



King's Classical Academy

Parent / Student HANDBOOK 2021-2022

Table of Contents

GENERAL INFORMATION	4
Our Mission	4
Christian Foundation	4
Statement of Faith	4
CLASSICAL EDUCATION	6
The Classical & Christian Approach	7
“Christian Education - Making Disciples”	8
ORGANIZATIONAL CHART	9
Home and Academy Partnership	10
King’s Teachers	10
ACADEMIC PROGRAM	11
Elementary Course of Study – Lower Grades- Grammar School	11
Secondary Course of Study – Upper Grades - Logic/Rhetoric School	11
On-line Courses	11
Grading Policy	12
CONDUCT AND DISCIPLINE	13
Standards for Student Conduct	13
Uniform Policy	14
Campus Demeanor	14
King’s Classical Academy Tardy Policy	15
Attendance and Illness Policy	15
Arriving / Leaving Campus	15
Electronics Policy	16
Personal Standards and the School	16
Harassment Policy	16
Discipline Policy	16
Grievance Policy	18
ENROLLMENT	19
Non-Discrimination Statement	19
Enrollment Process	19
2020 – 2021 STUDENT FEE SCHEDULE (see Note)	19
Tuition Contract and Withdrawal Policy	20
Fundraising	20
Volunteer Policy	20
Non-Profit Statement	20

PART-TIME ENROLLMENT	21
Part-time program	21
Enrollment Process	21
2020 – 2021 PART-TIME STUDENT FEE SCHEDULE	21
Tuition Contract and Withdrawal Policy of Part-Time Student	21
APPENDIX A - STATE OF CALIFORNIA REPORTING	22
State of California Reporting Requirements	22
APPENDIX B: BOARD	22

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.

Christian Foundation

King's Classical Academy is directed by Christians, it is largely composed of Christian participants, it operates according to Christian principles, and it seeks to further the purposes of Jesus Christ, especially in the lives of the students we teach. We aspire to a vital and saving knowledge of Jesus Christ, as revealed authoritatively in the canonical Scriptures, and as proclaimed in all ages by His Body, the Church. We encourage all to do likewise.

King's Doctrinal Standards

Our Christian faith is of first, formative, and final importance to us. For the purpose of clearly and publicly making a corporate confession of faith, we adhere to that most eminent of historic creeds, the Nicene Creed, as adopted in the original Greek and Latin by the ancient Church, and as used throughout the Church in all ages since.

We invite all to observe that the Nicene Creed is both honorable and substantial as a basis for Christian agreement, and as a statement of fundamental Christian doctrine.

To the Nicene Creed, we require parents' full *agreement* (a statement of belief) to its doctrines as something binding upon our families and to which they are bound.

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.

Statement of Faith

While the Nicene Creed outlines the major articles of the faith, those which the Church has affirmed throughout her life as defining a faithful orthodox Christian, it is not an exhaustive explanation of all the distinctives we hold at King's.

For the following doctrinal positions, we require *assent* to submit to these statements as the stated position of the school in policy and practice.¹

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
8. We believe that God has defined marriage with only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25).
9. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

¹ Statement of faith adapted from ACSI statement of faith.

10. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. King's Board of Directors holds final responsibility for interpretation and application with regard to faith, doctrine, policy, practice, and discipline.

On Secondary Doctrine

The substance of these statements is that which will be considered *primary doctrine* at King's Classical Academy. *Secondary doctrines* and issues that are not essential to biblical Christianity will not be presented as primary doctrine. Secondary doctrines (e.g. modes of baptism or charismatic gifts) may be discussed in various classes, but the school will not take dogmatic positions. When these types of doctrines arise, students will be referred back to their families and local churches for final authority.²

Classical Education

By classical education, we mean that we find sound guidance in the ancient educational practices of the Trivium as adapted and interpreted by Christians of the Middle Ages and as more recently described by Dorothy Sayers in *The Lost Tools of Learning* and Douglas Wilson in *Recovering the Lost Tools of Learning*.

We emphasize the three stages of educational development, which characterize classical education:

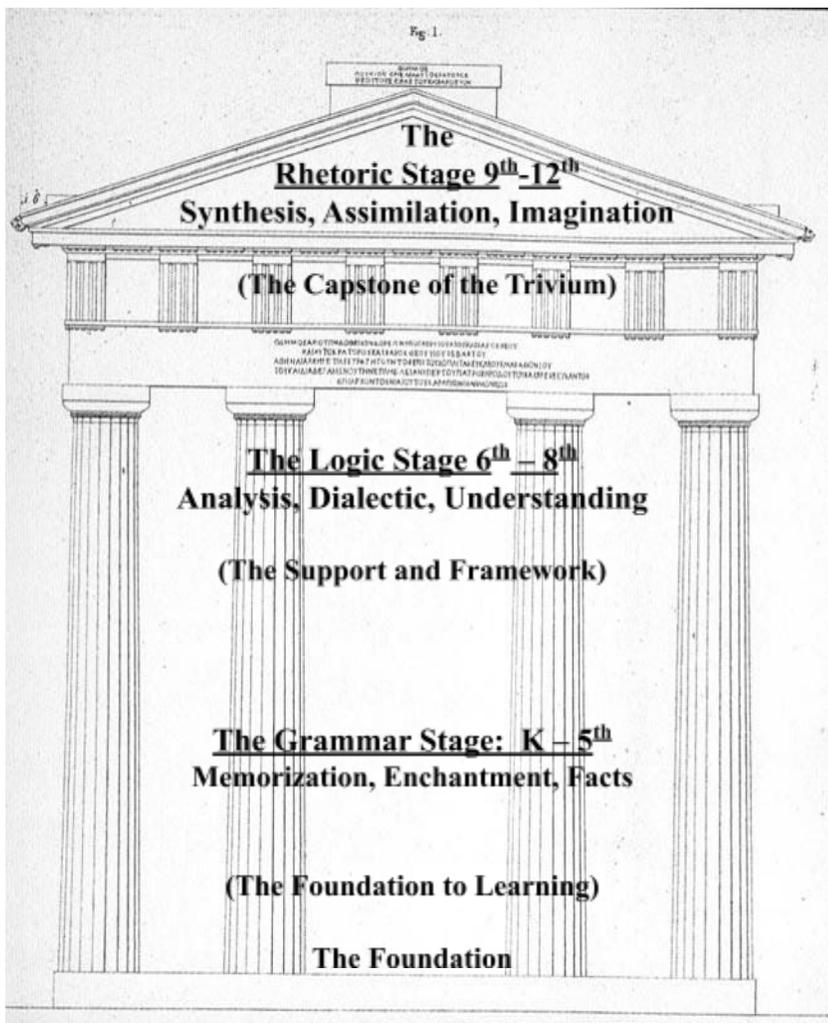
- The Grammar Stage (K - 6th) *Teaching solid factual foundations.*
- The Logic Stage (7th-8th) *Focusing on sound reasoning and critical thinking skills.*
- The Rhetoric Stage (9th-12th) *Empowering students to express themselves with clarity and confidence.*

King's Classical Academy encourages every student to develop a love for learning and to live up to his or her individual academic potential. Achieved by adherence to the time-tested classical Trivium of grammar, logic, and rhetoric, each student progresses through curriculum based upon works of scholarship that have defined our civilization.

² Statement on Secondary Doctrine adapted from Trinity Classical Academy.

The Classical & Christian Approach

King's Classical Academy's academic guiding principles are two-fold: to integrate God's Word into the curriculum 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, to analyze concepts, and to express themselves as they synthesize their accumulated knowledge and understanding.



Synthesis of Learning: Rhetoric Stage

- *Concerned with present events,
- *Focus especially on own life
- *Interested in justice, fairness
- *Moving toward special interests, topics
- *Can take on responsibility, independent work
- *Can do synthesis
- *Desires to express feelings, own ideas
- *Generally idealistic

Developing Understanding: Logic Stage

- *Still excitable, but needs challenges
- *Judges, critiques, debates, critical
- *Likes to organize
- *Shows off knowledge
- *Wants to know "behind the scenes" facts
- *Curious about **Why?** for most things
- *Thinks, acts as though more knowledgeable than adults

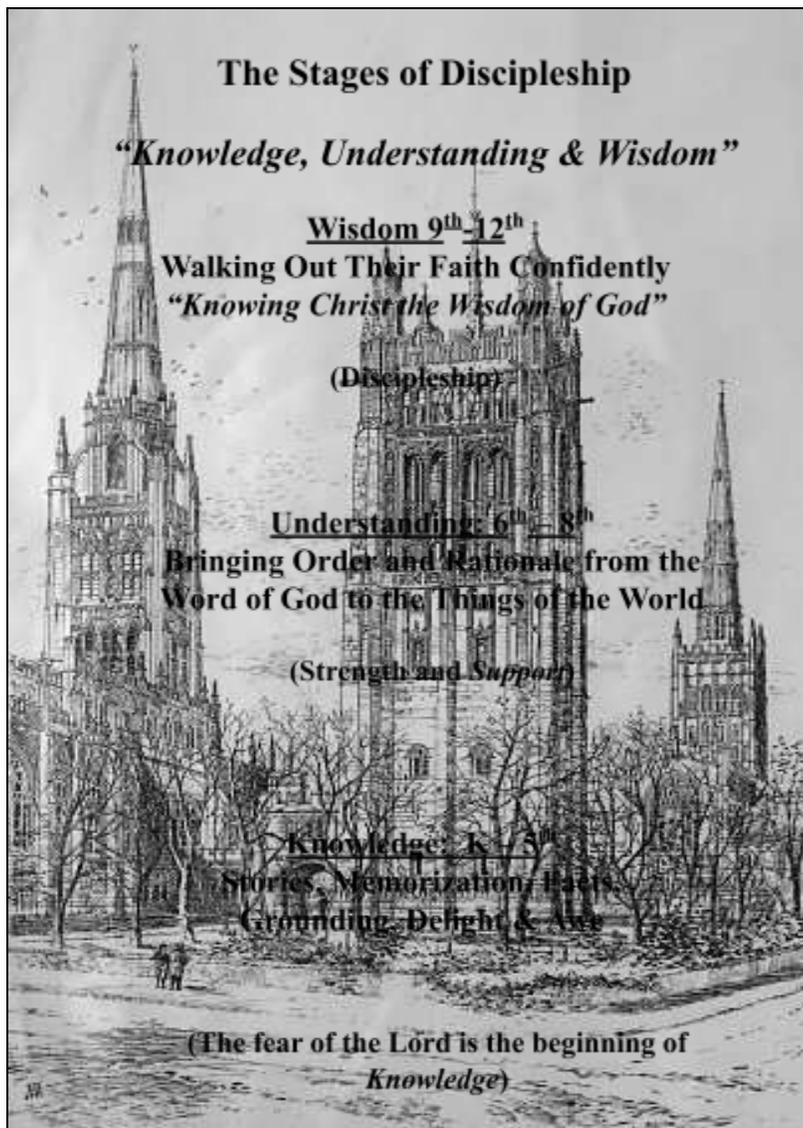
Foundation: The Grammar Stage

- *Excited about new, interesting facts
- *Likes to explain, figure out, talk
- *Wants to relate own experiences to topic
- *Loves to listen to and tell a story
- *Likes collections, organizing items
- *Likes chants, clever, repetitious word sounds
- *Easily memorizes
- *Can assimilate another language well

The first three of the seven traditional Liberal Arts, (*the Trivium*), are Grammar, Logic and Rhetoric. The Trivium can also represent stages of educational development, as the diagram above shows, with a set of content and skills utilized to produce thoughtful and articulate students.

“Christian Education - Making Disciples”

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 into all the areas of life. 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.



Application of Biblical Learning:

- *Concerned with the world around them and Focus especially on life and calling.
- *Either, become increasingly more interested in righteousness and faithfulness or move toward worldliness and skepticism.
- *Peers and special interests draw them either toward Christ or the world.
- *Begin serving, taking responsibility or become more irresponsible.
- *Now see the bigger picture and outgoing or become more self centered and antisocial.

Developing Understanding

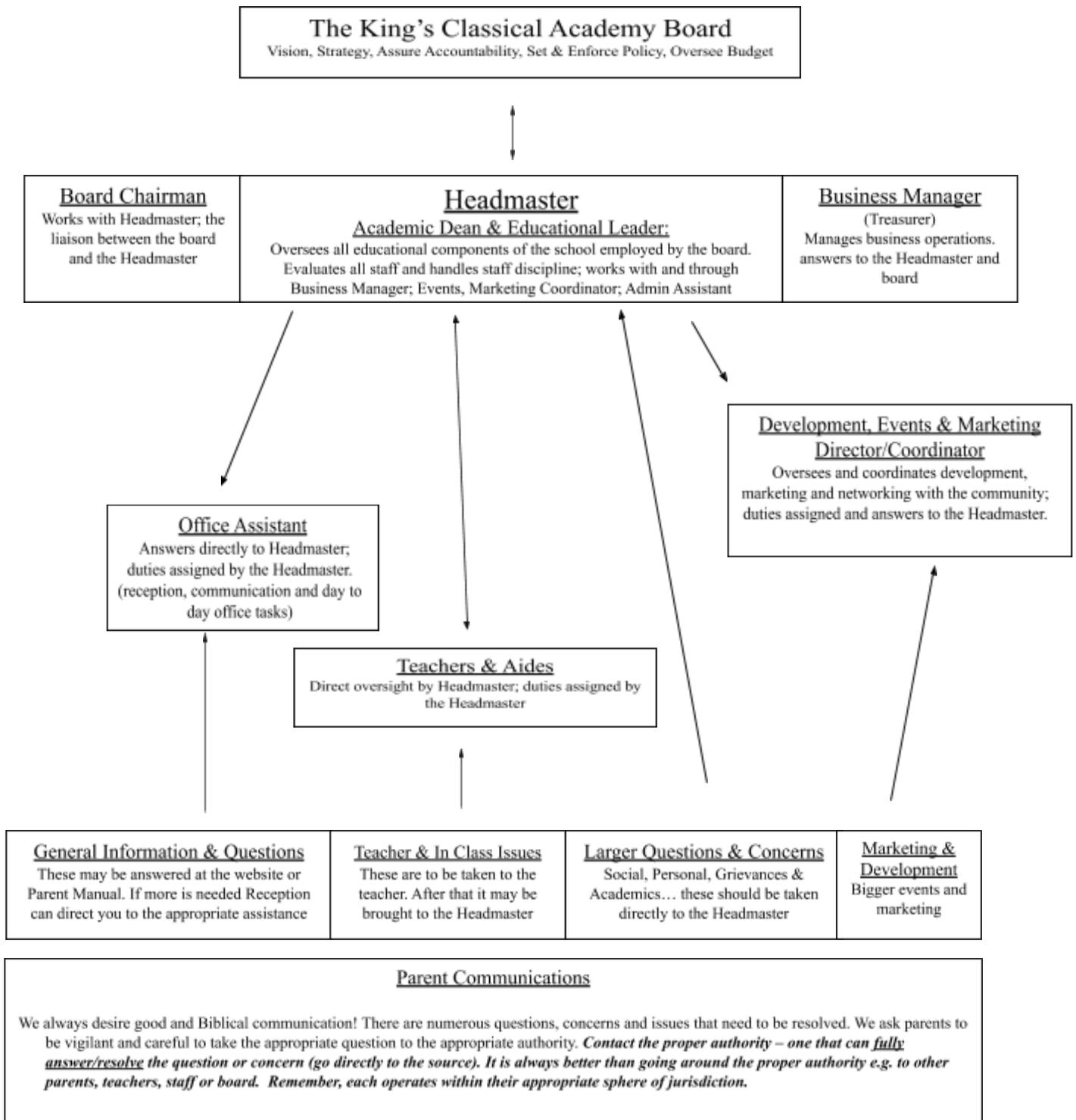
- *They want truth and answers to complex questions – unsatisfied with trite solutions.
- * Desire challenges and enjoy growing.
- * Need truth to judge accurately or they become critical and unmotivated.
- * Can be prideful and needs to learn respect, dignity, honor and graciousness.
- *Can feel inadequate – need identity in Christ
- *Curious about **Why?** for most things

Knowledge & the Foundation of Truth

- *Excited about new, interesting facts
- *Likes to explain, figure out, talk
- *Wants to relate own experiences to topic
- *Loves to listen to and tell a story
- *Likes collections, organizing items
- *Likes chants, clever, repetitious word sounds
- *Easily memorizes
- *Can assimilate another language well

The Nehemiah Institute who authored the PEERS Test which is designed to evaluate and measure the development and application of a Biblical worldview, stated that, “It is clear that the longer a student stays in classical Christian education the more they grow in their Christian worldview.” They also state that Christians in public, private and even Christian schools are much more affected by culture and begin to see minimal growth in the understanding and application of a Biblical worldview.

Organizational Chart



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)

King's Teachers

King's Classical Academy employs 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

Elementary Course of Study – Lower Grades- Grammar School

King's Classical Academy 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.

Secondary Course of Study – Upper Grades - Logic/Rhetoric School

The King's Classical Academy secondary utilizes the classical pedagogy as well as 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 students' education.

On-line Courses

For the Logic and Rhetoric school there may be situations where the best method of teaching a class is judged by the school to be via an on-line method. This decision is at the discretion of the school and the parents will be informed at the start of the school year or as soon as possible. The cost of the on-line class will be included within the tuition however, the parents will be responsible for providing a PC and other accessories adequate for the student to participate in the class.

Grading Policy

For Grammar School (K-6), King's Classical Academy provides three grade reports per academic year. The first is given in November, following the end of the first Trimester. The second is given in February, following the end of the second Trimester. The last is at the completion of the third Trimester. For Logic and Rhetoric School (7-12), King's Classical Academy provides two grade reports per academic year. The first is given in January, following the end of the first semester. The second is given in June, following the end of the The grade reports may consist of letter grades and/or descriptive evaluations at the discretion of the teacher according to the following policy and grading scale:

Grades K-2: Evaluation is mandatory; grades are optional.
Grades 3-12: Evaluation and grades are mandatory.

Percentage	Grade	Grade Point	Assessment
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	
0 – 59%	F	0	Failing

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 best 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 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, to 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.

Uniform Policy

Our Uniform Policy is driven by a desire to create and promote an environment where dress is not a distraction to the educational process.

- Our goal is to honor God in all we do, including how we dress. (1 Cor. 10:31)
- Clothing should be modest, not drawing attention to the individual (1 Timothy 2:9) and should reflect differences in gender (Deuteronomy 22:5).
- Pressure to compete in areas of dress are harmful to the unity of the school and body of Christ.
- Uniforms reflect the vocational calling of our students. Children learn that when they are wearing a King's Classical uniform, they will be engaging in studious activity.
- Uniforms foster a community spirit encouraging each student to operate as part of a body.

For all specifics on boys and girls uniforms please refer to the Uniform Guide.

Campus Demeanor

As a classical Christian educational program, we desire to train our students to glorify God in their speech and conduct. What we wear and how we act reflects on our attitude and demonstrates either respect or disrespect for others. Our standards for campus demeanor encourage our students to strive for self control and godliness and learn respect for those in authority over them and for their fellow students.

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 when the teacher is not present, students may talk quietly as they prepare their materials for the next class session.
4. Upon entering a classroom when the teacher is already present, students are to end conversation, quickly prepare needed materials for the class and sit quietly.
5. In order to facilitate instruction during class, students will be attentive and remain silent. Students may speak when called upon by the teacher or after raising their hand and receiving acknowledgment by the teacher. At their discretion, teachers may extend permission for students to speak freely during seat work, group activities, or class discussions.

6. Class ends when the teacher dismisses the students. Upon dismissal, students will quietly gather and put away their books and materials, clean up the work area around them, and prepare for the next class.
7. Teachers will set consequences for tardiness and other classroom disruptions. Repeated offenses will result in parent notification and a personal meeting with the Headmaster.

King's Classical Academy Tardy Policy

Students expected to be on time and prepared for class.

- Students should arrive to school by 7:50 AM.
- Students are tardy to school if they are not in their seat at 7:55 AM, with their supplies put away and ready for instruction.
- Matins begins promptly at 8:00AM.

King's Classical Academy documents tardiness. Notes will be sent home beginning with the third tardy. If tardiness continues a parent/administrator meeting will be called to end the pattern of tardiness. This can result in suspension or expulsion.

Please note: The tardy count is reset each Trimester or Semester.

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 seats 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. Failure to adhere to King's Classical Academy's attendance/tardy policies may result in disciplinary action.

Arriving / Leaving Campus

Children must be accompanied by an adult when 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 picture ID in order to pick up your child. Parents may approve, in writing, additional adults who may pick up their children from school.

School Drop-Off

- **Drop-Off** - Carline runs 7:40-7:55 AM. Classroom doors open at 7:40AM.
- **Late Drop-Off** - Late parents will need to sign the Tardy Check-In Form in the school office.

School Pick-Up Schedule

3:00 – 3:15 PM

Note: Carline runs 3:00-3:15. After 3:15, any students not picked up will be taken to the office. They must remain there until their parent picks them up. At the school's discretion, there will be a \$1.00 per minute late fee for every minute a parent arrives after the pick-up period.

Electronics Policy

The use of unauthorized electronic devices (*e.g. electronic gaming devices, music players, cell phones, laptops, cameras, or internet readers*) at school is prohibited. Teacher approved exceptions are made for students who are using them for school purposes. Students who bring cell phones to school for communicating with guardians about afternoon pickup must turn them in to the office *before* school. When the child is picked up at school they are to check out their device when they are ready to leave campus. In general, electronic devices should not be *used, heard* or *visible* on campus (before, during and after school). This is to protect the students and support various families' prerogative and discretion regarding access to specific entertainment and cultural elements. Visible electronic devices may be confiscated.

Personal Standards and the School

Parents vary in convictions, standards and moral applications for their children e.g. when to own a personal cell phone, date, have a personal email, text, own an iPod or iPad, 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 discussion of discretionary 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.

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 right behavior and attitude. King's Classical Academy's 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 a first offense, the teacher will instruct the student about the inappropriate behavior, making clear what proper behavior is expected instead. The teacher may then write the student's name on the whiteboard. For a third offense, the teacher may, at their discretion, call the parents. Teachers may use timeouts, withhold certain privileges such as recess or similar consequences. If the problem continues or escalates, the teacher will send the student to the Headmaster.

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

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

The Headmaster reserves the right to qualify the need for the visit. Headmaster 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 Headmaster 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 Headmaster's request, to a meeting with the student, both of the parents, the Headmaster 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 Headmaster's discretion, the student may be suspended from King's Classical 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: King's Classical Academy Board realizes that expelling a student from King's Classical Academy is a very serious matter. This option will be considered on a case-by-case basis. If the Board, the Headmaster, teacher, parents, and student are not able to eliminate problems of behavior and attitude by the means described above, King's Classical Academy may expel the student.

Acceleration: In serious offenses, the Headmaster may bypass any or all of this process. Examples of such serious misconduct include acts of endangering 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 King's Board will make the final determination based on the student's repentance, changed behavior and attitude, and other circumstances.

Grievance: Should the student's family disagree with the Headmaster's determination of misconduct, discipline and restoration, they may request a meeting with King's Classical Academy Board.

Grievance Policy

This policy establishes 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 or between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and 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 or herself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the Headmaster.
3. If there is still no resolution, the parent 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 Headmaster.
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.

ENROLLMENT

Non-Discrimination Statement

King's Classical Academy admits students of families that support our statement of faith without regard to sex, race, color, racial, or ethnic origin to King's Classical Academy with all the rights, privileges, programs and activities generally accorded or made available for students at King's Classical Academy.

Application Process

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

1. Application paperwork and fees
2. Assessment of student readiness
3. Formal interview with the Headmaster

2020 – 2021 STUDENT FEE SCHEDULE (see Note)

Kindergarten – 12 th grade	
Application Fee	\$100/student
Enrollment Fee	\$500/student
Tuition - (K -12 th grade)	\$6,500 per year (\$650 per month for 10 months)

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 enrollment fees and tuition, include 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.

Multiple Children Discount: A reduction in tuition will be given to the 2nd child and any additional children. For the 2020-2021 the reduction is 6%, so for example instead of \$6,500 for the 2nd and 3rd child the tuition would be \$6110.

Enrollment Agreement and Withdrawal Policy

King's Classical Academy commits to supporting a rich education with dedicated staff, engaging curriculum, and fulfilling activities. Enrollment at King's is a contractual agreement. King's Classical Academy incurs expenses on an annual basis and must fulfill its obligation to faculty and families. Therefore, King's Classical Academy cannot afford to refund tuition or cancel unpaid obligations if a registered student is withdrawn.

King's Classical Academy has a May 15 Enrollment Commitment date. If a family chooses to withdraw after May 15, they are responsible for ½ the remaining tuition balance for all enrolled children.

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 on-going and specific needs of the school.

Volunteer Policy

Volunteers play a valuable role, and their efforts contribute significantly to the overall success of King's Classical Academy. 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 King's Classical Academy 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.

Non-Profit Statement

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

PART-TIME ENROLLMENT

Part-time program

Students may enroll in a la carte classes beginning in 7th grade.

Enrollment Process

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

2020 – 2021 PART-TIME STUDENT FEE SCHEDULE

Part-Time 7 – 12 th grade	
Enrollment Fee	\$500 per year
Tuition	\$125/credit hour

Tuition Contract and Withdrawal Policy of Part-Time Student

The withdraw policy for a Part-Time student is the same as that for full-time students.

APPENDIX A - State of California Reporting

State of California Reporting Requirements

Full Time Students

As of Fall of 2020, King's Classical Academy will be a registered Private School with the state of California. Full time students will be included on our PSA and will not have to file their own forms.

A la carte Students

Logic and Rhetoric a la carte students will remain categorized as homeschool. 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

Board Members:

- President: Dan Costin
- Treasurer: Doug Sauder
- Secretary: Wendy Zendejas
- Members at Large: George Stevenson
- Members at Large: Clay Worrell