



2024-2025

**Kirk Academy Elementary
Student Handbook**

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INTRODUCTION

This handbook for students and parents should be read carefully and filed for future reference. The rules and regulations have been formulated in the best interest of the students and the school. You are asked to follow the rules as stated. Please do not ask for exceptions to be made. It is a student's responsibility to know and obey all the rules in the student handbook. The handbook is posted on the website: www.kirkacademy.com. This handbook has been approved by the Kirk Academy Board of Directors and has been entered in the minutes of the board. Enforcement of these rules and regulations rests with the administration. All problems involving interpretation of and enforcement of these rules are the responsibility of the administration.

SCHOOL HISTORY

Grenada Educational Foundation, Inc. (a.k.a. Kirk Academy) was founded in 1966 as a non-profit corporation, to provide an educational alternative for Grenada and the surrounding area. Classes officially started in August, 1967, in various temporary locations before moving in 1968 to the current location at 2621 Carrollton Road in South Grenada on 30 acres of land donated by Mrs. W. H. Kirk.

After starting in one building in 1968, the school expanded to include the original building that is used for secondary education, an elementary building (1970), a gymnasium complex that houses science and computer labs, a cafeteria, music department, basketball facilities, a weight room, and a stage (1972), a kindergarten building (1985), a library (1991), and a multipurpose annex (1998). The secondary building was completely renovated in 2003 along with the outside of both the elementary and secondary buildings. In 2005, the state of the art secondary computer lab was added and named for long time board member Dr. W. B. Hunt. In 2006, the Board and the PTO started renovation of the elementary school by updating two first grade classrooms and updating the elementary computer lab. At the beginning of the 2008-09 school year, the elementary classrooms were renovated, and each room has a computer and internet access.

Additional land donated by the Kirk Family and obtained through other purchases expanded the campus to 65 acres. The property was developed to include a unique Environmental Conservation Education Center and some of the finest athletic and activity facilities in the state.

Kirk Academy serves its students on a non-discriminatory basis. Through its wide variety of programs, the school strives to develop all students academically, spiritually, and physically to their highest potential. The school continues to be a leader in non-public education in Mississippi.

MISSION STATEMENT

Kirk Academy is a K3-12 grade school that strives to provide students the best possible Christian-based college preparatory education while instilling in them respect for God, our nation, parents, and proper authority.

SCHOOL BELIEFS

Kirk Academy has the following beliefs as developed by its patrons, Board, faculty, administration, and students:

1. All people are assigned, by God, a gender at birth. This is the gender that will be recognized by Kirk Academy in any and all dealings with students, faculty , and staff.
2. A safe and physically comfortable environment promotes student learning.
3. Student learning in a Christian environment is the chief priority of the school.
4. Students need not only to demonstrate their understanding of essential knowledge and skills, but also need to be involved actively in solving problems and producing quality work.
5. Students' learning needs should be the primary focus of all decisions impacting the work of the school.
6. The commitment to continuous improvement is imperative if KA is going to enable students to become confident, self-directed learners.
7. Students need to apply their learning in meaningful contexts.
8. Exposure to consistent, strong Christian morals promotes student learning and strengthens individual student morals.
9. Students learn best when they have appropriate opportunities for success and are actively engaged in the learning process.
10. Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
11. Extracurricular activities provide positive opportunities for the individual student to develop a sense of self and purpose.
12. A student's self esteem is enhanced by positive relationships and mutual respect among and between students and staff.

KIRK ACADEMY ELEMENTARY FACULTY AND STAFF

Board of Directors

Josh Mattox, President

Chuck Rose, Vice President

Slade Redwine, Secretary

Phill Brown

Allen Cravens

Rusty Mims

Administration

| | |
|-----------------------|---------------------|
| Head of School | Mr. Rob Shillito |
| High School Principal | Mr. Chad Crowe |
| Elementary Principal | Ms. Crissy Harrison |
| Athletic Director | Mr. Harrison Nickle |
| Guidance Counselor | Mrs. Tracy Herring |

Administrative Staff

| | |
|--------------------------|------------------------|
| Financial Administrator | Mrs. Beth James |
| Office Manager | Mrs. Jo Ann Stephenson |
| Administrative Assistant | Mrs. Stephanie Ralston |
| Administrative Assistant | Mrs. Charity Fancher |

Faculty K3-5th Grade

| | |
|------------------------|-------------------|
| Sherryl McWhorter | K3 |
| Casey Gaines | K3 |
| Jeane Carroll Shillito | K4 |
| Jessica Parks | K4 |
| Linda Darby | K5 |
| Nancy Denley | 1st Grade |
| Janice Davis | 2nd Grade English |
| Alyssa Fennell | 2nd Grade Math |
| Lynn Grantham | 3rd Grade |

| | |
|-----------------|--|
| Debra Arrington | 4th/5th Grade Reading |
| Melody Miller | 4th/5th Grade English and Social Studies |
| Nell Fisher | 4th/5th Grade Math and Social Studies |
| Freda Weir | 4th/5th Grade Science and Social Studies |
| Wendy Ray | Computer |
| Randye McKibben | Physical Education |
| Maribeth Weeks | Art |
| Michelle Owens | Music |
| Kim McWhorter | Library |

NON-DISCRIMINATORY POLICY

The Grenada Educational Foundation and Kirk Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admission policies, or school administered programs.

KIRK ACADEMY ADMISSIONS POLICY

Kirk Academy is an independent Christian School, providing a traditional, academically sound, Bible-based education. Our reputation for high academic and discipline standards makes us happy to extend the opportunity to have quality Christian education for your children.

Enrollment at Kirk is a privilege, not a right. Parents and students must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies. They are expected to adhere to the school policies as established by the Kirk Academy Board of Trustees as published in this handbook.

SPECIAL NOTE: Although Kirk Academy has a liberal acceptance policy, the administration reserves the right to make a final decision on any child. Our ministry is one committed to children, and our staff is a loving, nurturing one. There are times, however, when children have special needs that Kirk Academy cannot meet. Therefore, it would not be in the best interest of the child to place him/her in a school setting where they might not be successful. Some of those areas include, but are not limited to the following:

- Academically, Kirk Academy has a curriculum that is college preparatory in nature. If a child is below average in ability, or if a child has moderate to severe learning disabilities, Kirk Academy may not be the best school of choice. Kirk Academy does not have a formal resource program or special education component, due primarily to budget, personnel, and space restraints.
- If a child has behavior problems that adversely affect the learning of others or takes an inordinate amount of time, Kirk Academy is likely not the best school setting.
- If a child has a serious medical condition or has specific medical needs that can't typically be met in a standard classroom setting, it might not be in the child's best interest to attend Kirk Academy.
- In fairness to the child, if he/she has been professionally tested and evaluated for learning disabilities, behavioral concerns (such as ADD, ADHD), or a medical condition, the result of those tests should be made available to the school at the time of application or when they become available. It is at the discretion of the headmaster to review any accommodations requested and to require appropriate medical documentation.

ADMISSIONS PROCEDURES

All potential students should be on the appropriate academic level before being admitted to Kirk Academy. They shall be aware of the mission of Kirk Academy. Parents who wish to enroll a student should make an appointment for an interview with the administration and/or counselor to tour the school and to determine if Kirk Academy is the best educational option for their child. Letters of recommendation may be helpful but are not necessarily required. All prospective new students in grades 2 – 12 must be evaluated for admission to Kirk Academy. There may be admission screening for students entering the Pre-school, kindergarten or first grade programs. Upon full payment of the registration fee, capital improvement assessment and a possible \$20.00 screening/testing fee, the school staff will schedule a time for admission testing. The screening/testing fee is non-refundable. The registration fee and capital improvement assessment will be refunded if the student is denied admission.

The following items are required for admission:

- New Student Registration fee of \$400
- Capital Reserve Raffle Tickets \$400/\$600 (1 student 4 tickets/2+ students 6 tickets)
- Completed Application for Admission
- Completed Financial Agreement Contract
- Payment of Tuition and Fees
- A current copy of the student's most recent report card and discipline record
- A certified copy of the student's birth certificate
- A copy of the student's social security card
- A Mississippi Immunization Certificate

The administration reserves the right to deny admission to a student, following the evaluation of the student's application packet, that it is determined Kirk Academy cannot meet the needs of the student.

GENERAL RULES AND GUIDELINES

SCHOOL HOURS

Pre-School and Kindergarten hours are from 8:00 a.m. to 3:00 p.m.

Elementary School hours are from 8:00 a.m. to 3:10 p.m.

Teachers are on duty from 7:30 a.m. to 3:30 p.m. Monday through Friday

BELL SCHEDULE

| | |
|-----------------------|----------------------|
| 7:30 a.m. | Student drop off |
| 8:00 a.m. | Tardy Bell |
| 10:45 a.m.-12:00 p.m. | Lunch Rotations |
| 3:00 p.m. | K3, K4, K5 dismissal |
| 3:10 p.m. | Elementary dismissal |

CONFERENCES

The classroom teacher is the person to talk with FIRST about your child's progress. Conferences with teachers should be arranged by emailing the teacher or contacting the office at 662-226-2791. Teacher's email address is their first initial last name @kirkacademy.com.

The principal is the person to talk with if you wish to discuss the administration of the school's policies or rules, or if you have a matter of concern that affects the school as a whole. Conferences with the principal may be scheduled between 8:00 a.m. and 3:30 p.m. on school days. Contact: charrison@kirkacademy.com or 662-226-2791.

GRIEVANCE PROCEDURE

If a parent has a complaint about a teacher, school policy, or another student, the following procedure must be followed:

1. Contact the teacher involved to schedule a private conference
2. If not satisfied with the result of the teacher conference, schedule an appointment to discuss the matter with the principal.
3. If still not satisfied, make an appointment to discuss the matter with the Head of School.

PARENT VISITATION

For the safety of the students and staff, all parents and visitors must check in at the elementary office. Please press the intercom button outside of the elementary office and identify yourself in order to enter the building. If you are picking up your child early, please sign your student out and wait for him or her in the waiting area. This will eliminate disturbances in the classrooms.

STUDENT CELL PHONE AND ELECTRONIC DEVICES

Cell phones, smart watches, and electronic tablets can be a distraction in the classroom and interfere with the learning process. Following the first bell, these devices must be turned off and put away for the entirety of the school day. Students caught using devices without permission will have the following consequences:

1st offense-The device will be confiscated and left in the care of the office until the parent comes to pick it up.

2nd offense-The device will be confiscated and left in the care of the principal until the parent, teacher, and principal have a conference with the student. In addition, the parent will pay \$25 to retrieve the device.

Further offenses will result in out of school suspension as well as \$50 to retrieve the device.

DELIVERY OF PERSONAL ITEMS

The office staff will deliver any necessities that are brought to a student such as lunch or backpacks. Kirk Academy elementary will **not** accept delivery of flowers, balloons, or other items.

CLASS PARTIES AND FIELD TRIPS

Each class will have a designated class mom that will be responsible for arranging the Christmas Party and Valentine Party. Please keep arrangements as simple as possible. Parents are not allowed at the Christmas Party.

Periodically, we will have field trips. We ask that you do not bring younger siblings on field trips. All trips should be educational in nature and approved by the administration. Transportation for field trips may be arranged by the school in school buses or provided by teachers and volunteer parents. Permission forms are to be signed by parents and filed in the school office before students leave campus.

The arrangement of field trips should follow these guidelines:

1. The teacher(s) should conference with the administration as to the nature and value of the trip.
2. After approval has been granted by the administration, the teacher should gather all information and make all notifications regarding the trip.
3. The teacher shall supply all this information to all teachers involved as well as the administration.
4. The teacher is responsible for preparing, distributing, and collecting permission slips.
5. The teacher should make arrangements through the administration for school provided transportation or approval of other types of transportation.
6. The teacher should report to the administration on the effectiveness of the trip and any problems that might have arisen.

BIRTHDAY GUIDELINES

Birthdays are a special celebration for all students. Invitations may be given out at school but every child in the classroom or either all boys or all girls must be included. Select invitations are not acceptable.

The following guidelines should be followed:

- All boys in a particular class or grade will receive invitations (Boy Party)
- All girls in a particular class or grade will receive invitations (Girl Party)
- All children in a particular class or grade will receive invitations (Boy and Girl Party)
- Invitations are never to be passed out to a few children in another classroom. Please mail these invitations.
- Cupcakes or other simple treats may be sent to school on the student's birthday. Please give the teacher notice of your plans.
- Children with summer birthdays may adopt a day in May for their early birthday celebration.

CHILD CUSTODY

To ensure the safety of our students, the custodial parent must provide the school with a copy of the appropriate documents regarding the child's custody. This is to prevent a child from being released to a non-custodial parent. No student will be released to anyone other than a custodial parent unless the school has been notified in writing by the custodial parent.

BATHROOM HABITS

All children accepted into our Pre-K program must be potty trained prior to being admitted into the program. Please make sure that your child knows how to flush the toilet, clean themselves, and wash their hands. If there is a major accident, the teacher will call you to come to the school, clean your child and provide clean clothes. Our teachers can not leave their class unattended in order to accomplish this task. We do realize that accidents will occasionally occur, and we will be very sensitive with these.

ARRIVAL AND DEPARTURE POLICY

TRAFFIC AND CARPOOL SAFETY

1. Always drive carefully and follow the flow of traffic.
2. Students must go home their usual way unless the office and teacher are notified.
3. For the safety of students and teachers on duty, PLEASE put your car in PARK when you pick up students and DO NOT use your cell phones.
4. All Elementary students must be picked up at the Elementary Building. Students are not allowed to walk to the high school.

ARRIVAL TIME

Teachers are on duty at 7:30 a.m. to allow students to enter the building.

PRE-K ARRIVAL AND PICK UP

All preschool students will be dropped off at the library at the end of the elementary building. They may be dropped off at 7:30 a.m. Please wait for the teacher on duty to assist your child from the vehicle. Please place your vehicle in PARK and do not use cell phones during car pool.

ELEMENTARY ARRIVAL AND PICK UP

In the mornings, please drop your child off under the canopy out front. There are 2 lines of traffic that will run through under the canopy. There will be teachers on duty to assist your child from the vehicle. Please make sure your child does not exit the vehicle without assistance from the teachers on duty. Please have your child on the right side of the vehicle.

PLEASE DO NOT CHECK STUDENTS OUT EARLY. EARLY CHECK OUTS WILL RESULT IN A TARDY. THREE TARDIES WILL EQUAL TO ONE UNEXCUSED ABSENCE.

ATTENDANCE

Your child's success in school depends on regular attendance. Regular attendance and punctuality is expected of all students. Interrupted instruction time by tardy students is a distraction.

TARDIES

Students arriving after 8:00 a.m. must be accompanied by a parent to the office to get a tardy pass before going into the classroom. For security, the parent must sign the student in on the sign in/out sheet. The accumulation of 3 tardies will result in 1 unexcused absence per 9 weeks.

ABSENCES

Parents should call the Elementary Office before 8:30 a.m. with the reason your child is absent for that day. All missed work must be made up. If you would like to pick up your child's work, please request it at the time you call. Make up work can be picked up after 12:00 p.m. Make up work should be completed within the time frame of one day for each day missed.

In accordance with MAIS requirements, no student shall be promoted to the next grade whose absences exceed **(20)** days during the school year unless the absences result from unusual circumstances or extended illness that is documented by a physician. Excuses for absence must be turned into the office within 10 days of the absence.

PLANNED ABSENCES

School vacations are planned at appropriate intervals throughout the school year and parents should plan accordingly. It should be noted that teachers cannot provide work in advance of planned absences that will adequately make up for the missed classroom instruction. Teachers will use their discretion in the matter of providing work requested by the parent to be completed during the period of absence. Parents who voluntarily take their child out of school have the responsibility to see that the students have completed ALL make-up work.

ILLNESS

While regular attendance is extremely important to a child's progress in school, there arise occasions when a student must be absent due to illness. Children with fever, nausea, severe headache, or other symptoms of serious or contagious illness should not be sent to school under any circumstances. Children who attend school while displaying these symptoms are uncomfortable in the school setting and pose a health hazard to others. If a student becomes ill at school, the teacher or office will make every effort to contact the parent so the student may be taken home.

GRADES

Academic Grading Scale:

A= 90 and above

B=80-89

C=70-79

F= under 70

1. Grades can be viewed at any time on FACTS Renweb SIS .
2. Signed papers will be sent home weekly for grades 1st-5th on Thursday.
3. Teachers will contact you for a conference if they feel it is necessary. Parents are encouraged to call and schedule a conference with their child's teacher if they have a concern.
4. Grading periods are divided into Nine-Weeks. Grades will be earned through tests, quizzes, class work, homework, and projects.

PROMOTION POLICY

The decision regarding promotion is not based solely on academic standing. Many factors will be used in considering the promotion of a student. These factors can include age, ability, maturity, and student effort. Each teacher will submit to the principal the names of students who are recommended for non-promotion. The teacher and principal will review each student's situation. If it is decided that it is in the best interest of the student to repeat their grade, administration will meet with the family to explain to them the decision.

CHANGE OF ADDRESS OR TELEPHONE NUMBERS

In order for the school to handle emergencies, maintain communications, and keep current records, parents are expected to notify the office of any changes in the address and/or telephone numbers as soon as they occur.

These changes may occur either at work or at home, and immediate notification is critical.

FINES

Students will be required to pay for loss of or damage to books or other school property. Report cards will be held until all financial obligations to the school have been cleared. Students who have lost or damaged library books will be required to pay the cost for replacing books. If the books are found at a later date, the money will be refunded. **Non-payment will result in withholding of report card and all student records.**

PERMANENT RECORD

Each student who enters kindergarten will have a cumulative folder (permanent record) on file in the school office. Students who transfer to Kirk Academy will have their cumulative folders forwarded to Kirk Academy. The permanent record contains the student's grade and attendance records, biographical information, and achievement test results. Only authorized school personnel and parents have access to a child's folder. If a parent wishes to examine his/her child's permanent record, arrangements can be made by contacting the principal. **The permanent records of a student will not be released to a new school if tuition obligations at Kirk Academy have not been met.**

TEXTBOOKS

Textbooks may be issued to students at the beginning of the year. A fine will be assessed for any abuse, such as writing in the books, and charged to the student at the end of the year. If a student loses a book, it must be paid for.

COMMUNICATORS

Graded class work and test papers will be sent home with students in grades 1st-5th in their Communicators on Thursdays. Parents should sign the student's papers and return them to school on the next class day. These papers are sent home with the purpose of providing parents with an indicator of your child's classroom performance. This procedure allows parents to identify areas in which your child may require additional help at home. By sending the papers back, it allows the teacher to know that parents have seen their child's performance in the classroom.

Any questions on student work should be written on a sheet of paper and placed on top of the papers. This will provide the teachers with immediate feedback.

HOMEWORK ASSIGNMENTS

Students are required to complete their daily homework assignments in order to reinforce the objectives and skills being taught in the classroom. It is imperative that students come to class prepared to learn. Homework is a vital part of readiness. Teachers check and sometimes give grades on homework. Parents are encouraged to check their child's homework in FACTS Renweb SIS. Parents should require their child to correct any mistakes before turning in the homework. This is a powerful teaching strategy that parents can use to greatly improve their child's learning experience.

ACADEMIC RECOGNITION

Headmaster's List

The Headmaster's List consists of students who have a 90 average or above in each academic class for the grading period.

Principal List

The Principal's List consists of students who have an 80 overall average or above for the grading period.

CONDUCT AND DISCIPLINE

TYPES OF DISCIPLINARY ACTION

Teachers will discuss and model classroom expectations throughout the year. Teachers will implement and enforce all classroom and school rules on a consistent basis using the appropriate disciplinary actions as stated below. If a student demonstrates continual noncompliance or violates policy that calls for expulsion, final approval of expulsion will rest in the hands of Kirk Academy's Head of School. The following rules apply to any school-sponsored activity, or involved in any conduct at any other time or place that negatively impacts maintaining school order and discipline, protecting the safety and welfare of others, or damaging the reputation of the school.

These are not listed in any particular order:

- Student-Teacher Conferences
- Recess Detention-student will not participate in recess
- Suspension from Recess, Extracurricular Classes, or Other Special Activities
- Field Trip Restrictions
- Student-Administration Conference
- Parent-Administration Conference
- Administrative-Parent-Teacher-Student Conference
- Out of School Suspension (OSS)-the student will be allowed to complete all work at home during the period of suspension but will be penalized at the end of the nine-week grading period at the rate of two points per subject for the first day of suspension and one point per subject for each additional day.
 - **2 point deduction per day from the nine-week average in each class**
 - **1 point deduction for each additional day from the nine-week average in each class**

Administration reserves the right to assess each action based on the nature and severity of the offense.

GENERAL POLICIES

DISRUPTIONS AND MISBEHAVIOR

In the case of a student causing a severe disruption such as physical confrontations, vandalism, or “bullying” another student, the student will immediately report to the principal’s office. The severity of the infraction will determine the type of disciplinary action administered by the principal.

CHEATING

Students determined by their teacher to be cheating on a test, classwork, or homework will be given a zero on the assignment and their parents will be notified. Repeated violations will be dealt with more severely, and parents or guardians will be required to meet with school officials to determine whether or not the student will receive expulsion.

Examples of behaviors considered as cheating:

- Lending or copying another’s homework in or out of class
- Giving or receiving answers to quizzes or tests
- Entering an academic testing situation with an unfair advantage
- Plagiarism
- Violating testing procedures as described in the individual classroom
- Cell phone, smart watch, or other electronic devices brought into a test or quiz
- Forging a signature
- Any other action as deemed cheating by the Kirk Academy Administration

ATHLETIC EVENTS

Students are expected to display good sportsmanship at all times. Running and playing in hallways inside the gym and playing in the restroom or break area are not allowed. During athletic events, students are not allowed to go outside the fenced perimeter of the football complex or outside the gym without an adult. Parents are responsible for reminding their students of acceptable behavior when attending athletic events.

ASSEMBLIES AND CHAPEL

Students are expected to be quiet, attentive, and respectful during all assemblies. Hands should be raised for asking questions as well as answering questions. At no time should food, drink, or gum be brought into assembly areas. All trash should be placed in trash bins. Running and yelling are

never acceptable. Bathrooms should be kept clean at all times. Feet should not be placed in chair seats or on the back of the seat in front of you.

USE OF APPROVED MEDICATION

For properly approved use, possession, or distribution of medication under this policy, the student and parent/guardian shall follow these guidelines:

- All medications used must be medically necessary
- Administration should be notified on long-term prescriptions so it can be on file
- A student should bring only enough medication for their daily dosage
- *A student is never permitted to take another student's prescribed medication
- *A student is never permitted to give their prescribed medication to another student

*Note: Failure to abide by these starred policies will result in discipline up to suspension or expulsion.

THEFT

Kirk Academy does not condone the taking of another person's property. This includes "borrowing" of another's books, notebooks, pens, pencils, etc. without permission. Anyone involved in such activities will receive disciplinary action.

WEAPONS AND THREATS

A student possessing, displaying, using, concealing, or threatening to use any weapon or any instrument that could be classified as a weapon, will be subject to expulsion without a refund of fees and may face legal action. Any student, family member, or any other person making a threat toward Kirk Academy, the faculty, staff, administration, Board of Directors, and/or another student shall immediately be suspended and/or turned over to the appropriate authorities.

A threat shall be defined as the following:

- Any written or verbal statement or deed that implies physical harm
- Any written or verbal statement or deed that implies mayhem/destruction
- Any written or verbal statement or deed that implies the threat to use a bomb, fireman, or other dangerous instrument

Any student or family member making such threat(s) is subject to having their contract terminated without refund of fees.

DISRESPECT

Showing disrespect toward a teacher, school employee, student, or guest of Kirk Academy will not be tolerated. Students who are disrespectful will receive disciplinary action based on the nature of disrespect and the number of recurrences. If the disrespect takes the form of physical contact

with the staff or faculty member or a verbal threat, the student may be suspended, face legal action, and/or expelled at the discretion of the Head of School.

FIGHTING

One of the chief priorities of Kirk Academy is to provide a safe learning environment for all of our students. As a result, fighting is strictly forbidden. The following consequences can be expected for fighting as deemed necessary by administration:

- 1st Offense: Discipline up to Out of School Suspension
- 2nd Offense: Discipline up to Expulsion

RAIDER RESPECT

It is expected that students will operate with “raider respect” as laid out in these guidelines at all times. Failure to do so will result in disciplinary actions.

Library:

- Use inside voices at all times or remain silent when others are reading
- Handle books and other resources with care and respect
- Follow the librarian’s rules at all times.
- Food, drink, gum, candy, etc. are not allowed in the library

Hallway

- Running, hitting, pushing, touching, or loitering in the hallways is not acceptable.
- Walk quietly on the right side of the hallway.
- Keep the hall clean of paper and debris.

Restroom

- Paper towels should always be placed in the trash can, not the floor.
- Always put toilet tissue inside the toilet and flush.
- Playing, running, pushing, hitting, or climbing walls in the restroom is prohibited.
- Defacing or vandalizing restrooms in any way is prohibited.
- Standing on the toilet is not permitted.
- Using unacceptable language or loitering in the restroom is unacceptable.

Lunchroom

- Enter and exit in an orderly fashion.
- Speak in low inside voices.
- Use good table manners.
- Clean the table, seats, and floor where you ate before leaving.
- Put all trash in the trash can.
- Remain seated until your teacher dismisses you.

- Remember to say “Please” and “Thank you” to the lunchroom workers.
- Saving seats or isolating is not permissible.
- Breaking in line is not allowed.
- Touching others' food is not permissible.

Playground

- Pushing, hitting, shoving, or “play fighting” is prohibited.
- No food or drinks are allowed on the playground.
- Follow all safety rules as directed by the teacher.

Classroom

- Distracting other students during class is unacceptable
- Taking anything that does not belong to you is unacceptable
- Using inappropriate or insulting language is not allowed
- Respect your teacher at all times and direct them with “Mam” or “Sir”
- Do not enter a classroom without permission
- Follow your teacher’s specific rules and instructions
- Raise your hand to speak
- Making noises, blurting out comments, etc. is unacceptable
- No chewing gum
- Do not stand around the teacher’s desk or touch her personal items
- Keep your desk area clean and trash in the trash can

SEARCH AND SEIZURE

Kirk Academy administration reserves the right to conduct searches at any time in search of contraband or prohibited items. These searches may include any property brought onto school premises. Any item found under the students control constitutes possession. In some cases, authorities may also be invited to conduct searches. Refusal to cooperate with search will be considered an admission of guilt. If illegal substances or materials are found, Kirk Academy reserves the right to notify the proper authorities.

SOCIAL MEDIA AND DIGITAL COMMUNICATION POLICY

Kirk Academy may at times be made aware of social media posts made by patrons, students, staff, or other members of the Kirk Academy community on various social media or online platforms. Those who engage in behavior on social media that is negative towards Kirk Academy or its agents (including but not limited to faculty, staff, students), either explicitly or implicitly, will be subject to penalty. Actions taken by adults online may negatively affect the enrollment or activities of their student at Kirk Academy. Posts of the aforementioned nature must be taken down upon notice, with consequences to be discussed at an ensuing conference.

Regarding social media accounts or other means of digital communication (message board, GroupMe, Remind, etc), there should be no account/group formed representing Kirk Academy by name without the account having direct oversight by a member of the Kirk Academy Staff. By oversight, it is meant that a staff member has the login information or is the “owner” of the group. Within any accounts or groups explicitly representing Kirk Academy, all communication is expected to be professional, appropriate, and in support of Kirk Academy’s mission and vision. Those in breach of these policies may face discipline.

In addition, if Kirk Academy in its sole discretion believes that any information online (social media, website, email, etc) is obscene, constitutes a threat, defamation, or other illegal activity, Kirk Academy may contact the appropriate authorities and take disciplinary action deemed appropriate by administration.

DRESS CODE

Kirk Academy expects all of our students to be an example of modesty and pride. This includes the way they dress, the way they conduct themselves, and their general appearance. With this in mind, we require the students of Kirk Academy to dress in a manner that reflects neatness, modesty, Christian values, and common sense. Therefore, the Board of Directors has approved the following dress code:

Any clothing items, outerwear, shoes, jewelry, make-up, hair accessories or styles drawing undue attention or causing a distraction will be dealt with at the discretion of the administration.

Boys K4-5th Grade:

Pants (hemmed and have no holes or patches.)

- Neat blue jeans (NO destroyed look)
- Khaki or navy-blue cotton pants and walking short (Cargo shorts/pants are permissible)
- Brown or black belts are required.

Shirts (All shirts and t-shirts must be tucked in so that the belt is visible)

- Red, white, navy blue or heather gray solid knit collared shirts with the KA logo is required.
- Kirk Academy t-shirts may be worn on days designated by the administration.
- Only navy blue, red, white, and gray Kirk Academy sweatshirts may be worn
- T-shirts worn under knit collared shirts must be red, white, navy, or gray.

Shoes

- Tennis shoes, casual shoes, and dress shoes.
- Boots (not rubber) – worn with long pants only.
- No open toed sandals, flip flops, or Crocs.

Socks must be worn at all times.

Outerwear

- Only navy blue, red, gray, or white Kirk Academy Approved outerwear (jackets, sweaters, sweatshirts) may be worn. A uniform shirt must be worn underneath with collar showing. (Exception – collar does not have to show under approved hooded KA team/group sweatshirt)

Dress Days – Boys will be required to wear Khaki pants or Khaki shorts and a red KA collared shirt.

Girls K4-5th Grade:

Pants (hemmed and have no holes/patches.)

- Neat blue jeans (NO destroyed look)
- Khaki or navy-blue cotton pants, walking shorts, skort, or capris.
- Plaid skort or skirt (Lands End)
- Navy or black leggings
- Length of shorts, skirt or skort must not exceed 5 inches above top of knee

Shirts

- Red, white, navy blue or heather gray solid knit collared shirts with the KA logo or white Lands End blouses with KA logo are required. T-shirts must be tucked in and a black or brown belt must be worn with jeans, shorts, skirts and pants that have belt loops.
- Kirk Academy t-shirts may be worn on days designated by the administration.
- Only navy blue, red, gray, or white Kirk Academy sweatshirts may be worn.
- T-shirts worn under knit collared shirts must be red, white, navy, or gray.

Shoes

- Must wear tennis shoes, casual shoes, dress shoes – heels must not exceed 2 inches in height.
- Sandals (no rubber or plastic flip flops, shower shoes, Crocs, or house shoes)

Outerwear Boys and Girls

Approved outerwear (jackets, sweaters, sweatshirts) must have a uniform shirt underneath with collar showing. (Exceptions – collar does not have to show under approved hooded KA team/group sweatshirt). **Outerwear will be Kirk Academy official outerwear. Only navy blue, red, gray, or white outerwear may be worn.**

Dress Days Girls will be required to wear Khaki pants, walking shorts, or skorts and a red collared KA shirt.

General Rules for both Boys and Girls:

- At no time are undergarments to be visible.
- All clothes are to be properly sized.
- All shirts that are tucked in are to remain tucked in when standing, bending, or sitting.
If the shirt is too short to stay tucked in, don't wear it.
- All pants are to be worn at the waist: no hip-huggers, low rise, or baggy pants are allowed.
- No see-through clothes are to be worn at any time.
- No caps are to be worn inside the building.
- All students will wear a red, collared shirt for such events as Veterans Day, Honors Day, Local Science Fair, and National Honor Society, etc.

Boys Appearance Code:

- No visible tattoos, or earrings.
- Hair that is cut neatly and, as it naturally falls, does not touch the collar of the shirt, completely covers the ears or eyebrows.
- No colored fingernails.
- Any appearance or dress that the administration feels is distracting or otherwise inappropriate may be restricted.

Girls Appearance Code:

- No visible body piercings other than ears.
- No visible tattoos.
- Any appearance or dress that the administration feels is distracting or otherwise inappropriate may be restricted.
- Skirts, shorts, and skorts should not be rolled at the waist and not exceed 3” above the knee

TECHNOLOGY

STUDENT COMPUTER AND INTERNET POLICY AND RULES

Improper use of the internet (Facebook, chat rooms, etc) has become a major source of concern. School standards and guidelines extend to the use of the internet to all students. A student’s improper use of the internet, including cyber bullying, or any other form of communication or media may be suspended, withdrawn, or expelled from school. The school encourages all parents to monitor closely the web use of their children and to discuss internet safety and to respect others.

Kirk Academy provides computers, networks, and Internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. The administration believes that the resources available through the internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the Internet requires that schools establish reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and Internet services is a privilege, not a right.

Students are required to comply with this policy and those who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and /or legal action.

All Kirk computers remain under the control, custody, and supervision of the school. The school reserves the right to monitor all computer and Internet activity by students and teachers. Students have no expectation of privacy in their use of the school computers.

While reasonable precautions will be taken to supervise student use of the Internet, Kirk Academy administration cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school. The administration is not responsible for the accuracy or quality of information that students obtain through the Internet.

The following rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users.

Computer Use is a Privilege, Not a Right

- Student use of Kirk Academy’s computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.

- No student shall access or use any computers on campus without the direct supervision of a faculty member. No student is to be in the computer labs or library without a faculty member present.
- The administrator shall have final authority to decide whether a student's privileges will be denied or revoked.

Acceptable Use

- Student access to the school computers, networks, and Internet services are provided for educational purposes and research consistent with the school unit's educational mission, curriculum, and instructional goals. Playing games on the computers will not be tolerated.
- The same rules and expectations govern student use of computers as apply to other student conduct and communications.
- Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks, and Internet services.

Prohibited Use

The user is responsible for his/her actions and activities involving school unit computers, network, and Internet services and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

- **Accessing Inappropriate Materials:** Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
- **Illegal Activities:** Using the school's computers, networks, and Internet services for an illegal activity that violates other policies, procedures and/or school rules; No email, No YouTube, No FaceBook, and/or any site that the administration deems inappropriate.
- **Violating Copyrights:** Copying or downloading copyrighted materials without the owner's permission;
- **Plagiarism:** Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified;
- **Copying Software:** Copying or downloading software without the express authorization of the system administrator;
- **Non-School-Related Uses:** Using the school unit's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
- **Misuse of Passwords/Unauthorized Access:** Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
- **Malicious Use/Vandalism:** Any malicious use, disruption or harm to the school's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses. No one shall attempt to change the basic set-up parameters or access system/network programs.
- **Unauthorized Access to Chat Rooms/Newsgroups:** Accessing chat rooms or newsgroups without specific authorization from the supervising teacher.

No Expectation of Privacy

Kirk Academy retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school unit. The school reserves the right to monitor all computer and Internet activity by students. Students have no expectations of privacy in their use of school computers, including email and stored files.

Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs, or damages incurred by the school unit related to violations of this policy and/or these rules, including investigation of violations.

School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

Kirk Academy assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

Student Security

Students are responsible for the use of their individual usernames and passwords and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person. A student shall not reveal his/her full name, address or telephone number on the Internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

System Security

The security of Kirk Academy's computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

ACCELERATED READER (AR)

Students read books on or above grade level and take a computer generated quiz on the book. Points are earned for correct answers. AR tests may be taken in the classroom under the teacher's supervision or in the library under the librarian's supervision.

FACTS SIS (RenWeb)

FACTS Management provides the parents with the opportunity to be more involved in your child's academic progress and future success. This is a private and secure parents' portal that will allow parents to view academic information specific to their children. You may view your child's grades, attendance, and homework.

ASBESTOS INSPECTION NOTIFICATION

Please be informed by this notice that all of the school buildings of Kirk Academy have been inspected for asbestos and have been determined to be asbestos free, or that letters of exclusion have been obtained for the contractors or manufactures. Such an inspection was mandated by the EPA. All materials pertaining to the inspection may be found in the headmaster's office. Any interested party should feel free to stop by and see this material.

STATEMENT OF PARENT EXPECTATION

A positive and constructive working relationship among Kirk Academy, the student body, and the parent body is essential to achieve maximum fulfillment of the school's stated mission. Kirk Academy has already adopted written expectations for students, faculty, and staff. The following expectations provide the same guidance to our parent body. Combined, these expectations give the entire Kirk Academy community consistent guidance and direction.

1. Parents should seek to understand and then demonstrate support for the mission of Kirk Academy and all stated policies and procedures associated with the operation of the school.
2. Parents should respect the school's responsibility to do what is in the best interest of the entire community while recognizing the needs of individual students. This includes acceptance of different perspectives, support for the school's consequences for inappropriate actions and behaviors, and the understanding that the school cannot always share all the facts in any given situation.
3. When parents have concerns involving the school, parents should directly and respectfully seek information from, or consult with, the adult at Kirk Academy who is closest to the situation (teacher, coach, administrator, etc.). These concerns could be personal (such as an issue involving the parent's child) or communal (such as a rumor/gossip that they hear in the community).
4. Parents should be positive, encouraging, and respectful to all members of the Kirk Academy community including students, faculty and staff, administrators, coaches, and fellow parents.
5. Parents should refrain from gossip and communication that may be detrimental to the well-being of KA students, parents, employees or the larger school community.
6. Parents should use caution when referencing Kirk Academy or its faculty and students on social media. By definition, social media is a public forum. As such, involvement in social media by any member of the KA community should be respectful and appropriate.
7. Parents should support the school's efforts to prevent student abuse of drugs and alcohol. Parents should not be under the influence of drugs and/or alcohol in the presence of KA students at school or at school-sponsored activities wherever they may occur.
8. Parents should respect and understand the importance of student attendance. Parental support of student attendance assists the school in fulfilling its commitment to educate each child.

**Parents who violate the Statement of Parent Expectations jeopardize their children's standing at Kirk Academy.*

**ACKNOWLEDGMENT OF UNDERSTANDING AND SUPPORT OF THE KIRK
ACADEMY HANDBOOK**

As parents/guardians of a student at Kirk Academy, we have read, understand, and agree to support the Kirk Academy Handbook. As a student, we have read, understand, and agree to support the Kirk Academy Handbook. We are aware of the rules and regulations governing students during the regular school day and at all school-sponsored functions. Furthermore, we understand that the Kirk Academy Board of Directors has approved these rules and regulations. As parent or guardian, we realize and affirm that it is our responsibility to see that our child and ourselves abide by these rules and regulations.

In addition, I hereby [] grant or [] do not grant permission for corporal punishment to be administered to the child indicated below.

(Please check the appropriate box above.)

Parent/Guardian Printed Name

Date

Parent/Guardian Signature

Student Printed Name

Please fill and sign this acknowledgment for each of your students. Students must return these to their teacher. Failure to do so will be considered a withdrawal of your student from Kirk Academy and forfeiture of any/all tuition and fees.