

**Kirk Academy
Elementary**



**2023-2024
Student Handbook**

KIRK ACADEMY ELEMENTARY HANDBOOK

2023-2024

Vision Statement: "To provide a quality education in a Christian environment."

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. 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.

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. It is always "painful" when a child is not accepted. 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 prep" 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 and/or the board designee 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 is no 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 \$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:

- A completed application for admission
- 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
- An immunization "Certificate of Compliance" (Mississippi Department of Health Form 121)

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

TUITION AND FEES POLICY

The following is a list of requirements for Tuition and Fees at Kirk Academy:

1. If tuition and all fees are not current prior to taking exams in December and May, the student will not be allowed to take exams and will be given a zero on these exams. The determination of whether a patron is current is based on the contract, not each student. If the student is exempt from an exam, the exemption will be lost and the student will receive a zero for the exam grade.
2. Any contract that is two months past due will result in the dismissal of the student or students from school.
3. For the 2023-2024 school year, all contracts will have an end date of April 2024. Thus, the 12 month contract will be from May 2023 until April 2024; the 11 month contract will be from June 2023 until April 2024, and the 10 month contract will be from July 2023 until April 2024.

ACCREDITATION & TEACHER CERTIFICATION

Kirk Academy holds accreditation with the Mississippi Association of Independent Schools and the Southern Association of Colleges and Schools. The standards of these two agencies are used as guidelines for the educational programs of the school. All administrators and faculty of the school meet the requirements as set forth in the teacher certification standards of the MAIS.

THE ACADEMIC PROGRAM

Kirk Academy offers an excellent curriculum with a broad range of academic goals for students from preschool through the twelfth grades. The preschool, kindergarten, and elementary curriculums feature a challenging well-rounded curriculum with emphasis on strong phonics, reading, mathematics, and thinking skills. In addition, students have supplemental instruction in Bible, computer skills, accelerated reading, music, physical education, library, and art.

VISITORS TO CAMPUS

No visitors, including parents, are to come in the school building during school hours for any reason without checking in through the school office. The only exception is if the visitor has been invited to a program or event. Student visitation will be allowed only in emergency situations as determined by the administration. This includes lunch and break.

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.

Headmaster's Signature and Date

GENERAL APPEARANCE

Kirk Academy expects all of our students to be an example of the things that made America great. 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:

A. Pants (All pants and shorts must be 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.

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

D. Socks must be worn at all times.

E. 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)

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

Girls K4-6th Grade:

A. Pants (All pants and shorts must be hemmed and have no holes or 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 leggings
- Length of shorts, skirt or skort must not exceed 5 inches above top of knee

B. 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 27 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.

C. Shoes:

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

D. 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.**

E. 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:

A. No sideburns below the earlobe, mustaches, beards, visible tattoos, or earrings.

- 1st offense student will be warned, required to shave and receive a Work Detail.
- 2nd offense student will be required to shave and receive a work detail.
- 3rd offense student will receive internal suspension or corporal punishment.

Following students' 4th offense the student will receive external suspension.

B. Hair that is cut neatly and does not touch the collar of the shirt, completely covers the ears or eyebrows.

- 1st offense-If student receives a referral for hair length the student has one week to get a haircut.
- 2nd offense- students will receive a work detail and one week to get a haircut.
- 3rd offense student will receive internal suspension or corporal punishment.
- 4th offense student will receive external suspension.

C. No visible body piercings including the ears.

D. No visible tattoos.

E. No colored fingernails.

F. Any appearance or dress that the administration feels is distracting or otherwise inappropriate may be restricted.

Girls Appearance Code:

A. No visible body piercings other than ears.

B. No visible tattoos.

C. Any appearance or dress that the administration feels is distracting or otherwise inappropriate may be restricted.

D. Skirts, shorts, and skorts should not be rolled at the waist.

Note: A student who wears clothes that are out of dress code will receive a work detail/recess or detention. The student will not be allowed to attend class until they are in dress code. If the student has to miss class due to being out of dress code, the absence will be unexcused.

The administration reserves the right to allow or prescribe certain dress on special occasions. i.e., honors day, homecoming, etc.

DAILY SCHEDULE

7:50 First Bell

8:00 Classes Begin

3:10 Bell Dismissal

Half Day Dismissal 11:30a.m. Grades K3-5th

Children should leave school immediately after the dismissal bell except when they remain to do work with their teacher. This is necessary for the safety of the children as there will be no teacher on duty after 3:15.

ATTENDANCE

The entire process of education requires a regular course of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each child. Consistent student interaction and participation enable each child to reap the benefits of well-planned instructional activities under the guidance of a competent teacher.

There is a direct relationship between poor attendance and academic failure. Students with good attendance records generally achieve higher grades and enjoy school more. Thus, all students are expected to attend school regularly and to be on time to classes. It is imperative that students develop habits of punctuality, self-discipline, and responsibility.

TARDY POLICY

The first bell rings at 7:50 a.m. and classes begin promptly at 8:00 a.m. Students should be seated at their desks and ready to start when the second bell rings. When children arrive late, it disturbs the entire class and may affect a child's self-esteem. Promptness is a measure of school citizenship. We understand that most KA students can't drive. Therefore, parents are urged to have their children to school on time to help establish good habits and to keep them from being penalized. Three unexcused tardies equal one day's absence. **Please note that traffic is not a legitimate excuse for repeated tardiness to school.**

ABSENCES

In the event of an absence, a student will be required to make up any missed assignments and/or tests. When a student is absent, he/she is to complete the assignments missed within the same number of days of his/her absence. When a child is absent, parents should call the school office to let the teacher know. Children should bring a note when they return, explaining the absence. MAIS requirements state that children may not be promoted if they are absent more than 20 days in the school year. Final determination is made by the administration.

LEAVING AND RETURNING TO CAMPUS

Parents are requested to reserve early dismissal days and school holidays as opportunities for appointments such as medical or dental. However, if your child must leave during the day, a note must be sent to the student's teacher that morning stating the reason and an estimate of the time you will be gone. The parent should also sign the student out and in through the office. Students must bring a doctor's note when returning, even if it is the next day.

INCLEMENT WEATHER POLICY

Occasionally, weather conditions make it necessary to close school. Should weather conditions exist that would make travel to and from school hazardous to our students and teachers, a decision would be made by the administration to cancel classes. Specific information concerning the closing of school will be broadcast on the local radio stations, the Kirk Academy website, and automated parent alert system. Should emergency weather

conditions occur during school hours, emergency management procedures are followed. Oftentimes students are safer at school than in a vehicle traveling home. However, if a parent feels it is necessary to pick his/her student up, you must check through the office and properly check the student out of school. The school will not release a student, except to a parent, unless the office has written or verbal permission from that student's parent.

IMMUNIZATION RECORDS

Every student at Kirk Academy is required to have an immunization certificate from a doctor or the health department in his/her cumulative folder.

EMERGENCY TREATMENT

All students enrolled must have an emergency information form on file with their child's teacher. This information form should include home telephone, work telephone of both parents (if applicable), alternate phone numbers, and email addresses. The instructions should give permission to the school to send the child to the most accessible doctor or hospital in case of severe illness or injury. In all cases, every attempt will be made to contact the parents of the child. Please update this information form as information changes.

MEDICATION

Parents are encouraged to give necessary medication at home. As a general rule, we do not dispense medications. However, parents whose children are required to take prescribed medications must adhere to the guidelines listed below:

1. All medications must be accompanied by a note signed by the student's parent or guardian. The note should state the student's name, the time the medication is to be given at school, and the dates the medication is to be given at school. In addition, any medication that is to be given 10 or more school days must be accompanied by a written order from the physician prescribing the medication.
2. When medications are to be given for prolonged periods of time, it is the parent's responsibility to maintain an adequate supply of medication and to inform the school of changes in dosage, frequency in administration, or if medication is discontinued.

ACADEMIC RECOGNITION

Grades one through six are recognized for academic excellence in two ways. Students making all A's in academic courses are on the Headmaster's List, and students with A's and B's in academic courses are on the Principal's List.

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 and then meet with the parents to make a final decision.

ACHIEVEMENT TESTS

All 3rd-10th grade students at Kirk Academy will be given an achievement test in the spring.

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.**

BIRTH CERTIFICATE AND SOCIAL SECURITY CARD

A child entering kindergarten at Kirk Academy is required to have a copy of his/her certified birth certificate and social security card on file in the student's permanent record.

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.**

PARTIES

The goals of Kirk Academy are always geared toward the good of the children. Therefore, celebrations of holidays and birthdays with the least amount of disturbance to the school curriculum are encouraged as children become over-stimulated when their regular routine is disrupted. Therefore, during the school year, classes may observe Christmas and Valentine's Day with a party. Additionally, it is the policy of the school that students wishing to invite classmates to a private party may distribute invitations at school only if all girls, or all boys, or every classmate is included.

FIELD TRIPS

Elementary students at Kirk Academy have the privilege of at least one field trip each semester. These trips are designed to enrich instruction and extend school activity. 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.

HOMWORK

Homework assignments in all disciplines are outgrowths or follow-ups of what has been presented in the classroom. Additionally, homework assignments serve to encourage responsibility and organization of time and material. Specific instructions will be given so that the student will be able to complete the work independently. Academic abilities and study habits of students vary; therefore, homework cannot be regulated to minimum and maximum time limits. Homework will vary according to classroom subject area and grade level. Excessive amounts of homework may indicate that the student is not using class time wisely. Your care and concern is important to your child's performance, as homework at Kirk Academy is an important factor in the student's grades.

ROOM MOTHERS

Room mothers assist with school activities. They serve as a contact to communicate with all the parents in their child's class as well as the organizer of the classroom parties.

TELEPHONE

The office telephone may be used by students for emergency calls only. Students may not use the phone to ask permission to go home with a friend after school, etc. Parents are encouraged to make sure their child is aware of transportation, lunch, and social arrangements and has all materials before being brought to school each morning. It is unsettling to the child and to the class when the office has to interrupt the class to give a message to the child from the parent. Also, the office staff is very busy with regular school business. Please be considerate.

Parents visiting the school or acting as volunteers are strongly urged to refrain from using the office phone as this phone is primarily for incoming school-related calls.

DISCIPLINE

DISCIPLINE POLICY

Internal Suspension Students will be required to do class-work and tests. Credit will be given for tests, quizzes, and class assignments when the work is completed. Each student serving in-school suspension will be charged a fee of \$50.00 to offset the cost of a teacher.

CELL PHONE & ELECTRONIC DEVICES

The use of cellular phones or electronic devices during school hours (7:50 a.m.-3:10 p.m.) is prohibited. A student in possession of a cell phone that is on will have the phone taken to the principal and will only be returned to the student's parent after school hours. A second offense will result in a \$25.00 fine when the phone is picked up by the parent. A third offense will result in a \$50.00 fine and the phone will be kept by the administration until the end of the semester. Additional offenses will result in a \$50.00 fine. Students who lend cell phones to other students will receive the same punishment as the student caught using the cell phone.

CHEATING

Kirk Academy frowns on the possibility of any student cheating in any form. Therefore, any student caught cheating (giving or receiving information) will be subject to the following:

- | | | |
|-------------|------|---|
| 1st offense | zero | With parents being notified of this action |
| 2nd offense | zero | conference with parents, teacher, and principal |

3rd offense zero One day suspension (a zero will be given in each academic subject; tests can be made up, but not quizzes or daily grades.

After the third offense, the situation will be turned over to the administration.

VANDALISM

Kirk Academy property is, in effect, paid for by the patrons of Kirk Academy. The cost of repair or replacement items is expensive. Students who vandalize Kirk Academy property will be subject to suspension or expulsion, and their parents/guardians will be held liable for the damage.

CAFETERIA

1. Students are to go to the cafeteria at a specified time with their teacher. Teachers are not to go to lunch early without permission from the office.
2. Keep noise to a minimum.
3. Be responsible for your table and surrounding area. Be sure it is clean when you leave.
4. Throwing objects and food will not be allowed. One day suspension may be given to anyone throwing any food or object.
5. All classes are to remain in the cafeteria and leave at their appointed times.
6. Take care of the equipment, such as tables, chairs, etc.

THEFT

Kirk Academy does not condone the taking of another's personal property. This includes "BORROWING" another's books, notebooks, pens, pencils, rulers, calculators, etc. The classroom teacher will periodically check the textbooks of each student in the class to determine that the student is using his own textbook. ANYONE involved in such activities may be suspended or given other corrective punishment.

FIGHTING

- A student may be suspended one day for fighting.
- Upon the 2nd offense, a student may be suspended 3 days.
- The 3rd offense may result in expulsion.

BULLYING

Bully (Harassment, hazing, and/or Intimidation):

These are all forms of bullying intended to purposely harm another person. Bullying may be physical, verbal, emotional, written or any social media. Kirk is committed to providing a friendly, caring, and safe environment for our students and has a zero tolerance toward bullying of any kind. If such behavior does occur, students and/or their parents are encouraged to tell a teacher or administrator so that the incident may be dealt with promptly. Students found by the administration to be guilty of bullying in any form may face suspension from activities, internal and/or external suspension, and/or expulsion.

DAMAGING PRANKS

The administration realizes that harmless incidents may take place between students and teachers. However, students caught "playing pranks" that harm others or cast a bad reflection on Kirk Academy may be suspended or expelled.

CONDUCT AT SPORTING EVENTS

Students and fans are asked to observe the following guidelines during sporting events:

1. Kindness should be shown to opposing players, coaches, spectators, and the officials.
2. Derogatory remarks should never be “yelled” to the opposing players, coaches, spectators, or officials. Profanity is strictly prohibited.
3. Students should meet dress code guidelines for modesty.
4. The KA Administration reserves the right to ask a student or fan to adjust conduct, refrain from remarks, or leave an event to maintain the positive image or integrity of our team and school.
5. Parents and/or students will be responsible for any fines or penalties levied against them by MPSA officials.

LIBRARY REGULATIONS

1. The school library is for the benefit of all students.
2. Books should be checked out and returned on time. The fine for overdue books is \$.25 per day, excluding weekends.
3. Books, magazines, or pamphlets should never be removed from the library without checking them out. Any student caught with books or materials in his/her possession which have not been checked out will be fined \$25.00 for each infraction. All subsequent infractions will be dealt with as a theft.
4. Students who find books, which they have not checked out, should return them immediately.
5. Fines should be paid promptly.
6. Other library regulations are listed in the library.

PARENT - TEACHER CONFERENCE

1. Conferences with a teacher are by appointment. If you wish to have a conference with a teacher, call the office and one will be arranged before school, during the teacher’s conference period, or after school.
2. Telephone calls to a teacher’s home should be brief and limited to emergencies.
3. Under NO condition should a parent go to a teacher’s room during the day without first going by the office. If it is necessary to bring materials to your child, bring them to the office, and they will be delivered.

GRADING SYSTEM

The grading system is: Numerical Grades will be recorded for students in grades 1-6.

A.....	90-100	C.....	70-79	.
B.....	80-89	F.....	Below 70	

Standard Grade Conversion for Transfer Students

A+	97	B+	87	C+	77	F.....	69
A	94	B	84	C	74	F-....	50
A-	90	B-	80	C-	70		

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.

A. 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.

B. 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.

C. 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.

D. **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.

E. **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.

F. **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.

G. **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.

H. **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.

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.

DELIVERY OF GIFTS TO STUDENTS

Delivery of flowers, balloons, or other favors or gifts to the school should be kept to a minimum. The office staff will do its best to deliver these gifts but are not responsible for the deliveries. Such deliveries should be made to the student's home whenever possible.

SCHOOL TRAFFIC

Parents are asked to be courteous, considerate, and careful in their driving habits on campus. Our rules are for the safety of the children and to facilitate the flow of traffic. Parents are asked to follow the traffic policies listed below.

Entering:

1. Elementary parents should enter through the center driveway and proceed to the canopy in front of the elementary driveway.
2. Do not enter through the south (outside) driveway.
3. Your child should be ready to exit the car quickly and move to the crosswalk as directed by the employee on duty.
4. If you are coming into the building, please park in the parking lot and come in. Do not leave your car in the line of traffic.
5. Please leave the left lane open for through traffic.
6. As you leave, always be aware of the children crossing in the front of your car.
7. Do not pull around to the side of school to let your child out. All students should get out of their car under the canopy.
8. When you drop off your child under the canopy, exit through the outside driveway.
9. PreK will drop off/pick up at the library.

Exiting:

1. Students will remain in the building and be notified upon your arrival.
2. The teachers on duty will notify your child upon your arrival and direct your child to your car.
3. Once your child is in the car with you do not let your child out again without first pulling into the parking lot and escorting them back into the building.
4. If you are coming into the building, do not leave your car in the line of traffic.
5. Do not pull around to the side parking lot to pick your child up in the afternoon. All students should get into the cars under the canopy. When arriving in the morning or afternoon at dismissal time students are not to use the door beside the main office.
6. When leaving, exit through the south (outside) driveway.
7. Please refrain from using your cell phone when picking up your children.

Your child's safety is our utmost concern. We appreciate your cooperation in helping us make this as safe as possible.

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.

TEXTBOOKS

Textbooks will be issued to students at the beginning of the year. A cover is to be placed and remains on all textbooks. 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. If a lost book is later found, a refund will be given.

KIRK ACADEMY HANDBOOK

The following signatures are our confirmation of the fact that we have read and understand the Kirk Academy Student Handbook. Our signatures also affirm that we understand the guidelines on computer use on campus.

Student's Name (**PRINT**)

Signature of Student

Date

Parent's Name (**PRINT**)

Signature of Parent

Date

This document will be filed in the school office.