

KING'S  
CLASSICAL ACADEMY

**Parent / Student  
HANDBOOK 2022-2023**

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# ***GENERAL INFORMATION***

## ***Our Mission***

To partner alongside families of the Church, educating students to flourish as wise thinkers and spiritually mature citizens who will shape culture for the glory of God.

## ***Statement of Faith***

Our Christian faith is of first, formative, and final importance to us. For clarity and making a corporate confession of faith, we adhere to the most eminent of historic creeds, the Nicene Creed. This creed has been used throughout the Church. It is an honorable Christian agreement as a statement of fundamental Christian doctrine.

### *The Nicene Creed (381 A.D.)*

We believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible.

And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made, being of one substance with the Father, by whom all things were made.

Who, for us men and for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the Virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; He suffered and was buried; and the third day He rose again, according to the Scriptures; and ascended into heaven, and sits on the right hand of the Father; and He shall come again, with glory, to judge the quick and the dead; whose kingdom shall have no end.

And we believe in the Holy Spirit, the Lord and Giver of Life; who proceeds from the Father and the Son; who with the Father and the Son together is worshipped and glorified; who spoke by the Prophets.

And we believe in one holy, catholic [universal], and apostolic Church. We acknowledge one baptism for the remission of sins, and we look for the resurrection of the dead, and the life of the world to come. Amen.

## ***The Classical & Christian Approach***

King's Classical Academy's (KCA) academic guiding principles are two-fold: to integrate God's Word into the curricula and to capitalize on the Western liberal arts tradition. Students gain Christian wisdom and training in classical eloquence, uniquely equipping them for leadership in the modern world. To create this environment, our students learn in ways that best fit their cognitive and developmental needs. The classical structure provides a sequence of content and skills in keeping with a student's natural ability to absorb facts, analyze concepts, and express themselves as they synthesize their accumulated knowledge and understanding.

King's Classical Academy encourages every student to develop a love for learning and to live up to their individual academic potential. This is achieved by adherence to the time-tested classical Trivium of grammar, logic, and rhetoric. The Trivium can also represent stages of educational development with a set of content and skills utilized to produce thoughtful and articulate students.

Classical education provides sound guidance in the ancient educational practices of the Trivium as adapted and interpreted by Christians of the Middle Ages. More recently it has been described by Dorothy Sayers in *The Lost Tools of Learning* and Douglas Wilson in *Recovering the Lost Tools of Learning*.

The Trivium and the three fundamental stages are the foundation of our educational rigorous program:

**Grammar Stage** (K - 6<sup>th</sup>) King's Classical Academy Lower School uses curriculum that reinforces the classical model of education. Our goal in the lower grades is to build a strong factual foundation. Our approach is twofold. First, we focus on fact memorization in the form of songs and jingles. Second, we present information in the most meaningful way possible, helping students to make the relational links that enable them to retain and retrieve what they learn. Daily and weekly lessons are carefully planned by our teachers. Classroom instruction is five days per week and includes an integrated partnership between parents and teachers. Teaching solid factual foundation helps students:

- \*Memorize fundamentals and facts
- \*Learn chants and clever repetitious word sounds
- \*Be able to explain and conceptualize
- \*Learn to listen to and narrate
- \*Understand patterns, collections, and organizing information/items
- \*Have the ability to assimilate language well

**Logic Stage** (7<sup>th</sup>-8<sup>th</sup>) *Focusing on sound reasoning and critical thinking skills.* King's Classical Academy Upper School utilizes classical pedagogy as well as a carefully selected curriculum within our classical Christian "Scope and Sequence". Students will advance and build on the foundation of the elementary grades to learn to reason, think, understand, grow and apply their learning to a more mature

level. Character development, confidence, excellence, and integrity exemplify this part of the student's education so students will be able to do the following:

- \*Learn to judge, critique, and debate
- \*Learn organization and formulate opinions and arguments
- \*Learn knowledge and skills
- \*Learn to utilize resources
- \*Learn to be curious and think

**Rhetoric Stage** (9<sup>th</sup>-12<sup>th</sup>) King's Classical Academy Upper School utilizes the classical pedagogy as well as a carefully selected curriculum within our classical Christian "Scope and Sequence". Students will advance and build on the foundation of the elementary grades to learn to reason, think, understand, grow and apply their learning to a more mature level. Character development, confidence, excellence, and integrity exemplify this part of the student's education so students will be empowered to

- \* Assimilate languages well
- \* Be concerned with the present, past, and special interests
- \* Take responsibility and complete independent work
- \* Synthesize information
- \* Focus on life, justice, and fairness
- \* Be realistic

## ***Christian Education - Making Disciples***

King's Classical Academy's primary focus is on training up disciples who grow in knowledge, understanding, and wisdom. Therefore, we intentionally integrate God's Word into every aspect of the daily life and work of the students. This looks like applying the Bible's principles while developing a solid foundation of Biblical principles and Truth. The Christian life can best be expressed in a two-fold way: *orthodoxy* and *orthopraxy*. *Orthodoxy* focuses on right thinking or having correct doctrine – "seeing things rightly". *Orthopraxy* is the application of that thinking. It is our habits, practices, and loves; it is the application of our worldview in all areas of life.

## ***Home and Academy Partnership***

King's Classical Academy exists to inform the minds of our students through a reliable core of substantial subjects. These include Language Arts, History, Bible, Science, Latin, Logic, and Fine Arts. Through these academic pursuits, we partner with the parent to challenge students toward

- Mental Discipline: *Love the Lord your God with all your heart, soul, strength, and mind. (Luke 10:27) Be transformed by the renewing of your mind. (Romans 12:2)*
- Academic Responsibility: *Whatever you do, work at it with all your heart, as working for the Lord, not for men. (Colossians 3:23)*

## ***Latin***

Latin was regularly taught even in American high schools as late as the 1940s. It was considered necessary for a fundamental understanding of English, the history and writings of Western Civilization, and understanding of the Romance languages. King's Classical Academy teaches Latin, for two major reasons:

- 1) Latin lives on in almost all major western languages, including English. Training in Latin not only gives the student a better understanding of the roots of English vocabulary, but it also lays the foundation for learning other Latin-based languages.
- 2) Learning the grammar of Latin reinforces the student's understanding of the reasons for, and the use of, the parts of speech being taught in our traditional English classwork.

## ***King's Teachers***

King's Classical Academy has been blessed with teachers who have vision and passion for our mission. They are experienced teachers or possess professional skills for their particular subjects. Through ongoing training, mentoring, planning, and collaboration, our teachers endeavor to continuously improve the caliber of education at King's Classical Academy so that we may provide the best possible quality of instruction that our God-given talents enable us to achieve.

Our teachers, while from differing Christian faith traditions, agree to teach within the framework of our Statement of Faith. In the classroom, we emphasize the unchanging character of God as revealed in His creation and in the Bible. We adhere to Biblical principles and precepts and use these as the standard of conduct for teachers and students alike. We believe that God's character is revealed not only in His word but also in every facet of the creation. Therefore, all knowledge is interrelated and can instruct us about God Himself.

# **ACADEMIC PROGRAM**

## ***Grading Policy***

King's Classical Academy provides two report cards per academic year. The report cards consist of letter grades and/or descriptive evaluations at the discretion of the teacher according to the following policy and grading scale:

<b>Percentage</b>	<b>Assessment for Logic &amp; Rhetoric Grading Scale</b>	<b>Grade Point</b>	<b>Assessment for Grammar Grading Scale</b>
93 – 100 %	A	4.0	Excellent
90 – 92 %	A-	3.7	
87 – 89 %	B+	3.3	
83 – 86%	B	3.0	Satisfactory
80 – 82%	B-	2.7	
77 – 79%	C+	2.3	
73 – 76 %	C	2.0	Needs Improvement
70 – 72 %	C-	1.7	
60 – 69 %	D	1.0	Fail
0 – 59%	F	0	

Grades K-2: Evaluation is mandatory; grades are optional.

Grades 3-12: Evaluation and grades are mandatory.

# ***CONDUCT AND DISCIPLINE***

## ***Standards for Student Conduct***

We expect students to behave consistently with both Christian and classical educational goals. The basic standard is set by Jesus Christ himself. The Lord asks us to love God and love our neighbor as ourselves. Even more, He asks that we lay down our lives for each other. These principles are described in the following passages: Matthew 7:12, Matthew 22:36-40, and John 13:34-35. It is impossible to make detailed rules which will completely govern how we meet these high obligations. However, the following points should help.

- ***Attitude:*** This is your education. Please bring your diligence and vigor.
- ***Respect:*** We are all here to learn; let us encourage each other in this by showing consideration for and cooperation with others, and by participating.
- ***Show Honor:*** When speaking to adults, convey your respect by using the title Mr., Mrs., or Ms.
- ***Punctuality:*** Report promptly to your classes, take your seat, and have class materials ready to begin on time.
- ***Posture:*** Demonstrate attentiveness by sitting up straight with good eye contact.
- ***Dress/Manner:*** These should be characterized by neatness, modesty, and respect. Please present a cheerful countenance. (*See Uniform Policy*)
- ***Conversation:*** Words reflect on the character of the speaker and can have a powerful impact. Practice courtesy in conversation. Refrain from a conversation that conveys disrespect or is hurtful, offensive, or careless.
- ***Study Time:*** Use your study time well. Let other students work in peace.
- ***Safety:*** Courtesy requires that you are mindful of your own safety and the safety of others. Unsafe behavior can result in discomfort, inconvenience, and injury to you, others, and to property. Follow safe practices in all areas of the campus, including classrooms and labs, playgrounds, hallways and stairways, bathrooms, and parking lots.

## ***Plagiarism Policy***

Plagiarism is unacceptable. Accidental or willful use of someone else's words, ideas, or evidence without attribution could be penalized by a failing grade on the paper, a failing grade in the course, and/or referral to the Head of School which can lead to suspension or expulsion.

## ***Uniform Policy***

Our Uniform Policy is driven by a desire to create and promote an environment where clothing is not a distraction to the educational process. Uniforms foster a community spirit encouraging each student to operate as part of a school larger than themselves. Pressure to compete in areas of dress is harmful and what we wear reflects on our attitude. For all specifics on boys' and girls' uniforms please refer to [Land's End](#) or contact the office for additional information.

Our goal is to honor God in all we do, including how we dress. (1 Cor.10:31)

## ***Campus Demeanor***

As a classical Christian educational program, we desire to train our students to glorify God in their speech and conduct. Our standards for campus demeanor encourage our students to strive for godliness and learn respect for those in authority over them and for their fellow students. Public Displays of Affection (PDAs) are discouraged at school since PDAs are inappropriate in a school setting.

## ***Campus Standards:***

1. Students are to behave courteously, responsibly, and in a safe manner while in all areas of the campus.
2. Students are to be respectful to others in words and actions. Students are to address adults with titles of respect and to refrain from the use of slang and negative or hurtful remarks.

## ***Classroom Standards and Structure:***

1. Students must be on time to class and fully prepared with pencils sharpened, assignments completed, and required books and reference materials on hand.
2. Students should use transition time between classes for bathroom breaks, (use of the bathroom during classroom time will be permitted only for emergencies). Once inside the classroom, students must request permission to leave the room.

3. Upon entering a classroom, students will store their backpacks along the wall with jackets placed neatly on top. Students must ensure their backpacks do not block access to aisles and walkways or create a tripping hazard.
4. Upon entering a classroom students are to quickly prepare needed materials for the class and sit quietly.
5. In order to facilitate instruction during class, students will be attentive and engaged.
6. Teachers will set consequences for tardiness and other classroom disruptions.
7. Class ends when the teacher dismisses the students.

### ***King's Classical Academy Tardy Policy***

Students are expected to be on time and prepared for class. Morning Assembly begins promptly at 8:00 AM.

- Students should arrive at school by 7:45 A.M.
- Students are tardy to school if they are not in their seats at 7:55 AM, with their supplies put away and ready for instruction.

King's Classical Academy documents tardiness. Notes will be sent home if tardiness continues. A parent/administrator meeting will be called to end the pattern of tardiness.

### ***Attendance and Illness Policy***

Attendance is taken at the start of the day. If a student arrives after class has begun, he/she must quickly and quietly take their seat with minimal disturbance to the rest of the class.

If a student will be absent for the day, it is the responsibility of a parent to notify the office prior to the start of the school day. If a student will be absent for a portion of the day, we request prior written notice from the parent signaling the hours of absence.

## ***Arriving / Leaving Campus***

King's Classical Academy will only release your child to the contracted parents/guardians and those you have indicated on your Emergency Form. Adults other than the contracted parents will have to show a driver's license with a picture ID in order to pick up their child. Parents may approve, in writing, additional adults who may pick up their children from school.

### ***Drop-Off***

- **Drop-Off** - 7:40-7:55 AM. Classroom doors open at 7:45 AM.
- **Late Drop-Off** - Late students check into the office.

### ***Pick-Up***

- **Pick up** - 3:00 PM. Park and pick up your student from the classroom. Grades 5-12 will be released to the picnic area by the office. Please let teachers know if older siblings can pick up younger siblings and wait in the picnic area.

Note: There is a 15-minute period for pick-up. After 3:15, any students not picked up will be taken to the office. They must remain there until their parents pick them up.

## ***Electronics Policy***

The use of unauthorized electronic devices (*electronic gaming devices, music players, cell phones, laptops, cameras, or internet readers*) at school is prohibited. Teachers may approve the use of devices for school purposes. In general, electronic devices should not be *used, heard, or visible* on campus (before or during school). If students are using unapproved electronic devices during school hours, these devices will be confiscated.

## ***Personal Standards and the School***

Parents vary in convictions, standards, and moral applications for their children (e.g. when to own personal electronic devices, use social media, access to the Internet, types of media to consume, surf the web, watch certain movies or television programs, etc). Parents desire that their *personal convictions* not be eroded while their students are at school. Therefore, the school seeks to respect, honor, and protect the discussion of discretionary sensitive parental choices at school. We ask students to respect and *not infringe* upon others' decisions and standards while at school.

## ***Harassment Policy***

We are committed to providing a safe and secure environment for students to learn, free from all forms of intimidation, exploitation, and harassment of any kind. We will take immediate action against any violators of this policy. This action may include expulsion from school or termination of employment.

## ***Discipline Policy***

Discipline is a necessary component of child training and is instituted by God. The purpose of discipline is not punishment; it is reproof, correction, and training in the right behavior and attitude. The KCA discipline policy is based on biblical principles such as apologies and restitution from the offender, swift and measured consequences for an offense, and love, forgiveness, and restoration of fellowship.

***Classroom Discipline:*** In the classroom, the teacher will correct most discipline problems with direct verbal instruction. Upon offense, the teacher may use timeouts and withhold certain privileges such as recess or similar consequences. If the problem continues or escalates, the teacher will call the parents or send the student to the Head of School.

**Office Visits:** Some behaviors will require immediate discipline from the Head of School. These include, but are not limited to the following:

- *Disrespect*,
- *Dishonesty*
- *Rebellion*
- *Fighting*
- *Obscene language*.

The Head of School reserves the right to qualify the need for the visit. The Head of School will determine the nature of the discipline, which may include restitution, janitorial work, parent attendance during school hours with their student, or other helpful measures. When involvement from the Head of School is required, parents may be contacted. The parents must assist and support in the task of correcting the student's behavior and attitude.

**Family Visit:** Repeated office visits will lead, at the Head of School's request, to a meeting with the student, both of the parents, the Head of School, and at least one Board member. Again, biblical principles will guide all parties in seeking a solution to the defects in behavior and attitude.

**Suspension:** After repeated office visits, at the Head of School's discretion, the student may be suspended from the Academy for a period of one to three days of instruction. The student will be expected to maintain the academic workload, within reason, during the suspension.

**Expulsion:** The Academy Board realizes that expelling a student from the Academy is a very serious matter. This option will be considered on a case-by-case basis. If the Board, the Head of School, the teacher, the parents, and the student are not able to eliminate problems of behavior and attitude by the means described above, the Academy may expel the student.

**Acceleration:** In serious offenses, the Head of School may bypass any or all of this process. Examples of such serious misconduct include acts of endangering the lives of others, gross violence or vandalism to the school facilities, violations of civil law, or any grievous act in clear contradiction of scriptural commands. Students may be subject to school discipline for serious misconduct which occurs after school hours.

**Re-admittance:** Should the expelled student desire to be readmitted to Academy at a later date, the family may reapply. The KCA Board will make a determination based on the student's repentance, changed behavior and attitude, and other circumstances.

**Grievance:** Should the student's family disagree with the Head of School's determination of misconduct, discipline, and restoration, they may request a meeting with the KCA Board.

## ***Grievance Policy***

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of King's Classical Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of King's Classical Academy's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and the board.

### ***Students/parents to teachers:***

1. All concerns about the classroom must first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. If the student presents a concern, a respectful demeanor is required at all times.
2. If the problem is not resolved by both parties the parents or student may then bring the concern to the Head of the School. If the student brings a concern, he must have permission from his parents to do so.
3. If there is still no resolution among both parties, and the issue has escalated, individuals should contact the board president to request a hearing from the King's Classical Academy Board.

### ***Parents/patrons to administration:***

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Head of the School.
2. If there is still no resolution, they should contact the board president to request a hearing from the King's Classical Academy Board.
3. This procedure applies to board members who are acting in their capacity as parents/patrons and not as representatives of the board.

## ***ADMISSIONS***

### ***ENROLLMENT***

#### ***Non-Discrimination Statement***

King's Classical Academy admits students of families that support our statement of faith without regard to sex, race, color, or ethnic origin.

#### ***Application Process***

The enrollment process for King's Classical Academy includes the following steps:

1. Contact KCA for a tour of the school.
2. Fill out an Application Form for each child you wish to enroll. Upon receipt of the Application, someone from our Admissions Committee will contact your family to set up an interview and assessment.
3. Following the interview and assessment process, the Admissions Committee will notify you of the admission decision.

## ***2022 – 2023 Student Fee Schedule(see Note)***

<i>Category</i>	<i>Fee</i>
<i>Application Fee</i>	<b>\$100</b>
<i>Registration Fee</i> <i>-\$100 discount before 4/1</i>	<b>\$500</b>
<i>Tuition - First Child</i>	<b>\$7,250</b>
<i>Tuition - Additional Children</i>	<b>\$6,525</b> <i>(10% discount)</i>

**Note:** The fees are to be considered as an annual obligation to King's Classical Academy and are subject to the withdrawal policy as outlined in this handbook. Other costs, in addition to the registration, application fees, and tuition, are the following: field trips, projects/experiments, supplies, and uniforms. King's Classical Academy Admin/Teachers will provide a list of the required materials and supplies prior to the start of the school year.

### ***Tuition Contract and Withdrawal Policy***

King's Classical Academy incurs expenses on an annual basis and must fulfill its obligation to faculty. Therefore, the Academy cannot afford to refund tuition or cancel unpaid obligations if a registered student is withdrawn. Any withdrawal from the program should be communicated verbally and in writing to the office. If the student withdraws within two weeks from their start date the tuition will be reimbursed but not the fees. If the student withdraws after the two week period they have a financial obligation for 3 additional months of tuition after written notification is presented to the office.

## ***Volunteer Policy***

Volunteers play a valuable role, and their efforts contribute significantly to the overall success of KCA. The work of volunteers will be that of a supportive and complementary nature alongside faculty and staff. A volunteer position is not to be a teaching position at KCA unless authorized.

Teachers will maintain a list of prescribed volunteer positions. Check with the appropriate administrator for available positions. Also, please let us know of skills and gifts you possess that may be of service to the school.

## ***Fundraising***

In order for King's Classical Academy to keep tuition and fees as affordable as possible and to ensure that we can meet our financial obligations and compensate our teachers adequately, fundraising will continue to be an important source of revenue for the school. King's Classical Academy will organize fundraising events throughout the school year to give families an opportunity to help meet the ongoing and specific needs of the school.

## ***Non-Profit Statement***

King's Classical Academy is a 501c3, non-profit organization that provides educational services.

## **PART-TIME ENROLLMENT**

### ***Part-time program***

King's Classical Academy's education program is open to non-full-time students. Therefore it is possible, starting from 7<sup>th</sup> grade, to enroll in individual courses.

### ***Enrollment Process***

The enrollment process for a part-time student at King's Classical Academy is the same as that for a full-time student, see the section above, except for the fee schedule

### ***2022 – 2023 Part-Time Student Enrollment Fee***

#### **Part-Time 7 – 12th-grade**

Application Fee \$100

Registration Fee \$125 per year

Class Fee \$150/credit hour    (typical course is 10 units \$1500 per class per year)

### ***Tuition Contract and Withdrawal Policy of Part-Time Student***

If the student withdraws within two weeks from their start date the tuition will be reimbursed but not the fees.  
If the student withdraws after two weeks there will be no reimbursement.

Failure to adhere to King's Classical Academy's policies will result in a 1-3 day suspension.

## ***APPENDIX A - State of California Reporting***

### ***State of California Reporting Requirements***

Full-Time Students: As of Fall 2020, King's Classical Academy will be a registered Private School with the state of California.

A la carte Students: Logic and Rhetoric a la carte students will remain categorized as homeschooled. As such, each family is responsible to ensure they comply with state compulsory education requirements by filing an R-4 affidavit with the Alameda County Board of Education. For the convenience of our Academy families, King's Classical Academy maintains attendance and other required records for the subjects offered.

## ***APPENDIX B: Board & Administrative Staff***

### ***Board Members: 2023***

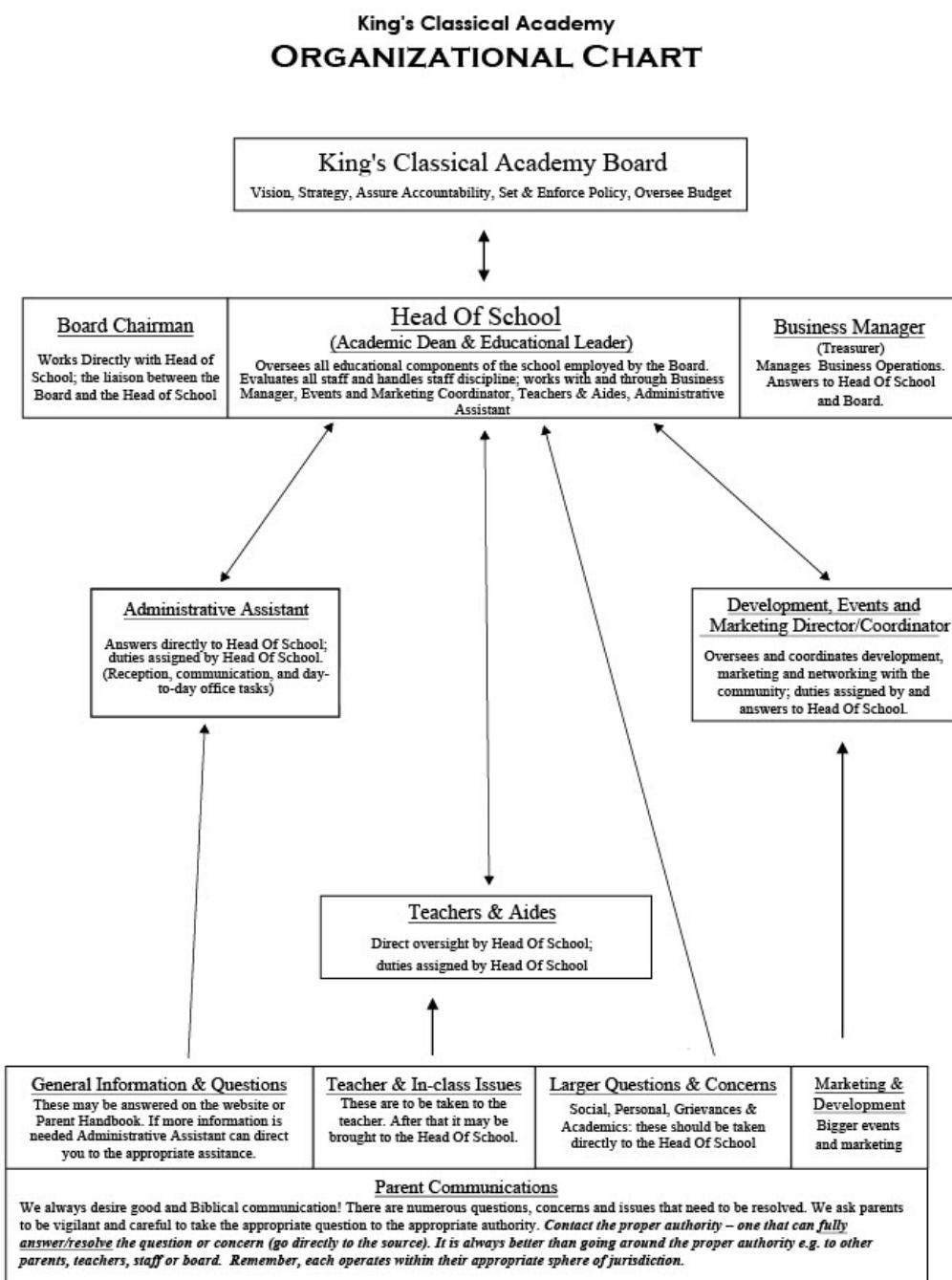
- President: Dan Costin
- Treasurer: Doug Sauder
- Secretary: Clay Worrell
- Facilities: Will Hutcheson
- Advisor: George Stevenson

### ***Administration 2022-2023***

- Head of School: Christi Stevenson
- Administrative Support: Allison Kenny, Elizabeth Marchini, Tatiana Fallis



## APPENDIX C: Organizational Chart



## ***The Nicene Creed Acknowledgment***

### *The Nicene Creed (381 A.D.)*

We believe in one God, the Father Almighty, Maker of heaven and earth, and of all things visible and invisible.

And in one Lord Jesus Christ, the only-begotten Son of God, begotten of the Father before all worlds; God of God, Light of Light, very God of very God; begotten, not made, being of one substance with the Father, by whom all things were made.

Who, for us men and for our salvation, came down from heaven, and was incarnate by the Holy Spirit of the Virgin Mary, and was made man; and was crucified also for us under Pontius Pilate; He suffered and was buried; and the third day He rose again, according to the Scriptures; and ascended into heaven, and sits on the right hand of the Father; and He shall come again, with glory, to judge the quick and the dead; whose kingdom shall have no end.

And we believe in the Holy Spirit, the Lord and Giver of Life; who proceeds from the Father and the Son; who with the Father and the Son together is worshipped and glorified; who spoke by the Prophets.

And we believe in one holy, catholic [universal], and apostolic Church. We acknowledge one baptism for the remission of sins, and we look for the resurrection of the dead, and the life of the world to come. Amen.

I \_\_\_\_\_ hereby confirm that I have read the Parent/Student Handbook and agree with THE NICENE CREED and all the policy in the handbook.

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Parent Name

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Date