doing work
 - Running/horseplay
 - Dress code violations
- Serious infractions (involves an office referral)
 - Cheating/plagiarism
 - Fighting or harming another person physically
 - Arguing with an adult/defiance
 - Damaging school or another student's property
 - Parent may be required to cover cost of repair or replacement.
 - Out of zone (being where you are not supposed to be on campus)
 - Profanity/obscenity
 - Shouting at another student, name-calling, excessive teasing
 - Public display of affection/inappropriate interactions
 - Use of an electronic device without teacher permission
 - Inappropriate or abusive social media/electronic communications
- Zero tolerance: Serious prohibited activities that can cause immediate expulsion include:
 - Violence, harm to others, or threats of violence or harm
 - Possession of weapons or dangerous items (guns, knives, or explosive devices)
 - Use or possession of tobacco, vaping, alcoholic beverages, illegal

- drugs, and the abuse of over the counter or prescription medication
- Sexual misconduct
- Stealing
- Failure to comply with the rules of conduct at KCA
- Bullying (defined as a situation where a student is being harassed or bothered by another student repeatedly and where the student is in fear of harm from the student doing the bullying)

A parent or guardian is required to sign any office referral or incident.

STUDENT EXPECTATIONS

The expected student outcomes of Kissimmee Christian Academy are to for students to grow spiritually, academically, and socially. Outcomes will be demonstrated through the following student behaviors:

- Showing integrity
- Showing respect for self, others, and the property of others
- Courtesy, politeness, and following Christ's example
- Stewardship of property, supplies, and personal items
- Preparation for class and readiness to learn
- Practicing reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received

“Obedience is doing exactly what you are told to do, when you are told to do it, with a positive attitude.”

Students are expected spiritually to:

- have a personal and lasting relationship with Jesus Christ.
- have and sustain a Christian worldview.
- filter morality through the word of God to instill a biblical framework of right and wrong.
- live out the Great Commission locally and globally.
- be proficient in the disciplines of prayer, biblical study, and memorization of scripture, and remain connected to a fellowship of believers.

Students are expected academically to:

- be academically prepared for the challenges of college and careers.
- have a desire for lifelong learning.
- be critical thinkers that will impact our society.

- articulate their thoughts in both written and verbal formats.
- know how to responsibly obtain resources to acquire, analyze, and synthesize information to make informed decisions.

Students are expected socially to:

- value and embrace their Christian principles and their American inheritance
- understand that all people are created in the image of God and should be treated with respect and dignity
- be a servant leader within their communities
- develop and foster a healthy self-image based upon Biblical principles
- live in harmony within an ever-changing society in accordance with Biblical standards

VI. UNIFORM POLICY (Preschool-8th Grade)

All students must wear uniforms purchased from Uniform Outfitters. The website address is uniformoutfittersfl.com. Uniforms may be purchased in person at Uniform Outfitters located at 1106 John Young Parkway Kissimmee, FL 34744, and you can call the store at (407) 846-7450 for more information. **Please order uniforms in time for the first day of class. Scholarship families must use their credit of \$125.00 all at once at each purchase, which is twice a year.**

ONLY school authorized items will be allowed. No uniform bottoms may be purchased from other retailers (e.g. Target, Old Navy, JCPenney, Walmart, etc.) will be permitted. Uniform violations will require a parent coming to school and bringing the appropriate uniform piece for their children to wear and repeated violations will have disciplinary consequences.

ALL STUDENTS MUST HAVE:

- At least one polo in navy blue and one polo red with KCA logo
- Black belt
- Closed toe and closed heel shoes in solid **black, navy, white, or red** with similar color shoestrings. Sport tennis shoes are suggested. **NO PATTERNS, NEON COLORS, OR CHARACTERS ARE PERMITTED.**

- Socks in black or navy blue.

GIRLS

- Khaki or navy jumper with logo
- Skort in khaki or navy
- Pleated or flat front shorts khaki and navy
- Pleated or flat front pants in khaki and navy

BOYS

- Pleated shorts in khaki or navy blue
- Flat front shorts in khaki or navy blue
- Pleated pants in khaki or navy blue
- Flat front pants in khaki or navy blue

MANDATORY MONDAY CHAPEL ATTIRE FOR ALL K-8 STUDENTS

- Red polo with KCA logo
- Navy pants or shorts (boy or girl) or navy skort (girl)
- Navy blue socks (girls)
- Black belt
- NO JACKETS OR SWEATERS WILL BE PERMITTED IN CHAPEL OR SPECIAL PROGRAMS

PERFORMANCE ATTIRE

- Each student must purchase a performance outfit from the uniform store.
- Boys – White Oxford button down shirt, plaid tie, and navy blue pants
- Girls – White Peter Pan collar button down, with plaid cross tie, navy blue skirt or jumper
- Black dress shoes and navy blue socks only

OPTIONAL WARM WEAR

- Long-sleeved navy-blue or white shirt under uniform polo.
- Zip up jacket with logo
- For girls, solid color tights or leggings in **navy** may be worn under culottes, jumpers, or pants. NO PATTERNS OR SWEATPANTS PERMITTED.

KCA DRESS DOWN DAY

The school reserves the right to make final decisions regarding any area not specifically covered in the following dress code.

- Jeans are allowed but must be in good condition with no holes or frays.
- No sweatpants or stretch pants.
- T-shirts with no holes are permitted.
- No clothing that advertises alcohol, drugs, political stance or has inappropriate or un-Christlike words, pictures or symbols on it will be allowed.
- Girls may wear modest length skirts or shorts. Leggings may be worn under a skirt, shorts, or a long overshirt.
- Boys may wear modest length shorts.
- Appropriate closed-toe and closed-heel shoes must be worn. **No Crocs or similar.**
- Costumes, including cosplay, may not be worn on casual days.

FIELD TRIP ATTIRE

- Unless otherwise specified, students will wear the red KCA t-shirt from Uniform Outfitters and navy blue athletic shorts from Uniform Outfitters.
- Appropriate closed-toe and closed-heel shoes must be worn. **No Crocs or similar.**

GAME-DAY ATTIRE FOR KCA ATHLETES

- Athletes may be allowed to wear their FULL uniform to school on game days.
- Appropriate closed-toe and closed-heel shoes must be worn. **No Crocs or similar.**

APPEARANCE POLICY

ALL STUDENTS

Clothes should not be excessively wrinkled. Students are not to write or draw on themselves or other students. No colored hairspray, glitter, tinsel, or similar products may be worn to school. Hats, caps, hoodies, bandanas, or sunglasses may

not be worn in the classroom and only outdoors for sun protection or warmth. A necklace if worn must be under the shirt. All shirts must be tucked in and a belt worn with pants or shorts every day. Pants must be pulled up to the waist – no low riders.

BOYS

Boys are not permitted to have tattoos (temporary or permanent) or have piercings, including silicone earrings. Hair must be of a natural color and neatly trimmed, and of a length no longer than the shirt collar and should not be in a ponytail or braids. Hair must not touch the top of the ears, collar, or eyebrows and have a reasonable degree of taper and thinning completely around. Hair must be neat and well groomed. Dreadlocks, mohawks, faux hawks, lines, designs, rattails, or any other fad style haircuts are not permitted. No shaving of designs in the hair or eyebrows is not permitted. If a boy needs a haircut, a note may be sent home with a reasonable amount of time allotted to get one. Boys must be clean-shaven at all times. No beards or mustaches.

Hair cut examples:



GIRLS

Girls are not permitted to have tattoos (temporary or permanent). The wearing of jewelry should be limited. Dangling earrings and large hoop earrings are prohibited for safety reasons. No piercings are allowed except for earrings and are limited to two per ear. No makeup is allowed for elementary age. For middle school, only minimal natural looking makeup is allowed. Nail polish is permitted, and short artificial nails are allowed. Hair must be a natural color with no glitter, hair designs or other enhancements and neatly combed. Hair must be neat and well groomed. Hair should not be in the student's eyes. Skirts must be modest length.

SAFETY/ILLNESSES

ACCIDENTS/INCIDENTS

Although it is hoped that no child ever has any accidents or incidents during the school day, the reality is it does happen. In case of a minor accident, cleaning of the area, ice, and band-aids will be used. In case of a major accident the parent and possibly 911 will be called. Incidents may also occur where the parent needs to be notified of something that happened during the day. Accident/incident reports will be filled out, signed by the teacher, an administrator, and the parent. A copy will be sent home and a copy put on file.

ILLNESS, INJURY, AND MEDICATION

Please do not send your child to school ill. Viruses and bacteria spread quickly in a school environment. If your child is showing any signs of the following, please do not send them to school: ***fever, runny nose with thick colored mucus, severe cough, difficult or rapid breathing, stiff neck, throwing up, diarrhea, pink eye, exposed or open skin lesions, dark urine or grey stools, yellowish eyes or skin, head lice, scabies, bed bugs, or any other unusual sign of illness.*** If your child becomes sick during the day, we will isolate them from the other children and call you to have them picked up. Students should not return to school until fever free without medication, for 24 hours and not before 24 hours after last vomiting or diarrhea.

If a child has head lice, they will not be permitted to return until the next day and only if treatment has been given. All pillows, blankets, and nap pads must be thoroughly cleaned as well.

Medication may be given by the school, but parents must fill out a medication form, bring the medication in the original box, and, if prescription medication, it must have the prescription label attached, be for the correct person, and not be expired. Medication will be locked in a secure location and may be picked up at the end of the day.

INCLEMENT WEATHER

In the event of a hurricane, Kissimmee Christian Academy will be closed if the public schools in Osceola County are closed.

In the event of a tornado warning, students will be taken to a safe place in the building away from windows and doors and directed to be in a “duck and cover” position.

In case of stormy weather, children will play indoors. We use lightning detection devices to make sure the children are safe.

Stormy weather with lightning will result in a different pickup procedure. We will not walk students out to the car if lightning is within a 6-mile radius as per online weather reporting and parents will need to wait until the lightning passes.

SAFETY DRILLS

We conduct various drills each month: fire drills, tornado drills, and lockdown drills. In case of a real lockdown, Kissimmee Police Department will notify us, and we will ensure the safety of our students. We will notify you through our school management system in the event of any emergency. You may not pick up your child, for their safety and yours, during a lockdown. When we are notified that it is safe, we will be able to release the children. In case of a danger in the building, Kissimmee Police Department could require us to evacuate. You would be notified where your child could be picked up using our email programs.

SEARCHES

KCA administration reserves the right to search student desks, cubbies, backpacks, and other personal belongings brought on campus as needed.

VII. FIELD TRIPS/VOLUNTEERS

FIELD TRIPS

Field trips will be planned for different classes or groups during the year. Permission slips **MUST** be filled out and turned in prior to a child being allowed to go. For elementary and middle school field trips, we will use Kissimmee Christian Church and Academy buses, charter buses, and/or SunRail. Parents who go on the field trip must turn in a request for background screening a minimum of two weeks before the trip and must pass the screening. Transportation on the KCA bus will

not be provided for parents. Some field trips only allow us to bring a few chaperones at the field trip rate and all others will be required to pay full price. Siblings and other unscreened adults are not permitted to attend these field trips.

Any student who has had difficulty with behavior could be excluded by the principal from a field trip if the behavior has not been corrected in a timely manner.

VOLUNTEERS

Opportunities may arise for parent volunteers, such as special events and fund-raisers. For any volunteering position where you may have contact with children, you must receive and pass a background screening. The parent must pay for the background screening.

Volunteers are always expected to demonstrate good character. Adults participating in school activities must always act in a mature and responsible way when with students and must refrain from speech or actions which do not demonstrate good character. Profanity and abusive language are unacceptable. Volunteers who violate these guidelines will be asked to immediately separate from the group and will not be allowed to volunteer or attend future activities.

VIII. SPECIAL PROGRAMS AND SERVICES

CHAPEL

Chapel is held weekly. All students must attend and participate. The service consists of pledges, songs, prayers, and weekly Bible lessons or activities. It is conducted by Kissimmee Christian Church and Academy staff and is kept on a developmentally appropriate level.

SCHOOL/CLASS PICTURES

School and class picture sessions are in the fall and spring. These are all available for purchase, but purchase is not required.

BIRTHDAYS AND HOLIDAYS

Birthdays can be celebrated at school. Please communicate with your child's teacher for their policy on what to bring. Please refrain from bringing outside guests, as this is a party for your child and their classmates. Teachers must approve any item that will be distributed to students.

We will celebrate some holidays in the classroom, such as Thanksgiving, Christmas, Easter, and Valentine's Day. We do not celebrate Halloween at school and no costumes are allowed unless notification is sent home.

AFTERSCHOOL PERFORMANCES

Students are required to participate in music performances that take place after school hours. Participation in these performances is part of the student's music grade.

IX. CONFLICT RESOLUTION GUIDELINES AND REQUIREMENTS

While everyone should strive to live at peace with others (Romans 12:18), conflicts do sometimes arise. In Matthew 18:15-17, Jesus Christ provides a model for handling conflicts. The desired outcomes should always be the restoration of a loving relationship and the preservation of a safe learning environment for all students.

Student/Student Conflict:

If a student has a conflict with another student at the school, the classroom teacher should be informed immediately so that the appropriate actions can be taken to address the situation. If the parent has any questions about how the situation was handled, that parent should request a conference with the teacher involved. After this has taken place, the parent may request a conference with the school administrator if the situation has not been resolved.

Student/Teacher Conflict:

If a student reports a difficulty with a teacher or staff member at the school, the parent should request a conference with the teacher or staff member involved. Every effort should be made to discuss the matter calmly and respectfully in the hope of resolving it to the satisfaction of all involved parties. If such a

resolution is not reached, a meeting with the School Administrator should be arranged.

On and off campus, parents of students should treat other members of our school community with respect, including on social media. Children learn from the examples set by their parents and other adults, so be careful about complaining and criticizing others. If you have something to say about someone, but have not said it to them directly, do not discuss it with someone else. Do not repeat information or rumors about another person (James 1:26; Ephesians 4:29).

An adult should never confront someone else's child about a situation, on or off campus. The use of profanity, obscenity, threats, or abusive speech towards students or adults, including employees of KCA, creates an unsafe and unwholesome environment, and will be considered grounds for dismissal of the child of the offending adults.

DISMISSAL OF STUDENT DUE TO CHILD OR PARENT BEHAVIOR:

Parents agree to uphold and support the high academic standard of the school by providing a place at home for the student to study and giving the student encouragement in the completion of any homework assignments. Parents must appreciate the standard of the school and not tolerate profanity, obscenity in word and action, dishonor to the Godhead and the Word of God, or disrespect to the personnel of the school. Parents must agree to support all regulations of the school and employ discipline as it deems wise and expedient for the training of the student. The school reserves the right to dismiss any student (or parent) who fails to comply with the established regulations and discipline.

Members of the school community agree to submit any legal dispute with the school for mediation before a mutually agreed-upon mediator, or if none can be agreed upon, one selected by Peacemaker Ministries. Lawsuits between believers, or threats of lawsuits between believers, are a matter of grave concern for the school, are contrary to biblical and the school's teaching, and mediation is an effort to resolve disputes in a biblical fashion (1 Cor. 6: 1-7).

Mediation will be governed by the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation (ICC Rules), unless modified as stipulated by the parties. In particular, subject to the more detailed provisions of the ICC Rules, mediator(s) will attempt to assist us in reaching a voluntary settlement of any disputes through mediation. The confidentiality of the mediation process will be protected, and these matters will not be discussed with people who do not have a necessary interest in them. If settlement can be agreed upon, the conciliators may,

at their discretion, issue an advisory opinion. Neither the opinion, nor any communications exchanged in the mediation process, will be admissible for any purpose in any subsequent legal proceeding.

The policies stated in this handbook are the current policies under which Kissimmee Christian Academy will be governed. This handbook supersedes any previous handbook or statements of policy and remains in effect until it is revised by KCA administration.

ADMINISTRATIVE PREROGATIVE

The policies of KCA will remain in compliance with the laws of the state of Florida. As a private school, KCA is not obligated to follow the policies, procedures, or programs of public schools beyond the scope of the law.

The administration of KCA reserves the right to interpret the policies contained in this handbook according to the best interests of its students, families, and employees. Administration also reserves the right to alter or add policies as situations arise. Every effort will be made to communicate with parents quickly and clearly about any changes that are made.