



## **STUDENT HANDBOOK 2016-2017**

Keystone Christian Academy has two overriding goals. Our academic goal is that every student will learn to the best of their ability and our spiritual goal is that every student will be in a right relationship with God. To accomplish those goals, the Academy must have a structure and guidelines. This handbook is a summary of the guidelines that put us on the path to accomplish our goals. Our staff along with the parents and students will benefit from reviewing this information yearly. As much as possible, we will try to abide by our guidelines. At the same time, we want to treat each student and family individually. An exception or exemption to the guidelines in our handbook recognizes individuality but does not establish a rule for all of our student body. Lord willing, we these institutional rules will allow us to meet the academic and spiritual goals.

### **ATTENDANCE**

In order to maintain a high standard of educational instruction, regular attendance is required of every pupil. If any student misses more than 20 days of school, his promotion at the end of the year may be in jeopardy. Students missing 25 or more days in one school year will be given an incomplete. The only exception to this would be students that are out for extended illness and their parents have made arrangements with the school for tutoring and working at home or in the hospital. No student will be permitted to remain at Keystone Christian Academy if their attendance is habitually poor.

### **ABSENCES OR TARDIES**

**TARDINESS:** Students need to be in the classroom at 8:20 AM. A student arriving after that time will be considered tardy and must stop at the office to obtain a "tardy slip" before going to class. A child who arrives after 10:00 AM will be counted absent for one-half day. Tardiness may be categorized and defined the same as absences (excused, unexcused, truant) and will be addressed accordingly.

**EXCUSED:** In general, these absences will be for reasons over which the student and parents have no control or when previously approved arrangements are made with the school. Although a parent may be aware that a student is not in school or has missed school, this does not constitute an excused absence. The Administration reserves the right to determine the validity of any absences. Example of excused absences would be illness, death in the immediate family (family emergencies of similar gravity), medical appointments, pre-arranged Personal Days

**UNEXCUSED:** In general, students absent from school with the knowledge of the parents, but without having made advance arrangements with the school, and/or for reasons unacceptable to the school, will be considered "unexcused." The school acknowledges the right of parents to control their children's activities and education; however, the parents must acknowledge that an educational institution, of which the student and parent have asked to be a part, must have

control over the program. When an absence is unexcused, all work that the teacher deems necessary for academic progress must be made up (students will be given a one percent penalty on their quarter grade for each day of unexcused absence per class).

**TRUANCY:** Students absent without knowledge or permission of their parents, and for reasons which are unacceptable to the school, will be considered truant and will be subject to disciplinary action.

**PERSONAL DAYS:** Five personal days are allotted to each student (not counted as absences). Students can earn an extra ½ day for each quarter they are on the honor roll and a full day for each quarter they are on the principal's honor roll. Personal day forms must be approved two full school days prior to the requested personal day (e.g. the form must be completed and turned in on Thursday morning for a Monday personal day). Requests not within the 2-day limit require counting two personal days for each absence. Students must communicate with each teacher and complete their work at each teacher's discretion. It is the student's responsibility to be prepared for class when he returns. The school reserves the right to refuse personal days for students who are behind in their work or students that already have a large number of absences. The following are considered "blackout" days and special permission must be obtained from the administration to utilize a personal day.

- The first two weeks of the school year
- During special functions or special days (i.e. Grand-Parent's Day, plays, Graduation, etc.)
- Achievement testing
- The last two weeks of school – especially during testing

**DOCUMENTATION:** Upon return from an absence, a student must bring a written note signed by a parent or guardian giving the reason for the absence, the date(s) of the absence(s), and the signature of the parent/guardian. All absences are considered unexcused until this note is received. All notes should be turned in within three days of the students return to school. (Child returns on Monday; note should be turned on Monday but no later than Wednesday). Students with extended absences because of illness (over five days) may be required to bring a note from a doctor to qualify for excused absence. Parents are encouraged to notify the school of extended illnesses so that work can be given to their child to do at home if possible, thus insuring that their child does not fall behind. Students are responsible for their own make-up work and must make necessary arrangements with their teachers. Work not completed in a reasonable amount of time will be credited with a zero. (A good rule is one day for make-up for each day missed; more may be allotted at the teacher's discretion. Maximum of 5 school days.)

**EARLY PICKUP OR MISSING CLASS:** Students leaving during the school day (Dr. appointment, etc.) must sign out at the Academy office and sign back in upon their return to school.

### **SCHOOL HOURS**

**ARRIVAL:** Students may arrive at 8:00 AM (students arriving before 8:00 a.m. must have approval and will need to be enrolled in "before care" - charges apply) and must go to the designated waiting area. Students must be in class at 8:20 AM.

**DISMISSAL:** Elementary students are dismissed at 3:00 PM. Secondary students are dismissed between 3:00 and 3:30 P.M. depending on the Sports/PE schedule. Elementary students and students without extended classes are to be picked up by 3:15 PM. After this time, students will be taken inside and a fee will be charged for afterschool care. The exception is elementary students that are waiting for a secondary student (i.e. sibling) to finish their last class. Once the

secondary student's class is finished, elementary and secondary students should be picked up within 10 minutes or they will then be transferred to afterschool care and appropriate charges will be incurred. All students must report to the adult in charge of them afterschool and obtain permission before participating in any other activity. If a child is remaining after school with their parent for any reason, they must be with that parent and not unsupervised throughout the school or school grounds. Any child found unsupervised, may be asked to enroll in aftercare until they leave school property. The parent will be responsible for any charges incurred in aftercare. Drive-in students are to leave promptly at the close of school, unless they are asked to stay after school by a staff member.

#### **SCHOOL CANCELLATION**

If it is necessary to cancel school (inclement weather, emergencies), a decision will be made by 6:30 AM. Please do not call us. If it becomes necessary to close school early due to bad weather, the notification system will be activated.

#### **TRANSPORTATION**

**CAR POOLS:** Keystone Christian Academy at this time does not provide transportation. It is the responsibility of each student's parents or guardians to provide transportation to and from school. Families are encouraged to car pool but these car pools are not under the supervision or control of the school and we, therefore, assume no responsibility for them; all details and problems are to be worked out by the individual parents involved.

**STUDENT DRIVERS:** All student driven vehicles must be parked in the designated student parking area. No student may transport any other student to or from school (except immediate family) without approval of a parent or guardian. Upon arrival at school, the student is to immediately enter the building. Before a student may transport another student (other than their siblings), KCA must have permission (preferably written) by all parties involved. Students are not to return to their vehicles until the close of the school day without permission. The Administration also reserves the right to restrict driving privileges.

**FIELD TRIPS:** Special trips for educational purposes are taken during the year by some of the classes. Teachers will use school vehicles or utilize parent drivers and vehicles. Permission slips will be sent home prior to the field trip and will include details. Children may be charged a fee to help offset transportation expenses and entry fees.

#### **PARENT INVOLVEMENT**

**PARENT/TEACHER FELLOWSHIPS:** Both Parents are encouraged to attend, but one parent must be present at each of the PTF meetings. Official report cards are given out at this time, and it is an excellent opportunity to meet with the teachers and ask any questions.

**SCHOOL VISITS:** Parents coming into school during regularly scheduled hours to see their child must go to the Academy Office. The secretary will go to the class and bring the child to meet their parent. Parents wishing to visit a classroom are welcome to do so but must clear the visit with the teacher or administration beforehand.

**CONFERENCES** - Teachers are happy to arrange for conferences with parents. Call the school office or send a note requesting a meeting. Please do not detain the teacher from their duties and responsibilities just before, during or right after school. Our staff is instructed not to meet with parents while they are still responsible for students. All meetings may be attended by one of the Administrative staff members.

**RESOLVING ISSUES:** The combination of parents, students, teachers, and others in the church ministry may lead to issues that need to be addressed. Rather than letting problems fester, please feel free to ask for a meeting with the teacher or someone in the administration. Constructive criticism and suggestions are often the basis for positive changes. On the other hand, individuals must realize that people do things differently and doing something differently is not synonymous with wrong. Good information is often the key to understanding what is happening and why it is happening.

#### **MEDICATION AND SICK CHILDREN**

**MEDICATION** - All medication must be kept by the teacher or supervisor in the elementary grades. All medication must be obtained from the secretary in the 7th - 12th grades. Students will not be permitted to take any medication without either written permission from home or contact by the parent or guardian. Students should not share medications or homeopathic remedies without permission from each parent.

**SICK CHILDREN** - Children that become ill at school must be picked up as soon as the school notifies the home. The child will be sent home if he/she has a temperature of 100 degrees or above, is vomiting, or has other symptoms of illness. Children should not return to school until they have been without a fever for 24 hours. Please keep your child home if he/she has any symptoms of a communicable disease. The Administration reserves the right to send home any child it feels is endangering the health of other students.

#### **TELEPHONE**

**HOUSE PHONES:** Students may not use phones without permission. Long distance calls are not to be charged to the Academy.

**CELLULAR PHONES:** Students are permitted to have a cell phone but it should be turned off during the school day and left in their locker unless express permission has been given to the student to have it on. Students must accept complete responsibility for the phone while it is on school property. Student texts and other communications are subject to the guidelines in this handbook. All electronic devices are the responsibility of the student.

#### **PLEDGES**

All students are required to memorize and recite the three pledges listed here.

**AMERICAN FLAG:** "I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all."  
*(foreign students should stand at courteous attention during the pledge to the American flag)*

**CHRISTIAN FLAG:** "I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty for all who believe."

**BIBLE:** "I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God."

#### **ACADEMICS**

The school year is divided into four grading periods. The Academy uses an online grading program called Schoolworx ([www.portal.myschoolworx.com](http://www.portal.myschoolworx.com)). Grades and communications are accessible to both the student and the parents. Since Keystone Christian Academy is a college prep school and we encourage high academic achievement, students making all "A's" or all "A's" and "B's" will be recognized quarterly (**PRINCIPAL'S HONOR ROLL** – All A's; **HONOR ROLLS** – All A's and B's).

## **ACCREDITATION**

Accreditation by a state approved agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local public school districts to meet what the state education agencies determine to be minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum. This school has not sought accreditation by a state educational institution but does endeavor to provide the highest possible academic program. However, with the advent of several Christian Accreditation Agencies, Keystone Christian Academy has begun the process of accreditation. Although this process is designed to be lengthy (a minimum of 3 to 5 years to complete) the process often involves a longer time to finish than projected. Accreditation of a private Christian school is not required for a graduate to enroll in a college or university. Registrars of such institutions have traditionally been interested in academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests.

\*If you experience difficulties with the credits of Keystone Christian Academy, please notify the Administration.

## **PROMOTION POLICY**

### **K-8:**

- Two "F's" in major subject areas will constitute failure of a grade
- Three "D's" in major subject areas will constitute failure of a grade
- Two "D"'s and one "F" in major subject areas will constitute failure of a grade
- Additionally, the Administration may require or may recommend that a student repeat a grade on the basis of lack of overall readiness for the next grade. This may include among other considerations, maturity, attention span, and memory retention.

### **9<sup>TH</sup>-12<sup>TH</sup> GRADES**

- Students receiving a "D" or lower in any class will receive no credit for that class and will be required to repeat the class for credit.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

Each student is required to have 24 credits before he/she is eligible for graduation unless the student has been given a general diploma tract, in which case, 20 credits will be required. These units must be acquired during high school (Grades 9-12). High school courses or their equivalents must be completed with passing grades in order to meet graduation requirements. All students are required to take a full load yearly regardless of the number of credits acquired but may individualize their schedule with administrative approval. This applies especially to students taking dual credit classes. Students may meet with the administration to set up an academic schedule that will facilitate preparation for their future academic goals. Student's grade levels will be determined by the number of credits received toward graduation.

1-6	Credits	9th grade Freshman
7-12	Credits	10th grade Sophomore
13-18	Credits	11th grade Junior
19-24	Credits	12th grade Senior

Credits required per subject (transferring students will meet with the administration to determine their specific needs and requirements)

<b>Subject</b>	<b>Advanced Diploma</b>	<b>Standard Diploma</b>
Bible	4	4
English	4	4
Science	3	2
History	4	4
Math	3	2
Foreign Language	2	1
Literature	2	2
Physical Education	2*	2
Electives	2	1
	<b>26</b>	<b>22</b>

\*P.E./Sports required yearly for all students

The graduating senior with the highest GPA (meeting at least a 94% average), and who has attended a minimum of two years at Keystone Christian Academy, will be awarded the honor of Valedictorian. The graduating senior with the second highest GPA (meeting at least a 90% average) also meeting the 2-year requirement will be eligible for Salutatorian.

#### **TESTING PROGRAM**

All students must participate in the annual achievement testing. Eleventh graders are encouraged to take the SAT or ACT. We recommend that the students take the ACT. It will help to increase their score the next year and all colleges accept/require the ACT results. Twelfth graders must take the American College Test Assessment (ACT). Again, the cost of this test is to be paid by the student and a copy of the results is to be sent to the school office.

#### **TEXTBOOKS**

A list of school books for each child will be available on a yearly basis. Books are ordered by the school for each student although parents are given the option to buy used books from other parents or look online for “deals” before turning in their order. Textbooks are ordered for a student as soon as their registration fee is paid. Parents are immediately responsible for the cost even if enrollment plans change.

#### **HOMEWORK**

Out of school assignments are given by teachers to aid each student in advancement of knowledge and study skills. Parents must see that their responsibilities are fulfilled in areas such as listening to your child read, saying vocabulary words, or reviewing multiplication facts, etc. While parents may assist in seeing that the work is done and may explain the work when necessary, the work must be done by the child. Homework which is not neatly and properly prepared will not be accepted. Upper level students (Grades 7-12) may at times during the school year be required to do research at outside libraries after school hours. They will also need access to an internet connection capable of interacting through the online grading program.

#### **PENALTIES FOR LATE WORK:**

- 7th - 8th grades, each day that the assignment is late will result in a 5-point penalty
- 9th - 12th grades, each day that the assignment is late will result in a 10-point penalty

**IEP OR SPECIAL NEEDS:** Special needs students will be evaluated on an individual basis and any adjustment from the normal academic requirements will be written out and filed in the students' permanent file.

**ACADEMIC PROBATION** – When any student's academic record reveals that he is not working according to his ability and/or is maintaining a potentially failing grade average, or failing to complete the required amount of work necessary for advancement, he/she may be placed on academic probation. Students on academic probation may be required to acquire the services of a tutor. Academic probation will be for an entire quarter at which time the student's academic progress will be evaluated to determine if their association with KCA will be terminated. Any student that is placed on academic probation any two quarters in one year may be asked not to attend Keystone Christian Academy the following year.

### **PHYSICAL EDUCATION**

The physical education program and sports program are synonymous in the Academy. Based on the belief that we need to develop every area, it is the policy of Keystone Christian Academy that no student is excused from the required physical education course offered without a doctor's excuse. A student missing more than six (6) P.E. days in any one quarter (unexcused) will not receive a passing grade for that quarter (Grades 7-12). Students that fail to comply with this policy will be asked to withdraw from our program. Students in the 7th - 12th grades are required to wear their P.E. uniform to all practices and they will have points deducted from their grade if they fail to do so.

### **MUSIC/FINE ARTS**

Throughout the year, we will schedule several concerts and/or programs in which all students will be required to participate. Students should be prepared to participate in Grandparent's Day, the Christmas programs, some PTF meetings, and both graduation exercises. Private music lessons are available for students through the Keystone Academy of Music and may be scheduled during school hours. There will be a fee for these private lessons which is payable directly to the teacher. Special qualifications can be met to earn high school credit.

### **DRESS, CONDUCT AND DISCIPLINE**

Keystone Christian Academy does not desire to arbitrarily dictate how children should dress and conduct themselves. These guidelines are Scripturally based and reflect the philosophy and convictions of Keystone Baptist Church, of which Keystone Christian Academy is a ministry. Compliance with these guidelines and supporting the enforcement by the school should be a natural outgrowth of training in a Christ-centered environment. Our goal is to encourage students not to ask "how far can I go", but rather to remain "above reproach" (James 4:4: "Draw near to God). The appropriate question to ask is whether it is "edifying" (I Cor. 10:23) to both others and in my own relationship with God. The following scriptures are the basis from which we have set up our standards: I Corinthians 8:9, 13-13; 9:27; 10:32-33; 11:14; 14:40; Ephesians 4:5-6; Philippians 1:27; Colossians 3:17; I Timothy 2:9; and I Peter 2:9 & 3:3. So that we may be consistent in these areas, parents are encouraged to be considerate of the dress standards while they are visiting the Academy and attending events connected with the Academy.

**SCRIPTURAL BASIS:** Biblical **commands** are statements from Scripture that specifically enjoin or prohibit a specific form of activity. Biblical **principles** are based on Scriptural truths. A biblical principle is applicable to every person throughout life (e.g. the tongue, modesty, thoughts, etc.)

These principles must be observed because we want to please our Heavenly Father, rather than because one is a student in KCA. These are lifelong principles that the Academy is helping instill in young people. With this in mind our students are held accountable 24 hours per day for biblical commands and principles. Therefore, disciplinary action may result for activities that are outside the “school day.” **Institutional rules** help us apply the biblical commands and principles to our institution (school), and make the institution (school) run more effectively. Occasionally we will observe an area that can be improved by adjusting an institutional rule. These changes may be made before, during, or after the school year at the discretion of the Administration. While institutional rules are specific and subjective to our institution, your participation in this institution requires you to obey these rules. Regardless of the stage of life, one will be subject to institutional rules (job, government, church government, etc.).

**CHRISTLIKE CHARACTER DEVELOPMENT:** Christian character development in a young person requires that certain habits not be a part of their life. Tobacco in any form, gambling, drugs, pornography, immorality (fornication, homosexuality, bisexuality, transgender, etc., such as described in the KBC doctrinal statement), profanity, dancing, rock music, and drinking of alcoholic beverages is not permitted. Offenses of this nature require that a student be subject to suspension, expulsion, or withdrawal.

**ELECTRONIC ENTERTAINMENT:** The advent of electronics into our everyday lives has made it necessary for us to deal specifically with our policy concerning movies, gaming, etc. The spiritual battle in our individual lives is won or lost based on your decision as to whether you will feed the flesh or the spirit (Romans 6-8). Parents and students attending Keystone Christian Academy must be in agreement that we will seek to feed the spirit. We promote only those activities that enhance spiritual maturity. TV/DVD/TIVO/THEATERS/GAME SYSTEMS, etc., make programs and movies accessible that are detrimental to a Christian's growth. Little, if any, of what we watch, can be considered edifying to the Christian. It is, therefore, the policy of Keystone Christian Academy that parents should take an aggressive role in monitoring both their personal and family practice for viewing movies, television, and gaming. Viewing of unrestrained violence, worldliness, societal values, profanity and immorality undermine biblical instruction and are prohibited. Students and families that habitually receive input of the wrong kind from these sources will soon find themselves in opposition to the standards and goals of Keystone Christian Academy. Students may face discipline up to and including expulsion for participating in or promoting programs of this nature.

**MUSIC:** Music plays an important part in the lives of Christians. No music is permitted that promotes habits and activities that are restricted or prohibited. Furthermore, Keystone Christian Academy will endeavor to teach a very conservative standard for our music. We believe the message, method, music, and messenger need to portray a distinctively Christian stance with an absence of worldliness and a presence of godliness. Only music that is clearly beneficial to the spiritual maturity of our students is permitted. While there is some question as to the appropriateness of some music styles, our goal is to stay away from worldly music.

**FORBIDDEN ITEMS:** Electronic devices (not used for textbooks or translation) and toys as well as potentially dangerous weapons such as knives (more than 3-inches long with the blade closed), guns, darts, etc., are forbidden. Prank or horse-play items are also forbidden. Any item that the Administration or staff feels is distracting or potentially harmful may be confiscated and the student's parents or guardian may be asked to reclaim the item. Any item again



returning to the school will be confiscated and disposed of. The student returning with such items will face disciplinary action up to and including expulsion.

**RESPECT FOR BUILDING AND GROUNDS:** Students are to treat school property carefully and are expected to pay for school property which they individually or collectively have lost or damaged. Chewing gum is not allowed on school grounds and food is to be eaten only during the designated “snack” hour or in the cafeteria during the scheduled lunch period. Students are not permitted in the teacher’s desk and the area around any teacher’s desk is off limits without permission. In addition to the teacher’s personal space, another person’s desk, locker and personal possessions are off limits without permission. Students must stay in their assigned area of the building and should not “wander” through the building or “hang out” in areas where they cannot be readily seen by a staff member.

#### **RELATIONSHIPS BETWEEN YOUNG MEN AND LADIES**

"Dating" is not encouraged among our students. Our modern "dating" practices put the emphasis on permissiveness rather than purity. Physical contact, other than incidental contact, between members of the opposite sex is prohibited. The Bible teaches that the physical relationship is reserved for the marriage relationship between a man and a woman (KCA is in complete opposition to the homosexual movement and is committed to defining marriage as the union of one man and one woman and helping a student honor God through their gender as determined at birth). Students should present an appearance that is above reproach at all times. This includes questionable postures, being in unsupervised areas, and other indiscretions.

#### **RESPECT FOR STAFF**

Students will be expected to show proper respect for all staff and volunteers. This includes things like raising their hand and waiting until called upon in the classroom, responding with "Yes, Ma'am" or "No, Sir", and responding appropriately to those in positions of leadership. Back-talking or any other form of disrespectfully addressing or referring to a staff member (including social media) will result in disciplinary action.

#### **DISCIPLINE**

The goal of Keystone Christian Academy to develop God-conscience self-discipline in the lives of our students. This can only be reached through instruction, daily reminders and correction. We trust our students understand that our discipline policy is to help them toward this ultimate goal of knowing the “fear of the Lord.” We also expect our students to develop an attitude of submission and obedience to higher authority. Major offenses will be dealt with on an individual basis. Parents and students alike must realize that such offenses are subject to disciplinary probation, corporal punishment, suspension, or expulsion. Further, at any time a student at Keystone Christian Academy exhibits in action or attitude a spirit contrary to the purpose and objectives of this school, that student will be asked to withdraw from our program even though no particular rule has been broken. The guidelines in this handbook are not meant to be a complete list but general areas in which problems may arise. The Administration reserves the right to require modification or prohibit any behavior it feels is contrary to the goals and objectives of Keystone Christian Academy.

#### **DISCIPLINE CODE**

Junior and Senior High classes use a demerit system to correct minor or continual problems. The specific number of demerits are listed on the demerit slip and may be modified at the discretion of the teacher. Both the student and the teacher must initial the demerit slip. Parents are notified through our grading program when their child receives a demerit. Maximum allowed - 4 Demerits per day or 8 demerits per week. The Administration will be notified when a student has exceeded the maximum allowed and will address the student and then consult with the parents as it seems appropriate. Students that continually receive demerits will face a graduated scale of discipline.

**EVENING DETENTION** - from the end of school until 4:30 PM or a time determined by the detention monitor. During detention, either academic or physical work will be assigned. The objective is to make this an unpleasant stay. The school will give at least one day's notice and will work with parents in scheduling this time; however, such detention will not be served during school hours. Parents must pick up students immediately after detention.

**IN-SCHOOL DETENTION/SUSPENSION** - From time to time at the school's discretion, a student may be required to serve detention or suspension during school. They will be assigned work to do in a separate place from the rest of the student body. They will be under the supervision of a single staff member. They will not be allowed to interact with the other students during their time in suspension. Students that are suspended must obtain and make up all work while they are out of school. They will also receive a 1% per day penalty in every class for each day they are suspended.

**SUSPENSION** - Out of school suspension may be required for more serious offenses. Suspension should serve as a severe warning that if this behavior is repeated, it may result in expulsion. Students that are suspended must obtain and make up all work while they are out of school. They will also receive a 1% per day penalty in every class for each day they are suspended.

**EXPULSION/WITHDRAWAL** - Students whose behavior or attitude is not in keeping with the standards of Keystone Christian Academy may be asked to withdraw or may be expelled. This decision is made at the discretion of the Administration.

**CORPORAL PUNISHMENT**- (applicable to Pre-school through 6th grade) is a biblical and viable form of punishment but is rarely utilized by the administration. Parents are the primary disciplinarians and should it become the most beneficial approach for correcting student behavior, the parents and the administration will determine the best approach.

#### **DRESS CODE AND APPEARANCE**

All students attending Keystone Christian Academy are required to wear a uniform. Uniforms must be "uniform" for the system to function effectively. All clothing must conform to the standards of the uniform companies approved and students may not add or delete items on the uniform. Any student arriving at school not wearing the correct uniform will not be allowed to attend class until the proper attire is obtained.

**UNIFORM COMPANIES:** Uniforms may be ordered from any of the three companies listed below but clothing may be purchased from other sources as long as it is a consistent replica.

French Toast

Flynn and O'Hara

Parker School Uniforms (formerly Buckhead)

**COLD WEATHER ATTIRE:** Students may not wear jackets, hats, or other accessories during the school day and hoods should not be up while in the building. During cold weather students may wear a KCA sweatshirt or a solid color sweater in the approved shirt colors. Other options are available on the uniform web sites.

**PE/SPORTS UNIFORM:** 7th - 12th grade students are required to participate in the "extended" PE (sports) program. All students must have their gym clothing at school on designated P.E. days. A guideline will be available from the P.E. class instructor delineating the grade penalty for failure to have the required uniform. The clothing standard for athletic events is the same as for school and gym class. Tight fitting or tattered clothing is not permitted. KCA shirts must be ordered at the beginning of the year and they are required to be worn by all grades during P.E. classes.

- School issued t-shirt with keystone logo or insignia
- Black shorts and/or black athletic pants (minimal striping, logos, or insignia permitted)
  - **MEN** - maximum of three inches from the top of the knee
  - **LADIES** - reaching the middle of the knee
- Athletic shoes designated for the specific sport (cleats) or activity building. Elementary students will keep a pair of athletic shoes at the school. Secondary students must have a pair designated that will not harm the wood floor.

#### **MALE STUDENTS**

**GENERAL APPEARANCE:** Hair should be kept neatly trimmed, off the ears, off the collar, and above the eyebrows. It should be tapered in the back and not bushy on the sides and top. Sideburns should not extend past the bottom of the ear. All students must be clean-shaven.

#### **SCHOOL DAY UNIFORM:**

- **PANTS** – Charcoal Gray, Black, Khaki
- **SHORTS** - Elementary students (K-5 – 6<sup>th</sup> grades) may wear shorts (Charcoal Gray, Black, Khaki) but they must be purchased from the uniform company
- **SHIRTS** – Polo or button up dress shirts in black, gray, white, or burgundy; secondary students must keep shirts tucked in at all times
- **SHOES** – Men students are not permitted to wear flip-flops or sandals. Footwear should not detract from the uniform. Neat, clean tennis shoes/sneakers designated for school are permitted.
- **SOCKS** – required for all male students

#### **FEMALE STUDENTS**

**GENERAL APPEARANCE:** Hair should be neat, groomed, modestly styled and of sufficient length to be distinctively feminine. Make-up and hair color should be moderately used and never produce an unnatural appearance. Likewise, jewelry, etc., should be worn in such a manner as not to be gaudy. Ladies are permitted to have pierced ears but may not wear more than two earrings on school grounds – no other piercings should be worn during school or school activities.

#### **SCHOOL DAY UNIFORM:**

- **SKIRTS/SKORTS** – Plaid, black and gray. All 7th - 12th graders must purchase their skirts from Parker School uniforms or Flynn and O'Hara Uniform Company due to length

requirements. Uniform skirts may also be constructed after the material and pattern are approved by KCA administration.

- **JUMPERS** – French Toast and Flynn and O’Hara have options but they must be in the approved uniform colors (including burgundy).
- **SHIRTS** – Shirts that button down the front and polo shirts in black, gray, burgundy, or white. All tops worn by the ladies should be loose enough to not cling to their form. The shirt should be able to be “pinched” on the side without pulling away from the body to do so.
- **SHOES** – Any shoe is permitted with the exception of the traditional foam flip-flops with rubber straps or those designed specifically for beachwear as long as it does not detract from the neatness of the uniform.

**SUPPLEMENTAL INFORMATION:**

Separate documents are available with the full statement of the philosophy and objectives, statement on asbestos, fire drill expectations, visiting students during the school day and many other topics. This information is reviewed by our staff and is part of a policies and procedures manual. Many of these documents will be shared with the students or parents as the need arises.