



**Kairos Christian Academy  
Family Handbook  
2024-2025**

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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.

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:**

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. One purpose for doing classes in community is that students are able to work in groups on projects, labs, and activities in class, as well as participate in discussions and debates. These activities enhance the learning experience only when students are present and are difficult to duplicate with make-up work. To honor the hard work of our teachers, please reserve absences for illness or emergencies.

An excused absence is defined as an absence due to the student's illness or the death of a close family member. All other absences are considered unexcused. For the first unexcused absence, KCA leadership supports any decision the teacher makes as to whether make-up work will be offered. For any unexcused absence beyond the first, the student will receive a zero for any work missed.

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. More than three absences can result in dismissal from a course or program if the absences render the student unable to keep up with course work, become an undue burden on the teacher, or become disruptive to the overall learning environment. Please take the KCA calendar into consideration when planning trips and family events!

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 further behind on assignments. This process should not cause undue extra work for the teacher.

### **Behavior Policy:**

Students are expected to follow all KCA behavior guidelines as outlined in the student section of this Handbook. Students are also not to engage in any illegal behavior while on campus. This includes, but is not limited to, the possession, use, or distribution of vapes or any other illegal substance. No student on the KCA campus is old enough to legally be in possession of a vaping device, and this will result in immediate dismissal.

Also, while KCA does not monitor students' off-campus life, in some extreme cases, behaviors that occur off-campus could affect a student's standing at KCA. This includes, but is not limited to, off-campus bullying, disturbing social media content, or illegal and/or unsafe activities.

**Communications:**

Communication will occur through an email group and individual emails. Every family is responsible for making sure KCA has a current email address for the family and that one parent is actively receiving KCA group emails so that important information isn't missed.

**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, and attending the supervised lunch period is required for students who have classes before and after the scheduled lunch period. Phones should not be a distraction during lunch.

**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 or last minute pick-up changes 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. Students will not be released to walk across the parking lot to waiting cars. 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 need to be picked up and may not be allowed back onto campus without a parent and leadership meeting.

### **Driving Policy:**

Licensed student drivers must be recorded on the Registration form. Students must check out with the front desk before leaving campus at the end of their day. Student drivers are not allowed to leave campus between classes or during lunch unless the student has at least two and half hours between the times he or she needs to be on campus and also has parent permission. Students must follow safe driving practices in the parking lot and refrain from loitering in cars or the parking lot. Unsafe driving and/or loitering will result in loss of driving privileges.

### **Emergency Closing Information:**

KCA will notify families via the email communication loop if there is a need for an emergency closing. We do not always follow the Charleston County School District for weather closures because we have different circumstances to consider.

### **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 invoice 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 major medical issue of the student or immediate family member, a family move of 30 or more miles, or the death of a parent.

### **Medical Policies:**

#### **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.

#### **Illness:**

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

#### **Learning Disabilities:**

Parents should disclose any known learning disabilities. These include, but are not limited to, the following: dyslexia, dysgraphia, dyscalculia, and ADHD. It is our desire to steer parents towards classes in which each individual student can be successful, while being mindful of what is reasonable to ask of KCA instructors. Full disclosure will allow us to assist

families in choosing courses that are appropriate. Please read the course descriptions in the Course Catalog to make yourself familiar with the expectations of classes before registration.

**Medical Issues:**

Parents must disclose any known medical issues that could affect the student while on campus including, but not limited to the following: allergies requiring an epi-pen or the potential for other medical interventions, diabetes, epilepsy, other seizure disorders, asthma, vision or hearing issues, and mental health diagnoses. Your privacy and the safety of our students is of the utmost importance to the leadership of KCA. Sharing information will not necessarily preclude students from registration but will invite conversations that can better ensure student safety on campus.

KCA does not have paraprofessionals, nurses, or guidance counselors on staff. If KCA leadership determines safe instruction is not possible for your student at KCA, or within certain KCA classes, KCA may not be a good fit for your student. Parents will be asked to fully complete a medical information form and sign a statement releasing KCA and its employees from liability and any harm that might arise from a student remaining on campus with a health issue.

**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 check in at the front desk in order 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 labeled 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.

**Mental Health:**

The leadership of KCA takes mental health very seriously. Parents must disclose information about their student's mental health if it could affect that student's behavior, attendance, compliance, or participation. We understand that students might develop an issue during the school year; please notify us if that should occur. Parents should understand that KCA does not assess for mental health needs and is not equipped to handle issues beyond normal childhood behaviors. When conditions like ADHD, anxiety problems, and depression affect a child's ability to participate appropriately on campus, the parents will be notified and asked to take the student home. Repeated issues

will require a meeting with the parents and KCA leadership to determine the most effective and safe course for all students.

### **Registration Process:**

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

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. We subscribe to a two plus two policy (which is a maximum of two academic and two non-academic classes) for students who are new to homeschooling or new to co-ops.

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.

A member of KCA leadership will interview all new students who are registering for high school classes prior to finalization of registration for any high school class. We ask that these students attend the registration consultation or make an appointment for a later date. Letters of recommendation, proof of prerequisite work, and placement testing may be required.

#### **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.

#### **Registration Overview:**

Registration for KCA occurs in two parts. The first part is when a family completes the online KCA Family Information Form, a Registration Form and selects classes for students at a registration consultation with KCA leadership. 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 will be published on our loop and made available by request. The second part of registration is the Packet Pick-up, which is when the student receives the class syllabus and any summer work packets. 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. 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.



## **KCA's 2024-2025 Open House**

*June 4, 2024*

*10:00 a.m.-2:30 p.m.*

Charleston Baptist Church

13 San Miguel Road, Charleston, SC 29407

This event is not suitable for small children or young elementary students.

### **Student Ages and Grades:**

Students entering KCA as first graders must be six years old by September 1 of the school year for which they are being registered. Students will not be aged up or allowed to skip grade levels, but they may be aged down a grade level when it is academically appropriate. High school students must be fourteen by September 1 in order to be eligible for any classes with a ninth grade requirement, fifteen for a tenth grade requirement, and sixteen for an eleventh or twelfth grade requirement.

## **Academic Information**

### **Absences:**

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. One purpose for doing classes in community is that students are able to work in groups on projects, labs, and activities in class, as well as participate in discussions and debates. These activities enhance the learning experience only when students are present and are difficult to duplicate with make-up work. To honor the hard work of our teachers, please reserve absences for illness or emergencies.

An excused absence is defined as an absence due to the student's illness or the death of a close family member. All other absences are considered unexcused. For the first unexcused absence, KCA leadership supports any decision the teacher makes as to whether make-up work will be offered. For any unexcused absence beyond the first, the student will receive a zero for any work missed.

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. More than three absences can result in dismissal from a course or program if the absences render the student unable to keep up with course work, become an undue burden on the teacher, or become disruptive to the overall learning environment. Please take the KCA calendar into consideration when planning trips and family events!

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 further behind on assignments. This process should not cause undue extra work for the teacher.

**Calendar:**

The Kairos Christian Academy events are available on our website and will be published in monthly calendar blast emails on the loop.

**Curriculum:**

Curriculum choices are indicated in the course descriptions of the Course Catalog, and included on the booklist document online, and provided at Open House. Parents or students may not opt out, substitute, change, or request changes to textbooks, books from book lists, or any other curricula component. Curriculum is carefully chosen by teachers and approved by KCA administrators, with consideration given to appropriateness and value to the course. Parents are encouraged to consider the curriculum before purchasing the class.

**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 class progress. Each teacher has a policy for handling late work and the leadership team of KCA stands in support of those policies. Most high school courses deduct 10 points for the first week late, 20 points for the second week late, and the work is not accepted for grade if it is more than two weeks late.

**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. It is the parent's responsibility to join a state approved accountability group for school record keeping.

**Promotion to the Next Class:**

A student's promotion to the next class in any subject matter is dependent upon his or her performance the current year. Students who do not complete the current class' course work with a grade of 75 or higher will not be permitted to continue to the next course in that subject matter.

## 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. If a student is instructed to put devices away on multiple occasions, the teacher reserves the right to take the device and hold it for a parent to pick it up. 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, caps, or hoods may not be worn on campus.
- Heelys or other shoes with wheels are not permitted. This is a safety issue and does not show proper care for the facilities of Charleston Baptist Church.

Parents, please monitor this at home. When teachers and administrators are tasked with this, it is disruptive to the learning environment. Students cannot remain out of compliance once they have been dress coded; therefore, if a child is out of dress code compliance, the parent will be called for the first incident, with a request to bring proper attire. For a second offense, the child will be sent home that day and will also be suspended for the following week.

**Honor Code / Plagiarism and Cheating:**

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.

KCA students are expected to behave with academic honor, and there is little tolerance for cheating and plagiarism. Plagiarism is defined as the practice of taking someone else's work *or ideas* and passing them off as one's own. If a student is found cheating (consulting outside sources against the teacher's wishes, using teacher's manuals, sharing answers, or using the materials of a previous student,) he/she will receive a zero for that assignment. If a student is found guilty of plagiarism (such as using undocumented outside resources, the writing of other students, or artificial intelligence to formulate answers, essays, or papers), he/she will also receive a zero for that assignment. Repeated incidences will result in expulsion.

**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.

All new to KCA high school students and incoming freshmen are required to attend a High School Prep Workshop in June. The workshop is free; it will help students understand the Google Classroom platform and how to sign into classes to submit summer work, as well as providing students with organization and time management skills necessary for independent learning.

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 policy information and students will have an opportunity to enjoy community-building activities.

## 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. If one parent is not at home multiple days a week to be available to your student(s), KCA is likely not a good fit for your family.

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. Excessive absences could result in removal from the individual class or from KCA.

### **Parent Volunteers:**

As part of KCA, parents must sign up to volunteer for at least ten hours per year in a specific way or can use a donation option. 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. Due to our increasing size, we simply cannot operate without our many parent volunteers. Our biggest needs are lunchroom monitors and substitute teachers, so please consider serving in those areas if circumstances allow.

## 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.

**KCA Academic Schedule:**

<b>June 4</b>	<b>Open House</b>
<b>June 6</b>	<b>High School Workshop</b>
<b>August 6</b>	<b>IEW Seminar</b>
<b>August 29</b>	<b>Student Assembly/Meet the Teacher</b>
<b>September 3</b>	<b>First Day of Classes</b>
<b>Oct 28-Nov 1</b>	<b>1st Progress Reports</b>
<b>Nov 21</b>	<b>Last Day before Holiday Break</b>
<b>Dec 3</b>	<b>KCA Holiday Party</b>
<b>Nov 22-Jan 6</b>	<b>Winter Home Learning Session</b>
<b>Jan 7</b>	<b>Classes Resume after Holiday Break</b>
<b>Feb 10-14</b>	<b>2nd Progress Reports</b>
<b>March 4-6</b>	<b>Spring Break</b>
<b>Apr 15 and 17</b>	<b>Kairos Jr. Theatre Performance</b>
<b>Apr 17</b>	<b>End of Year Celebration</b>
<b>Apr 24</b>	<b>Last Day of Classes</b>
<b>Apr 25-26</b>	<b>Kairos Theatre Production</b>
<b>Apr 28-May 2</b>	<b>3rd Progress Reports</b>