



## 2024-2025 Student Handbook

### Mission Statement

*The mission of Kimball Christian Academy is to provide our students with a solid academic education, while instilling in them a life-long love for God, a knowledge of His word, and a desire to seek and serve Him.*

### School Board

Dr. Keith Brewer- Chairman  
Jeremy Winger  
Joanie Witcher  
Margie Allison  
Billy Watkins

Jesi Hoschar- Board Secretary  
John Lofty- Director of Schools

### Non-Discrimination Policy

KCA shall not discriminate against any person based on race, color, national or ethnic origin, sex, or age.

Any circumstance that is not addressed by this handbook will be handled by the school leadership and/or KCA school board with professional discretion.

### Biblical Principles and Beliefs

The church of Christ has no doctrine or creed other than the Bible. We believe that the Bible is the complete and inspired Word of God. Because of this, we follow the example of the first century church as presented in the New Testament. All Bible classes will be taught from the Bible only.

### Entrance Requirements

Students wishing to enroll at KCA must submit an Application for Enrollment form completed by parent or legal guardian, accessible on our school website. A non-refundable registration fee of \$200 is also required of each student after notification of acceptance. This fee is to help purchase curriculum for the year, as well as supplies and other educational materials for the students. Students are responsible for maintaining good care of all books and materials.

Enrollment forms must be completed by the start of the school year, and a Certified Birth Certificate and an immunization record signed by a health provider must be provided for student files. These are required forms for each student's permanent record. Previous academic records are also required to be provided, which will be requested by KCA following enrollment signatures.

**All forms must be turned in prior to the student beginning in our school.**

### **Tuition**

Tuition is set at \$350 per student (\$400 for PreK), with a \$50 discount for siblings after the first student. Payments are due on the 1st of each month, August-May. Tuition payments must be kept current to prevent student dismissal. A zero balance is required by the end of the school year. Report cards and transfer of student permanent records will be held until school fees and tuition are paid in full. Payment plans can be set up online or on site, but arrangements for payment must be made prior to the student beginning his or her first day of school.

\$350 paid on the first of each month (August-May)

5% discount is given for full payment at the beginning of the school year

\$50 discount is given for families with multiple children. This discount is given to the 2nd and subsequent siblings.

K-8th grade: \$350 month/ \$3500 year

### **School Day**

An official day at KCA begins promptly at 8:00 am and ends at 3:00 pm. All students are strongly encouraged to be at school on time each day and remain at school until dismissal except for illness.

### **Arrival and Departure**

All students, K-8th grades, will arrive between 7:30-8:00 am. Drop off will be at the far left set of glass doors at the front of the building, looking at it from Main Street. Cars should pull through from the right parking lot entrance/exit, up to the front of the glass doors, moving from right to left across the front of the building, and exit out the left parking lot entrance/exit. A staff member will greet your student as they enter the glass doors and then he or she will continue down the hall to the Multipurpose room or homeroom.

Departure will be done from the same place and in the same manner. Once your car has pulled to the glass doors, a staff member will open the doors to send your child to the vehicle. We ask that you not be in the pick-up line until the following times:

**PreK pick-up: 2:30-2:40**

**PreK siblings, Kindergarten-4th grade students and siblings: 2:40-2:50**

**Middle school students 5th-8th: 2:50-3:00**

(PreK arrival and departure procedures are listed in the KCA PreK Handbook.)

On rainy days, we will have each car pull to the glass doors to load.

If there are any changes in who will be picking up your child, please email or send a Remind message to your child's teacher by 1:30 every afternoon.

### **Attendance Policies**

Students are expected to be at school every day except in the event of illness. Regular school attendance is essential to student success and achievement and is strongly encouraged at KCA. All absences, early dismissals and late check-ins must be documented for records and will be in your child's record for the school year. A note from a parent or from a doctor is required for each absence or dismissal/tardy and should be submitted by email or written note within 3 days of the absence to the office at [KCAoffice@kimballchristianacademy.org](mailto:KCAoffice@kimballchristianacademy.org). Please do not send excuses through Remind. Students who accumulate 10 or more unexcused absences for the school year may not advance to the next grade level. Students who are absent more than 5 consecutive days without an approved excuse must be reported to the Marion County Superintendent.

We have set the school year calendar with plenty of long breaks throughout the year. Please try to reserve vacations for these times. When students miss instructional time, it is easy for them to fall behind, and it becomes frustrating for the student and teacher to keep them on track.

### **Tardies/Early Dismissal**

Students are expected to be on time daily and will be expected to remain in school until dismissal. After 5 unexcused tardies/early dismissals, a student will incur an unexcused absence, which will be counted towards the school year total allotted absences. All doctor's notes/excuses must be turned in to the school office by email or on printed paper with the doctor's signature. Excuses sent through Remind or text message will not be accepted.

### **Check in/out**

An official school day begins promptly at 8:00 every morning. All students are considered tardy after 8:00. Students arriving after 8:00 must be walked in and signed in by the parent at the front entrance of the school.

Any student who leaves before the end of the school day must be checked out with the front office by a parent or authorized adult. Only those adults listed on the registration form will be allowed to check out the student. There will be an early dismissal form to sign before checking out your child. Please let your child's teacher know ahead of time that you will be picking them up early if at all possible to help keep our school day running smoothly.

### **After-School Policies**

All students must be picked up no later than 3:05. Any student left after 3:05 will be sent to the After Care Program, and the parent will incur a \$10 daily fee for each student sent to the After Care Program.

This program is designed to give safe and quality care for students, while offering the opportunity to continue schoolwork, participate in after school activities and strengthen relationships with other students.

Students can be enrolled in the After Care Program for a daily fee of \$10. The program closes daily at 5:00. No drop-ins will be allowed. Fees must be kept current to remain enrolled in the program. For more information about the available After Care Program, please message Maddie Kelley (864) 541-1462.

### **Academic Grading Policies**

Grades 3-8 will use the following grading scale:

A: 93-100, B: 85-92, C: 75-84; D: 70-74

Anything below 70 is considered a failing grade.

Kindergarten and Grades 1-2 will be graded using a standards based checklist for mastery of age appropriate skills and academics. Number grades will not be issued.

Report cards will be sent out every 9 weeks.

PreK will have pre, mid and final assessments to show the growth of each individual child.

### **Retention Policy**

Student retention will be based on several different factors. Each teacher will consider the student's attendance, work efforts, academic progress, and maturity in the decision to retain or promote. These decisions will be made prayerfully and after much observation and discussion with administration and parents/guardians.

### **Homework**

At KCA, we have a limited homework policy. Students may occasionally have work left incomplete from the school day that will need to be completed at home, reading for additional support, or class projects requiring additional support from home. Middle school grades can expect more of this type of outside work. Students will also be expected to study to prepare for exams given in class.

We also strongly encourage ALL families to read with students every night!

### **Standardized Testing**

Per state requirements, we will give the Stanford Achievement Test 10 each year in May to students in grades 3 and up.

In addition to yearly testing, we will give the AimsWeb+ benchmark in math and reading 3 times each school year, in the fall, winter and spring. This benchmark is used to analyze student academic growth through the year and monitor progress for necessary interventions.

### **Teacher Contact/ Conferences**

All KCA teachers are happy to speak with parents about concerns involving their child. Any parent wishing to meet with a teacher should send a Remind message or email to the teacher directly, and a date and time can be coordinated for a conference. Teachers must be with their classes during the school day, so we ask that parents try to schedule times before or after school to meet. Please relay concerns to the teacher in a timely manner so that any

situation can be addressed. Unless an urgent situation arises, teachers may not be able to respond to your message right away but will answer before the end of the following school day. Please do not contact teachers through personal social media accounts. All communication for the school will be conducted through the teacher's school email accounts, school phone, or Remind.

## **Medical and Health Policies**

### **Vaccination Policy**

All Kimball Christian Academy students and faculty must be fully vaccinated, as per state guidelines, unless eligible for a medical or religious exemption.

KCA will require full vaccination records for each student enrolled, which will be included in student files.

Parents/ guardians may submit requests for exemption from vaccination requirements. These requests will be kept in student files, in place of vaccination records.

## **Children enrolling in Kindergarten**

**Prior to enrolling in Kindergarten, KCA requires a student health exam be completed by the child's pediatrician. Proof of health exam and vaccination must be submitted with Kindergarten registration forms.**

**The following is a list of vaccinations that must be completed before entering Kindergarten as per state guidelines:**

- **Hepatitis B (HBV)**
- **Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)**
- **Poliomyelitis (IPV or OPV) - final dose on or after the 4th birthday**
- **Measles, Mumps, Rubella - 2 doses of each, usually given together as MMR**
- **Varicella - 2 doses or credible history of disease**
- **Hepatitis A - total of 2 doses, spaced at least 6 - 18 months apart**

## **Hand Washing**

Because hand washing is one of the best ways to prevent the spread of illness, KCA will encourage frequent hand washing by both staff and students. When soap and water are not available, hand sanitizer will be offered. Hand washing will be required before eating, after using restrooms, and in the event of coming in contact with mucous, saliva, or other bodily fluids.

## **Medication Information**

No medication will be supplied by the staff or school. Medications may only be administered at school if the parent/guardian has signed a Medication Permission Form and has supplied the medication. A copy of this form can be obtained from the office and is available in your registration packet for the beginning of the school year.

All prescription medications must be brought to the school in the original container with a clearly marked label with the child's name, prescribing physician's name, pharmacy name, prescribed date, prescription name, prescription number and dosage information and/or directions. Prescription medications should be brought to the child's teacher by a parent or guardian. Prescribed medications may include epi-pens, inhalers, breathing treatments and insulin. Medication permission forms are required to be on file in the school office prior to use. These forms are to be kept up to date by the parent or guardian, and the school should be notified of any necessary changes to the medication form. The homeroom teacher and the office should be notified of any medical issues for a child.

If treatments such as inhalers or epi-pens must be kept with the student, the school must receive a consent form from the prescribing physician. The homeroom teacher and office needs to be notified where these treatments will be kept in case of an emergency.

At the end of the school year the parent or guardian will be responsible for picking up the unused medication from the child's classroom.

### **Illness, Injury or Emergency**

At the beginning of the school year, all parents will be asked to complete the student health information sheet located in the registration paperwork. This form will give the school information regarding student health concerns and allergies and will contain emergency contact information. If a child becomes sick or injured while at school, the parent or guardian will be notified immediately. If an emergent medical situation occurs, the school will contact emergency medical services and the parent or guardian.

***\*\*\*Please keep these phone numbers and information up to date!\*\*\****

If a child is sick, please keep them home. We wish to prevent the spread of sickness among students and staff as much as possible. A student must be fever or symptom free for 24 hours without medication before returning to school.

### **Discipline Policy**

KCA strives to provide its students with a solid academic education and requires students to maintain proper standards of behavior. Biblical principles form the guidelines for our rules and regulations.

Students are required to show discipline and self control in all aspects of their education at KCA. We believe that children should learn responsibility for their actions. Each student has a right to learn in a safe and positive environment.

At the beginning of the school year, each homeroom teacher, along with the students, will develop the rules for their classroom. These rules will be clearly stated and discussed with students. The teacher will also discuss with students the consequences of not following the rules.

At KCA, we also hold adults to a higher standard. Parents are expected to conduct themselves in a manner that upholds the Biblical principles and morals that we strive to instill in our students at KCA. Students may be dismissed because of negative behavior shown by parents if necessary.

KCA holds a complete *No Tolerance Policy* for any of the following activities, by any party, including students and students' family members:

- Disruptive classroom behavior
- Disrespect of any authority
- Fighting
- Cheating
- Use of profane language
- Dishonesty in any form
- Harassment of any kind
- Bullying

*Any student or family member found to be engaging in any of the previous behaviors or any behaviors found to be detrimental to the learning environment for any student are subject to parent conference, suspension, and/or dismissal from KCA.*

*The KCA School Board reserves the right to dismiss any student for any action by a student or parent that is deemed detrimental to the safe and moral learning environment fostered in our school.*

### **Technology/ Cell phone/ Internet Usage Policy**

A computer lab will be available to students at KCA during the school day, and teachers may use it for instruction and learning. Students are expected to use the computers in the proper way and are not to use them for anything other than the academic purposes set by the teacher. All KCA owned computers will remain at the school for use by the school. No outside computers or electronic devices will be allowed into the school without prior administrative permission and a written permission note from the parent. Please discuss with your student about proper use of the internet and technology.

Cell phones will be turned in to the homeroom teacher each morning at the beginning of school. Students are not allowed to use any communication device (phones, watches, etc.) during the school day unless teacher authorization is given. Parents are always welcome to contact the school if it is necessary to speak with your child, or if your child needs to contact you, we will ensure that happens. Without permission, no student is permitted to be in contact with anyone outside the school during the school day. This is a safety issue for our students, and this policy will be strictly enforced. If a student is found communicating or using an electronic communication device during school, it will be taken up for a parent to pick up. Multiple offenses will result in further action taken by the administration.

*KCA reserves the right to remove computer/technology privileges from any student who does not comply with the rules and guidelines of computer/technology usage set by the school or teacher.*

### **Plagiarism/Cheating**

At Kimball Christian Academy, we believe in fostering a community of honesty, integrity, and respect, reflecting our commitment to Christian values. Plagiarism, the act of using someone else's work, ideas, or words without proper acknowledgement, is a serious violation of these principles. Policy Guidelines are as follows:

1. Definition: Plagiarism includes, but is not limited to, copying text, images, or ideas from any source without appropriate citation and presenting them as your own. This includes copying from the work of peers.
2. Expectations: Students are expected to complete their work with integrity, properly crediting all sources. This includes providing accurate citations and references in all assignments and projects.
3. Consequences: Instances of plagiarism will be addressed promptly and may result in disciplinary actions, including:
  - a. A warning and educational session on plagiarism and proper citation.
  - b. Re-submission of the work with proper citations
  - c. Academic penalties, including reduced grades or failure of the assignment.
  - d. Repeated offenses may lead to more severe consequences, up to and including suspension.
4. Support: The school provides resources to help students understand and avoid plagiarism, including guidance from teachers, access to citation tools, and instructional materials.

Additionally, cheating is any act of dishonesty or deception in an academic setting that gives an unfair advantage to a student. It undermines the principles of integrity and fairness that are fundamental to our school's values. Cheating includes, but is not limited to, copying, unauthorized assistance, use of prohibited materials, plagiarism, fabrication, impersonation, unauthorized collaboration, and tampering. **The use of AI in writing or completing work, unless permission is granted by the teacher, is also strictly prohibited.**

By adhering to this policy, we aim to cultivate an environment of academic integrity, personal growth, and mutual respect, honoring our commitment to Christian values.

### **Student Dress and Appearance**

Students are asked to dress with decency and good taste at school each day. No profane or vulgar messages of any kind will be allowed. Students are expected to help maintain a positive and healthy learning environment in the choice of dress. Shorts must be fingertip length or longer, and no crop tops or thin straps will be permitted. Tennis shoes are recommended each day for playtime outside and in the gym. The administration holds the right to send any child home who is not appropriately dressed, and the administration has the final



judgment on what is inappropriate. We hold our students, parents, and teachers to a higher standard at KCA, and we expect modesty and appropriate dress from everyone.

### **Meals and Snacks**

Lunch is not provided by KCA. However, a catered meal program is available and will be provided by some of our parents, with help from community partners. The cost of this meal program is \$5 per meal, per student. On Fridays, a weekly calendar detailing the meals for the following week will be provided to parents to plan lunches for your student. Parents will be asked to select and pay for the days that their child will eat the catered meals each week by Monday to ensure we have enough plates prepared each day. For questions or to pay through PayPal, the email address is [KCAMEALS@kimballchristianacademy.org](mailto:KCAMEALS@kimballchristianacademy.org). All students are asked to bring his/her lunch daily in a lunchbox or bag with a clearly marked label on the outside if not eating the catered meals and on days when the catered meals are not available. No carbonated beverages or juice/KoolAid/tea is allowed. We encourage you to send a refillable water bottle daily with your student, filled with **water only**. No lunches will be heated by teachers or kept refrigerated. Students are not allowed in the kitchen facility on site, per state regulations.

Please send a snack with your child each day for snack time.

Parents wishing to eat lunch with their child should email the office or the classroom teacher. Please limit these visits to a reasonable amount.

***\*\*\*Please remember to inform the school of any food allergies on the student registration form.***

### **Holidays and Birthday Parties**

KCA will host parents for many scheduled events throughout the year, and parents will be notified of these events. We also will have special snacks and celebrations for our students. Parents will often be asked to help with these celebrations and will sign up with their child's homeroom teacher. Cupcakes or cookies are allowed for student birthday celebrations, but we ask that they be labeled to ensure allergy safety and sent in the morning. Please let your child's teacher know the day before if you plan to send anything for your child's birthday. For events where parents/guests are invited to attend, all guests must check in at the front desk before entering the building. We want to always ensure the safety of our students and staff.

### **Emergency Drills**

Fire drills will be scheduled each month during the school year. Tornado and lock-down drills will be practiced once each semester. KCA will work with our Safety and Security Committee in preparation and implementation of these drills. Students will practice these drills to ensure preparedness in such events. All emergency plan information can be found in the KCA Emergency Operations Plan, located in the front office. All teachers and staff have been trained on the emergency procedures for KCA.

**Safety**

All staff members undergo a criminal background check prior to employment. This is the same policy for full time, part time and substitute teachers in the school. The KCA School Board has also implemented a handgun carry policy for staff members who are trained and hold a handgun carry permit. Staff members who carry are trained annually. No one other than these designated staff members are permitted to carry a handgun on the premises during school hours or any school events.

**Publicity Release**

KCA produces a variety of materials for marketing and publicity purposes. Materials include social media and online information, newsletters, newspaper articles, and similar media. Unless otherwise indicated in writing, parents who enroll their child in KCA give consent to the use of their child's picture, voice, likeness and/or name in such material.

**Field Trips**

Children learn when they get to experience new things in new environments. Field trips provide an enriching education and are lots of fun for the students as well. KCA will have frequent field trips, including trips to the Kimball Park and Beene-Pearson Public Library in South Pittsburg. Parents are asked to sign a permission slip in the registration packet to cover these local trips for the school year. Parents will be reminded of these local trips via the Remind App. There will be a separate permission note for field trips located outside of the local Kimball/South Pittsburg area. Parents are invited to attend and help chaperone field trips. Please give prior notice to the homeroom teacher if you plan to attend.

Occasionally it will be necessary for students to travel to Chattanooga State Kimball Campus to use the computer lab. These trips will also be covered with the Limited Travel Release included in the registration packet given at the beginning of the school year.

**Weather Related/ Emergency School Closing**

In the event that the school must close early, open late, or be canceled, announcements will be made via Remind, Facebook, and/or Chattanooga news stations as soon as possible.

Please be sure to sign up for the Remind App and follow our page on Facebook for school information. We have both KCA school-wide accounts and individual class accounts.

***Use the code @KCAarrows to connect to the school-wide KCA Remind account.***

**This handbook is available on our website. If anyone does not have access to the internet, a copy will be provided for them upon request.**

## ***KCA Student Code of Conduct Affirmation***

*As a student of Kimball Christian Academy, I affirm my commitment to uphold*

*the values and principles of the Word of God. I strive to:*

- 1. Honor God in my words, actions, and attitudes, recognizing His presence in all aspects of life.*
- 2. Show respect and love for my peers, teachers, and community, following the example of Jesus Christ.*
- 3. Pursue academic excellence and personal growth, understanding that my talents and abilities are gifts from God.*
- 4. Demonstrate integrity, responsibility, and stewardship in all my endeavors.*
- 5. Engage in service to others, reflecting the love and compassion of Christ in my daily interactions.*

*I acknowledge that my conduct should reflect the teachings of the Bible, and I commit to growing in faith, wisdom, and character during my time at Kimball Christian Academy.*

*Student Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

## ***Parental Affirmation of Support and Commitment***

*As a parent/guardian of a student at Kimball Christian Academy, I affirm my commitment to support the values and mission of the Christian education provided. I pledge to:*

- 1. Support and Encourage: Foster an environment at home that reinforces the Christian principles taught at school, encouraging my child to grow in faith, character, and academic excellence.*
- 2. Partner with Educators: Collaborate with teachers and school staff, recognizing them as partners in my child's education, and support their efforts to provide a nurturing and challenging learning environment.*
- 3. Model Christian Values: Exemplify Christian values in my own life, understanding that my behavior sets a powerful example for my child.*
- 4. Engage in Community: Participate actively in school activities, events, and the broader school community, fostering a sense of belonging and mutual support.*
- 5. Pray and Reflect: Commit to regular prayer for my child, their classmates, teachers, and the entire school community, seeking God's guidance and blessings in all aspects of the school's life.*

*I acknowledge the importance of my role in my child's education and spiritual development and commit to partnering with Kimball Christian Academy to nurture and guide my child in their journey of faith and learning. By signing this affirmation statement, I agree to all the policies, procedures and pledges set forth in this handbook.*

*Parent Signature: \_\_\_\_\_*

*Date: \_\_\_\_\_*

## Faculty Directory:

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