

# KCA

## KAIROS CHRISTIAN ACADEMY FAMILY HANDBOOK 2022-2023

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## Welcome to Kairos!

### **Welcome and Overview:**

We are delighted to introduce you to Kairos Christian Academy (KCA), a ministry of Charleston Baptist Church. KCA is a joyful Christian community in which teachers assist homeschool parents, providing classes, discipleship, connection, and extracurricular activities in a Christ-centered environment. Joining with parents as they homeschool their children is an honor and something we do not take lightly.

A Christian education will benefit a child throughout his or her life. Classes at KCA offer students a challenging curriculum, infused with Christian values and taught by a variety of teachers; additionally, we also offer extracurricular activities to help bring students, staff, and families together in community. At Kairos Christian Academy, we hope to offer your student not only classes characterized by academic excellence and a Biblical world view, but also an experience, one that will last a lifetime.

As part of KCA's collaborative spirit, we welcome your ideas for student activities, family activities, and additional classes. We are thankful to God, who has allowed us to have a school that puts Him first. Kairos is a Greek word meaning "God appointed," and we are excited to witness what He is going to do through the lives of your children.

Blessings to you and your family,

Kairos Christian Academy Staff

### **Campus Location:**

Charleston Baptist Church, 13 San Miguel Road, Charleston, SC 29407

### **Contact Information:**

[info@kcacharleston.com](mailto:info@kcacharleston.com)

## Policies and Procedures

### **Attendance Policy:**

Whenever possible, please notify teachers in advance of a student's absence. When advance notice is not possible, it is expected that the learner or learner's family will communicate with teachers in a timely manner so that the student does not fall behind on assignments. This process should not cause undue extra work for the teacher.

It is important to remember that KCA classes only meet once a week; as a result, an absence on the day of class actually constitutes a week of absence from the teacher's instruction. Consecutive and continued absences may quickly cause difficulties for the student, as content and assignments are missed. KCA reserves the right to require a conference with the family, teacher, and a member of the leadership team if a student's absences have become detrimental to the student's ability to successfully navigate the class's requirements.

### **Communications:**

Communication will occur through an email group.

### **Daily Procedures:**

#### **Arrival:**

Upon arrival to campus, students must check in at the front desk. Students should arrive no more than five minutes prior to their class's start time, with the exception of 9:00 classes that have an arrival time of no more than 15 minutes before start time. Only registered students, faculty, and KCA staff are allowed on campus during class hours. Scheduled volunteers must be checked in. All other visitors must be pre-approved by a member of the Kairos leadership team.

#### **Lunch Time:**

A supervised lunch period is available for a small monthly fee.

#### **Pick Up:**

For student pick up after class, the KCA identification card should be placed in the vehicle's front window. Students should be picked up promptly at the scheduled end of class; please notify KCA in case of an emergency by using the emergency phone number, 843-224-5007. KCA provides curbside pick up for ten minutes after each class period ends. Students can only be released to people identified on the student's Registration Form's approved carpool list; this person will also need to present a picture I.D. After the pick up time has passed, students will be seated inside and require in-person pick up. Because students will require monitoring until they are picked up, fees will be charged for habitual late pick-ups.

**Discipline Policy:**

KCA's approach to discipline mirrors Proverbs 22:6, in that it is right and responsible to train up children in the way in which they should go. Discipline and disciple share the same root, *discipulus*, the Latin word for pupil, and this connection also informs the discipline policy of KCA.

Student discipline concerns will, whenever possible, first be handled directly with the student in a timely, respectful manner. If the concern continues to persist, parents and/or KCA leadership will be contacted as a means of resolving the issue, correcting the behavior, and regaining community. In the unfortunate possibility that the behavior imposes a danger and/or the student is not able or willing to meet the established student expectations, which allow for a student's successful and continued presence at KCA, then the student will not be allowed onto campus.

**Driving Policy:**

Licensed student drivers must be recorded on the Registration form.

**Emergency Closing Information:**

KCA follows Charleston County School District for weather closings.

**Financial Policies:**

KCA strives to be a self-sustaining ministry with affordable tuition; as such, we are very grateful for donations.

**Payments:**

All tuition payments must be paid online or by check made payable to Kairos Christian Academy. Please pay the monthly amount listed on the statement provided at the beginning of the year. Tuition is due on the fifth of the month, September through April with the exception of December for a total of seven payments. A \$25 late fee will be applied for each late tuition payment. Final grades will not be issued, and re-enrollment will be denied until any outstanding balance is paid in full.

Acceptable reasons for being released from this financial agreement include the loss of a parent's job, a family move of 30 or more miles, or the death of a parent.

**Medical Policies:****Illness:**

Students who have had vomiting, diarrhea, or a fever within 24 hrs. of class should not be present on campus that day.

**Emergency:**

In the event of a student's medical emergency, staff will first call 911 and then call the parents. If a parent is unavailable, staff will call any additional emergency contact provided on the student's Registration Form.

**Medications:**

No medicine, doctor prescribed or OTC, will be given by a Kairos staff member to a student. If a child needs medication during class hours, the

child's parent will need to meet with the child between classes to administer the medication. If this administration occurs within the building, then the medication will need to be in its original packaging or in its labelled prescription bottle.

For a child who has a special health care need which requires self-medication and/or self-monitoring, a parent will need to complete a Medication Form at Registration. Information needed for this form includes the name of the medication/procedure, information concerning the administration of the medication/procedure, an understanding that the parent will inform pertinent faculty/staff of this medical need, an understanding that all medication must be in its appropriately labeled container, and a signed statement releasing KCA and its employees from liability and any harm that might arise from the self-medication and/or self-monitoring.

## **Registration Process:**

### **Registration Overview:**

Registration for KCA occurs in two parts. The first part is when a family completes the Registration Form and selects potential classes for students. Several fees are due during the first part of Registration: non-refundable registration and applicable class fees are due at this stage to reserve a seat in each selected class, and an Open House deposit, which is refundable upon attendance at Open House, is also due at this time. This first part of Registration is available to the public in a scheduled approach; this schedule is available on our website. The second part of registration is the Packet Pick-up, which is when the student receives the class syllabus and summer work packet. The primary Packet Pick-up opportunity occurs at KCA's Open House. Upon arriving at Open House, parents receive a Passport, have an opportunity to meet the KCA teachers, learn more about the classes, and collect packets for each class in which their child is enrolled. Parents of high school students will also receive a contract for each of their high school students, stating that they have read the Family Handbook and understand KCA academic and behavior policies and expectations; the contract must be signed by the student prior to attending classes on campus. At the end of Open House, parents submit their completed Passport, and it is at that moment that a family assumes financial responsibility for tuition for the school year. As part of the Open House, there is also a Program Introduction that is mandatory for every family to attend upon joining KCA.

### **For Families New to KCA:**

When a family has no prior experience with HELP or KCA, a parent will need to speak with a member of the leadership team prior to submitting Registration Forms and payment to ensure that KCA and the family are a good fit. It is KCA policy that course load maximums for students of families new to KCA will be determined by KCA administration as part of the registration consultation.

Additionally, families who are new to KCA have the opportunity to meet the faculty at the Open House before registering for classes. It is important to

remember that some classes do fill during the first week of Registration; waiting to register until the Open House may result in not getting into the class.

**Post-Open House Registration:**

When registration occurs after KCA's Open House or when a parent does not attend Open House, Packet Pick-up and Program Introduction (if necessary) will occur with a member of the leadership team; there is no opportunity to meet the teachers with this post-Open House approach, and the Open House deposit will be forfeited.

## Academic Information

**Absences:**

Whenever possible, please notify teachers in advance of a student's absence. When advance notice is not possible, it is expected that the learner or learner's family will communicate with teachers in a timely manner so that the student does not fall behind on assignments. This process should not cause undue extra work for the teacher. It is important to remember that KCA classes only meet once a week; as a result, an absence on the day of class actually constitutes a week of absence from the teacher's instruction.

**Calendar:**

The Kairos Christian Academy events are available on [charlestonbaptist.org/KCA](http://charlestonbaptist.org/KCA).

**Late Work:**

Because Kairos Christian Academy's classes only meet once per week, late work can quickly have a negative impact on both the student's learning and the class' progress. Each teacher has a policy for handling late work and the leadership team of KCA stands in support of those policies.

**Progress Reports:**

Progress Reports are sent home electronically three times a year; please reference the online academic calendar for specific dates. KCA will also email Course Credit Records for high school credited classes. The final Progress Reports and/or Course Credit Records will not be sent until all outstanding amounts have been paid. Please remember, KCA does not maintain records.



## For Students

### **Behavior Policy:**

Respect for every person on the Kairos Christian Academy campus is required. Kind interaction, kind speech, and mutual respect among students as well as between staff and students are expected at all times. Students are expected to respect each other verbally with language that is considerate and uplifting, and also respect each other's property. Respect for others also prohibits activities that do not align with Christian values; specifically, public displays of affection between students are not allowed. Electronic devices should not be a distraction and may only be used in the class with teacher permission; this pertains to cell phones and laptops. Students are also expected to respect themselves; this respect extends to language as well as actions. While on campus, students should use words and actions that reflect their roles as precious children of God. Finally, students are expected to respect all adults while on campus; this includes addressing adults with an appropriate title, such as Mr. or Mrs. (last name).

### **Dress Code:**

Students should dress comfortably and still be modestly covered. Below are some guidelines; however, it is impossible to address every fashion choice available. In general, clothing should not be tight, revealing, or inappropriate; clothing should not become a distraction on campus. The following are specific guidelines.

- Shorts and any slashes or shreds on jeans and pants must extend beyond fingertip length. Skirts/dresses should extend past the knee. Students who fail to follow these guidelines will lose the privilege of wearing these clothing items.
- Straps on tops should be the width of the student's hand, and skin below the shirt should not be visible when a student's hand is raised.
- Messages on clothing should not distract from our educational environment.
- Yoga pants and leggings must be covered appropriately. Students who fail to cover leggings appropriately will not be allowed to wear them.
- Hats or caps may not be worn on campus.

### **Honor Code:**

KCA students are expected to approach their academic obligations with the same respect that is requested for all words and behaviors on campus. The student's approach to tests, homework, and class activities should be one of honesty, integrity, and commitment. When a student steps outside of the honor code expectations, KCA faculty, staff, and/or leadership will connect with parents.

### **Middle and High School (Grades 6-12) Expectations:**

As students move into middle and high school level courses, there is an expectation of increased personal responsibility. Every person moves at a different pace, and it is our privilege at KCA to walk this journey with you. For students who are taking middle and high school level classes, we encourage you to communicate with your teachers. Whether the communication is a request for additional help or whether it is an explanation of an absence, this process will allow you to gain valuable experience with formal written and verbal communication. Also, students at this level are expected to take increased responsibility for work missed due to absences. For each class, your teacher will be able to best guide you in the method which will work for that class; however, there are general expectations that your communication with the teacher will occur in a timely manner and will result in missed assignments, quizzes, tests, projects, etc. being made up in a timely manner. This process should not cause undue extra work for the teacher.

The Thursday before classes begin, middle and high school students are required to attend a Student Assembly. During this time, KCA leadership will review pertinent information and students will have an opportunity to enjoy community-building activities and a catered lunch for a nominal fee. In conjunction with the Student Assembly, upcoming freshmen and sophomores must attend a mandatory High School Prep Workshop.

## **For Parents**

### **Parent Expectations:**

Because classes in Kairos Christian Academy only meet once a week, it is vital that parents stay involved with their student's classwork, expectations, and deadlines. Monitoring homework assignments, helping in the preparation for evaluations, and overseeing projects are just some possible ways in which a parent's involvement is essential to student success. It is our privilege at KCA to provide instruction, guidance, and support; however, the parent must be prepared to also be involved at home, so that the student is prepared for each weekly meeting.

Being prepared for class and attending class are crucial to student success. As noted earlier, KCA classes only meet once a week; as a result, an absence on the day of class actually constitutes a week of absence from the teacher's instruction. Consecutive and continued absences may quickly cause difficulties for the student, as content and assignments are missed. KCA reserves the right to require a conference with the family, teacher, and a member of the leadership team if a student's absences have become detrimental to the student's ability to successfully navigate the class's requirements.

**Parent Volunteers:**

As part of KCA, parents must sign up to volunteer for at least ten hours per year in a specific way. Each year, parents will complete a Parent Commitment Form, which includes a list of multiple areas in which volunteer help is needed; KCA faculty and staff look forward to working with parents in these areas.

## **Building a Community**

**Extracurricular/Family Events**

Spirit days, field days, family picnics, sports teams, holiday celebrations, Moms in Prayer, graduate recognitions are all possible family events that the leadership of KCA would love to see grow on our campus. The KCA community can grow as large and as fast as parent volunteers are willing to facilitate this growth; we are all excited to witness what God is going to do through the lives of our families.

**Field Trips:**

Field trips are wonderful opportunities to expand the field of learning outside the classroom. Costs and dates for these trips are determined as these trips are planned. Opportunities for planning a field trip are available through the Parent Volunteer Coordinator.

