

King's Academy Policy & Procedures Handbook



2025 - 2026 School Year

Updated: May 31, 2025

Welcome Parents and Guardians!

We are excited to welcome you and your child/ren to **King's Academy**. This handbook provides important information about our micro school's mission, vision, and values as well as our school policies, procedures, activities and resources to ensure a successful year for your family.

Before we can admit your child/ren into our program, you will need to sign the policy agreement signature page(s) located at the back of this handbook. Please take a moment to familiarize yourself with the contents included herein and don't hesitate to reach out if you have any questions.

We look forward to working together to create an enriching learning environment for all students and pray abundant blessings for a great school year!

Melissa Coffey

Founder; Education Director

School Leadership

Founder and Education Director: ***Melissa Coffey***

Board Members:

Mission

King's Academy believes in an education that teaches "the whole child"—where students are equipped emotionally, mentally, intellectually, physically and spiritually with a biblical world lens so as to excel in their God-given potential and fulfill His unique purpose for their lives.

Vision

King's Academy strives to be a beacon of support to faith-minded families in Massachusetts through our unique, holistic Christian "micro school" learning environment—setting us apart from other school designs, especially for students who thrive in non-traditional school settings. By instilling the values of *loving God*, *loving people*, and *loving ourselves* (Micah 6:8), we model, support, and encourage our students to discover and pursue their talents, gifts, and abilities—*fostering* their *growth*, *nurturing* their *minds*, and *shaping* their *souls*.

Educational Values

Truth: We believe that the Word of God (the Bible) is true and infallible. Every facet of our school's identity is prayed over with and measured against Scripture which we then integrate into our school organization, hiring practices, teaching methods, disciplinary actions, and academic programming. While we value every person's unique journey of life and contribution to our mission, our faith beliefs in God's written word as the instruction manual to live by are the tenets we stand behind for becoming a school of *grace* towards others, *integrity* towards self, and *service* to God.

Grace (Respect): Every person who works and interacts with King's Academy has the potential to offer something of value to making our world a better place to live. Therefore, we hold to the command in Jesus' words when He said "*do unto others as you would have others do unto you.*"

(*Matthew 7:12*); that in order to earn respect from others, we must not only treat all people with compassion and understanding, but we must also be men and women of integrity who stand behind what we believe. We model this in the following ways:

- ensuring that our actions and our words are gracious and kind towards ourselves and others, and when not, to be sincere in apology and correction
- putting the physical, emotional, and spiritual needs and concerns of others before our own through loving action and without offense;
- appreciating and honoring our own unique God-designed talents, skills, and abilities as well as the unique giftings of our people;
- acknowledging and appreciating the collective contributions, ideas, and achievements of those in the families and communities of which we serve.

Integrity (Responsibility): It is said that if we “*train up our children in the ways they should go, when they are older they will not depart from it*” (*Proverbs 22:6*). To that end, we stand by our convictions as a Christ-centered, faith-based organization to model being of *sound mind and good moral character* (*2 Timothy 1:7*) by only recruiting and retaining the most passionate and dedicated individuals who desire to embrace and fully uphold our mission and core values to the highest degree. We vow, as a unified organization, that we will “lead by example” through our practices of: maintaining biblical truth throughout our teaching methods, school policies and administrative actions; honesty and sincerity in our relationships with others; financial honesty, accountability and transparency throughout our organization; positive behavior and disciplinary actions for our students; and constructive feedback and reflective self-evaluation for our staff.

Service (Reverence): We believe that the ultimate form of *agape* love towards God is to be in the service of others. This does not mean that we allow anyone to take advantage of us or do things for others out of obligation, but rather that we willingly reach out to aid and assist others in their time of need and support or be of comfort to one another in times of greatest personal suffering. By serving others first, we are able to fulfill the greatest commandment of all: *to love God above all else and to love others as we love ourselves* (*Matthew 22:37-40*). We seek to not just be a school with a mission to “*train up our children*” to be wise, well-mannered, kind and respectful human beings, but to be a mission-oriented school that seeks to also “*go [out into the world] and make disciples of all nations*” (*Matthew 28:19*).

Educational Philosophy

At King's Academy, we believe strongly in the value of a rigorous and comprehensive, yet flexible education emphasizing Christian moral values and beliefs, the innate need for children to play and be in nature, teachers as the facilitators of targeted learning goals, and the family's central role in their child's educational journey.

While we primarily utilize resources from [*The Good and the Beautiful*®](#) curriculum, we don't adhere to a single educational model. Instead, our approach is intentionally eclectic. Drawing from years of extensive research into various teaching and learning concepts, we've developed a carefully curated, thematic-based curriculum, philosophically guided by [*Charlotte Mason's*](#) holistically-minded methods and practices. This distinctive approach encompasses:

- A flexible learning environment without the confines of grade levels, where students can progress in each subject as they reach concept mastery and are developmentally ready for further study.
- Academics and enrichment lessons and activities that prepare students for post-secondary education, meaningful employment, civic involvement, and a lifetime of humble and faithful service.
- An engaging, individualized curriculum that allows students to enhance skills, talents, and abilities and reach goals while pursuing their passions and interests through in-depth understanding of knowledge, faith, relationships and culture.
- A holistic education that honors students' needs for unstructured play, time in nature, socialization, peer leadership, curiosity, creativity, and personal accountability.
- A learning environment with high moral values as taught and exemplified by the life and teachings of Jesus Christ as each classroom learns and teaches those things that are *pure, lovely, virtuous, and praiseworthy (Philippians 4:8)*.
- A family's right to be an integral and motivating force in their child's education through collaboration and partnership; that children are ultimately accountable to their parents and to God for their learning and behavior.

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1. General Information

School Hours*

Our school operates from **8:30 am** to **4:30 pm**, Monday through Friday. Our unique schedule provides families the flexibility to choose a timeframe that works within their lifestyle needs. Students are expected to be in school for a **minimum of 30 hours per week** (*3-days at 10 hrs, 4-days at 7.5 hrs, or 5-days at 6 hrs with Saturdays optional depending on teacher availability*).

Drop-off and pick-up procedures will be explained at your enrollment interview.

We offer before and after school care for families needing extended hours beyond the regular school day. A **daily fee** applies for this service. Care is available during the following hours:

- **Morning:** 7:00 AM - 8:30 AM
- **Afternoon:** 4:30 PM - 6:00 PM

Students enrolled in our **3-day program** are welcome to utilize these extended hours **at no additional charge**.

**All students in MA are expected to attend school for approximately 900 hours / year (990 for HS). This flexibility allows our families to adjust the hours their child(ren) attend school to fit their specific family needs, circumstances, and/or desires.*

School Calendar

A detailed calendar is available on our website as well as included at the back of this handbook. Key dates include school holidays, early release days, special school-wide events / celebrations, progress report information, academic assessment dates, parent-teacher conferences, etc.

Contact Information:

- ◇ Main Office: **774.745.0223**
- ◇ School Email: contact@kingsacademyma.us
- ◇ Educational Director: **Mel Coffey**
- ◇ School Website: <https://kingsacademyma.us>

2. Admissions Information

Application

King's Academy does not discriminate on the basis of any race, gender, color, national or ethnic origin, parental status, and/or disability when admitting students. However, as a religiously-

affiliated educational institution, we require our faculty, families, students and partners to abide by our *Statement of Faith* policy (included at the back of this handbook as well as on our [website](#)).

Enrollment is on a rolling basis, open to all students meeting the age requirements, and based on classroom availability. Application must be submitted to the Education Director *at least 1 month prior* to admission to the school. **There is no application fee.**

The Admissions team will review the application and your family will be notified within 1-2 weeks of the submission if your child/ren has/have been accepted. Upon notification, applicants will be provided with an enrollment packet, which must be completed, along with the non-refundable enrollment fee (\$350.00) for each applicant.

For more detailed information about our admissions process, you can visit our [website](#).

Age Eligibility*

King's Academy offers programming for students from kindergarten through eighth grade, with plans to expand to high school in the future. Our unique ***Cluster System*** places students of varying ages and abilities in a single classroom– meaning we don't assign students to a standard grade level based on his or her age.

Generally, students entering what is typically considered "kindergarten" should be able to ***recognize letters / their sounds, numbers, colors, and shapes by September 1st***. We understand that every child develops differently, so we offer flexibility with eligibility based on a child's **academic, social, AND emotional maturity**.

If your child is new to a school learning environment, our admissions team will assess his/her readiness. While ***academic*** knowledge is important, we also consider your child's ***social*** and ***emotional*** development to ensure they'll thrive in our collaborative school setting.

****Developmental age is not the same as Chronological age:*** a child who is 3 ½ yo may already know how to read simple texts and count to 10, while another child at 6 yo may still be learning to recognize letters and numbers. Both children would be considered “grade K” learning ability, **with the younger learner considered “grade PK” chronologically, but a more advanced “grade 1” developmental stage.** *Just because a child is a specific age does not mean he or she is capable of the same things that other children are capable of at that same chronological age.*

Our Educational Services team has extensive background knowledge and experience in the stages of child/youth/teen psychological development and uses that expertise to place students in the level “cluster” for his/her developmental stage of learning, regardless of chronological age.

Cluster System

The cluster system is at the core of our micro school model. Our ***academic cluster*** meets two days per week while the ***enrichment cluster*** meets two opposite days per week. Our ***exploratory cluster*** meets one day per week; students are given a “day off” from their directed lessons to do research, work on independent skills, explore their passions, participate in leisure activities of interest, attend conferences and other special events, develop their service work activities, and so on. A detailed schedule for these clusters can be found on our website as well as provided with your enrollment packet.

Flexible attendance options are available, with students engaging in **academic, enrichment, and exploratory clusters** as follows:

- **5-Day Students-** attend academic and enrichment clusters for two days each, plus the dedicated exploratory cluster day.
- **4-Day Students-** participate in all three clusters, with the flexibility to attend either the academic or enrichment cluster for one or two days.
- **3-Day Students-** attend one academic day, one enrichment day, and the exploratory day.

While academic and enrichment clusters offer some flexibility in scheduling, **all students are required to participate in the exploratory learning day**, especially for their service-learning and ministry activities.

Class Size

We design our classes for a **small, focused learning environment**, with no more than 20 students at a time. Rather than traditional "classes," students are organized into "clusters" based on their academic, enrichment, and exploratory learning needs and interests, intentionally mixing abilities to maximize learning for everyone.

Each classroom always has **one teaching facilitator and one assistant**. This setup allows the facilitator to concentrate on instruction while the volunteer or classroom aide provides additional support to students who need it. We maintain a consistent ratio of **one teacher, one aide, and 18-20 students or less**.

When enrollment reaches 21 students, we open a new classroom. The original class may be divided as needed, and new students are strategically placed in both classrooms to ensure a balanced mix of ages and abilities. While we accept classroom requests, we may not always be able to accommodate them, as they are reviewed on a case-by-case basis.

3. School Policies*

See the **Appendix for acknowledgment signature pages for each policy listed below.*

Attendance

Regular attendance at school is essential for student success; excessive tardies and/or absences will not be permitted and appropriately disciplined. If your child will be absent, please notify the school by calling the main office before the start of the school day. Emails by staff may not be checked during the day, so please do not use that method of communication for last-minute schedule changes. A doctor's note is required for extended absences. **No refunds will be given for absences or tardiness.**

If your family regularly takes extended or frequent vacations, we kindly ask that you do so at times/days when your child/ren is/are not registered to be at school or during scheduled school breaks or vacation times.

Inclement Weather and "Snow Days"

At King's Academy, we strongly believe in the importance of **unstructured outdoor play** for children. Our generous leisure periods are typically spent outside, **rain or shine**. We encourage parents to provide appropriate outdoor gear for all types of weather, such as raincoats, sunhats, and snowsuits, which can be stored at school if convenient. Students should be able to dress themselves independently for outdoor play.

We monitor the temperature daily before going outside to play. If the temperature (with wind chill) drops below **32°F**, students can take warming breaks indoors but are still encouraged to play outdoors as long as they are comfortable. If the temperature (with wind chill) falls below **20°F**, leisure time will be held indoors.

King's Academy will remain open during snowfall. Students should come prepared with **all necessary snow apparel** if they wish to play outside. However, we will close the school if there is a significant weather advisory or state-wide emergency.

If you feel it's unsafe to travel on a snow day, please stay home. Students have the option to "**log time**" for schoolwork completed at home (e.g., research, independent learning, online tutoring) to count as a school day. Please notify the Education Director (call or text) as soon as you decide on this option.

Dress Code-Uniform Policy

At King's Academy, we believe a uniform dress code policy fosters integrity and self-respect in our students. Our moderate school attire includes:

- **Polo shirts:** In school colors (purple, red, or white alternative); at least one polo with the KA logo.
- **Bottoms:** *Blue* or *black* jeans, pants, shorts, or skirts.
- **Outerwear:** A school-logo sweatshirt.

You can purchase most uniform items at department stores like Walmart, Target, or Marshall's, or through our school uniform [partner site](#).

Important guidelines for uniforms:

- Jeans, skirts, and jean shorts must not be ripped, have holes, or display any logos or designs. Cutoffs are not permitted.
- Uniforms should always be clean, stain-free, modest, and age-appropriate.
- Upon registration, your child will receive one colored polo shirt with the school logo. You will need to purchase additional polo shirts, a school-logo sweatshirt, and appropriate pants/skirts to ensure your child has several tops and bottoms, plus at least one sweatshirt for the year.

Footwear and Accessories

Students may wear any comfortable and activity-appropriate footwear. Hats may be worn, provided they do not display any hurtful, negative, or inappropriate messages. To uphold the innocence and virtue of our students:

- Leggings or shorts **must be worn under skirts** for modesty during active play.
- Female students are not permitted to wear makeup or excessive jewelry. Acceptable jewelry for our young ladies includes a chain necklace, a watch (**no smartwatches!**) or bracelet, and stud earrings.
- Male students may wear chain necklaces, bracelets, or watches (**no smartwatches!**).

Change of Clothing

Students are required to keep a complete change of clothing (including shoes or sneakers) in a labeled bin, along with several plastic bags for dirty items. If a uniform becomes messy or soiled during outdoor play, art, or other activities, the dirty clothing will be placed in a plastic bag after the student changes and sent home for cleaning.

Behavior and Discipline

At King's Academy, we strive to cultivate a **positive, Christ-honoring, and respectful** school environment. Our behavior policy sets **clear expectations** for students and outlines **appropriate**

consequences. We encourage positive reinforcement of these expectations through **a variety of incentives and celebrations**, alongside the use of **age-appropriate discipline**.

Positive Behavior Interventions & Support (PBIS)

Frequent positive behavior supports will strengthen all student behavior. To shape positive and appropriate behaviors (and keep our students interested and engaged), different reward and motivation systems, along with regular and specific praise of effort and achievement may be employed during the course of the school year.

In addition, the [*Habits of Learning and Friendship*®](#) curriculum will be taught. This curriculum, developed by Genevieve Peterson, is based on the most current research in behavior intervention, historical wisdom of great educators, and years of practical experience in both the educational and therapeutic settings of the author.

Specifically, [*Positive Behavior Interventions and Support \(PBIS\)*®](#) heavily influenced this work as it provides a process to understand and develop positive behavior in students that is based on both values and empirical research. Both the models of classical education and the work of Charlotte Mason are melded together when considering teaching methods and behavioral development. Finally, the author's years of professional experience as a school physiologist, education director, and special education teacher honed this curriculum.

Behavior Management*

Our approach to student behavior is structured to guide students toward making positive choices. While each classroom may utilize different systems for managing individual student behaviors, staff will maintain consistency when it comes to expected school-wide behaviors and incentives.

Depending on a student's individual behavior plan, the following routine will be followed:

- **First instance:** The student will be reminded of expectations and redirected to make a more appropriate choice. They will also be informed of potential negative consequences.
- **Second instance:** The student will lose an activity or other incentive (e.g., sitting out of a game, "reflection journal" time), and their classroom/student behavior chart will be updated.
- **Third instance:** The behavior chart will be updated again. The student will write a letter home to their parent, detailing their actions and the consequences of their choice. The teaching facilitator will follow up with communication.
- **Fourth or more instances:** The student will meet with the Education Director, and parents will be contacted to discuss options for improvement. This may include a 24-hour period of reflection at home regarding the behavior.

**King's Academy abides by the philosophy that students learn best when they are given positive (developmentally-appropriate) consequences for inappropriate actions. We practice and employ a "[Responsive Classroom](#)" model, where students become active participants in their social and emotional learning journeys– teaching them accountability and responsible decision-making.*

Should a student's behavior issues become **chronic, troubling, or severe**, we will schedule a **conference** with parents and the Education Director. During this meeting, a clear **behavior contract** to address the concerns will be established.

Severe behavior infractions include, but are not limited to:

- habitual swearing (**including taking the Lord's name in vain**),
- chronic violation of the dress code,
- bullying and/or harassment
- violent behavior,
- grave disrespect,
- destruction of property
- possession or use of weapons,
- use and/or possession of controlled substances,
- any other action or behavior that significantly disrupts or harms the educational environment at King's Academy

King's Academy reserves the right to dismiss any student at any time for **severe behavior infractions**, as determined by the Education Director in consultation with the Board of Directors.

If a student is dismissed due to excessive, inappropriate, or aggressive behavior, **tuition for the remainder of that month will be forfeited**. For students who have paid tuition in full, a refund will be issued starting from the month following dismissal.

Bullying and Harassment Prevention

Our school has a **zero-tolerance policy** for bullying. The official Merriam-Webster's Dictionary definition of bullying is: *"the act of harassing, intimidating, or abusing others, especially habitually or from a perceived position of relative power"*.

At King's Academy, we teach all our students to treat each other with **empathy and kindness**. Our guiding principle, derived from Matthew 7:12, is to **"Do unto others as you would have others do unto you."** While we address all negative actions, we consider the **context and repetitive nature** of such behaviors as outlined in our definitions.

Any form of harassment will be **addressed immediately** and assessed by our school's leadership team to determine the severity of the incident.

Use of Technology and Devices

We pride ourselves on being a school where students learn to think for themselves and use their God-given brain power to solve problems. Technological devices of any kind (*cell phones, individual computers, tablets, etc.*) **WILL NOT BE UTILIZED** by our students.

Classrooms will have a single computer/Smartboard® for teaching purposes and our school's *Learning Commons* area will have computers and tablets available for students and staff to use as needed. Devices that are accessible to our entire school community will be reserved on a "sign-out" system, similar to a public library.

Students MAY NOT bring their own devices to the school, unless approved by a teaching facilitator or administrator. Any personal devices brought to school will be held in the office until the end of the school day and given to the parent or guardian at pick up.

4. Academic Information

Curriculum Overview

At King's Academy, we use a **multi-age, competency-based approach** to instruction. This means students progress through our curriculum by **mastering material**, rather than being limited by traditional grade or age levels.

Our curriculum centers on **problem-based learning (PBL)**, built around thematic lessons (supported by mini-themes throughout) in core subjects like *Literature, Science, History, Geography*, and *Religious Studies*. Theme-based units inspire students to learn with purpose, think creatively, nurture curiosity, and develop long-term analytical skills and includes embedded spiral review to ensure long-term retention. This approach promotes a meaningful understanding of the world and their unique place within it.

Enrichments such as *Foreign Languages* and *the Integrated Arts/STEM* balance the academic curriculum, offering students diverse avenues for self-expression while exploring their passions and interests. Similarly, *Character Development* and *Life Skills* instill valuable lessons such as moral obligation, responsibility, tenacity, perseverance, humility, understanding, and personal accountability.

Resources and Materials

King's Academy incorporates *The Good and the Beautiful*® **home school curriculum** as needed—a “*non-denominational Christian*’ curriculum with a strong emphasis on *‘faith, family, nature, and high moral character.*’”

Other supplemental learning resources we may use include:

- online videos and documentaries
- question-based inquiry projects
- topic-based literature
- hands-on application & modeling
- task cards & “centers”
- Smartboards®
- experiential opportunities
- the Bible; student-based study guides
- community collaborations
- digital, board, and card games

School Prayer & Chapel

Prayer is woven into the fabric of daily life here at King's Academy. Every morning, our school comes together for a brief time of prayer, devotion and/or scripture. Likewise, we empower our students and teachers to pray freely throughout the day – whether it's before a big project, before lunch, or whenever a specific need arises. Want to share a prayer request with our staff? Just send an email to prayer@kingsacademyma.us.

Our weekly **chapel services occur every Wednesday at noon**. We're blessed to host local pastors, Bible teachers, and missionaries who share inspiring messages and insights into their ministries. It's a powerful hour for our entire student body to worship, pray, learn, and grow spiritually. Parents are always welcome and encouraged to attend!

On Mondays, Tuesdays, Thursdays, and Fridays, this time is dedicated to focused Bible studies, collaborative ministry gatherings, valuable individual and group mentoring, and deeper times of prayer.

Grading & Homework

At King's Academy, we **don't use a traditional letter grading system**. Instead, we assess mastery and achievement of skills and concepts through various methods, including **reflection journals, written responses, work portfolios, and rubrics**.

We believe students are naturally motivated to extend their learning when they're passionate about projects and assignments they find meaningful. Because of this, our teaching guides generally **don't assign homework**, with the exception of tasks related to long-term projects or activities.

Because we do not give “homework”, the following suggestions are things to consider:

- Daily reading outside of class is highly encouraged. This can be to the student, with the student, or by the student. All reading outside the classroom should be logged for the student's end of year portfolio.
- King's Academy is an active participant in the [#1000hoursoutside](#) challenge. The Education Director will issue this challenge at the beginning of the school year and logs will be given. Every student is encouraged to log 1000 hours of outside time each year, including summers.

- Students will have the opportunity to participate in science fair and other academic competitions at both the local and regional level. This will provide a valuable enrichment component to our curriculum. Students will be provided with mentorship support, timeline assistance, project development, and material sourcing.
- It is recommended, at an age-appropriate time, that families (individually or as a group) complete *The Good and The Beautiful's* Maturation and Sexual Reproduction unit. Evidence can be submitted in the end of year portfolio in the health section, if desired.
- If a family or student has the desire, math and language arts can be worked on during free time at home in order to finish the curriculum at a faster pace.

Progress Report Cards

While we do not use traditional, standardized testing methods, we assess students for **mastery of subject material three times a year** (*using both physical and digital formats*):

- **Fall:** To establish a baseline understanding.
- **Mid-winter:** To assess progress.
- **Spring:** To determine the overall level of achievement attained.

Progress reports are distributed every trimester (December, March, and June). These reports reflect a student's mastery level across six categories of understanding:

- **Developing:** Student is brand-new to the learning concept.
- **Advancing:** Student is approaching learning targets and expresses understanding.
- **Proficient:** Student is meeting learning targets and knows concepts well.
- **Excellent:** Student is exceeding learning targets and can teach the concept to others.
- **Mastery:** Student is beyond the normal range of understanding and needs further challenge.
- **Needs Improvement:** Student continues to struggle with the concept and requires reteaching.

Parent-teacher conferences are held twice per year. Additional conferences can be scheduled at the request of the family, as needed.

Special Education Services

King's Academy is designed to provide a high-quality education, but **we are not equipped** to serve students with **profound physical, emotional, psychological or learning disabilities**.

However, if a disability is mild, we may be able to accommodate the student's situation. Given our educational philosophy and the holistic nature of our programming, every student receives an ***Individualized Learning Plan*** (ILP). This plan helps us determine their academic strengths, needs and capabilities. Students with mild learning difficulties will be considered on a case-by-

case basis. For specific questions about whether we can accommodate your child's academic circumstances and potential accommodations, please contact our Education Coordinator for more information.

Please note: **Students** with a history of **severe behavior problems**—including, but not limited to, being overtly disrespectful, destructive, aggressive, or violent—**will not be admitted** to King's Academy.

5. Health and Safety

Immunizations

Evidence of immunization is required by the Commonwealth of Massachusetts for all enrolled students. Please make sure to submit this documentation with your child's enrollment packet.

Illness

If your child is sick or has a communicable illness, we require that you **keep them home for at least 24 hours** to prevent spreading it to others. If your child has a fever, he/she may not return to school until the fever has subsided to under 99.6° for at least 24 hours.

If your child becomes ill or experiences an emergency while at school, we'll **contact you or a guardian immediately** to pick them up. Your child will be allowed to rest in a separate area away from other students while he/she waits. If we can't reach you or the primary guardian, we'll then contact the individuals listed on the student's **emergency contact form**.

In the unlikely event that no one on the contact list can be reached, the administration will make a **reasonable decision for action** based on the severity of your child's circumstances.

Allergies and Medications

Please inform King's Academy of any allergies your child may have when completing the enrollment packet. **Although we cannot be an allergen-free space**, efforts will be made to be sensitive and safe to all allergy concerns (*especially if your child requires the use of an EPI-pen!*), including providing a safe location for your child to eat and/or play.

If medication is required during school hours, please complete the necessary forms through the school office.

Emergency Procedures

Your child's safety is our top priority. We have comprehensive procedures in place to handle emergencies, maintain a secure campus, and ensure student well-being during outdoor activities.

In the event of an emergency requiring immediate medical attention, we follow a detailed response plan. We will contact **911** and make every effort to reach the **parent or guardian, the child's doctor, and other emergency contacts** as necessary. If a parent or guardian cannot be reached, King's Academy staff may authorize emergency treatment, including transportation to any reasonably accessible hospital.

To ensure readiness, a minimum of **2-3 employees are certified in CPR and First Aid**, and are knowledgeable in AED use and Child Abuse Prevention. All of our certified teaching staff are **mandated reporters**.

Fire drills are conducted randomly throughout the year (at least twice annually), with fire safety procedures reviewed during each drill.

Safety Protocols

We prioritize the safety of all students by maintaining a secure campus at all times through various communication channels and devices. **Building doors are locked during class hours.** All **visitors** must ring the bell to check in at the front office and **wear a visitor badge**.

During outdoor activity times, at least **two adults** are required to accompany students. These adults **MUST carry a walkie-talkie** at all times for communication with the office or other staff members. Students must remain within the supervising adult's field of vision and hearing.

Our expansive outdoor space includes natural and unnatural hazards, such as uneven asphalt, woods with ticks, stinging insects, and thorny bushes. While we encourage curiosity and exploration of these natural spaces (even in winter!), students are **never permitted to wander into the woods without an adult, hike alone on the premises, or climb trees or fences without parental permission**.

During spring and summer, ticks and sunburn are potential concerns. *King's Academy provides bug spray and sunscreen for student use.* Please indicate on your enrollment form if you would like your child to use these items. If you prefer to use your own brand, you **MUST send in your preferred sprays or lotions** and ensure your child knows how to apply any products you send to school. Above all, we strongly recommend performing **daily tick checks**. For information on tick checks or removal, please contact the Education Director or another staff member.

Weapons

No weapons of any kind are permitted at school while in session or during special programs, events, or activities. A weapon is any knife, cutting instrument or tool, firearm, shotgun, rifle, lighter, and anything else capable of inflicting serious bodily injury. **A violation of this policy will result in immediate dismissal.**

6. Financial Policies

Tuition and Fees

Enrollment Fee: The fee per child to reserve the student's spot for the upcoming school year. This fee is non-refundable.

Activity Fee: The activity fee allows us to provide your child/ren with amazing and enriching experiences throughout the year. Events and activities such as field trips, outdoor adventure days (*swim park, festivals, parades, etc.*), trips to academically relevant museums and locations throughout the state as well as hosting special guests and visitors, movie days, and other fun and engaging experiences to create a vibrant community for our students. ***The activity fee covers the cost of bus transportation, booking, or materials.*** Admission fees are a separate cost and will be considered based on the experience and group discounts available.

Books and Materials Fee: This fee depends on the student's specific course of study. The exact fee will be determined after placement testing and cluster selection. Every effort will be made to make this fee as affordable as possible.

Books and materials ***for both the academic and enrichment clusters can range from \$300 to \$600 per year/student.*** Exploratory cluster costs vary greatly based on the activities available each year. At your child's level evaluation, parents and/or guardians will be directed as to what curriculum materials to buy.

Tuition Breakdown:

<i>School Year 2025-2026</i>	<i>Fee Per School Year</i>
Enrollment Fee (non-refundable)	\$350.00
Activity Fee	\$475.00
Books and Materials	TBD
Annual Tuition (3-, 4-, or 5- day schedule options)	\$6985.00
Discount for multiple children (2 or more registered!)	-\$500.00 x (# of children enrolled)
Before school and After school program	\$12.00/day each; \$20.00 for both
*Volunteering skills & services discounts	*based on # of hours for services
Summer break program	TBD
<i>Total:</i>	<i>\$7810.00 + books and materials</i>

**Volunteer discounts on tuition are available for families who can provide services to our school community that we might otherwise need to pay other organizations, people or business to do or perform. All volunteers will need to sign an agreement indicating their level of commitment to specific or desired duties and agree to a background check.*

If you feel you have a viable skill set and would like to become a dedicated volunteer partner, please let us know!

Payment Options

Tuition payments are due the 15th of each month, August–May, with families expected to make a commitment for one year. **Please make checks payable to: *King’s Academy* with your child’s name and ID# on the memo line.** You can drop your check in the payment box at our office at any time. Payments may also be mailed directly to the school or made securely through our online [School Cues](#) Student Information System.

There are three options for tuition payments. When you complete your registration packet, you will be asked to choose from one of the payment options below:

Option One: Pay *in full* on or before *August 15th*.

Option Two: Pay by *trimester* on or before *August 15th, November 15th, February 15th*.

Option Three: *9 Monthly* payments starting on *August 15th* and continuing until *April 15th*.

The tuition costs are calculated at the actual cost of operations (*building maintenance, salaries, administrative expenses, etc.*). If tuition costs are a financial burden for your family, a request can be made to the board of directors for tuition assistance.

Tuition Payment Schedule	Payment Option 1 (Pay in Full)	Payment Option 2 (Pay by Trimester)	Payment Option 3 (Pay by the Month)
Enrollment Fee (upon admission to school)	\$350.00	N/a	N/a
Activities Fee + Tuition	\$7,460.00	\$2486.66	\$828.88
Books and Materials (before start of first day)	~\$500.00	N/a	N/a
BSP &/or ASP (optional)	\$3,360.00 / \$1,680.00	\$1,120.00 / \$560.00	\$373.33 / \$186.66
Total Costs (due by):	August 15 th	8/15, 11/15, 2/15	15 th of every month

Withdrawal Policy

Withdrawal from King’s Academy any time after your enrollment is received ***requires a minimum of two weeks’ notice prior to the end of the month.*** Tuition paid in advance will be refunded for the months the student is no longer attending. If notice is not received at least two weeks prior to the end of the month, you will be responsible for paying the next month’s tuition in full.

For Example: A parent notifies the Education Director they will be withdrawing from school on December 1st with notice given on November 10th. The family will be responsible for tuition through the end of November. They will no longer be responsible for tuition past November, and tuition money already paid will be refunded from December 1st to the end of the school year. However, if the same situation transpires but notice is not given until November 21st, the family would also be responsible for December's tuition with any future payments made refunded.

Notice of withdrawal must be given in writing and be signed by the parent or guardian.

When received by the Education Director, he/she will sign and date it, with the notification date for withdrawal the date used for tuition reimbursement and payment purposes.

Fundraising

In an effort to keep tuition affordable, fundraising efforts are made through our marketing channels, in-kind donations, and other fundraising outlets (*tee-shirts, calendars, community-wide events, online campaigns, etc.*).

Tuition figures listed are the **maximum annual cost**. The Board may decide to lower tuition if fundraising goals are met, and any adjustments will be communicated at the commencement of the new school year. Families are welcome to participate in fundraising activities, though it is not required. To organize an activity or contribute a guest blog post for our marketing channels, please contact the Education Director.

7. Communication & Parent Involvement

Staying Connected

We ensure parents receive timely updates through various channels, including **newsletters, email/text blasts, social media channels, and our school website**. We warmly invite parents to **volunteer** for school activities and participate in our **monthly school community meetings**.

Teacher Communication

Our teaching facilitators are dedicated to fostering strong connections with families. While we encourage them to **connect** with you during **drop-off and pick-up** to build rapport and a sense of community, they are not required to make routine phone calls or send emails. Their focus is on providing engaging learning experiences for your children throughout the day. Any communication beyond classroom interactions is at the discretion of our teaching staff.

School Events & Activities

We host a wide array of events throughout the year, including **school performances, field trips, cultural and academic fairs, service and volunteer opportunities, and family fun nights**. We'll share detailed schedules and information for specific events in advance through our various communication channels.

Festival Days & Performances

Our [calendar](#) includes **special performances, holiday festival days, and an end-of-year celebration**. We invite the whole family to these special days, which will feature games, stories, songs, food, skits and performances. We're excited to build a fun community during these celebrations! Each family may be asked to contribute food items, supplies, prizes, games, and/or decorations.

Field Trips & Special Visitors

Field trips and special visitors occur monthly and directly support our academic and enrichment unit studies. For all off-site field trips, we require a minimum of **two teaching facilitators for every 10 students**.

Parents and community volunteers are welcome, though not required, to attend these trips, provided a **CORI form** is on file with the school. In the event, bus transportation is not available, families are responsible for arranging transportation to and from all off-site events and/or activities. While carpooling and ride-sharing among families are optional, King's Academy will not coordinate these arrangements.

Admission fees for field trips and other adventures are typically reduced due to group and educational rates. **Permission slips** will be distributed two weeks in advance for any off-site excursions. Non-enrolled siblings may only attend if a second parent or guardian is present and responsible for them. Costs and expenses for on-site visitors and/or group activities are covered by the required "*Activity Fee*" paid upon enrollment.

Volunteer Service & Ministry Opportunities

As one of our core tenets, **volunteer service and ministry opportunities** are regularly offered throughout the year. All students are expected to participate in at least **one activity** that meets on a regular or monthly basis. Families are encouraged to volunteer with or attend these events in support of our students.

As a special opportunity exclusive to King's Academy students and staff to wrap up the school year, our administrative leadership team invests in and participates with volunteer missions and ministry opportunities around the world. A week long trip is scheduled annually in June for our entire school— staff and students— to attend. **The trip is optional and extra costs are involved.**

Parent and Community Volunteers:

We actively encourage our families and community members to help us build a vibrant school community. There are many opportunities for parents, guardians, extended family, and other community members to **volunteer throughout the school day** and at **special events**.

Here are just a few examples of how you can contribute:

- **Lunch & Leisure Monitors**– Help our teachers get a well-deserved lunch break!
- **Learning Commons Supervisor**– Ensure materials are used properly.
- **Clean-up Crew**– Assist in maintaining our building and grounds.
- **Classroom Assistants**
- **Before & After-School Activity Aides**
- **Fundraising Support & Event Volunteers**
- **Office & Administrative Tasks**
- **Volunteer Hours (in any area!)**– These can even count towards tuition discounts.

In compliance with Massachusetts law, all volunteers and field trip participants over the age of 18 must submit **all state-required clearances** before the start of the school year.

8. School Services

Transportation:

Currently, we don't have the resources or capacity to provide bus service for daily student transportation to and from school. **Families are responsible for dropping off and picking up their child(ren)** at our campus.

Food Services

We do not offer free or reduced-fee lunch service at this time. All students should **bring a packed lunch from home, a water bottle, and one to two snacks** for the day. Please ensure food is ready to eat and doesn't require preparation, heating, or adult assistance.

We also kindly ask that you use **reusable containers** whenever possible to minimize waste, as we incur costs for excess trash pickup. Students who do not pick up their litter will be required to exclusively use a **BentoBox®-style lunch box and a reusable water bottle**.

Occasionally, we may offer opportunities for students to **purchase specially prepared or catered meals**. In these instances, we will send out advance notice with menu options. We also plan to introduce a cooking program, allowing students and staff to purchase **homemade bakery and cafe items** throughout the day.

Before & After-School Programming

Before and after-school programming is available for students (and their families!). We offer a variety of activities, including:

- **Leisure and adventure clubs** (like gardening, archery, book clubs, hiking, chess, geocaching, board and card games, bible studies, etc.)
- **Tutoring services**
- **Hobby arts and crafts**
- **Sports clubs and fitness activities** (swimming, martial arts, fencing, rock climbing gym, etc. in coordination with local youth centers and programs).

Registration is required. Please speak to our Admissions team for more information.

Birthdays*

Birthdays are an opportunity for our students to be celebrated and acknowledged for the blessing they are to those around them. Each class will choose to do this in their own way that represents the uniqueness of each student.

Please check with your child's classroom teacher to find out how he/she intends to celebrate birthdays before sending in special celebration items such as pizza, cake, cupcakes, or goody bags. We also celebrate all KA birthdays each month with a school-wide celebration for our staff and students (*July birthdays in June and August with September birthdays*)!

If there will be a party for friends outside of school, **please only distribute invitations in school if the whole class (or all of the same gender) are invited. If the whole class is not going to be invited, please share invitations for invited students outside of school hours. Thank You!*

9. Conflicts & Grievances

Problems, conflicts and concerns are an inevitable part of life; they are neither positive nor negative in and of themselves. The way in which they are handled, however can have extremely beneficial or detrimental consequences.

God's Word makes clear the steps we are to take in [Matthew 18:15-20](#) when there is a conflict. Based on that scripture, King's Academy has a clearly defined process we expect all members of our school community (*staff, students and parents/guardians*) to follow. Our goal is that ***conflict can be the positive, character building, helpful tool that God intends***; iron sharpens iron and improves the quality of the product.

We, the family of King's Academy, agree to follow the steps outlined below whenever an inevitable question, problem or conflict occurs. We will not discuss it with those not

directly involved or portray any parent, student or staff member in a negative light (including posting to any social media account!). We covenant together to uphold one another, giving one another grace and the benefit of the doubt as we seek biblical solutions to any conflicts. We promise to:

1. **Pray first, seek God's answer. Pray for all those involved.**
2. **Contact the person involved.** Problems are immediately escalated when others are included in a process that could have been quickly resolved one on one. If one needs to call a staff member, please call the school at 774.745.0223 and leave a message. The call will be returned as soon as he/she is able.
3. **Contact the School Director** if, after contacting the person involved, the problem has not been adequately resolved. A meeting will be arranged to prayerfully reach a solution.
4. **Contact the Board Chairman** with the concern if no resolution has been reached after meeting with the School Director. Again a solution will be prayerfully sought.
5. **Seek the counsel of the entire Board** if still no resolution has been reached. Because of the confidential nature of the Board of Director meetings, contact the Chairman of the Board for further instructions as to how to be put on the agenda and at what time these concerns will be addressed.

In an attempt to apply Biblical wisdom to every aspect of our school life and work, recognizing that our work is composed of spiritual activities over an educational function, we must follow the scriptural principles for resolving grievances. [1 Corinthians 6:1-8](#) is very clear on this, stating that believers waive all rights to take their cause before a court of law, and resolve the matter within the Christian community. With this in mind, let us walk in love with one another, forgiving as Christ forgave us and seek to live at peace with one another. (*Ephesians 4:25-32 & Colossians 3:12-17*)

Non-Discrimination Policy

King's Academy is a faith-based religious institution that holds a biblical worldview in our practices and pedagogy. As followers of Jesus, we believe that every person has value and worth and therefore— as well as accordance with all applicable state and federal laws— we do not discriminate on the basis of any race, gender, color, national or ethnic origin, parental status, and/or disability, to all the rights, privileges, programs, and activities generally made available by our organization.

However, in the administration of our educational or admissions policies, scholarship and loan opportunities, and athletic and other school-administered programs, we hereby acknowledge our 1st Amendment Constitutional rights as a religious institution to prayerfully consider the acceptance or rejection of every application we receive to comply with our deeply held faith-based convictions, values and beliefs.

Appendix:

King's Academy Policies
Signature Pages

STATEMENT OF FAITH**

The doctrinal *Statement of Faith* of King's Academy is as follows:

We believe that the Bible, both the Old and New Testaments, was verbally inspired of God and is inerrant in all matters of faith and practice for our lives. We believe in creation, not evolution; that man did not evolve from previous matter, but was created by the direct act of God, *Himself*, to represent His image in human form. We believe that Adam and Eve, having perfect harmony with God, disobeyed by yielding to the temptation of Satan, thus creating the first sin, and as a result, all of humanity since is born into sin. We believe in the miraculous *Incarnation* of Jesus Christ— *the Deity* of our Lord and Saviour—who came into the world through the Virgin Birth; lived a Holy, sinless life while on Earth; and, as such, is the spotless, substitutional atonement for the sins of all mankind by the shedding of His blood on the cross.

We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is now our Advocate to the Father; that it is only through Jesus' power to save us from our sin—past, present, and future. We believe that salvation from death to life can only happen by His grace through our faith that He rose from the grave and is coming once again to judge the living and the dead.

We believe this *Statement of Faith* to be the basic tenet for Christian fellowship; that, according to 2 Timothy 3:16-17, “*all of Scripture is God-breathed... useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work*”. We believe that all born-again men and women who sincerely separate themselves from the world of apostasy and sin, by accepting these truths, can and should live together in peace and that it is their Christian duty to promote harmony among the Believers.

***For clarity on how King's Academy views the covenant of marriage and human sexuality, refer to **Appendix V** for our *Statement of Faith: Marriage & Human Sexuality**

Appendix V

King's Academy's

STATEMENT OF FAITH: MARRIAGE AND HUMAN SEXUALITY

Preamble

We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Timothy 3:16–17). Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

Our Religious Beliefs

Based on Holy Scripture and the constant moral teaching of the universal Church, we believe:

Marriage - *King's Academy* defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)

Sexual Immorality - *King's Academy* believes that sexual acts outside marriage are prohibited as sinful. Consequently, ***King's Academy*** members must resist and refrain from any and all sexual acts outside marriage — including (but not limited specifically to): *adultery, fornication, incest, zoophilia, pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts*. (Exodus 20:14; Leviticus

18:7-23; Leviticus 20:10-21; Deuteronomy 5:18; Matthew 15:19; Matthew 5:27-28; Romans 1:26-27; 1 Corinthians 6:9-13; 1 Thessalonians 4:3; Hebrews 13:4; Galatians 5:19; Ephesians 4:17-19; Colossians 3:5)

Gender Identity - *King's Academy* believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, ***King's Academy*** members must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex — including (but not specifically limited to): *elective sex-reassignment, transvestite, transgender, or non-binary “genderqueer”* acts or conduct. (Genesis 1:27; Deuteronomy 22:5; Romans 1:26-32; 1 Corinthians 6:9, 18-20)

Sexual Orientation - *King's Academy* believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered for procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, ***King's Academy*** members must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

Sexual Redemption - *King's Academy* believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, ***King's Academy*** members must welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to ***King's Academy's Statement of Faith***. (Matthew 11:28-30, Romans 3:23, Ephesians 2:1-10, 1 Corinthians 10:13, Hebrews 2:17-18, Hebrews 4:14-16)

Faithful Singleness (Celibacy) - *King's Academy* believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal “one flesh” marital union of one

man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Faithful singleness until marriage (celibacy) is to be celebrated and affirmed within the ***King's Academy*** organization. (Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; Hebrews 13:4; 1 Corinthians 7:1-8; Matthew 19:12; 1 Corinthians 12:12-13; Romans 12:10; 1 Timothy 5:1-2)

Application

All of our members, employees, and volunteers must affirm and adhere to this *Doctrinal and Religious Absolute Statement On Marriage And Human Sexuality* to qualify for involvement with ***King's Academy***. This is necessary to accomplish our religious mission, goals, and purpose. Behavior or counter-witnessing that does otherwise will impede and burden our integrity and religious mission. We believe that God's grace can wipe the slate of guilt and sin, though the consequences are still incurred.

Authority

The Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle and conduct. _____ is charged with the ministerial responsibility of Biblical interpretation and promulgating religious policy. _____ will determine life application as well as final matters relating to church theology, philosophy, Christian practice, faith, divine truth, morality, and theological and doctrinal resolutions as they relate to the work of the ***King's Academy*** organization.

Parent/Guardian Agreement

I/We, the parent(s)/guardian(s) of _____, commit to cultivating the appropriate attitudes toward the King's Academy Christian School environment by:

- Demonstrating a positive attitude toward my/our child's education by showing interest in his/her work and learning experiences.
- Getting to know my/our child's school, its staff, curriculum, programs and activities by attending parent-teacher conferences, classroom activities and school functions.
- Informing the office of current home, cell and work phone numbers, home address, medication updates and emergency contact information whenever a change occurs.
- **Understanding, supporting and abiding by the policies of this handbook and discussing them with my/our child.**
- If an issue arises, agreeing to first address the situation with my/our child's educator and, if necessary, the administration.
- Agreeing to maintain communication with my/our child's educator, including checking assignments, notebooks, and/or folders nightly, and if necessary, contacting the educator with any questions I/we may have.
- **Agreeing to be responsible for all financial obligations to the school.**
- Agreeing to pray for my/our child and the needs of the school regularly, especially lifting up the school administration as well as my/our child's educator and his/her specific class in earnest prayer.
- **Agreeing to hold my/our child accountable for his/her behavior; when my/our child receives correction at the academy, he/she will receive correction at home.**
- Realizing that the academy's teaching and administrative staff want all KA students to succeed; they have dedicated their lives to nurturing them, supporting them, loving them, and guiding them. Showing appreciation to the teachers and staff often.
- **Realizing that rewards are earned and not every child will get one every time.**
- Respecting our educators and school staff's personal time by being on time in the morning and when picking up my/our child at the end of the day.
- **Being focused on my/our child getting a good education rather than good grades.**
- Allowing KA to "push" my/our child to learn and grow to the best of his/her abilities through challenging assignments and consistent effort.
- **Keeping all student information private on social media and posts about our school community positive and uplifting;** if encountering an issue at or with the school, practice the biblical model of confrontation by going directly to the person and/or administration, instead of sharing online.
- **Encouraging my/our child not to complain or making excuses for my/our child.**
- Contributing no more than 15% of the ideas and work to any of my/our child's projects or papers.
- Respecting my/our child's learning time by never picking up my/our child early from

school unless it's a doctor's appointment or other major life event.

Student Conduct and Dismissal

As the parent(s)/guardian(s) of _____, who is registered to attend King's Academy for the upcoming school year, I/we understand that if my/our child is found responsible for **violating school policies**, he/she may be **dismissed from King's Academy**. While he/she might be eligible to return the following school year, any further violations at that time will result in **permanent dismissal** from the academy.

Parent/Guardian Conduct and Child's Enrollment

Furthermore, I/we understand that it's my/our duty and responsibility as parent(s)/guardian(s) of _____ to **abide by these policies** as well. If, at any time, my/our actions or behaviors are not in accordance with the school policies listed herein (*such as refusal to pay tuition, slanderous social media posts, inappropriate interactions with students*), I/we understand that my/our child will **not be allowed to continue at the school**, regardless of his/her academic performance or behavior.

- ☐ I/we agree to abide by these policies as listed herein.
- ☐ I/we have read the [Statement of Faith Policy](#) and agree to abide by its principles.

Signature of Parent/Guardian 1

Date

Signature of Parent/Guardian 2

Date

Student Agreement (ages 10+)

I, _____, promise to cultivate a proper attitude toward my school environment, recognizing that the King's Academy team is focused on my success and deserves my honor. They have dedicated their lives to nurturing, supporting, loving, and guiding me—this is both their purpose as educators and their vow to me. Therefore, acknowledging their commitment to providing me with the best education, I will:

- Accept correction and advice and learn from it.
- Show appreciation; not whine or complain.
- **Embrace our values of “*Grace (loving God), Integrity (loving myself), and Service (loving others)*”**
- Not procrastinate when I have an assignment due.
- Seek to be understanding of the opinions of others.
- Pick up trash and show pride in keeping the school clean.
- Avoid jealousy by cheering for my classmates and celebrating their successes.
- Be CURIOUS.
- Show good character and make good choices even when no one is looking.
- Take advantage of the clubs, trips, lessons, and opportunities available to me.
- Apologize with sincerity and mean it.
- **Understand that every student has a different experience. Just because an accommodation or experience was made for the student(s) before me, doesn’t mean it will be granted to me as well. Nothing is promised.**
- **Find solutions; not blame others or make excuses.**
- Use proper etiquette at lunch: mouth closed while chewing, etc.
- Always be professional and neat in appearance at every school event.
- Keep well groomed at all times; nails clean and trimmed, use deodorant if needed ;) brush and floss teeth, shower, and take pride in looking my best.
- Ask for help
- Not feel entitled by asking for or expecting a reward for my hard work.
- **Speak the truth; being truthful is rewarded and with it comes reduced punishment as well as respect.**
- **Honor my character outside of school when using social media; realize that nothing is ever really gone once it has been posted online.**
- Avoid cliques and befriend all; I can gain friends by BEING one.
- **Abide by school policies; especially standing up against bullying. I will not tolerate it at our school, and will let it be known, respectfully, when I am unhappy with treatment that I receive or witness.**
- Uplift others and seek to make the world a better place, by embracing service.

I understand that if I am found responsible for violating King's Academy policies, I could be dismissed. Although I may have the option to return the following school year, continued violations at that point will result in permanent dismissal from the academy.

- ☐ I agree to abide by these policies as listed herein.
- ☐ I have read the [Statement of Faith Policy](#) and agree to abide by its principles.

Signature of Student

Date