

STUDENT HANDBOOK

2008 – 2009 ACADEMIC YEAR

KINGS LANDING ACADEMY
2450 Kings Landing Road
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Introduction

“You must love God with all your heart, soul, and might. And you must think constantly about these commandments I am giving you today. You must teach them to your children....”

This great commandment from the Bible (Deuteronomy 6:5-7a) is the very basis of Kings Landing Academy’s philosophy and practice. Kings Landing Academy is a *Christian* school because all that we do and how we do it is governed by what we believe God would have us teach our children about Him and the world around us.

Attendance at Kings Landing Academy is a privilege and not a right for any student. The goal of the school is not to reform, but to train children and youth of various ability levels in the highest principles of godly living, academic achievement, self-discipline, individual responsibility, personal integrity, leadership, and citizenship.

Kings Landing Academy stands without apology for the gospel of Jesus Christ and the highest standards of morality and behavior.

Statement of Faith

Kings Landing Academy’s faculty and administrative staff affirm these basic Doctrines of our Christian beliefs:

The inspiration of the Bible, equally in all parts and without error in its originals;

One God, eternally coexistent as Father, Son, and Holy Spirit, who created man by a direct, immediate act;

The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the imminent return of the Lord Jesus Christ;

The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to eternal life or damnation; and

The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, and the witnessing of His saving grace through the ministry of the Holy Spirit.

Clarifications

- The use of the term “parent(s)” is in all cases meant to include guardian(s).
- Any exception in any policy for one is not meant as an exception in the policy for anyone else.
- Kings Landing Academy may also be called the academy, the school, K.L.A. etc.
- The use of the masculine pronoun is to be understood to mean either gender.

State Licensing and Accreditation

Maryland State law provides that a church-sponsored private school is exempt from all government regulations regarding licensing and accreditation. Kings Landing Academy is a registered “Bona fide Church – Exempt School” with the Maryland State Department of Education.

Accreditation by a state government agency is an administrative mechanism designed as an attempt to attain uniform education for all children in *government* schools. It was established as a government means of causing local public school districts to meet what state educational agencies determined to be minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to criteria developed by secular educational administrators without consideration of the ideals and purposes of Christian Education.

Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of colleges are for the most part interested in the individual’s academic merits and not in the name of their school. Thus, they evaluate each applicant’s academic aptitude through nationally standardized tests, such as the S.A.T. and A.C.T. This school does not seek accreditation by any outside educational institution, but does endeavor to provide the highest quality education program.

Be it known that Kings Landing Academy is not “accredited”, “licensed”, or “approved” by the State of Maryland or Calvert County public education authorities.

It is the responsibility of the parent to inquire of the public schools as to the acceptance of academic credits upon transfer to public school.

School Administration and Staff

Kings Landing Academy is the daily educational ministry of Calvert Community Church. The academy, as the church, is led by its pastor, who is in turn supported and advised by its elders, all of whom are responsible to its membership. The pastor of Calvert Community Church serves as Administrator of Kings Landing Academy. Currently, the school’s administrative leadership is as follows:

Pastor Phil Van Wart, Administrator
Nancy Van Wart, Principal

The Kings Landing Academy Learning Center staff is chosen for their commitment to God, the ideals of Kings Landing Academy, and its policies and procedures. Professional training with Accelerated Christian Education and annual Educators Conventions help ensure the highest level of effectiveness for the learning center *supervisors* and *monitors* (teachers and assistants).

Admission/Registration

General Admission Policies

Kings Landing Academy's primary purpose is to train young people to live their lives God's way. Therefore it is to be expected that students will be exposed to and receive regular religious instruction based on the Academy's Doctrinal Statement. Enrollment in Kings Landing Academy gives implicit parental consent to any and all such religious instruction. Matters of denominational interpretation will be referred to the student's / family's pastor.

Applications are for the most part considered on first come first served basis.

Kings Landing Academy reserves the right to refuse admission to students who are married or divorced, pregnant, contagiously ill, over the age of 21 by projected graduation, have criminal records (adult or juvenile), or in any way are deemed undesirable for the school. Generally, no student will be accepted directly from a suspension or expulsion from another school.

In addition to the above requirements, the following is true for specific age groups:

Kindergarten

Children enrolling in our kindergarten program must attain the age of 5 on or before December 31 or the enrollment year. Proof of all required immunization must be supplied before enrollment.

Elementary / Grades 1 – 5

Students enrolling in the grade 1, learning to read program, must have successfully completed a kindergarten program or it's equivalent and successfully demonstrate reading readiness through specific testing and interviews. Students seeking enrollment in other elementary grades must demonstrate satisfactory reading skills appropriate for grade level. All students are diagnostically tested for placement in the Accelerated Christian Education curriculum. Proof of all required immunization must be supplied before enrollment.

Middle School / Grades 6 – 8

Middle School level applicants must demonstrate a willingness to attend a private Christian school. Students seeking enrollment in middle school grades must demonstrate satisfactory reading skills appropriate for grade level. All students are diagnostically tested for placement in the Accelerated Christian Education curriculum. Proof of all required immunization must be supplied before enrollment.

High School / Grades 9 – 12

The high school level applicant must demonstrate a genuine desire to attend Kings landing Academy. Students seeking enrollment in high school grades must demonstrate satisfactory reading skills appropriate for grade level. All students are diagnostically tested for placement in the Accelerated Christian Education curriculum. Proof of all required immunization must be supplied before enrollment.

Transfer students from another high school program are required to receive at least ten (10) high school credits from Kings Landing Academy for graduation. Only high school credits passed with a "C" or above may be transferred.

All high school students begin on academic probation for the first quarter and must demonstrate acceptable academic progress for continued enrollment.

No high school level applicant will be accepted directly from a suspension or expulsion from another school.

Student Attendance

Of course, consistent attendance is imperative in any learning experience. Absences are permitted for *medical* and *emergency* reasons only. Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the supervisor **and** if the student is sufficiently advanced in his work. Unexcused absences will affect the student's eligibility for Privilege Status, Honor Roll, Field Trips, Student Service Organizations, etc.

A written explanation, signed by a parent must be presented to the supervisor the day a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music and other appointments are to be scheduled after school hours.

A student is considered late if he is not in the Learning Center at the designated start of the school day. A detention may be given. Parents may submit a signed explanation. However, continued tardiness may lead to loss of student privileges, and/or suspension.

Three unexcused latenesses will be considered one unexcused absence. Six unexcused absences in one quarter may result in a lowering of the student's PACE average in all subjects. Excessive absences, excused and/or unexcused, will be determined as truancy and reported as such to the Calvert County Board of Education.

Nondiscriminatory Enrollment Policy

Calvert Community Church and Kings Landing Academy shall not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

Application/Registration Procedures

The following is the basic admissions process:

Inquiry by student and parents

Interview with the Pastor or Principal / Application explained.

Completion of Application. The following must be signed:

Statement of Parent Commitment

Student Standard of Conduct

Application Agreement

Request for Student Records

Diagnostic testing

Statement of Placement Understanding signed (if required)

Student Orientation

Begin Learning Center Activities

Re-Registration

All students must re-register for the next academic year. No student has a right to re-enroll, but will be approved at the sole discretion of the school.

All final re-admissions decisions are determined by the Pastor/Administrator.

Student Withdrawal Policy

Parents have the right to withdraw their child from enrollment from Kings Landing Academy for any reason, provided the school is given a five (5) school day notice. (See tuition refund section under Academy Finances.)

Likewise, Kings Landing Academy reserves the right, for any reason, to ask a student to withdraw upon a five (5) school day notice. This provision is separate and apart from suspension or expulsion under the school's discipline policies.

Binding Arbitration Policy

Parents, guardians, students, and Academy administration and staff by virtue of application, enrollment, and employment agree to Kings Landing Academy's Binding Arbitration Agreement:

Binding Arbitration Agreement

All disagreements, disputes, conflicts, and complaints that can not be resolved through established means afforded by the Student Handbook, its addendum, and/or other written and stated policies, must be resolved through a designated arbitrator. This arbitrator is designated by the Academy administration. The resolutions of the arbitrator are final, and no further action (private or civil) may be taken by parent, student, or academy. The name and credentials of the arbitrator will be on file in the Academy's office by August first of the current school year. Changes of the designated arbitrator may be made as needed without prior notice.

Academy Finances

Application/Registration Fees

All applicable application fees must be paid before diagnostic testing can take place. No student shall begin work in the school until such fees are paid.

Tuition

Kings Landing Academy allows payment of its annual tuition in up to ten monthly installments with no interest charge or fee. Usual monthly payments begin with a non-refundable first payment in August and end with a final payment in May of the school year. Payments are due the first day of each payment month unless other arrangements have been made with the administrator. Payments five school days late may be assessed a late fee.

It is the policy of Kings Landing Academy to offer refunds only for any remaining time in the school year, beginning with the *next calendar month*. Any refund applies only to tuition already paid, and not to fees or other expenses paid by the parent or student.

NOTE: Regular registration fees and tuition include one transfer of the student's Permanent Academic Records, High School Transcripts, etc. Additional transfers of H.S. transcripts, written evaluations and educational appraisals and/or completion of special forms may be assessed additional charges.

The administration of Kings Landing Academy reserves the right to use tuition and other fees in any way that it deems necessary or appropriate.

The Family – School Relationship

Parental Involvement

Kings Landing Academy serves along side of the family in the godly education of each child. The administration and staff recognize the great responsibility they have to both the student and parent, but also recognizes the need to allow each parent to fulfill his or her responsibility as well. Basically, parents find their responsibilities include prayer for the school and its staff, support and encouragement of the child, attendance at certain school functions, and prompt payment of tuition.

Parent Orientation and scheduled *Parent-Teacher Conferences* promote a good understanding between parents and the administration and staff of this school. Every parent is required to participate in these informative and helpful programs. Please refer to the current school calendar for the dates of these and other required attendance meetings.

Parent-Teacher Conferences with the supervisor are scheduled following the academic quarters as deemed necessary by the supervisor or as requested by parents.

The *Annual Student Awards (Banquet)*, held at the close of each school year, is a special time to recognize student achievement. This too is required attendance for parents.

Much of the student's progress depends on positive incentive and motivation. Parents are urged to encourage their child through recognition of Congratulation Slips, thoughtful rewards for achievement, sincere praise for achievement, and of course, prayer.

Family Church Involvement

Because Kings Landing Academy is distinctively Christian throughout its philosophy, methodology, and curriculum content, it is important that the spiritual emphasis of the daily academy program be supported to the best degree possible in the home. Although not a requirement for enrollment, we have found that family involvement in a local church has been most beneficial to the academic, social, and spiritual progress of students.

Kings Landing Academy encourages parents' and students' attendance in weekly worship services and educational meetings of a local church, including youth and children's activities. Where such youth programs are not available, we would invite students to attend the programs of Calvert Community Church.

Home – School Communications

The *Correspondence Envelope (C.E.)* is the primary link in the Home and School communication chain. Most times there is a need to communicate with you, the message will be sent home in the C.E., with the exception of *Home-Work Slips* and *Corrective Action Notices*. You will find it has a note of the topic, a date, and a place for the initials for both parents. Be sure to note any and all responses you have been asked to make and return the C.E. the next school day. Late C.E. envelopes may result in disciplinary action.

Parents are always welcomed to correspond with the school staff. Written correspondence is best, as opposed to telephone calls. Notes should clearly indicate the intended recipient. **Parents are asked to not call school staff at home except in the most dire of emergencies, and NEVER for weather related school closing decisions.**

Weather Related School Closing Policies

Kings Landing Academy follows the school closing decisions of the Calvert County Public Schools Superintendent. In the event there is no public school in regular session on that day, a call to the school office will find a recorded message with school closing information. ***Please do not call school staff at home for school closing information.***

Upon the announcement of weather related early releases, parents are permitted to pick children up at *anytime*, regardless of slated time, with no attendance penalty.

Parents are always urged to use discretion regarding driving in inclement weather conditions. The school staff and administration always seeks to be understanding and encouraging of caution.

Health and Medicine

All parents, by signed Application Agreement, give Kings Landing Academy staff permission to administer first-aid and seek other medical treatment as deemed appropriate. Such medical treatment will be the financial responsibility of the parents.

Parents are responsible to secure medical insurance coverage for their children. Kings Landing Academy's student medical coverage is limited and parents will assume all primary medical expenses.

Kings Landing Academy staff will not administer any medication, in any form, to a student without parent authorization in writing. Only authorized medications may be brought to school and all medicines must be purchased by parents and kept and administered by the Learning Center or School Office Staff.

Parents of children with contagious illnesses are urged to make arrangements to have work sent home. Such arrangements will not be considered excessive absences if it is truly in the best interest of all the students and school staff. Children with suspected contagious illnesses and conditions may be sent home at the discretion of the school staff.

Student's Records

By law, parents are entitled to review their child's school records. Requests for review must be in writing, and review is by appointment with the school administration or appropriate learning center staff. Copies of records may be requested. The fee for copies of student records is \$1.00 per page single sided. All parent copies of student records are considered unofficial and will be marked as such. Official records will be forwarded only to other schools upon written request or to parents with proof of involvement in a bona fide home-schooling program. Where no such forwarding of permanent school records is possible, records will be forwarded to Maryland Department of Education.

Note: Regular registration fees and tuition include one transfer of the student's Permanent Academic Records, High School Transcripts, etc. Additional transfers of H.S. transcripts, written evaluations and educational appraisals and/or completion of special forms may be assessed additional charges.

Academic Philosophy and Procedures

Curriculum

Kings Landing Academy has signed a purchase agreement with Accelerated Christian Education, Nashville, Tennessee. **Accelerated Christian Education** curriculum is one of the largest Christian School curriculum distributors and is by far the finest individualized, continuous progress curriculum available. The Accelerated Christian Education Curriculum is distinctively Christian in character, Biblical in both philosophy and application, and the most up-to-date in educational approaches, including learning disability diagnosis, reading speed and comprehension programs, and integrated computer learning and testing.

Individualized Achievement

It is very important that the parent of a Kings Landing Academy student understand the philosophy of individualized achievement-based progress. Each student is required to complete 12 PACEs (Packet of Accelerated Christian Education) in each of the 5 or 6 required subjects (60 to 72 PACEs per year). For the most part, children are not considered promoted until they have completed the prescribed number of PACEs regardless of time spent in a particular “grade”. Therefore, an understanding of the student’s progress calendar and a commitment to its schedule is essential for consistent student progress.

Where a child has been placed in a curriculum level different than chronological grading or where a child’s work falls short of grade level requirements, the parents may be required to sign a *Statement of Placement Understanding*.

High School Program / Graduation Requirements

The Kings Landing Academy High School course of study is individualized for each student based on that student’s diagnosed curriculum level, aptitude for advancement, and career and college plans. After careful consultation with student and parents, the student will be assigned one of three High School Tracks:

General Track – This track is designed for students who are diagnosed and/or working below their chronological grade level. Instruction in this track may or may not be college preparatory and is developmental in purpose.

Academic Track – This track is designed for students who are diagnosed and/or working at or above their chronological grade level. Instruction in this track is almost exclusively college preparatory.

Honors Track – This track is designed to provide a more intensive and more highly structured level of High School work for the college bound student with an honor roll grade average.

High School Credit Clarification

It is important for the high school student and his parents to understand the nature of KLA’s achievement based academic process. With the exception of group classes and certain self-study credits, each high school credit is based on the completion of twelve (12) course workbooks, called PACEs. Academic high school credits are not based on time spent in class or school attendance. In certain cases, partial credit may be given for incomplete courses.

Progress Reports (Report Cards)

The grading system of our school is designed to give parents a true indication of the student's progress. All PACE grades are objective averages of PACE test scores.

Progress Reports are usually forwarded to parents within a week of the end of each nine-week quarter. The report is to be signed by the parent and returned to the school promptly.

Privilege Status

When a person assumes greater responsibility in life, he earns greater privileges. This principle is taught through a graduated incentive system, designated by the letters "A", "C", "E". Each letter represents a privilege level which may be earned by meeting the responsibilities required for each level. These responsibilities may vary from Learning Center to Learning Center and even from student to student and will be outlined at the beginning of the school year by the supervisor.

Students who have fulfilled the responsibilities for a level of privilege status will be awarded that level of privilege for the following week usually beginning on a Monday.

Congratulation Slips

Each student is regularly given a Congratulations Slip which he takes to his parents to inform them of his achievement. The slips list the PACEs recently completed with their scores. Parents have an excellent opportunity to encourage and compliment the student at this time.

Field Trips

Students who meet the minimum requirements for the week have the privilege of attending the field trip. This educational excursion is held on a regular basis to provide an incentive to those to fulfill daily responsibilities. Although such off-campus trips are of real enjoyment to the students, they are also designed to enrich learning. Supervisors may ask students to take notes and complete projects upon returning to school.

A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various social situations.

Honor Roll Trips

Students who have met Honor Roll requirements during the previous quarter are eligible for the Honor Roll trip. Students who meet the PACE requirement but do not attain the average will not be listed on the Honor Roll but are eligible for the trip.

Annual Student Awards Banquet

Gifts, certificates, plaques, letters, and trophies highlight the Annual Student Awards ceremony held each spring. The following are some of the awards offered:

- Pastor's Awards
- Supervisor's Award
- Citizenship
- Most Improved Student
- Christian Character
- Music
- Art
- Highest PACE Average
- Most PACEs Completed
- Honor Roll (four quarters)
- Scripture Memorization
- Accelerated Christian Education Literature Certificate

Students who want an additional challenge are encouraged to strive for the Accelerated Christian Education literature certificate. During the school year, students must read and report on at least twenty character-building books at or above their English curriculum level. Books must be approved by the supervisor prior to reading. No more than ten books may be associated with English PACEs.

ACCELERATED CHRISTIAN EDUCATION National Honors Certificate

A National Honors Certificate is available to students who qualify by meeting these requirements:

1. Average score of 12.9 or higher on a national achievement test at the end of the senior year.
2. Complete Accelerated Christian Education college preparatory curriculum meeting the certificate's high school credits requirement and with a PACE average above 94%.

An Understanding of Academy Discipline

Kings Landing Academy is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles. All new students are admitted on probation for the first academic quarter.

The student must at all times conduct himself in a manner becoming a Christian. Gripping is not tolerated. If your child does come home complaining about a policy or disciplines, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.

3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the Academy Staff and Administration and if you need to, contact the school for all the facts.

When a child's actions and/or attitude is not in accord with school policies or principles, the child will be placed on **probation** and/or parents will be called for a conference. If the supervisors and administration feel the situation has not changed within a reasonable time, parents will be asked to **withdraw** the child.

Kings Landing Academy is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

High school students in particular – because of their example before the younger children – are required to adhere strictly to the school's philosophy and Christ-centered program. Failure by the high school student to adhere to the *Student Standard of Conduct* will not be tolerated and will result in corrective action, including suspension or expulsion.

Kings Landing Academy strives to maintain a discipline which is positive but firm, consistent, fair, and given in love. Our staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Student Standard of Conduct

Students of this school are expected to refrain from talking about or engaging in fornication, cheating, swearing, use of tobacco, gambling, ungodly music, drinking alcoholic beverages, using narcotics or abusing any substance, and to avoid all appearances of evil. Students who participate in such activities and/or compromise the reputation of Kings Landing Academy, are subject to disciplinary action, including suspension or expulsion. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, cheerfulness, kindness, edifying language, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct and attitude. All students must sign the *Student Standard of Conduct Form*. It reads as follows:

“As a student of Kings Landing Academy, I agree to uphold the procedures and standards set forth in the Student Handbook and/or by the faculty and administration. Therefore, I promise to refrain from smoking, drinking alcoholic beverages, using illicit drugs or abusing any substance, using indecent or vulgar language, engaging in fornication, reading or viewing pornography, cheating, and attending any event that would in any way jeopardize the reputation and integrity of Kings Landing Academy.”

“I further agree to refrain from talking about topics which are ungodly in nature, including worldly movies, music, entertainment personalities, the occult, and/or any subject less than edifying to myself and my fellow students.”

“I agree to live up to the Uniform Dress Code without reservation, and will refrain from complaining about or criticizing Academy staff or policies, and will not give the impression to parents, family, friends, or fellow students that I am not in harmony with the standards and objectives of Kings Landing Academy.”

“I fully understand that failure to abide by this agreement may result in my suspension or expulsion from Kings Landing Academy.”

In order to maintain the highest quality learning environment, weapons of any kind, drugs, tobacco, lighters, matches, radios, recorded music players (tape, CD, Mp3, etc.), gum, and other specified items are not permitted on campus. These items are subject to confiscation and their possession may bring disciplinary action including possible suspension or expulsion, as well as possible prosecution under criminal laws, where applicable. Kings Landing Academy holds to a zero tolerance policy in regard to criminal contraband.

Church/School furniture and equipment must be treated with the utmost of respect. Careless treatment and vandalism will result in appropriate disciplinary action, including possible financial fines to be used in the replacement or repair of broken furniture and equipment (playground equipment, games, etc.)

Any student observing questionable activities or overhearing conversations which are contrary to the policies and character of Kings Landing Academy should immediately discuss this matter with a supervisor. This is not tattling. It has been said, “All it takes for evil to triumph is for good men to do nothing.” God’s Word says, “...to him that knows to do good, and does not do it, to him it is sin.” James 4:17

Demerits and Detention

Demerits are given for disturbances or broken rules. They are “in-house” immediate reminders that behavior or attitudes need improvement. Two or less demerits in a day are usually forgiven. Three or more demerits result in detentions, or loss of privileges.

When a student receives a detention, a *Corrective Action Notice* is sent home with the student and is to be signed by parents and returned the following school day.

If a student has accumulated two or more hours of detention in a week, he may be placed on probation. When a student has detention, siblings must be picked up or dropped off on time.

Repeated detentions are an indication that a student may need specific direction in the development of the principles of character in his life. Conferences with the supervisor, principal, and parents are sometimes necessary to assure this growth.

Policies and Procedures

Student Orientation

At the beginning of each school year, Kings Landing Academy introduces its new students to the policies and procedures peculiar to the Accelerated Christian Education program. The student will be taught the rules governing everyday school life. Students will be expected to abide by these procedures, even if only communicated verbally in the orientation.

Returning students are also reminded of the daily responsibilities of the Kings Landing Academy student.

Arrival and Dismissal

Students may begin arriving at school no earlier than 30 minutes before the designated start of the school day and must be picked up no later than 15 minutes after the designated close of the school day. Financial fines may be levied for early arrivals and late pick ups at the rate of \$5.00 for every 15 minutes or part thereof. Fines may be lessened or avoided if reasonable arrangements are made in advance.

Students are never allowed on school grounds unaccompanied by a responsible adult. Students driving to school may be deemed responsible for other students who have appropriate permission to ride with them.

Opening Exercises

Each school day will begin with *Opening Exercises*. They will include Flag Salutes, Scripture recitation (Bibles opened til end), Announcements, and Prayer (heads bowed for prayer). It is required that every student participate fully in the pledges, Scripture recitation, and prayer.

Breaks

Each Learning Center period will be followed by a break. The length of a student's break varies according to his privilege status. A five-minute break is minimum. Although students are encouraged to use up some of their excess energies, they are still required to adhere to the basic rules and procedures of the school day including reasonable quiet, no running indoors, and keeping hands to oneself.

Snacks are permitted at the designated "snack" break, usually following the second learning center period.

Lunch

Students are to bring their own lunches. Lunch boxes or bags should be clearly marked with the student's name. Any beverage should be kept in the lunch box or bag. Lunches should not be sent needing refrigeration.

The Student Council operates a concession stand at the lunch periods and snack breaks on Wednesdays. They offer beverages and snack foods. Parents will receive a notice concerning this with a price list, as it is available.

Students must eat only in assigned areas and must keep them neat and clean. Each student is responsible for his eating area and will be expected to clean it before being dismissed for recreation time. Students will also be assigned chores regarding the cleaning of the lunchroom tables and floors.

Fire Drills

At a specified signal, students are to stand and move out of the building in an orderly manner to a designated area. Again a signal allows students to return to the Learning Center in the same orderly manner. Students must walk in line. They are not to talk, push, or run. Each supervisor will remain with his group.

Off Limits

During the student orientation period, students will be informed and reminded of certain areas of the church/school building and grounds that are off limits to them. Off limits rules are strictly enforced in order to ensure the safety of our students as well as the security of the building and grounds. Off limits areas include:

- Other student's offices
- Supervisor's Station and files
- Learning Center without authorization** (this includes non school hours)
- P.E. area except under supervised activity
- Parking area and main driveway
- Wooded area
- Streets
- And, anywhere else as determined by the school staff.

Kings Landing Academy holds to a closed campus policy. Students may not leave the school grounds during school hours without permission.

Internet and Wireless Communications

All student communication, including internet and wireless, must be in keeping with the values of Kings Landing Academy as found in KLA Student Handbook, *Standard of Student Conduct*, and other official academy communications. Inappropriate communications in any form will result in disciplinary action.

Parents who choose to provide their child email, IM, and/or online social networking internet services will be expected to be vigilant in their supervision of all of their child's communications. If parents further provide for "private" only status, KLA requires that its administration and staff be made privy to students' passwords or given "friend" status in order to access the student's account contents.

Parents who provide other wireless communications (cell phones) to their child are expected to establish and enforce rules that honor KLA values and subsequent requirements.

If inappropriate communication comes to the attention of KLA administration or staff, our response will be determined by our working relationship with the student's parents. Parents who *covenant* with us in regard to their child's internet and wireless use, allow us greater latitude in our disciplinary approaches. Parents who are not in agreement with our internet and wireless use requirements leave us fewer alternatives in our responses to students' violations of KLA's values and subsequent requirements.

Searches for Suspicion of Illegal or Unauthorized Materials

Kings Landing Academy reserves the right to search any student's person and belongings in the event the school staff or administration suspect the student possesses an unapproved item. Such a search may be conducted without the student's or the parents' knowledge or permission. Searches will always maintain the student's modesty. Enrollment of the child in Kings Landing Academy constitutes parental and student consent to such searches. Searches may include:

- Persons, clothing, pockets, wallets, purses, etc.
- Automobiles
- Backpacks, lunch boxes and bags, coats and clothing, etc.
- Lockers, offices, desks, etc.

Searches will be limited to vehicles, persons, and belongings while on school grounds and/or during official school activities or programs.

Refusal to permit or any obstruction of a search will be grounds for immediate suspension and subsequent investigation and determination.

Drug Testing

Kings Landing Academy reserves the right to require testing for the use of illicit drugs or alcohol where suspicion of drug or alcohol use is warranted as determined by staff and administration personnel.

Parents will be notified of planned testing at least 12 hours prior to testing.

Testing will be done at a licensed testing laboratory of the school's choosing and will be paid for by the school.

Positive test results will require immediate suspension, pending further investigation and determination.

A student's or parents' refusal of testing will require the student's suspension pending investigation and determination.

No Physical Contact / The "Six Inch Rule"

In order to avoid unnecessary deliberation concerning physical communications, students will be required to stay six inches away from other students except as determined appropriate by school staff.

Pushing, hitting, kicking, scratching, pulling hair, spitting, bumping, etc., of other students is not allowed. Students are not permitted to engage in physical contact with other students except when appropriate as determined by the staff.

Any inappropriate or threatening physical contact with academy staff will result in immediate suspension or expulsion.

Music

Only Godly music—that which glorifies God and Biblical principles of life—is permitted to be played and/or discussed. Instruments are to be played only in supervised music classes or with permission of Supervisor. No radios, tape players, CD players, Mp3 players, etc. are permitted on the school grounds without the expressed permission of the academy administration.

Books, Magazines, and Catalogs

All books, magazines, catalogs, etc. must be approved by a supervisor before they may be brought to school. Inappropriate literature will be confiscated.

Parties

On occasion, parties are planned for the students. Parties are not school-sponsored unless parents receive notification from the school.

Handbills and Sales

Students, parents, and staff are not permitted to advertise or offer items or services for sale without the prior consent of the Administrator.

Visitors

Visitors to Kings Landing Academy should maintain the Academy's clothing standards and must have permission from the school office before entering the Learning Center or school areas.

Transportation

Kings Landing Academy does not provide or arrange transportation to and from school. Cars and bikes should be locked. All students must stay out of and off vehicles from arrival time until departure. Only licensed drivers are permitted to drive on school grounds during school hours and arrival and dismissal times.

Academy's Telephone Use

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls may be required to give the name and number to school personnel who in turn will place the call.

Cell Phones

Cell phones are allowed with written request of the parent. The cell phone must remain in the student's book bag / back pack and must be kept turned off at all times. If cell phone use is necessary, the student must ask permission from the academy staff before retrieving phone.

Extracurricular Eligibility and Privileges

All students are eligible for sports and other extracurricular activities (when available) the first two weeks of the school year. All students must be at or approaching appropriate academic level and current in all financial obligations to the academy in order to participate in any extracurricular activities, including accompanying teams.

Learning Center / Student Office

A quiet atmosphere is essential for the Learning Center environment. A student is not permitted to communicate with a Supervisor or another student without permission. He is not to leave his office or turn around in his office or tip back in his chair.

Flags are raised for Supervisor or Monitor attention. A raised hand is used at the Scoring Station and Testing Table.

Activities not related to prescribed material are not to be conducted in a student office unless permission has been granted.

Student's offices are assigned and changed only by the Supervisor, and they must be cared for by the student.

Students may bring approved items to place in their office and on their office bulletin board. Such items must be in keeping with the school standards avoiding the ungodly or questionable. Items must be of a size that will permit the closing of the office and the number of items may be limited by the Supervisor and/or Administrator. A list of required items will be given at the start of the school year.

Students are not to lean or sit on office desk tops or dividers. Furniture demerits will be given for abuse of school furniture, and may result in significant financial fines.

Electrical outlets (when available) are for approved school equipment only.

Goal Chart

The student must keep his Goal Chart posted on bulletin board about five inches from the top right-hand corner. The Goal Chart is to be kept current throughout the Learning Center periods.

The student should set the exact page numbers of the work for that day and should cross off daily goals when they have been completed, scored, and corrected. All changes to the Goal Chart must be made only with permission of the Supervisor or Monitor.

Progress Chart

The student's Progress Chart is to be kept in the upper left-hand corner of the student's bulletin board. It must not be marked in any way by the student except for the student's name. Stars and other symbols placed on the Progress Chart indicate the student's progress in each academic quarter.

Student Office Supplies

A list of necessary supplies for each student will be sent home at the beginning of the school year. Parents are reminded to avoid "questionable" items or themes. It is important that you not purchase notebooks, book bags, pencil cases, lunch boxes, etc., that have pictures or emblems that in any way promote the supernatural or magic, ungodly or questionable music or Hollywood culture (Rock Stars, TV personalities, etc.) or even excessive violence or crudeness (e.g., professional wrestling). Kings Landing Academy does

not propose to judge these things right or wrong—that must be left to you, the parent. However, in setting the highest possible standards for our Academy, we ask that you avoid possible offenses to other students and their families.

The PACE (Packet of Accelerated Christian Education)

PACEs remain school property and must not be marked or defaced by students. PACEs and their contents are not to be copied or shared among students.

All work in PACEs is done in pencil. Red pen is used only at the Scoring Stations. Supervisors and monitors use green and purple pens for their notes on the student's work. Students may not possess red, green, or purple pens at their offices.

Work in English and Spelling must be done in cursive writing beginning with PACE 25 and in Social Studies and Science beginning with PACE 31. All work must be shown in Math and Science PACEs.

Homework

The responsibility for scholastic achievement is the students. Daily goals should provide that no student should need to regularly take academic work home. The goals set by the student and reviewed by the Supervisor are no more than the student is capable of completing during the school day. However, should the student not meet his goals for that day, he will be permitted, at the discretion of the Supervisor, to complete the work at home. Should the student have homework, a Homework Slip stating the pages to be completed will be attached to or enclosed with the PACE. The slip is to be signed by the parent and returned the following day. At no time is a student to have a PACE home without the accompanying Homework Slip. School owned resource books may not leave the Learning Center or be taken home.

Parents may request that certain PACEs be brought home for review and study or for students to work ahead. All such requests and arrangements should be made with the Learning Center Supervisor.

Scoring Station

Score Key answers are for scoring work only, therefore trips to the Scoring Station should be minimal for each score strip. Two rules to remember while scoring:

Rule #1. The Score Key is always right.

Rule #2. If you find a mistake in the Score Key, refer to Rule #1.

In other words, students should be careful not to argue with the Score Keys unnecessarily. Questions regarding Score Key errors should be asked when back in the student's office.

Score Keys are to be handled carefully, Marking in or defacing a Score Key will result in disciplinary action and fine. Only a red pen supplied at the Scoring Station may be used at the Scoring Station. No pencils are allowed at the Scoring Station.

The student is responsible for returning his Score Keys to their proper place.

No student is permitted to touch any other student's Score Key. Moving, hiding, or just handling another's Score Key may result in disciplinary action.

Testing Table

All PACE tests are taken at the *Testing Table* and *Testing Computer(s)*. There is never to be talking or communication of any kind at the Testing Table, and assistance is obtained by a raised hand. No material other than that which the student is instructed to bring to the Testing Table is to be in the possession of the student at the time of testing.

Computer Center

Time at the Kings Landing Academy Computer Center will be scheduled for each student on a regular basis. The Expanded Curriculum programs for our Kings Landing Academy Computer Center has been carefully screened by both Accelerated Christian Education and Kings Landing Academy for content and usefulness in drill and practice for the various PACE levels and academic needs of the students.

Physical Education

The athletics program of Kings Landing Academy is a carefully planned and coordinated effort; therefore, students are requested not to bring athletic equipment from home unless requested. School equipment is not to be used except during planned and/or authorized activities.

It is our policy that no student is excused from the required Physical Education course without a reasonable written excuse.

Corrective Actions will be given if a child fails to be in complete P.E. uniform for the P.E. period. Repeated offenses may result in lost privileges. P.E. clothes must be taken home each day. Students in incomplete P.E. dress may be required to complete alternative duties.

Uniform Dress Code

The Uniform Dress Code...

- ...helps provide for modesty and prevents giving offense.
- ...results in higher discipline and higher academic achievement.
- ...helps improve a student's self-image.
- ...provides classroom décor.
- ...gives identification for building school "esprit de corps."
- ...reduces yearly clothing costs.
- ...standardizes and neutralizes externals while enhancing individualization in internal values.

Full uniform dress is required for school attendance. Students arriving at school not in proper uniform dress code attire could be sent home. Students wearing inappropriate accessories or makeup will be required to remove such before the start of the school day. All clothing should be clean, in good repair, and well pressed. Shoes should be well polished.

The Academy staff is responsible for interpreting and applying dress code regulations.

Casual or "play clothes" may be permitted on certain school days and events. Further clarification will be offered in memos regarding those occasions.

Learning Center Attire – Boys

- Plain, solid white or light blue dress shirt or collared pullover (no turtlenecks).
- Navy blue dress slacks. No denim or corduroy. (High school may wear gray.)
- Black leather or matching elastic belt.
- Conservative, plain black "polishable" shoes (No suede or canvass). No boots or high-top athletic shoes. Soles on shoes must not have excessive treads.
- Black, navy blue, or white socks. High School – gray with gray slacks.
- Red, white, light blue, maroon, navy blue sweaters, or navy blue sweatshirts (High School may wear gray sweaters). No hoodies to be worn indoors.
- Boys must be clean shaven – no stubble or mustaches, beards, or long sideburns.
- Hair: Conservative cut; must be off the collar and ears, combed away from the eyebrows. Sideburns may be no longer than ear opening. Hair styles must not be overly "trendy" or "faddish."
- Decorative Items: No earrings (or other body piercing). One ring and narrow banded watch may be worn. One neck chain may be worn inside shirt.

Physical Education Uniform – Boys

Summer:

- Ordered through Academy
- White socks.
- Athletic shoes.

Winter:

- Navy blue sweat shirt and pants may be worn over full regular gym uniform.

Learning Center Attire – Girls

Navy blue skirt, jumper, or slacks. Sizes should be selected to allow growing room but not oversized. The length of skirts and jumpers must be such that the hem touches the floor when the girl kneels. High School may wear gray. No denim or corduroy. It is advisable for girls to wear navy blue shorts under their skirts or jumpers.

White or light blue blouse or collared pullover (no turtlenecks).

Hose: Elementary girls should wear navy blue or white knee socks, socks, or anklets. (Navy or white tights okay in colder weather.) Middle and High School (grades 6-12) girls may also wear hose of a neutral color, navy blue or white.

Red, white, light blue, maroon, navy blue sweaters, or navy blue sweatshirts (High School may wear gray sweaters). No hoodies to be worn indoors.

Conservative, plain black or plain navy “polishable” shoes. No boots (with cleat soles) or high-top athletic shoes. No high heels. Soles on shoes must not have excessive tread. Total height at back of shoe must not exceed 2 ½ inches.

Decorative Items: One necklace or chain may be worn inside blouses and small stud earrings (one per ear – no other body piercing) are allowable. One small pin, one bracelet and narrow-banded watch, and one ring may be worn.

Makeup is allowed for High School (grades 9-12) level girls only. Makeup must be limited and not obvious. Clear or pastel nail polish may be worn by Middle School and High School girls.

Hair should at all times be clean, combed, and styled neatly. Hair styles are not to be overly “trendy” or “faddish.”

Physical Education Uniform – Girls

Summer:

Ordered through Academy

White socks.

Athletic shoes.

Winter:

Navy blue (loose fitting) sweat shirt and pants may be worn over full regular gym uniform.