



Student  
and  
Family  
Handbook

Kingsport Christian Academy admits students of any race, color, national, and ethnic origin to all the 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 administration of its educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

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## **Student Code of Conduct**

The purpose of the KCA's Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among its students. Therefore, it is important that specific guidelines regarding behavior while attending the classes be set. While on-campus concerns are primary, the academy does reserve the right to address any off-campus conduct deemed to significantly affect on-campus relationships and/or the learning environment. Please note that KCA has the right to discipline or ask a student to withdraw from classes for failure to comply with expected standards of conduct.

1. Students should show respect to adults at all times. A title (Mr., Mrs., Coach, etc.) should, therefore, be used when addressing an adult.
2. Students should treat each other with respect, kindness, purity and compassion just as God commands (Matthew 7:12; 2 Timothy 2:22)
3. KCA operates on an honor system with its students. This means that students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs. Violations of the honor system (consistent lying, dishonesty, impure speech or behavior) in matters pertaining to any facet of school life — academics, activities, and personal relationships — can result in consequences that lead toward expulsion (see Disciplinary Actions in Response to Major Misconduct). Please see the KCA Statement on Artificial Intelligence (AI) which illuminates how this code of conduct speaks to the use of AI.
4. The school facility and grounds should be kept clean, orderly, and in a manner which shows an attitude of gratefulness.
5. There will be no horseplay, running, or rough play during or between classes.
6. Use of profanity is not permitted.
7. Students should not bring radios, tape players, tapes, records or computer discs, DVDs or gaming equipment to school unless specific permission is given by the school administration.
8. Tobacco products, illicit drugs, alcohol, or weapons are not allowed on campus or at any school-sponsored event.
9. Students may use cell phones while on campus only in the case of emergency. Students may not use cell phones to communicate in any way while in class. If a student needs to communicate with his/her cell phone, they must ask permission from their teacher to leave the room long to place the call. Please see the KCA Cell Phone/Ear Bud Policy for further guidance.
10. Students are not allowed to have any weapons on campus.

In light of our fallen world's current issue with sexual orientation and gender identity, student will be expected to adhere to the following parameters. (Please reference the KCA Statement of Faith and Statement on Marriage, Gender and Sexuality for additional details and Biblical references relating to these statements.)

1. Students are expected to dress in conformance with their biological sex.

2. Students are expected to use the restrooms conforming to their biological sex.
3. Students are expected to abstain from all intimate sexual conduct outside the marital union of one man and one woman.

## Student Dress Code

### Uniforms

KCA has adopted a simple uniform policy. The following items may be worn to class:

- Shirts: solid white or any shade of blue solid, with a collar and sleeves or the KCA t-shirt
- Pants or capris: solid navy, khaki or black.
- Skirts/Jumpers/skortis/shorts: navy or khaki – please ensure they are of a modest length.

There are several reasons the KCA Board has decided upon school uniforms: academic and social performance, cost effectiveness, and modesty.

### **Cost Effectiveness**

School uniforms can actually save money for many families. This is possible because:

1. Students need only one or two "school outfits" for the entire year
2. Uniform clothing can be passed down through multiple siblings
3. Used uniform clothing can be resold to upcoming KCA families at the end of the school year
4. The "uniforms" adopted by KCA can also double as church clothes. (Our uniform selection is very basic. In fact, you may already have these items on hand.)
5. KCA does not require you to purchase uniform clothes from a particular store. You can buy these items at Wal-Mart, Target, or second-hand.

### **Academic Performance**

According to a recent survey conducted with the National Association of Elementary School Principals (NAESP):

- 79% of principals at schools with uniform policies reported that uniforms have had a positive effect on classroom discipline.
- 67% of principals at schools with uniform policies reported improvements in student concentration on schoolwork.

### **Modesty**

School uniforms can only regulate an external appearance of modesty. True modesty is an internal, heart issue. That is why KCA would like to ask every student (and parent) to work from their hearts to create a truly modest atmosphere where (1) God is exalted, and where (2) love governs our treatment of others.

**WHERE GOD IS EXALTED:** When you dress for school, we would ask that you honor the holy image of God that He has placed within in you (see: Genesis 1:27). The Latin words for this concept are "Imago Dei", or created in God's image. It is a marvelous thing to be made in God's image, and the way that you dress yourself can be an act of worship toward Him. Of course, uniforms are not essential for worship. Jesus certainly did not wear khaki pants and

polo shirt! Furthermore, it is entirely possible for someone wearing a uniform to dishonor God. One of the biggest dangers of regulating external appearances is that we can easily become distracted from seeking to worship God from our hearts (i.e. the Pharisees in the New Testament with their "uniforms!") Let's not let that happen.

(2) WHERE LOVE GOVERNS OUR TREATMENT OF OTHERS: When you dress for school, we would also ask that you love your classmates enough to refrain from wearing things that might cause another child to stumble. This is "agape" love, the type of love that seeks the good of others above self. It can sometimes be difficult to forfeit attention for yourself for the sake of protecting the minds and hearts of your friends. Yet, when you make this decision, you are expressing great humility and trusting God to exalt you in His time. (Matthew 23:12)

Several modesty-related requests that our board would make of students attending KCA are:

1. Please don't wear your clothes too tight.
2. Please don't let your stomach or underwear show at school.
3. Shorts or skirts should not be shorter than where your fingertips fall at your side. (Girls: please wear bike shorts under skirts or jumpers that are shorter than knee length.)
4. Please don't let insecurity drive you to try to get attention.

Parents can also love the leadership of KCA. by exhibiting a gentle, respectful attitude toward our clothing rules. Different KCA. families will inevitably differ in their beliefs on attire. Many churches and Christian organizations currently wrestle with this issue on a daily basis; and, there are "good" arguments on many different sides of the spectrum. However, it is our goal at KCA. to maintain a gracious, respectful atmosphere, despite our differences.

If you personally disagree with certain specifics in the dress code, feel free to communicate your suggestions to the school board in writing. Still, we humbly ask that you defer to the present practice and speak respectfully of these matters in your home. We ask this to promote an attitude of respect and unity within the school. If we can all operate from a respectful, loving mindset, clothing issues should be virtually painless for our school.

Note: The school administrator and/or the KCA Board retain the authority to determine the appropriateness of a given student's appearance. If the administrator notices that a given student is challenging the goal of a modest atmosphere, the administrator will speak with the student and/or his or her parents about the problem. If the problem persists, the school board reserves the right to remove the student from the school.

### **Dress-Code Free Days**

On rare occasions, KCA will have a dress-code free day. On these days, as always, please let modesty guide clothing choices. Because differing opinions exist, we offer these guidelines:

1. Leggings, pajama pants, and low-cut tops are not allowed.
2. Please follow the finger-tip rule for shorts. (i.e. length of shorts should be below the fingertips)

## **Student Discipline Procedures**

*Train up a child in the way he should go, even when he is old he will not depart from it. (Proverbs 22:6)*

The keys to discipline are that the child must feel he is loved, that he knows and accepts the boundaries of behavior, and that he sees the proper direction in which to head to avoid repeated wrong decisions. The key to discipline for a school is that it gives its children support and direction while also working in harmony with the home. The primary goal of the academy staff will be to practice “preventative” discipline through the use of good teaching techniques. As the need arises, the school may also employ mild forms of reproof, rebuke, and correction (under no circumstances does the academy practice spanking or similar forms of corporal punishment) in order to encourage cooperation among the student body. The school will control the impact of serious discipline problems by limiting or withdrawing the participation privileges of consistently uncooperative students. As a university-model school, the academy feels that the school staff is primarily responsible to utilize mild forms of reproof, rebuke, and correction for the purpose of sound classroom management and that the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature. This, in effect, is the general theory that forms the General Discipline Policy Guidelines.

### **General Discipline Policy Guidelines**

1. In most cases, a distinction will be made between elementary and secondary students in specific policies governing disciplinary procedures, since it is assumed that a greater degree of self-discipline and good conduct should be expected from secondary students.
2. Any and all secondary discipline cases referred to the administrator for handling are to be accompanied by a discipline form completed by a staff member.
3. Any discipline matter deemed to be of an urgent or potentially dangerous nature shall be brought immediately to the attention of the administration. It will not be necessary to notify the administration immediately of discipline problems of a routine or non-serious nature. Such problems will be handled at such times and in such a manner as shall be convenient to the administration.
4. The student shall be given an opportunity to correct his own behavior following the first offense of a routine or non-serious nature, and the parents shall not be notified unless the student or staff member involved specifically requests that they be notified. The parents shall be notified of any subsequent offenses. A copy of the relevant discipline referral form shall be

mailed to them for this purpose, and the parents will be asked to sign and return the form indicating that they have read and understood it. Failure to comply will lead to further action.

5. An administrative staff member will personally attend to serious, urgent, or potentially dangerous discipline matters, and the parents will always be notified in such cases. This administrative staff member shall enjoy a broad range of personal authority to act in such cases, including but not necessarily limited to suspension of the student from regular school activities.

6. Should repeated or serious first-time violations of the student code of conduct or dress code occur, a student may be suspended or expelled.

## **Disciplinary Actions to Major Misconduct**

### **1. Suspension** (can be administered by either the school administration or the Board)

- a. Suspension from all classes and activities with no permission to make up work.
- b. Suspension from all classes and activities with permission to make up work.
- d. Suspensions may carry with them any number of requirements that the administration and/or board deem appropriate. Failure to meet those requirements can extend the duration of the suspension or lead to expulsion considerations.

### **2. Expulsion** (can only be administered by the Board)

- Student is suspended immediately from all classes and activities.
- The family's admission agreement with the school is declared null and void.
- If the family does not wish to appeal, then the student is officially no longer a student at the academy and the record of expulsion will appear on the student's transcript.
- If the family wishes to appeal, they must submit their formal request for readmission in writing, stating their reasons for requesting readmission.
- There is no refund for expulsions.
- If the formal request is accepted, the student may continue to receive class assignments while the appeal is pending. Both parents (unless parent is single) and the student must schedule a time to appear before the board to discuss the appeal.
- Re-admittance, if granted, may only be on the condition that the family obligates itself to anew and revised admission agreement, complete with the board's required corrective actions, restrictive measures, and future accountabilities. Failure to keep the new agreement can result in automatic forfeiture of the student's admission status with no permission to appeal.
- If the new agreement is kept faithfully and without incident, the student may apply to have the record of expulsion deleted from his or her permanent record at the end of that school year or at a time later than that if the board deems it appropriate to the situation.

*KCA strives to provide a quality education within the context of a Christian environment. As a religious educational organization KCA expects both staff and students to conduct themselves in a manner consistent with our corporate Christian convictions. This document is not intended to provide an all-inclusive list of behavioral expectations or consequences. However, it is worth reiterating that non-compliance with core items such as the statement of faith, code of*

conduct, facilities guidelines, and Christian character general principles will result in disciplinary review by the school administration or board.

## Attendance/Absence/Early Dismissal

Students must regularly attend classes in order to successfully complete a course. While students should make every effort to attend class on a regular basis, there may be times when they cannot attend a scheduled class. **It is the parent's responsibility to let the teacher know of any absences and to make arrangements for any make up work. Please email the students' teachers to notify them of absences. Teacher email addresses can be accessed through the Family Portal.**

In general, a tardy will be treated as a discipline problem - especially when in excess. However, it is important to remember that when a student is late to a class, it disrupts the teacher and other students. Academics are also impacted by chronic tardies.

Any student who needs to leave a class or study hall for a valid reason (doctor's appointment, etc.) should have a note from a parent: (1) explaining the reason for the early release, (2) time and date the student should be released, (3) when (or if) the student will return and (4) a phone number where the parent can be reached. If a student does not have a note with the above information, the parent must talk with someone in the front office validating the student's early dismissal before the student will be released. No student will be released from a class or study hall without prior consent.

Teachers may, at their discretion, require from parents a note explaining the reason for a student's absence before allowing the student to make up work or escape late penalties, as the case may be. Only those absences due to circumstances beyond the immediate control of the student or his or her parents will normally be considered excused. Whenever possible, arrangements for making up work should be made with the teacher prior to the absence.

## Grading Policies

### GRADING, EVALUATION, AND FEEDBACK

KCA will strive to view and publicly present grades not as a commentary on the relative worth and value of the individual but rather as accurate reflections of the quality of his work in a given subject at a given time. While many in our society do indeed use grades for the purpose of classifying students, we commit ourselves to avoid this tendency. At KCA, grades serve four basic purposes: 1) to help us teach, correct and train, 2) to help us in the on-going (and, hopefully, progressive) placement of students at a level and in subjects responsive to their needs, background, and abilities, 3) to provide us with a just and legitimate means of holding students accountable for the quality of their work, and 4) to provide us with an ongoing and



widely understood means of communicating a student's relative progress and achievement to his/her parents and other parties, such as college entrance boards or other schools to which the student may transfer, who have a legitimate interest in knowing such information. In order to accomplish this, we purpose to establish just and objective standards which are based on legitimate expectations. This means that students will be graded by comparing their level of accomplishment against reasonable expectations of what they should be able to accomplish. KCA administrative staff will assist parents as they endeavor to place students in the most appropriate course(s), basing such placement upon their background and abilities rather than any social criteria (such as age). Finally, it means that students will receive (or not receive) credit based upon what they have (or have not) done relative to a common standard, rather than upon individual considerations (such as learning disabilities).

The grading standards themselves will be oriented toward the work of the student rather than the student himself. They will recognize multiple levels of legitimate achievement, so that less is expected of lower level students (e.g., elementary) than of upper level students (e.g., secondary). They will be objective and evenly applied within a given class. They will also allow for individual differences by defining minimum passing standards in terms that allow for a range of acceptable achievement. The ultimate purposes of these standards will be to define what ought to be, as opposed to what is, and so give the student and his parents valid and meaningful feedback, to encourage a disciplined approach to academic study, and to encourage the student to progress in his learning and achievement.

## Grading Standards

Most courses at KCA (the exception being courses graded on a pass/fail basis) are graded on a scale of 0-100. Teachers at KCA will provide parents a percentage grade and letter grade. **It is the responsibility of each family at KCA to turn in their child's grades to the appropriate umbrella organization in which they are registered.**

## Late Work Policy

Whoever loves discipline loves knowledge, but he who hates correction is stupid. (Prov. 12.1)  
Diligent hands will rule, but laziness ends in slave labor. (Prov. 12:24)  
But the fruit of the Spirit is. . . self-control, against such things there is no law. (Gal. 5:22-23)

KCA, desiring to promote both godly character qualities and high academic standards, has adopted the following general principles concerning student assignments turned in at some time beyond their due date. These principles are designed to promote the development of godly character qualities such as self-discipline, diligence, and self-control in the lives of our students and to give all faculty members a framework within which they may formulate their individual class policies.

1. An academic (i.e., grade) penalty will be assessed for any work turned in late, unless the teacher feels that the student had sufficient reasons for turning the work in late or unless prior arrangements have been made. In general, “sufficient reasons” are events or conditions, such as illness, whose initiation or termination is outside of the immediate control of either the student or his family. This principle was adopted as a means of encouraging our students to adopt and cultivate the biblical values of self-discipline, diligence, and self-control.
2. Late work, if turned in within a reasonable period of time following the original due date, will be accepted and evaluated, allowing the student to receive at least some credit for his efforts. This principle was adopted primarily as a means of encouraging students to complete assignments even when late, so that they might benefit from the learning opportunities those assignments represent.
3. Unless prior arrangements have been made with the individual teacher or unless there are sufficient reasons for turning the work in later, no late work will be accepted more than two weeks beyond its due date, or any time after the end of the semester in which it is due. This principle was adopted in order to assure that a student’s grade at any given time is a reasonably accurate reflection of both his actual level of work and achievement up to that time and his current standing in the course.
4. Teachers may set individual policies regarding the acceptance of late work and will communicate

*Note: Teachers shall have discretion to apply these principles.*

## **Academic Incompletes**

Students may be awarded a grade of “I” (incomplete) when circumstances beyond their control render them incapable of fulfilling all of the requirements for completing a given course by the end of the semester in which it is offered. All “academic incompletes” must be approved by both the course instructor and the administration, and must be filed with the administration according to current guidelines and procedures governing such situations.

All course requirements must be fulfilled by the date determined by the course instructor and the administration. Any required work not completed by that date will be awarded a grade of “0.” The student’s final grade will be calculated after the date given for completion of the course using whatever grading system was employed for all other students in the course (unless other arrangements have been previously made) and including all grades earned up to that time. Course instructors must provide the administration with a description of the grading system to be used as well as any and all evaluation materials (e.g., tests and keys) necessary for completing the course.

## **School Records Policy**

KCA is an adjunct to the individual students homeschool curriculum. KCA will maintain records of the grades the student earns for each class taken at KCA only and these will remain

confidential at all times. It should be noted that it is the responsibility of the student's parents to also maintain a record for the reporting of the student's progress and to report their child's grade to the umbrella organization in which they registered for the school year. KCA will share grades with the student and parent/guardian only. We do not accommodate school records requests if a student transfers to another school. Providing transcripts and grades is the sole responsibility of the parent and umbrella school.

## Financial Policy/Payments

### Tuition Collection Guidelines

KCA meets its financial responsibilities solely through the financial commitment and donations of the participating families. We receive no subsidies from other sources. Therefore, the ongoing program is dependent on the timely fulfillment of each family's financial commitment.

After a family has been accepted into the school, the family can begin making tuition payments. Billing and payment information can be accessed through the Family Portal at the "Financial" link. (New families adding late in the summer will be required to start paying tuition payments in the earliest month possible following the family's acceptance into the program.) All tuition payments are also applied in advance of services rendered. Tuition payments are nonrefundable for any student who has been accepted into the program but later withdraws or changes enrollment status after the August deadline. Please be aware that any registration fees and tuition payments paid for a dropped class or classes will be forfeited if you do not turn in your drop form by the deadline for first semester, August 1<sup>st</sup> and December 1<sup>st</sup> for second semester.

### General Financial Policies

#### General Financial Policies:

- (1) Any changes to your student's class schedule received by KCA after August 15<sup>th</sup> will result in an administrative fee of \$25.
- (2) For high school students wishing to drop a class after the semester begins, they have two options.
  - a. Drop the class - no refunds will be issued for the registration fees or tuition paid if a student drops the class after the semester has begun.
  - OR
  - b. Transfer to another class – This option is only available within the first two weeks of class and if there is space in the new class. If there is space in the class and the student transfers into the new class then any payments will be applied towards payment for the new class.
- (3) Payments are based on the date selected when you set up your tuition payment plan. The FACTS Tuition Management organization will assess a \$35 late fee for payment not paid within 5 days after the due date. A \$35 fee will be assessed to automatic payments that are returned after the 2<sup>nd</sup> failed attempt. We realize that extenuating circumstance can occur that will delay your payment. Please contact FACTS using your online account as soon as possible to make any alternate payment arrangements if necessary.

- (4) All accounts must be paid in full prior to registration for the next school year. Any student/family account with a balance at the time of registration will not be able to register for classes until paid in full.
- (5) Parents are responsible for purchasing textbooks and workbooks for each student. The school publishes curriculum lists on the school's website for each grade level. The curriculum lists provide a listing of all curriculum materials needed and where they can be purchased **before** the new school year begins.
- (6) Additional lab/material fees may be required for certain classes/courses. **These fees will show as a separate charge from your tuition.** A booklist is also published on the school's website indicating what books your student will need for each class. *All material and lab fees listed below are one-time fees and include all "specialty" supplies needed for each class. These items are purchased in bulk by KCA and distributed to students throughout the school year. All fees are non-refundable if a student drops the class after the official drop date has passed.*

## Lab/Classroom Material Fees

Classroom fees that cover such things as laboratory supplies will be billed separately from Tuition. These fees are posted on your account on October 1<sup>st</sup> and will be due October 15<sup>th</sup>.

Tuition and fees for each school year are set prior to the start of each year's registration. An updated Financial Policy can be downloaded from the KCA website.

## Emergency Preparedness Plans

KCA will maintain Emergency Preparedness Plan. This plan will be revised as necessary to maintain the highest level of preparedness and safety for students, staff and families. There will be a predetermined area for pick-up of students in case of said emergency and/or natural disaster. Students may be required to remain on campus if the staff deems it unsafe or unwise to leave the campus for any reason they feel might put the student or others at jeopardy for harm.

## Safety / First Aid Plan

The physical safety of the students is of utmost importance to KCA. The school shall maintain pertinent medical data that might be needed in case of emergency. All such data will be maintained in a manner to protect the privacy of the student. The school will also require and hold 'Medical Release' documents that will give permission for the student to receive medical treatment if so needed. The student will not have medical treatment rendered without first KCA staff trying to make contact with the student's emergency contact of record, unless the delay of treatment was felt to place the individual at risk of permanent impairment and/or death.

## Visitor's Policy

Visitation at the KCA campus is at the discretion of the Administrator. The Administrator will be responsible for scheduling times for tours so as to accommodate those wishing to see the school but doing so as to not disrupt the students or teachers.

KCA is considered a closed campus and all visitors must report to the Administrator as soon as they enter campus. Visitors will be asked to wear a lanyard visitor pass while in the building to identify them as such.

Visitors are expected to abide by all KCA Policies and Procedures. Failure to do so will result in a request to immediately leave the building and will only be allowed to return at the KCA board's discretion.

## Student Drivers/KCA Parking Lot

Any student of legal driving age who intends to drive to school, either on a regular basis or occasionally, must comply with the school policy and is required to complete the Parent Permission and Student Agreement Form.

1. Students are required to adhere to all road rules and drive in a safe and responsible manner.
2. Students are only to use their car for traveling to and from school. Students are not permitted under any circumstances to drive from the school grounds during the day without administrator approval and/or written permission from their parent/guardian.
3. Car make and registration details must be recorded with the school.
4. Students may only park in the designated parking area.
5. Students are not permitted to carry other students who are not family members as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian.
6. Students are required to notify the school of any passenger who may be traveling with them to and from school.
7. Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the *Parent permission and Student Agreement Form*.

KCA students arrive and leave the premises throughout the day, so it is imperative that the parking lot be a place of safety for all students and staff of KCA. For this reason, please observe the following rules/guidelines:

1. A maximum 5 mile per hour speed limit in the parking lot. “Slow” is the key word here.
2. Traffic moves in a one-way direction counter-clockwise around the parking lot.
3. Park in only one parking space in a cardinal direction. (In other words, don’t slant your car across two spaces.)
4. Do not leave your car unattended in the drive-up lane.
5. Use extra caution when approaching and crossing areas used for crosswalks (e.g. directly in front of the drop-off area)

In addition, if you observe any sort of dangerous activity, whether intentional or accidental, please communicate with the administration. It is all the more important that you do so given that many of our drivers are high school students who have limited experience (not to mention unlimited ego) when it comes to driving. Because we have so many elementary students coming into the building during the day, we have a “one-strike” rule concerning dangerous driving. Please don’t hesitate to communicate with both the student and the administration when you see unsafe driving practices. We want to do all we can to lower the risk of injury or tragedy to those committed to our care.

*Students who fail to meet these obligations may be required to hand their car keys to the Administrator and car parking privileges will be revoked. Any unsafe driving behaviors or breaches of road rules will be reported to the police.*



### **Statement on Artificial Intelligence**

The mission of KCA is to help build the body of Christ through academic education. As Christian educators we desire to shepherd the hearts of our students toward The Good Shepherd, Jesus Christ. As new technologies emerge, it becomes necessary to instruct our students in Christian integrity in relation to these developing technologies, such as artificial intelligence (AI).

Educating students is more than building intellect. It is assisting in the development of young minds to build comprehension, reasoning, discernment and communication skills. When students give in to the temptation to employ AI to complete an assignment for them, opportunities to cultivate these skills are lost and Christian integrity is compromised.

Kingsport Christian Academy's Student Code of Conduct states that *"students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs."* In an effort to illuminate how this code of conduct speaks to the use of AI, and to create continuity across all classes, we offer the following principles as guidance.

1. Students may not employ the use of AI to aid in the completion of any assignment unless the assignment is specifically designed with that intent by the instructor and their permission is granted.
2. On limited occasions, an instructor may employ the use of AI for instructional purposes. Any inclusion of AI use in the classroom will be accompanied with instruction from the teacher on its ethical and appropriate use.
3. Instructors may use AI detection software as a tool for detecting its use. As AI detection software is still in development and carries some amount of inaccuracy, KCA regards AI detector tools as a "tool" not a final verdict on the originality of a work product.
4. Student work created with AI and misrepresented as the student's original work will receive a zero. The student may or may not be given the opportunity to re-submit the assignment for partial credit based on what is deemed to be in the student's best interest. This decision will be at the discretion of the teacher in collaboration with the administrator and parents or guardians.
5. General disciplinary guidelines as well as disciplinary actions to major misconduct as stated in the KCA Student Code of Conduct may apply to offenses associated with AI use where necessary up to and including suspension or expulsion.

## **Kingsport Christian Academy Cell Phone/Ear Bud Policy**

Cell phones and ear buds have become a way of life, a technological convenience that has impacted all our lives in one way or another. However, in the school environment, they can become a distraction and source of frequent interruption. The use of cell phones during class takes away from the valuable time needed for instructional and most importantly, student learning.

We do recognize that cell phones can be a safety/security tool; however, they can also be a detriment in the event of a building emergency and our protocol to manage such emergencies in a safe and effective manner. Parents are urged to utilize the school phone to relay any messages that may be urgent in nature to their child. We will gladly relay any urgent message to your child.

1. Students may use cell phones or ear pods ONLY during lunch.
2. Students may not use their phones or ear pods at ANY other time. There is no time between classes for phone calls or texts or to listen to music/pod casts. Students are less likely to be late for class if they do not text while walking the halls.
3. If a student needs to communicate with their parent during the school day, they may use the KCA phone.
4. Student drivers who need to let parents know they arrived safely at KCA should do so prior to entering the building.
5. Cell phones and ear pods must be turned off or silenced and stored in student's backpack/purse during class.
6. While talking or texting on the phone, school rules about appropriate language and subject matter must be adhered to at all times.

### **If a student is found using a cell phone or ear buds during class (including study hall), in the hallway, restroom, etc the following consequences will apply:**

- First Offense: Students will be reminded of cell phone policy.
- Second Offense: Cell phone will be taken away and brought to an administrator. Student may retrieve the cell phone before they leave KCA.
- Third Offense: Cell phone will be taken away and brought to an administrator. Parents must come to the administrative area to retrieve the cell phone when picking up student.
- Fourth Offense: Student will be asked to leave cell phone in their car or with their parents for the remainder of the semester.



# KCA Governing Bylaws

## ARTICLE I NAME

THE NAME OF THIS ORGANIZATION IS KINGSFORT CHRISTIAN ACADEMY, A NON-PROFIT CORPORATION, ORGANIZED UNDER THE LAWS OF THE STATE OF TENNESSEE (HEREINAFTER “KCA”).

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## ARTICLE II PURPOSE

KCA CONSISTS OF A PARENT-BASED RESOURCE SCHOOL. AS AN ORGANIZATION SUBJECT TO THE LORD JESUS CHRIST, IT SEEKS TO HELP BUILD THE BODY OF CHRIST THROUGH ACADEMIC EDUCATION AND RELATED PROGRAMS NECESSARY FOR A UNIVERSITY-STRUCTURED FORMAT. KCA ENDEAVORS TO TRAIN AND ENCOURAGE BELIEVERS, BOTH YOUNG AND MATURE, TO WORSHIP THEIR LORD AND SAVIOR BY LIVING IN EVER-GREATER AND MORE-EFFECTIVE OBEDIENCE TO HIM. THIS MODEL IS INTENDED TO WORK IN PARTNERSHIP WITH FAMILIES AND OTHER MINISTRIES OF THE CHURCH TO PROVIDE CHRISTIAN FAMILIES WITH HELPFUL RESOURCES NECESSARY IN THE PREPARATION OF YOUNG BELIEVERS FOR SUCCESS AS DISCIPLES OF CHRIST IN, BEYOND AND EVEN APART FROM HIGHER EDUCATION.

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## ARTICLE III SPIRITUAL OBJECTIVES

### SECTION 1: GENERAL

THE SPIRITUAL OBJECTIVE OF KCA IS TO ENCOURAGE ITS STUDENTS, FAMILIES, AND STAFF MEMBERS TO LIVE AND WORK WHOLE-HEARTEDLY FOR THE LORD AND FOR THE BUILDING OF HIS BODY, THE CHURCH. WE FURTHER WISH TO ENCOURAGE ALL ASSOCIATED WITH THIS ORGANIZATION TO LIVE IN EVER-INCREASING OBEDIENCE TO HIM BY BRINGING ALL FACETS OF THEIR LIVES UNDER HIS CONTROL AND AUTHORITY. PARENTS, STAFF, AND BOARD MEMBERS, THEREFORE, MUST BE IN AGREEMENT WITH THE KCA STATEMENT OF FAITH.

### SECTION 2: STATEMENT OF FAITH

1. WE BELIEVE THE BIBLE TO BE THE INSPIRED, THE ONLY INFALLIBLE, AUTHORITATIVE, INERRANT WORD OF GOD (II TIMOTHY 3:16; II PETER 1:21).
2. WE BELIEVE THERE IS ONLY ONE GOD, ETERNALLY EXISTENT IN THREE PERSONS—FATHER, SON (JESUS CHRIST), AND HOLY SPIRIT (GENESIS 1:1; MATTHEW 28:19; JOHN 10:30).

3. WE BELIEVE IN THE DEITY OF CHRIST (COLOSSIANS 2:9); HIS VIRGIN BIRTH (ISAIAH 7:14; MATTHEW 1:23; LUKE 1:35); HIS SINLESS LIFE (HEBREWS 4:15; 7:26); HIS MIRACLES (JOHN 2:11); HIS VICARIOUS AND ATONING DEATH (I CORINTHIANS 15:3; EPHESIANS 1:7; HEBREWS 2:9); HIS PHYSICAL RESURRECTION (JOHN 20:27; I CORINTHIANS 15:4); HIS ASCENSION TO THE RIGHT HAND OF THE FATHER (MARK 16:19); HIS PERSONAL RETURN IN POWER AND GLORY (ACTS 1:11; REVELATION 19:11).
4. WE BELIEVE THAT MEN ARE JUSTIFIED ON THE SINGLE GROUND OF FAITH IN THE SHED BLOOD OF CHRIST AND THAT ONLY BY GOD’S GRACE AND THROUGH FAITH ALONE WE ARE SAVED (JOHN 3:16-19; 5:24; ROMANS 3:23; 5:8-9; EPHESIANS 2:8-10; TITUS 3:5).
5. WE BELIEVE IN THE RESURRECTION OF BOTH THE SAVED AND THE LOST; THEY THAT ARE SAVED UNTO THE RESURRECTION OF LIFE, AND THEY THAT ARE LOST UNTO THE RESURRECTION OF CONDEMNATION (JOHN 5:28-29).
6. WE BELIEVE IN THE SPIRITUAL UNITY OF BELIEVERS IN OUR LORD JESUS CHRIST (1 CORINTHIANS 1:10; I CORINTHIANS 12:12-13; GALATIANS 3:26-28).
7. WE BELIEVE IN THE PRESENT MINISTRY OF THE HOLY SPIRIT BY WHOSE INDWELLING THE CHRISTIAN IS ENABLED TO LIVE A GODLY LIFE (ROMANS 8:13-14; I CORINTHIANS 3:16; 6:19-20; EPHESIANS 4:30; 5:18).
8. WE BELIEVE THAT GOD CREATED AND SANCTIFIED MARRIAGE AS THE UNITING OF ONE MAN AND ONE WOMAN IN A SINGLE, EXCLUSIVE UNION (GENESIS 2:18-25) AND THAT GOD INTENDS SEXUAL INTIMACY TO OCCUR ONLY BETWEEN A MAN AND A WOMAN WHO ARE MARRIED TO EACH OTHER (1 CORINTHIANS 6:18; 1CORINTHIANS 7:2-5)
9. WE BELIEVE THAT GOD OFFERS REDEMPTION AND RESTORATION TO ALL WHO CONFESS AND FORSAKE THEIR SIN, SEEKING HIS MERCY AND FORGIVENESS THROUGH JESUS CHRIST (ACTS 3:19-21; ROMANS 10:9-10; 1 CORINTHIANS 6:9-11) AND THAT EVERY PERSON MUST BE AFFORDED COMPASSION, LOVE, KINDNESS, RESPECT, AND DIGNITY. (MARK 12:28-31, LUKE 6:31)

### **SECTION 3: STATEMENT OF AFFILIATION**

KCA NEITHER SUPPORTS NOR ENDORSES THE WORLD COUNCIL OF CHURCHES, NATIONAL COUNCIL OF CHURCHES, OR ANY OTHER WORLD, NATIONAL OR REGIONAL ORGANIZATION WHICH GIVES CHRISTIAN RECOGNITION TO UNBELIEVERS OR WHICH ADVOCATES MULTI-FAITH UNION.

### **SECTION 4: NON-DENOMINATIONAL POSITION**

KCA’S STATEMENT OF FAITH (SECTION 2 ABOVE) IS FUNDAMENTAL TO BASIC CHRISTIAN TENETS AND CONTAINS THOSE DOCTRINES TO WHICH WE UNRESERVEDLY ADHERE AND TEACH. IT IS OUR DESIRE TO MAINTAIN THIS POSITION AND TO DO SO IN ALL FAIRNESS TO EACH FAMILY. IN HONORING THIS DESIRE CONCERNING THIS OUTREACH OF THIS ORGANIZATION, THERE SHALL BE NO ATTEMPT MADE BY PARENTS, STUDENTS, STAFF, OR SCHOOL BOARD MEMBERS TO PROMOTE OR DISPARAGE ANY DOCTRINAL OR DENOMINATIONAL BELIEFS, PRACTICES, OR POSITIONS REGARDING ISSUES UPON WHICH THE ORGANIZATION ITSELF HAS ASSUMED NO OFFICIAL STANCE. WE DESIRE TO REMAIN UNITED IN THE SALVATION AND LOVE OF CHRIST, AVOIDING THE DISSENSION WHICH MAY BE CAUSED BY DENOMINATIONAL DISTINCTIONS.

**ARTICLE IV  
STATEMENT OF NON-DISCRIMINATION**

KCA SHALL MAKE NO DISTINCTION IN ITS ADMISSION POLICIES WITH REGARD TO AN INDIVIDUAL’S RACE, COLOR, OR NATIONAL AND ETHNIC ORIGIN BECAUSE WE RECOGNIZE THAT THERE CAN BE NO PREFERENTIAL TREATMENT WITH GOD. (ROMANS 2:11) KCA ADOPTS THE PUBLICITY GUIDELINES SET OUT BY THE INTERNAL REVENUE SERVICE AS ARE NOW IN FORCE AND SUCH AS SHALL BE IN FORCE IN THE FUTURE.

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**ARTICLE V  
GOVERNMENT**

**SECTION 1: FUNDAMENTAL GOVERNING STANDARD**

OUT OF A DEEP REVERENCE FOR GOD OUR FATHER AND FOR OUR LORD AND SAVIOR JESUS CHRIST, AND IN RESPONSE TO HIS EXPLICIT TEACHINGS AND COMMANDS (CF. ISAIAH 66:1-2; MATT. 28:19-20; LUKE 6:46-49), KCA AFFIRMS THAT THE WORD OF GOD, THAT IS, THE OLD AND NEW TESTAMENTS OF THE HOLY BIBLE, IS THE FUNDAMENTAL AND SOLE FINAL GOVERNING AUTHORITY OF KCA. ALL POLICIES AND PRACTICES ADOPTED BY THE KCA BOARD MUST BE IN HARMONY WITH THESE SACRED SCRIPTURES.

**SECTION 2: IMPLEMENTATION OF THE LORD’S COMMANDS**

RECOGNIZING THE EASE WITH WHICH PEOPLE CAN FAIL TO CONSISTENTLY PUT INTO PRACTICE WHAT WE KNOW WE OUGHT TO DO ALL MEMBERS OF THE GOVERNING BOARD OF KCA COMMIT THEMSELVES TO BE ACCOUNTABLE TO EACH OTHER AND TO THE KCA COMMUNITY TO PUT INTO PRACTICE WHAT THEY IN GOOD FAITH BEST UNDERSTAND TO BE THE COMMANDS OF THE LORD JESUS CHRIST, AS THEY ARE GIVEN IN THE WORD OF GOD.

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**ARTICLE VI  
BASIC ORGANIZATIONAL STRUCTURE**

KCA IS AN ORGANIZATION WHOLLY GOVERNED AND STAFFED BY PROFESSING CHRISTIANS, AND SO IS A PART OF THE HOUSEHOLD OF GOD (EPH.2:11-22, 4:1-16). SCHEMATICALLY, THE ORGANIZATION’S ORGANIZATIONAL STRUCTURE IS AS FOLLOWS:



**ARTICLE VII  
BOARD OF DIRECTORS**

**SECTION 1: GENERAL**

- a. THE HEAD AND SUPREME AUTHORITY OF KCA IS THE LORD JESUS CHRIST HIMSELF (EPH. 1:22; COL. 1:18). HIS WILL, WHICH WILL BE DISCERNED THROUGH THE PRAYERFUL AND APPROPRIATE APPLICATION OF HIS WRITTEN WORD (CF. 2 TIM. 2:15), MUST BE FOLLOWED IN ALL MATTERS PERTAINING TO THIS ORGANIZATION.
- b. THE OVERSEERS OF THE ORGANIZATION—THAT IS, THOSE WHO HAVE BEEN GIVEN RESPONSIBILITY FOR ITS GOVERNMENT—WILL BE THE BOARD OF DIRECTORS.
- c. THE AUTHORITY OF THE DIRECTORS IS INVESTED IN THE BOARD CORPORATELY WHOLE RATHER THAN IN THE MEMBERS INDIVIDUALLY.
- d. THE BOARD SHALL BE RESPONSIBLE FOR ESTABLISHING, WITHIN THE CONFINES OF THE ORGANIZATION’S ESTABLISHED BY-LAWS, THE REMAINING GOVERNMENT POLICIES FOR THE ORGANIZATION.

**SECTION 2: QUALIFICATIONS FOR DIRECTORS**

- a. DIRECTORS SHOULD EXEMPLIFY A MATURE AND ACTIVE FAITH IN CHRIST, INCLUDING A CLEAR WORKING KNOWLEDGE OF AND LOYALTY TO THE WORD OF GOD.
- b. DIRECTORS SHOULD HAVE A MEANINGFUL INVOLVEMENT IN THE LOCAL BODY OF BELIEVERS, LIVING LIVES THAT BEAR NO CONTRADICTION TO THE BASIC DOCTRINE AND PRACTICE OF KCA.

- c. DIRECTORS SHOULD HAVE A SINCERE INTEREST IN THE SPIRITUAL LIFE AND CHRISTIAN EDUCATION OF CHILDREN.
- d. DIRECTORS SHOULD HAVE A SINCERE INTEREST AND DEEP BELIEF IN THE NEED FOR KCA TO USE ITS PROGRAMS TO HELP PARENTS PREPARE CHARACTER-WITNESSES OF CHRIST FOR THE NEXT GENERATION, AND THEREFORE TO BEAR WITNESS IN THE ENTIRE WORLD WITH INTEGRITY.

### **SECTION 3: BOARD POSITIONS**

THERE WILL BE AT LEAST THREE BUT NO MORE THAN TWELVE DIRECTORS.

### **SECTION 4: TERMS OF OFFICE**

A DIRECTOR, ONCE APPOINTED, SHALL SERVE SO LONG AS (A) HE/SHE FEELS LED TO DO SO, AND (B) THE REST OF THE BOARD MAINTAINS CONFIDENCE IN BOTH HIS/HER CALL AND HIS/HER QUALIFICATIONS.

### **SECTION 5: DUTIES AND RESPONSIBILITIES OF DIRECTORS**

- a. THE BOARD OF DIRECTORS AS A WHOLE IS RESPONSIBLE TO GUARD AND OVERSEE THE MINISTRY THAT HAS BEEN PLACED UNDER THEIR CARE IN ALL MATTERS WITHIN THE LEGITIMATE JURISDICTION OF KCA.
- b. THE BOARD OF DIRECTORS AS A WHOLE IS RESPONSIBLE FOR DETERMINING THE POLICIES WHICH FURTHER GOVERN KCA.
- c. EACH DIRECTOR SHOULD ALSO REMAIN ACTIVELY INVOLVED AS A SERVANT WITHIN KCA IN SOME ROLE OTHER THAN THAT OF A BOARD DIRECTOR.

### **SECTION 6: SELECTION PROCESS**

- a. ANY CURRENT DIRECTOR MAY NOMINATE FOR MEMBERSHIP ON THE BOARD OF DIRECTORS ANY INDIVIDUAL HE/SHE FEELS IS PROPERLY QUALIFIED. A MEMBER OF THE SCHOOL COMMUNITY MAY ALSO RECOMMEND AN INDIVIDUAL TO A CURRENT DIRECTOR, WHO AT HIS/HER OWN DISCRETION MAY THEN ELECT TO NOMINATE THAT INDIVIDUAL FOR SERVICE ON THE BOARD OF DIRECTORS. BEFORE SUBMITTING A NOMINATION FOR MEMBERSHIP TO THE BOARD FOR REVIEW, THE DIRECTOR MAKING THE NOMINATION MUST SECURE THE APPROVAL OF THE NOMINEE, WHO HIMSELF SHOULD BE CONVINCED THAT THE LORD IS CALLING HIM/HER SERVE AS A LEADER OF THIS ORGANIZATION.
- b. THE ENTIRE BOARD WILL HAVE THE RESPONSIBILITY TO PRAYERFULLY REVIEW ALL NOMINATIONS, AND TO REJECT ANY INDIVIDUAL WHO CANNOT MEET THE QUALIFICATIONS TO BE A DIRECTOR OR WHO CANNOT FOR OTHER VALID REASONS MEET THE APPROVAL OF ALL CURRENT MEMBERS OF THE BOARD (CF. I TIM 5:22). A NOMINATION REJECTED FOR THESE REASONS WILL NOT PROCEED ANY FURTHER.
- c. SHOULD A NOMINATION MEET BOARD APPROVAL, THE NOMINEE WILL BE APPOINTED TO BEGIN SERVING AT THE TIME DETERMINED BY THE SITTING BOARD.

## **SECTION 7: DISMISSAL OF A DIRECTOR**

- a. FIRST THE BOARD WILL RECEIVE (I.E., FORMALLY ADDRESS) AN ACCUSATION AGAINST A DIRECTOR ONLY ON THE “BASIS OF TWO OR THREE WITNESSES” (I TIM. 5:19). BECAUSE OF WHAT THE LORD TAUGHT IN MATTHEW 18: 15-17, ANYONE BRINGING A CHARGE AGAINST A DIRECTOR WILL BE STRONGLY ENCOURAGED TO APPROACH THE DIRECTOR PERSONALLY. IF HE ELECTS NOT TO DO SO, THE DIRECTOR ACCUSED OF FAULT OR FAILURE WILL BE INFORMED OF THE IDENTITY OF THE ONE BRINGING THE CHARGE AGAINST HIM/HER, SO THAT HE MIGHT SEEK TO RECONCILE WITH THAT INDIVIDUAL, AS COMMANDED BY THE LORD IN MATTHEW 5:23-24.
- b. SHOULD THERE BE TWO OR MORE WITNESSES BRINGING AN ACCUSATION AGAINST A DIRECTOR, THE CHARGE WILL BE FORMALLY ADDRESSED (INVESTIGATED AND DISCUSSED AS NECESSARY) BY THE BOARD. IF THE ACCUSATION IS NOT LEGITIMATE, THE MATTER WILL NOT BE INVESTIGATED FURTHER, AND THOSE BRINGING THE ACCUSATION WILL BE INFORMED OF THE BOARD’S JUDGMENT IN THE MATTER. IF, ON THE OTHER HAND, THE CHARGE IS DEEMED TO BE LEGITIMATE, THE BOARD WILL TAKE STEPS WHICH MAY BE NECESSARY, INCLUDING THE REMOVAL OF THE OFFENDING MEMBER FROM THE BOARD.
- c. A DIRECTOR MAY ALSO BE REMOVED FROM THE BOARD SHOULD IT BECOME EVIDENT THROUGH HIS/HER WORDS OR ACTIONS THAT HE NO LONGER SUPPORTS THE GENERAL DIRECTION OR PURPOSES OF THE ORGANIZATION AND SO HAS BECOME A DIVISIVE INFLUENCE AMONG THE ORGANIZATION’S LEADERSHIP (TITUS 3:9-11).
- d. ALL ACTIONS TAKEN WITH REGARD TO THE REMOVAL OF A DIRECTOR FROM THE BOARD MUST FOLLOW THE BOARD’S STANDARD OPERATING PROCEDURES FOR THE CONDUCT OF BUSINESS (SEE SECTION 9 BELOW.)

## **SECTION 8: MEETINGS**

- a. AN ANNUAL MEETING OF THE BOARD OF DIRECTORS SHALL BE HELD AS SOON AS PRACTICABLE AFTER THE END OF THE FISCAL YEAR OF KCA. ADDITIONAL MEETINGS OF THE BOARD OF DIRECTORS SHALL BE HELD AT PLACES WITHIN OR WITHOUT THE STATE OF TENNESSEE AND AT TIMES FIXED BY RESOLUTION OF THE BOARD, OR UPON CALL OF A DIRECTOR OR THE PRESIDENT. THE SECRETARY OR OFFICER PERFORMING THE SECRETARY’S DUTIES SHALL GIVE NOT LESS THAN TEN (10) DAYS = NOTICE BY EMAIL, LETTER, FAX OR TELEPHONE (OR IN PERSON) OF ALL MEETINGS OF THE BOARD OF DIRECTORS. MEETINGS MAY BE HELD AT ANY TIME WITHOUT NOTICE IF ALL OF THE DIRECTORS ARE PRESENT, OR IF THOSE NOT PRESENT WAIVE NOTICE IN WRITING EITHER BEFORE OR AFTER THE MEETING. THE NOTICE OF MEETINGS NEED NOT STATE THE PURPOSE OF THE MEETING.
- b. UNLESS OTHERWISE RESTRICTED BY THE BY-LAWS, ANY ACTION REQUIRED OR PERMITTED TO BE TAKEN AT ANY MEETING OF THE BOARD OF DIRECTORS MAY BE TAKEN WITHOUT A MEETING, IF ALL MEMBERS OF THE BOARD OF DIRECTORS CONSENT THERETO IN WRITING, AND THE WRITING OR WRITINGS ARE FILED WITH THE MINUTES OF PROCEEDINGS OF THE BOARD OF DIRECTORS.

## **SECTION 9: CONDUCT OF BUSINESS**

- a. A QUORUM SHALL CONSIST OF A MAJORITY OF THE TOTAL MEMBERSHIP OF THE BOARD OF DIRECTORS.
  - b. THE BOARD MAY FROM TIME TO TIME ELECT A CHAIRMAN, VICE-CHAIRMAN AND/OR A SECRETARY TO CONDUCT THE BOARD MEETING.
  - c. EVERY EFFORT WILL BE MADE TO ACHIEVE UNANIMITY IN DECISIONS AMONG THE MEMBERS OF THE BOARD OF DIRECTORS. MEMBERS OF THE BOARD WILL PRAYERFULLY DISCUSS ALL ASPECTS OF AN ISSUE UNTIL THEY REACH A UNANIMOUS AGREEMENT. WHILE THE FINAL DECISION MAY NOT BE EVERYONE'S FIRST CHOICE, IT WILL BE ONE THAT THEY CAN FULLY SUPPORT, DEFEND, AND ENTHUSIASTICALLY WORK TO IMPLEMENT. CONSENSUS EXISTS WITHIN THE BOARD WHEN EACH MEMBER OF THE BOARD CAN SAY, (1) I'VE HAD THE OPPORTUNITY TO VOICE MY OPINIONS, (II) I BELIEVE THE REMAINING BOARD HAS HEARD ME, AND (3) I CAN ACTIVELY SUPPORT THE BOARD'S DECISION AS THE BEST POSSIBLE AT THIS TIME, EVEN IF IT IS NOT MY FIRST CHOICE.
  - d. AT ITS DISCRETION, THE BOARD OF DIRECTORS MAY DELEGATE DECISION-MAKING AUTHORITY TO OTHER INDIVIDUALS OR COMMITTEES WITHIN THE ORGANIZATION.
  - e. IN ANY DECISIONS INVOLVING THE MEMBERSHIP OR BOARD OFFICER STATUS OF A GIVEN DIRECTOR, THE VOTE OF THE GIVEN DIRECTOR (AND SUCH DIRECTOR'S SPOUSE, IF HE OR SHE IS ALSO A DIRECTOR) WILL NOT BE CONSIDERED FOR THE PURPOSE OF RENDERING A DECISION.
  - f. ULTIMATE ACCOUNTABILITY FOR THE RESULTS OF DECISIONS MADE RELATIVE TO THE GOVERNING AND OVERSIGHT OF KCA RESTS WITH THE BOARD OF DIRECTORS.
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## **ARTICLE VIII OFFICERS**

### **SECTION 1: GENERAL**

THE OFFICERS OF THE CORPORATION SHALL BE A PRESIDENT, ONE OR MORE VICE PRESIDENTS (THE NUMBER THEREOF TO BE DETERMINED BY THE BOARD), A SECRETARY, A TREASURER, AND SUCH OTHER OFFICERS AS MAY BE ELECTED IN ACCORDANCE WITH THE PROVISIONS OF THIS ARTICLE. THE BOARD SHALL ELECT THE FOLLOWING OFFICERS: (A) A PRESIDENT, (B) ONE OR MORE VICE PRESIDENTS, (3) A SECRETARY, AND (4) A TREASURER. THE BOARD MAY ALSO APPOINT SUCH OTHER OFFICERS AS IT SHALL DEEM DESIRABLE, SUCH OFFICERS TO HAVE THE AUTHORITY AND PERFORM THE DUTIES PRESCRIBED, FROM TIME TO TIME, BY THE BOARD OF DIRECTORS. ANY TWO (2) OR MORE OFFICES MAY BE HELD BY THE SAME PERSON, EXCEPT THE OFFICES OF PRESIDENT AND SECRETARY. THE OFFICERS OF THE CORPORATION WILL EXECUTE THE VISION AND DIRECTION OF THE ORGANIZATION AS EXPRESSED BY THE BOARD.

## **SECTION 2: OFFICER POSITIONS AND RESPONSIBILITIES**

- a. **PRESIDENT:** THE PRESIDENT SHALL BE THE PRINCIPAL EXECUTIVE OFFICER OF THE CORPORATION AND SHALL IN GENERAL SUPERVISE AND CONTROL ALL OF THE BUSINESS AND AFFAIRS OF THE CORPORATION. IN THE ABSENCE OF THE APPOINTMENT OF A CHAIRMAN OF THE BOARD, HE/SHE SHALL PRESIDE AT ALL MEETINGS OF THE BOARD OF DIRECTORS. HE/SHE MAY SIGN, WITH THE SECRETARY OR ANY OTHER PROPERLY AUTHORIZED OFFICER OF THE CORPORATION, ANY DEEDS, MORTGAGES, BONDS, CONTRACTS, OR OTHER INSTRUMENTS WHICH THE BOARD OF DIRECTORS HAVE AUTHORIZED, EXCEPT IN CASES WHERE THE SIGNING AND EXECUTION THEREOF SHALL BE EXPRESSLY DELEGATED BY THE BOARD OF DIRECTORS OR BY THESE BY-LAWS OR BY STATUTE TO SOME OTHER OFFICER OR AGENT OF THE CORPORATION; AND IN GENERAL HE/SHE SHALL PERFORM ALL DUTIES INCIDENT TO THE OFFICE OF PRESIDENT AND SUCH OTHER DUTIES AS MAY BE PRESCRIBED BY THE BOARD OF DIRECTORS FROM TIME TO TIME.
- b. **VICE-PRESIDENT.** THE VICE PRESIDENT SHALL ALSO BE PRIMARILY RESPONSIBLE FOR THE IMPLEMENTATION OF POLICIES OF THE DIRECTORS. HE/SHE SHALL HAVE AUTHORITY OVER THE GENERAL MANAGEMENT AND DIRECTION OF THE CORPORATION SUBJECT ONLY TO THE ULTIMATE AUTHORITY OF THE PRESIDENT AND THE BOARD OF DIRECTORS. HE MAY SIGN AND EXECUTE IN THE NAME OF KCA, DEEDS, MORTGAGES, BONDS, CONTRACTS OR OTHER INSTRUMENTS EXCEPT IN CASES WHERE THE SIGNING AND THE EXECUTION THEREOF SHALL BE EXPRESSLY DELEGATED BY THE BOARD OF DIRECTORS OR BY THE BY-LAWS TO SOME OTHER OFFICER OR AGENT OF THE CORPORATION OR SHALL BE REQUIRED BY LAW OTHERWISE TO BE SIGNED OR EXECUTED. IN ADDITION, HE/SHE SHALL PERFORM ALL DUTIES INCIDENT TO THE OFFICE OF THE VICE PRESIDENT AND SUCH OTHER DUTIES AS FROM TIME TO TIME MAY BE ASSIGNED TO HIM BY THE BOARD OF DIRECTORS.
- c. **SECRETARY:** THE SECRETARY SHALL BE RESPONSIBLE FOR KEEPING AN OFFICIAL RECORD OF EACH BOARD MEETING AND FOR HANDLING ANY NEEDED CORRESPONDENCE RELATED TO THE BOARD AND THE ORGANIZATION.
- d. **TREASURER:** THE TREASURER SHALL BE RESPONSIBLE FOR OVERSEEING THE FINANCIAL RECORDS OF THE ORGANIZATION.

## **SECTION 3: TERMS OF OFFICE**

BOARD OFFICERS SHALL SERVE ONE-YEAR TERMS, OR THE REMAINDER OF A ONE-YEAR TERM IF ELECTED TO FILL A POSITION DURING A REGULAR TERM. OFFICERS MAY BE APPOINTED TO SUCCESSIVE TERMS OF OFFICE.

## **SECTION 4: QUALIFICATION**

UNLESS OTHERWISE AGREED BY THE BOARD OF DIRECTORS, OFFICERS SHALL BE SELECTED FROM THE EXISTING BOARD. SINCE ALL DIRECTORS MUST MEET THE GENERAL QUALIFICATIONS, ALL SHOULD BE FIT, IN GENERAL TERMS, FOR LEADING THE BOARD AS WELL AS THE ORGANIZATION. THE ONLY ADDITIONAL QUALIFICATION FOR CORPORATE OFFICERS IS THAT THEY HAVE GIVEN AT LEAST ONE (1) YEAR'S SATISFACTORY BOARD SERVICE BEFORE BEING APPOINTED TO LEADERSHIP POSITIONS ON THE BOARD (UNLESS THE SERVICE REQUIREMENT NATURALLY PREVENTS THE FILLING OF AN OFFICER POSITION).



## **SECTION 5: SELECTION PROCESS**

- a. ANY DIRECTOR MAY BE NOMINATED TO SERVE AS AN OFFICER OF THE CORPORATION. HE/SHE MUST BE NOMINATED BY ANOTHER DIRECTOR, AND MUST EXPRESS A WILLINGNESS TO SERVE IN THE OFFICE FOR WHICH HE/SHE HAS BEEN NOMINATED BEFORE HE/SHE CAN BE FORMALLY CONSIDERED FOR OFFICE. ALL NOMINATIONS MUST BE MADE AND ACCEPTED IN ADVANCE OF THE MEETING IN WHICH OFFICERS ARE TO BE SELECTED (FIRST MEETING OF NEW FISCAL YEAR).
- b. ONCE ALL NOMINATIONS HAVE BEEN MADE, THE BOARD CHAIRMAN WILL ANNOUNCE THE VARIOUS NOMINATIONS TO THE ENTIRE BOARD. ANY NOMINEE MAY AT THAT TIME ELECT TO DECLINE HIS/HER NOMINATION TO A GIVEN OFFICE IN FAVOR OF ANY OTHER NOMINEES FOR THE SAME OFFICE. IF, FOLLOWING THE ANNOUNCEMENT OF THE VARIOUS NOMINATIONS, THERE REMAIN MULTIPLE NOMINATIONS FOR ONE OR MORE OFFICES, THE OTHER BOARD MEMBERS WILL BE INSTRUCTED TO PRAYERFULLY CONSIDER WHICH ONE OF THE REMAINING NOMINEES THEY WOULD EACH PREFER TO FILL THE OFFICE(S) IN QUESTION. THE BOARD CHAIRMAN WILL BE INFORMED OF THESE PREFERENCES BEFORE THE FOLLOWING MEETING, WHICH MAY BE CALLED FOR THE EXPRESS PURPOSE OF FINISHING THE PROCESS OF APPOINTING OFFICERS.
- c. DURING THE MEETING IN WHICH THE BOARD SEEKS TO FINISH THE PROCESS OF APPOINTING OFFICERS, THE BOARD CHAIRMAN WILL REPORT THE MOST COMMONLY STATED PREFERENCE FOR EACH CONTESTED OFFICE. HE/SHE WILL THEN ASCERTAIN IF THE REMAINING NOMINEES AND THEIR SUPPORTERS ARE WILLING TO DEFER TO THE PREFERENCE OF THE MAJORITY. IF THEY ARE, THE NOMINEE PREFERRED BY THE MAJORITY WILL BE ENTRUSTED WITH THE OFFICE; IF THEY ARE NOT, THE MATTER WILL BE RESOLVED THROUGH THE STANDARD OPERATING PROCEDURES DESCRIBED IN ARTICLE VII, SECTION 9 ABOVE.

## **SECTION 6: DISMISSAL PROCESS**

- a. IN GENERAL, AN OFFICER SERVES AT THE PLEASURE OF THE BOARD OF DIRECTORS AND MAY BE ASKED BY THE BOARD TO RESIGN OR VACATE HIS/HER OFFICE IF THE BOARD OF DIRECTORS SO DESIRE.
  - b. ANY OFFICER MAY VACATE HIS/HER OFFICE AT ANY TIME SHOULD HE FEEL THAT HE IS NO LONGER ABLE TO FULFILL HIS/HER RESPONSIBILITIES AS HE OUGHT. SHOULD THIS OCCUR, THE VACANT OFFICE WILL BE FILLED AS SOON AS IT IS RESPONSIBLY POSSIBLE, IN ACCORDANCE WITH THE SELECTION GUIDELINES.
  - c. A DIRECTOR ASKED BY THE BOARD TO VACATE HIS/HER OFFICE BUT WHO REFUSES TO DO SO WILLINGLY MAY BE REMOVED FROM NOT ONLY HIS/HER POSITION AS OFFICER BUT ALSO FROM THE BOARD ITSELF, SINCE HIS/HER REFUSAL TO ACCEPT CORRECTION MAY RENDER HIM/HER UNQUALIFIED TO SERVE NOT ONLY AS AN OFFICER BUT ALSO AS A BOARD MEMBER. IN ANY DECISIONS INVOLVING THE OFFICER STATUS OF A GIVEN DIRECTOR, THE VOTE OF THE GIVEN DIRECTOR (AND SUCH DIRECTOR'S SPOUSE, IF HE OR SHE IS ALSO A DIRECTOR) WILL NOT BE CONSIDERED FOR THE PURPOSE OF RENDERING A DECISION.
  - d. ANY DIRECTOR WHO WILLINGLY VACATES HIS/HER OFFICE WILL NOT BE REMOVED FROM THE BOARD ITSELF UNLESS THERE ARE OTHER REASONS TO WARRANT SUCH A REMOVAL.
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## **ARTICLE IX MISCELLANEOUS**

### **SECTION 1: RECORDS**

THE CORPORATION SHALL KEEP CORRECT AND COMPLETE BOOKS AND RECORDS OF ACCOUNT AND SHALL ALSO KEEP MINUTES OF THE PROCEEDINGS OF ITS BOARD OF DIRECTORS AND COMMITTEES HAVING ANY OF THE AUTHORITY OF THE BOARD OF DIRECTORS. TRUE AND ACCURATE RECORDS WILL BE MAINTAINED, AND WILL BE AVAILABLE FOR INSPECTION UPON REASONABLE REQUEST TO KCA.

### **SECTION 2: CONTRACTS**

THE BOARD OF DIRECTORS MAY AUTHORIZE ANY OFFICER OR OFFICERS, AGENT OR AGENTS OF THE CORPORATION, IN ADDITION TO THE OFFICERS SO AUTHORIZED BY THESE BYLAWS, TO ENTER INTO ANY CONTRACT OR EXECUTE AND DELIVER ANY INSTRUMENT IN THE NAME OF AND ON BEHALF OF THE CORPORATION. SUCH AUTHORITY MAY BE GENERAL OR CONFINED TO SPECIFIC INSTANCES.

### **SECTION 3: CHECKS, DRAFTS, AND BANKING ACCOUNTS**

ALL CHECKS, DRAFTS, OR ORDERS FOR THE PAYMENT OF MONEY, NOTES, OR OTHER EVIDENCES OF INDEBTEDNESS ISSUED IN THE NAME OF THE CORPORATION SHALL BE SIGNED BY SUCH OFFICER OR OFFICERS, AGENT OR AGENTS OF THE CORPORATION AND IN SUCH MANNER AS SHALL FROM TIME TO TIME BE DETERMINED BY RESOLUTION OF THE BOARD OF DIRECTORS. IN THE ABSENCE OF SUCH DETERMINATION BY THE BOARD OF DIRECTORS, SUCH INSTRUMENTS SHALL BEAR THE SIGNATURES AND BE SIGNED BY THE PRESIDENT OR THE TREASURER OF THE CORPORATION. THE BOARD OF DIRECTORS SHALL AUTHORIZE THE OPENING OF BANKING ACCOUNTS AND AUTHORIZE THE SIGNATORIES FOR SUCH ACCOUNTS.

### **SECTION 4: FISCAL YEAR**

**THE FISCAL YEAR OF THE CORPORATION SHALL BEGIN ON AUGUST 1 AND END ON JULY 31.**

## **ARTICLE X EXECUTION AND AMENDMENT**

### **SECTION 1: EXECUTION**

THESE BY-LAWS FOR KCA SHALL BECOME EFFECTIVE UPON THE UNANIMOUS APPROVAL OF A QUORUM OF THE INITIAL BOARD MEMBERS OF THIS ORGANIZATION AND WHOSE NAMES ARE LISTED IN THE ARTICLES OF INCORPORATION.

### **KINGSPORT CHRISTIAN ACADEMY STATEMENT ON MARRIAGE, GENDER AND SEXUALITY**

WE BELIEVE THAT GOD WONDERFULLY AND IMMUTABLY CREATES EACH PERSON MALE OR FEMALE. THESE TWO DISTINCT, COMPLEMENTARY GENDERS TOGETHER REFLECT THE IMAGE AND NATURE OF GOD. (GENESIS 1:26-27.) REJECTION OF ONE'S BIOLOGICAL SEX IS A REJECTION OF THE IMAGE OF GOD WITHIN THAT PERSON.

WE BELIEVE THAT THE TERM "MARRIAGE" HAS ONLY ONE MEANING: THE UNITING OF ONE MAN AND ONE WOMAN IN A SINGLE, EXCLUSIVE UNION, AS DELINEATED IN SCRIPTURE. (GENESIS 2:18-25.) WE BELIEVE THAT GOD INTENDS SEXUAL INTIMACY TO OCCUR ONLY BETWEEN A MAN AND A WOMAN WHO ARE MARRIED TO EACH OTHER. (1 CORINTHIANS 6:18; 7:2-5; HEBREWS 12:4.) WE BELIEVE THAT GOD HAS COMMANDED THAT NO INTIMATE SEXUAL ACTIVITY BE ENGAGED IN OUTSIDE OF MARRIAGE BETWEEN A MAN AND A WOMAN.

WE BELIEVE THAT ANY FORM OF SEXUAL IMMORALITY (INCLUDING ADULTERY, FORNICATION, HOMOSEXUAL BEHAVIOR, BISEXUAL CONDUCT, TRANSGENDER CONDUCT, BESTIALITY, INCEST, AND US OF PORNOGRAPHY) IS SINFUL AND OFFENSIVE TO GOD. (MATTHEW 15:18-20; 1 CORINTHIANS 6:9-10.)

WE BELIEVE THAT IN ORDER TO PRESERVE THE FUNCTION AND INTEGRITY OF KINGSPORT CHRISTIAN ACADEMY AS A LOCAL BODY OF CHRIST, AND TO PROVIDE A BIBLICAL ROLE MODEL TO THE STUDENTS AND FAMILY MEMBERS OF KINGSPORT CHRISTIAN ACADEMY AND TO THE COMMUNITY, IT IS IMPERATIVE THAT ALL PERSONS EMPLOYED BY KINGSPORT CHRISTIAN ACADEMY IN ANY CAPACITY, OR WHO SERVE AS VOLUNTEERS, AGREE TO AND ABIDE BY THIS STATEMENT OF MARRIAGE, GENDER AND SEXUALITY. (MATTHEW 5:16; PHILIPPIANS 2:14-16; 1 THESSALONIANS 5:22.)

WE BELIEVE THAT GOD OFFERS REDEMPTION AND RESTORATION TO ALL WHO CONFESS AND FORSAKE THEIR SIN, SEEKING HIS MERCY AND FORGIVENESS THROUGH JESUS CHRIST. (ACTS 3:19-21; ROMANS 10:9-10; 1 CORINTHIANS 6:9-11.)

WE BELIEVE THAT EVERY PERSON MUST AFFORD COMPASSION, LOVE, KINDNESS, RESPECT, AND DIGNITY. (MARK 12:28-31; LUKE 6:31.) HATEFUL AND HARASSING BEHAVIOR OR ATTITUDES DIRECTED TOWARD ANY INDIVIDUAL ARE TO BE REPUDIATED AND ARE NOT IN ACCORD WITH SCRIPTURE NOR THE DOCTRINES OF KINGSPORT CHRISTIAN ACADEMY.

**PARENTS: Please read the following statements carefully and sign below to indicate your agreement. Please bring this page with you to your New Family Conference.**

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook. I understand that this Handbook does not contractually bind Kingsport Christian Academy and is subject to change without notice by decision of KCA's governing body.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, and continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that if I choose to terminate any or all services that tuition may only be refunded following the procedure outlined in the Financial Policy guidelines. I understand that this Handbook does not contractually bind Kingsport Christian Academy (KCA) and is subject to change without notice by decision of KCA's governing body. Admission for one school year does not guarantee admission for future years. I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards, could result in loss of that privilege.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**STUDENTS IN GRADES 7<sup>TH</sup> AND UP: Please read the following statements carefully and sign below to indicate your agreement.**

I hereby affirm that I have read the Student Handbook and its policies. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this Handbook does not contractually bind Kingsport Christian Academy and is subject to change without notice by decision of KCA's governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards, could result in loss of that privilege.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date