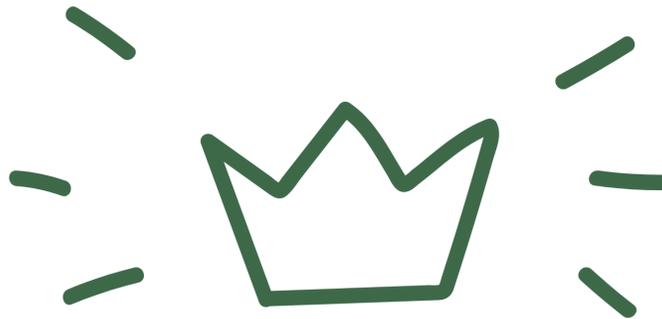


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# KING'S WAY



## Parent + Student Handbook

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# KING'S WAY

## you belong here

### **Statement of Faith**

#### King's Way Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16, II Peter 1:21)
2. We believe there is one God, eternally existent in three persons; Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ: (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of God (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of judgement (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18).
8. We believe marriage is the permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)

## **Mission, Goals and Philosophy**

### **Mission**

The mission of King's Way Academy is to partner with parents of the greater Corning area to raise up a generation of Christ followers, to nurture our children's God given gifts in a creative and unique learning environment in order that they might be fully equipped in mind, body, and spirit to effectively shine the Light of Jesus wherever they go.

### **Goals**

King's Way Academy has a commitment to **unite** with parents in achieving the following goals:

**Unique & individualized Christian learning environment**

**Nurture students God given gifts & abilities**

**Ignite students passion to learn**

**Train students up in the way they should go**

**Equip students to impact the world for Jesus Christ**

### **Philosophy**

#### **Purpose and Objectives:**

To develop and provide high quality education which:

1. far exceeds minimum educational standards;
2. develops critical thinking skills;
3. utilizes current information and curriculum;
4. motivates students to pursue learning and develop their mental skills, and
5. exposes students to various fine art disciplines such as music, computer, library skills, and art.

This will be accomplished through the efforts of a well-qualified faculty and staff in a well-balanced curriculum with relevant activities, and a cohesive overall program.

KWA will endeavor to develop students

#### **SPIRITUALLY:**

1. Developing Christian values and principles based on Biblical standards;
2. Endeavoring to lead any unsaved student to a saving knowledge of Jesus Christ and then on to Christian maturity;
3. Helping students discover their spiritual gifts

**SOCIALLY:**

1. Cultivating quality relationships with their peers, adults and authorities, and
2. Building self-confidence in their abilities and talents.

And

**PHYSICALLY:**

1. Physical and academic requirements in a quality P.E. program, and
2. Practice and games to hone their athletic abilities in their chosen sports.

These goals will be accomplished through Bible classes, Chapels, and interactions with students in a Christian atmosphere where teachers have the freedom to work with groups and individuals. Social goals will be accomplished through student activities, social parties, field trips, and athletic events. Physical goals will be accomplished through consistent P. E. classes.

## **General Information**

### **Admission and Registration**

It is the policy of King's Way Academy that children admitted to the school have at least one parent or guardian who has made a personal profession of faith in Jesus Christ. Please be prepared to discuss this in the interview. King's Way Academy admits students of any race, sex, ethnic, or national origin. Admittance to King's Way Academy is at the discretion of the Board of Directors.

A child entering Preschool must be three years old no later than December 1st to register. The child must be potty trained *before* the start of school. Proof of current physical and immunization records for all students are due each year with the registration payment on August 1st.

Once this enrollment application has been reviewed, an administrator will contact you to set up an interview. Your child may also be tested at that time for readiness and placement.

Registration for all students is due August 1st. There is an annual fee of \$200 per child (not to exceed \$500 per family) which is non-refundable. This fee covers the cost of curriculum and testing.

Procedure:

1. Complete enrollment application.
2. Tour and interview with administration
3. Student placement assessment
4. Notification of acceptance will be given
  - Non-refundable registration fee of \$200 for Pre Kindergarten and \$250 for K-5th grade students with a maximum fee of \$500 per family. Registration will be required by August 1st (or 30 days after notification of acceptance). After 8/1, registration for K-5th grade will increase to \$275.
  - There is an additional curriculum fee for students registering after the first week of school- \$35 for students in PK/K, \$75 for students in 1st-5th.

### **Care of Textbooks & Electronics**

If a textbook, supplemental book or electronic device is lost or damaged, the student will be asked to pay for it. Students will not receive year end records if book/electronics obligation still exists.

## **Discipline**

The disciplinary goal of KWA is for each student to achieve the ability to govern themselves from within, based on the example and model of Jesus Christ. As the student's ability to govern themselves in this way increases, there is less need for imposing rules and regulations upon them.

The following scriptures, Galatians 5:22-23, Ephesians 4:22-32, and Philippians 4:8-9 help us achieve and maintain an attitude of self-control that is pleasing to Christ and to others. We believe students should show respect for both parents and teachers. Staff and parents working together to teach and train our children to do what is right according to God's word, will result in exceptional young leaders, ready to impact the world for Christ.

Each student will be disciplined as needed in firm Christian love, according to individual needs. A student must learn to submit to authority. If a student learns to submit to teachers, parents, and others in authority, then he will learn to submit to God's authority in his own life.

Each teacher is given the responsibility of enforcing classroom and school rules. The teacher will maintain order in the classroom by speaking to children about the policy violation and deciding what consequences are appropriate for the child and circumstance in accordance with the discipline policy. The administrator will be available to assist as needed.

At all times, KWA reserves the right to administer any discipline it deems necessary in its sole discretion based upon the facts and circumstances of each situation. Factors to consider will include, but not necessarily be limited to, the seriousness of the offense, student's age, frequency of misconduct, student's attitude, and repentance.

Discipline and order are attained through a proper balance of positive and negative consequences. Teachers will use a variety of methods to promote good behavior and aid in character training. The teacher will use positive responses for appropriate behavior.

## **Dress Code**

*"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God?"*

*1 Corinthians 6:19*

*"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and in purity." 1 Timothy 4:12*

The goal of KWA's dress policy is to honor God through our appearance as we represent our school, our families, and our community. It is expected that parents and students join with us in honoring God in this manner. The administrator will contact parents if there is a violation of KWA dress policy.

### **Shirts/Sweatshirts**

- Bare midriff must not be exposed at any time, including when arms are lifted over head, or when a student is bending at waist. No spaghetti, halter, or bra straps are to be exposed at any time.
- No offensive language, pictures, or lyrics are permitted.

### **Pants**

- No large graphic lettering permitted on back of pants. Leggings must be worn with a long tunic style top, a dress or a skirt.

### **Skirts/Dresses/Shorts**

- Skirts, dresses, and shorts must be modest in length.

### **Shoes**

- Tennis shoes are recommended and must be worn for Gym class.
- Sandals and clogs are permissible but must have a secured heel.

## **Dress Code Policy Enforcement**

Parents are responsible to see that their children are dressed properly for school according to the dress policy. Teachers/administrators will monitor student dress daily. If a student is found to be out of dress code: 1. Parents will be notified to bring in a change of clothing (or the student will be asked to wear clothing that may be available in the office). 2. A conference with parent, student, and staff will be expected if three episodes occur. 3. The Dress Policy should be followed at all school sponsored events. Where personal differences arise over any portion of the dress policy, the final decision will be based on the discretion of the school administration.

## **Emergency School Closings/Delays**

King's Way will follow the Corning-Painted Post School District in all school closings and delays due to inclement weather. Notifications can be found online at [www.corningareaschools.com](http://www.corningareaschools.com), WENY-TV, and Kings Way social media pages. Families will be alerted via email as well.

In the instance of an emergency evacuation, students will be escorted to Beartown Road Alliance Church (across the street from the school) and wait until parents arrive.

## **Lunch & Snack**

A *nutritious lunch and snack* should be provided by the parents each day. We are not allowed by NYS law to heat or cook items for your child. Please utilize a thermos-style container for all warmed items.

**Students staying for Before and After Care must pack an extra snack for the end of the day.**

## **Medical Procedures**

Parents are requested, whenever possible, to schedule medication to be given at home. **If medication is needed to be given during school hours, parents must provide a written request from the child's physician, including the name of drug, time of dosage, route of administration, possible adverse effects, and emergency instructions that might be applicable.** Medications must be brought to school in a container

appropriately labeled by the pharmacy or physician and is to include only that medication to be given during school hours.

Non-prescription medication may only be administered by school staff if the medical form has been completed and signed by a physician.

## **Tuition**

Tuition Philosophy: The mission of King's Way is to provide quality, affordable Christian education. In order to achieve this goal, King's Way will utilize multi-age classrooms, a combination of traditional, homeschool and online curricula, parent and community volunteers, fundraising, donations and sponsorships.

Registration Fees: A non-refundable registration fee will be due upon acceptance to King's Way. Because of our limited classroom sizes receipt of this fee will secure your child's place at King's Way. Registration is required by August 1st.

### **Registration fees are as follows:**

\$200 per child entering PreK (not to exceed \$500 per family)

\$250 K-5th grade (not to exceed \$500 per family) **\$275 after 8/1**

**Tuition Fees:** King's Way Academy will offer a full time program for PreK-6th

Our school day will run Monday-Friday from 8:30am-2:30pm. Tuition rates are based on a 10 month payment plan from September-June. Tuition rates are as follows:

Pre-K: \$3,800 per year / \$380 per month for 10 months

K-5th: \$3,950 per year / \$395 per month for 10 months

**Tuition Management:** Tuition payments can be made via cash, personal check, or your bank's automatic bill pay feature. Contact our Assistant Director and CFO, Megan Leibforth, at [mleibforth@kwawarriors.org](mailto:mleibforth@kwawarriors.org) for information regarding this feature.

### **Transportation**

Transportation to and from King's Way is the responsibility of the parent/guardian.

**Field Trips/Off-Campus Events:** Field Trips are an excellent source of learning in a school setting. Giving our children life experiences, and a chance to see what the world is like outside of school is one of the greatest services we can provide for them. In these events, due to not having a bus system, we rely on parents and teachers to drive us to our destinations.

Volunteering for transporting students is on an as-needed, first-come first-serve basis, with teacher's cars filling first.

Requirements for driving students:

- *at least 25 years old*
- *proof of an up-to-date insurance policy*
- *possess a valid driver's license*

Copies of these documents will be kept on file at the school.

### **School Day**

The school day will run from 8:30am- 2:30pm. King's Way will closely follow the structure of the C-PP school district calendar with the exception of ½ days and conference days. We will schedule teacher in-service and conference days quarterly. A school calendar will be issued on or before September 1 and will be available on our website at [www.kwawarriors.org](http://www.kwawarriors.org)

### **Written Records**

Records are properly kept for attendance, fire drills, pupil achievement. Anecdotal records and student transfer records will be sent to receiving school upon request.

## **ATTENDANCE**

### **Illness/Fever Policy**

Students should not be sent to school when they have a fever or are in the early stage of an illness that might be contagious to others. If a child becomes ill in school or runs a fever, the student will be sent to the office to see the administrator. (Any temperature above 99.9 is considered a fever.)

Students will be isolated and parents will be contacted to pick up the child. The child should be fever-free for 72 hours before returning to school. When the child does return to school, he/she must have a note explaining the absence.

### **Vacations**

Students traveling with their parents for a vacation time during the school year (more than 3 days) must submit a letter of explanation to the principal two weeks prior to the traveling time. Once approved, the parent and teachers will be notified. Teachers will provide work in advance for students, when possible. The teacher may do so at his or her discretion. Any work given in advance is due within three days of returning to school. Work given to the student when he/she returns from his or her trip is the responsibility of the student to make up. The student will have the same number of days to make up the work as the absence (example: 3 days vacation = 3 days to make up work, etc.)

### **Rules Regarding Absences**

In order for students to do their best in school, attendance must be consistent. Students should be on time and prepared for each day (*Note: Students should arrive no earlier than 8:15a.m.*).

Parents are expected to email or call the school by 8:30 a.m. in the event of their child's absence:

- King's Way phone- 607-438-2908 (you may also text this number)
- King's Way email- [kwawarriors@gmail.com](mailto:kwawarriors@gmail.com)

Parents should also notify the school when an absence of several days is anticipated due to illness or a family emergency.

*A student is in danger of not passing if absent more than 30 days.* The school will require that excessive absences be justified with a medical doctor's statement.

**As part of their responsibility, parents have the duty to provide the school with a written excuse, signed by a parent stating the specific date(s) and reason for their child's absence. The excuse should be submitted to the school within three days of the absence.**

If a child is ill *for more than two days*, the parents may request their child's homework to be collected for them to pick up at the school at the parent and teacher's convenience.

Students are required to make up homework and tests within the number of days the student was absent. For example, if a student misses three days, he or she will have three days to make up the work, two days and he or she will have two days to make it up, etc. Each case will be assessed individually.

### **Early Dismissal Policy**

Students who need to be dismissed early should bring a note from the parent or guardian at the beginning of the day. Early dismissals should be requested only when after-school arrangements cannot be made. Regularly scheduled appointments and lessons should be scheduled after the school day ends as is possible. It is expected that most dental and medical appointments can be scheduled for after school hours. Parents must sign the student out prior to leaving the building for an early dismissal. For security and safety reasons, students are not permitted to leave the school grounds without adult supervision at any time. Parents must send a written permission on each occurrence if the student is to be released to any other person other than individuals noted on their release forms.

## **ACADEMICS**

### **Curriculum and Philosophy**

King's Way will use a variety of curricula to meet the needs of our students. The curricula chosen will embody methodologies from unit study and classical approaches with a strong Protestant Biblical base. Kings Way will meet and exceed NYS standards. The curriculum will be personalized and tailored to meet the needs of individual students based on learning style preferences, multiple intelligence strengths, developmental levels, interests and passions. Kings Way will use a cooperative model for the school.

### **Description of Grade Level Organization**

Kings Way will operate with multi-age/grade level classrooms. We will group students based on developmental ability and maturity rather than on age alone. As the size of our student body fluctuates, we will group "classes" as necessary to maintain a small student to teacher ratio.

### **Grading**

Quarterly report cards will be sent home for all students. If after reviewing your child's report card you wish to have a conference with a teacher, please contact the teacher directly to make arrangements. All report cards envelopes should be signed and returned back to school the following day from when they are sent home.

### **Retention Policy**

King's Way Academy seeks to provide an individual education and we will strive to work with your student to match work to your student's ability. In light of King's Way's efforts to educate and assess students based on individual abilities, we require that students maintain at least an overall "C" average or better academically in order to advance to the next grade level. It is also

necessary to meet specific grade level requirements, such as the ability to work independently, follow directions, listen attentively and exhibit age appropriate maturity. Once a student's grades fall below a "C" average overall, the teacher and parent work closely together to define strategies to improve academic achievement. If the grade-point average is not brought up to a "C" or better by the end of the school year, or if the grade-level requirements are not met, the administration, teacher and parents will meet to discuss whether or not the child is ready to move on to the next grade level. Parental input is vital; however, the final judgment on grade-level placement will be determined by the classroom teacher and administration.

## **PROBATION**

### **Academic**

Students must maintain a "C" average in order to remain in school. If, at the end of each semester, a student's overall grade-point average is below a "C" in the core subjects, he/she will be placed on academic probation. Probation will keep a student from participation in school events and activities.

Academic problem areas will be diagnosed and parent conferences set up.

### **Behavioral**

Behavioral probation is invoked when a student has serious attitude or behavioral problems. The student is then given an opportunity to correct his/her problem. A written notice of behavioral probation will be mailed to parents.

#### **Reasons for Behavioral Probation:**

1. Suspension for violation of the Harmful Acts policy (if permitted to return to King's Way).
2. A rebellious spirit which is unchanged after much effort by teacher, administration and parents.
3. Continued deliberate and defiant disobedience.

#### **Length of Probation:**

1. Probation will last nine weeks beginning the Monday following notification.
2. At the end of nine weeks, if sufficient improvement is not shown, probation may be extended for an additional nine weeks.
3. In the event no improvement is shown, it will be recommended to the executive committee of the school board that the student be expelled.

#### **Readmission:**

A student who has been expelled will be considered for readmission after a minimum period of one year from the date of expulsion upon approval of the school board.

## **STUDENT CONDUCT**

It is understood that behaviors are developmental in nature, some infractions are more serious than others, and repeated infractions warrant stricter

consequences. In some cases the development of an individualized behavior plan may be appropriate. In all cases, consequences are subject to parameters of state and federal law. The administration retains the right to use its discretion in evaluating cases; a student's past record, attitude and willingness to cooperate in correcting behavior problems will be considered when appropriate.

**Student Responsibilities** "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" Colossians 3:17

**Every student should:**

Read the Student Handbook (located online at [www.kwawarriors.org](http://www.kwawarriors.org)) with a parent and sign the Student/Parent Pledge.

Exhibit good conduct.

Follow rules and regulations.

Express ideas and opinions in a respectful and accurate manner.

Complete class work and home work carefully and thoroughly and make up work when absent from school.

Exercise proper care when using school facilities and equipment.

Be on time and prepared for all classes and other school functions.

Dress and groom in a manner that is safe, modest, clean and not disruptive to the educational process.

Desire to be more Christ-like in our treatment of others.

**Parent Responsibilities**

"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6

**Every parent should:**

Read the Student Handbook & discuss school rules with his/her child, then sign the Student/Parent Pledge.

Assure his/her child's compliance with classroom Codes of Conduct as given.

Collaborate with school personnel for the benefit of the student.

Become involved in his/her child's school life.

Participate in school meetings, functions, fundraisers and projects.

Call to arrange a conference with the teacher to discuss academic concerns.

Call to arrange a conference with the building administrator to discuss concerns or questions.

**HARASSMENT POLICY**

King's Way is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. King's Way is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

### **Definition of Harassment**

“Harassment” means any verbal, visual, or physical conduct that is unwelcome and designed to denigrate or belittle another person for any reason, including race, color, national origin, gender, disability, or age. This includes inappropriate touching or suggestions of such, made by someone from, or in, the school setting.

### **Examples of Harassment**

Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct. Such behaviors include, but are not limited to, the following:

1. Unwanted touching or requests for, and discussion of, inappropriate touching;
2. Threats for refusal to cooperate with such requests;
3. Visual conduct such as leering, glaring, or other bodily movements designed to depreciate another person;
4. Presentation of written material or pictures that show hostility or aversion toward an individual or group because of race, color, gender, national origin, age, or disability circulated or placed anywhere within the school;
5. Any words or actions designed to intimidate or slander another person;
6. Physical conduct such as touching, obstructing or blocking movements, or assaulting another person.

### **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify appropriate government officials as the circumstances warrant.

### **Protection against Retaliation**

It is against the school’s policy to discriminate or retaliate against any person who has filed a complaint concerning harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning harassment.

### **WEAPONS POLICY**

King’s Way considers student possession of, use of, or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events or any other time while enrolled as a student.

Possession of, use of, or threat of use of weapons will be considered a Harmful Act. Statements made by a student claiming or boasting of a weapon at school or a school function will also be dealt with as a Harmful Act.

Definitions: “Possession” includes, but is not limited to, having a weapon on school property or at a school sponsored event located (a) in a space assigned to a student such as a cubby or desk; (b) on the student’s person or property such as on the student’s body, in his/her clothing, purse, backpack, gym bag or vehicle; (c) under the student’s control or accessible or available such as hidden by the student. “Threat” includes, but is not limited to (a) a

statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm; (c) or the statement of possessing a weapon at school or a school function. A “weapon” includes, but is not limited to (a) a firearm, which is a weapon or device from which a projectile may be fired by an explosive; (b) an air gun, which includes any air pistol or air rifle designed to propel a BB, pellet or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be realistic firearms or air guns; (c) any type of sling shot; (d) any type of martial arts weapon; (e) any knife which is a cutting or stabbing instrument set in a handle; or (f) any explosive device including fireworks. In all cases, the administration retains the right to use its discretion in evaluation cases; a student’s past record, attitude and willingness to cooperate in correcting behavior problems will be considered when appropriate.

### **HARMFUL ACTS**

Harmful acts are defined as follows:

1. Possession of any weapon (see also Weapons Policy)
2. Possession or use of drugs
3. Sexual immorality, including pornography
4. Threats or physical abuse of other students or school personnel
5. Any other activity which, in the opinion of the administration and school board, is detrimental to the overall well-being of the school or is directly against the school philosophy guidelines.

Students violating the Harmful Acts Policy will immediately be suspended from school for a time determined by the administration. Parents will be notified of this action by telephone and letter. During the suspension time, the Board will meet to determine if the student may return to school or be expelled. Expulsion means that the student is not permitted to return to King’s Way Academy. If the student is permitted to return to KWA, the student and parents must meet with the Board prior to reinstatement. Expulsion may also result from repeated offense of a lesser nature as indicated by a student’s refusal to abide by the discipline code. In this case, expulsion will usually be preceded by suspensions.

Parents/Guardians must sign an acceptance form of this handbook before child(ren) may attend classes at Kings Way.

\*revised March 1, 2022