

KDO Policies & Guidelines

Bridge/HS Edition

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"Let our teaching and influence fall like gentle rain, our words and actions descend like the dew, like showers on new grass, like abundant rain on tender young plants."-

Deuteronomy 32:2

MISSION STATEMENT:

We the members of the body of Jesus Christ, bound by the Word of God, have hereby set forth and adopted the following articles for the establishment of operations and control of the non-profit organization, KDO Academy. KDO Academy is a non-denominational, Christ-centered ministry to parents who wish to homeschool their children, and was established as a resource to home school families. Further, we recognize the necessity for the moral and spiritual development of our youth in harmony with the Holy Bible. KDO Academy seeks to cooperate with the home in forming good habits in the student in order to help build Godly character traits through instruction and example. This we do in obedience to God's Word, namely: to train children in the nurture and admonition of the Lord (Ephesians 6:4).

VALUES

- Teaching from a Christian Biblical Worldview
- Encouraging excitement and motivation in learning
- Working alongside parents to provide an environment of order and respect that promotes an atmosphere conducive to learning
- Teaching in a context that seeks the best interest of both the involved parties and the student body as a whole.
- Spiritual and Academic excellence

STATEMENT OF FAITH:

- The Bible is the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21)
- The Bible states there is only one God, eternally existent in three persons –Father, Son and the Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- The Bible states the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; and Revelation 19:11).

- The Bible states the absolute necessity of regeneration by the Holy Spirit for Salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. (John 3:16-19; 5-24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).
- The Bible states the resurrection of both the saved and the lost; they that are saved unto resurrection life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- The Bible states the importance of the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- The Bible states the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
- The Bible states there are two genders. God created male and female. (Genesis 1:27, Genesis 5:2, Psalm 139: 13-16)

As a matter of firm policy, it is mandatory that all board members and faculty subscribe to the above statement of faith in a manner and method prescribed by the board of directors, either by written statement or by oral testimony before the board.

PROBLEM RESOLUTION AGREEMENT:

If I have any concerns, I agree to:

- Address them with the instructor first. If I feel my concern was not addressed, I will then contact a board member at updates@kdoacademy.org.
- Remember, if the Instructor or the Board is not aware of the problem, they cannot fix it.
- Per Biblical instruction from Matt. 18:15-17, go to the instructor first, then the board.
- Gossiping to other parents is not acceptable, nor will it fix the issue.

PAYMENT POLICY:

Registration fee (non-refundable; due at Registration)

- One semester classes: \$30 per enrolled student
- Full year classes: \$60 per enrolled student
- A \$20 late fee will be charged for any registration received after two weeks before the 1st day of KDO

Reimbursement/Credit opportunities:

- Refer to “Available Positions” on the KDO website
- Email Bonnie Leair at Updates@kdoacademy.org if interested in receiving tuition/fee credit
- Credit positions are set up July through August. An e-mail goes out, first responders get first pick at positions.
- Those who serve more than on a regular/weekly basis will be given first priority of registration!

Weekly class fee varies per class. Payment options are:

- Cash/Checks may be made payable to KDO Academy and paid at the front desk.
- You may use bill pay through your bank.
- Make checks payable to KDO Academy.
- **Mail them to KDO Academy, 2536 Eastern Blvd, Unit 131, York, PA 17402.**
- Be sure your student’s name is on each check!

Fees:

- Texts are purchased by the parents prior to the start of classes. See the “Texts Required” page on the KDO website.
- In a few cases, you may rent the text from KDO. Look on the website for those texts.
- Lab and Material fees are paid directly to the instructor on the first day of class. ***Please do not make the checks payable to KDO Academy for lab fees.***
- Students can make use of the study halls available on a very occasional, per needed basis. If needed, please check with admin, and make payment at the front desk.

Understanding Payments:

The following process will be followed:

- 1) A QuickBooks invoice is sent 4 weeks before the due date.
- 2) A QuickBooks Late Notice is sent when/if invoice is 2 weeks late.
- 3) The payment coordinator sends an email when/if the invoice is 3 weeks late, advising that payment of invoice is past due and payment is needed or an agreement has been made when payment will be received or access to the online grading system (which is used for grades, homework assignments and communication with the instructors) will be turned off the next week (a deactivation date will be given).
- 4) Jupiter is deactivated if payment hasn't been received or communication to pay hasn't been received and approved by administration. Invoice is now 4 weeks late.

- **Payment is expected regardless of attendance.** Keep in mind that our instructors are paid using your tuition payment, so promptness is appreciated!
- You may be asked to withdraw your student if late payment persists. You will still be obligated to pay KDO Academy for the classes you have chosen.
- If your account balance is not paid in full by the last week of KDO Academy, your class choices may be in jeopardy the following year. We may bump your student to wait lists.
- If there is an outstanding balance that is not paid, you may not register your student the following calendar year.
- The fee for bounced/returned checks is \$25.
- Three emergency days are built into our system. Instructors will send Enrichment homework to the students through the online portal. This will give the student a better educational flow to their learning.
- PayPal charges us a fee for the use. You may pay tuition with PayPal, but a 4% charge is assessed, so please be sure to calculate before you pay.

CLASS WITHDRAWALS:

- Yearlong classes: you have three class periods to decide if this class will work for your student. If you withdraw after the three classes, you are financially responsible for the remaining year's payment. **Classes must be dropped by midnight of the third class day.** *Payment is still expected for the first three class periods.*
- Semester classes: you have two class periods to decide if the class will work for your student. If you withdraw after the two classes, you are financially responsible for the remaining semester's payment. **Classes must be dropped by midnight of the second class day.** *Payment is still expected for the two class periods.*

HOURS OF OPERATION:

- All classes meet every Thursday from 8:15- 2:30pm.
- Students must be picked up by 2:45pm.
- You may register for one class, or as many as you like. **Just be sure they are classes you are willing to commit to taking. Your participation may determine whether a class is able to continue or not. Please consider others in your decisions.**

ILLNESS POLICY:

- Students may not attend if they are sick or are experiencing any of the following symptoms:
- Colored mucus
- Diarrhea, vomiting or nausea (within last 24 hours)
- Eye drainage to include pink eye or any type of eye infection.
- Virus or infection (Ex- sore/strep throat, cold, flu)

- Rashes (contagious)
- Head lice
- Fever (within last 24 hours - non medicated)
 - If any students or family members show signs of Covid symptoms, such as runny noses, cough, fever of 99.5 or over, or has any flu like symptoms, you may NOT attend KDO until better.
 - We understand allergies. If you *KNOW* your student is having allergies, and no other family members are showing symptoms, than please make us aware ahead by e-mailing: updates@kdoacademy.org

- Please keep in mind that this policy is essential for the health and protection of all of our students, staff, and families.
- Masks are at the discretion of the parent.
 - Plain masks with no wording are allowed.
 - Keep any opinions to yourself. No bullying or derogatory comments may be made. Each family is free to handle as they see fit.
- KDO Academy may continue to spray tables and wipe down high touch areas as needed.
- Please be considerate and *ASK* before you touch anyone. We should always err on the side of being considerate of others feelings. *(Any derogatory comments will be considered bullying. Love each other well!!)*

WEEKLY COMMUNICATION:

Weekly e-mails, during the school year, are sent to parents to keep them notified of KDO happenings.

- You will be added to the email list upon completed Registration.
- Send your students e-mail address to updates@kdoacademy.org to add them to the list.
- Be considerate and check your email regularly for announcements.
- If you are not receiving weekly emails, please check your SPAM folder, if they aren't in there, please go to 'Contacts' to add your email address.
- *PLEASE make a point to read them!* It is our only way of contacting families with updated information.

MAILBOXES:

- Bridge and HS students will have a “mailbox” by family name (i.e. labeled folders in file boxes.).
- All instructors have mailboxes and they can be found to the right side of each box in alphabetical order.

- Any correspondence/homework between instructor/student/parent will be placed in the mail boxes; this is to make communication between staff and parents much more efficient.
- Please be sure your box is checked and emptied EVERY week! KDO will not be responsible for papers not removed in a timely manner. Boxes will be cleaned at the end of the year, and all contents thrown away. If it is precious to you, then remove it.

LUNCHES:

- Students will need to pack a lunch if they have classes over the noon hour. Keep in mind we *do not* have refrigeration/microwave available. Students are welcome to come early, or stay later, in order to participate in the high school lunch from 11:50-12:15. We want to help develop healthy relationships among our students.
- Once a month a special lunch is offered for sale that our students may participate in. (Chick-fil-a, Pizza Hut, Taco Bell, etc) These will be announced in the weekly e-mails. Order forms will be located in a link on the KDO calendar.
- A snack cart is also available should your student forget his/her lunch, or want something extra. It is between you (the parent) and your student to determine if they can or should eat what is there. The lunch ladies cannot monitor. If your student has allergies, be sure your student knows what is safe for them to eat, and what is not.

WEATHER CANCELLATION POLICY:

- For weather related closures or delays, we will send out our weather plan in a REMIND message, e-mail the KDO lists, and also put it on our website by 7:00am the morning of KDO. As this is not a perfect plan, please use your discretion for your area and drivers. As long as KDO is in operation, payment will be expected. Instructors are working even harder, as they are still keeping students up to speed.
- For Emergency cancellations, watch the KDO website (kdoacademy.org) AND/OR the REMIND system. (See directions in last bullet point.) These will update you by 7:30 am.
- If a delay is called, first period in person classes will be cancelled. First period students will be kept up on work through Jupiter. All other classes will start at their regular times. Set up crew members will need to arrive at 8:15am.
- KDO Academy has three built in Emergency days for all students. The parents will continue to pay, and the instructors will keep the students moving forward in their school work through the online grading system.
- Should there be an **emergency closing** during KDO hours we ask that high school students call parents to come pick them up. If your student does not have a cell phone available, please be sure they notify a instructor.
- **It is expected that parents will be available at all times to pick up a student, or have a backup plan the student is aware of.**

- KDO uses Remind.com to send text messages alerting of any closings or cancellations. To sign up for Remind: text: @kdo1 to number: 81010 We will also post on the front page of the KDO website. kdoacademy.org

GENERAL GUIDING PRINCIPAL

Participating in KDO Academy is both a privilege and a responsibility. As a Christian organization, we strive to ensure that biblical Christian teaching and modeling are an attribute of our homeschool resource group. While we do realize that each family may differ in beliefs, understand we teach from a Biblical Christian worldview. While none of us are perfect, we strive to apply Christian values to our daily living. Those who participate in our community are asked to respect and support KDO Academy's distinctive and Biblical standards of conduct.

To be enrolled, a student must exhibit a desire to learn, positive social behavior, good moral character, and willing cooperation with instructors and administration. Enrollment is a privilege and involves mutual responsibilities and cooperation.

As a general rule, classroom actions of disrespect, dishonesty in all its forms, lack of courtesy, general disturbance, abuse of permission, incomplete homework, lateness and other such offenses shall be handled by the instructor. Situations that the instructor evaluates as chronic, flagrant, or otherwise worthy of special handling will be referred to a KDO liaison, who shall notify the Board. These situations will be dealt with as seems most helpful to the individual and the student body on a case-by-case basis.

CODE OF CONDUCT

Students are expected to demonstrate the following behaviors and characteristics:

- Integrity in the keeping of one's word, speaking the truth, doing one's own work, carrying out responsibility (doing assignments adequately and on time) and respecting authority
- Respect for self, KDO Academy and its employees, the facility and its employees, all students, and the property of others and the church
- Preparation for class and readiness to learn
- Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received

Academic Expectations:

- Be prepared for class
- Meet classroom responsibilities

- Employ good study habits
- Return homework in a timely manner (*It is the student's responsibility to contact the instructor when homework cannot be done in a timely manner. The student and instructor may agree upon a due date. Any homework handed in after two weeks, without consent, will not be accepted.*)
- In order for a student to get the most out of KDO Academy, participation in the class to a student's full ability is expected.

In the spirit of working towards Godly maturity and growth within our students, the following prohibited activities for which disciplinary measures will be assessed, are provided. While the actions described below represent *a cross section of activities, no compilation can be all inclusive* and students are expected to refrain from behavior that would be characteristic of the areas mentioned below.

Attendance- Students may not be:

- Tardy to class (student must be in the class they are registered for and on time)
 - Parents will be notified if student is continually tardy
- Leaving the KDO building without permission or “sneaking out”
- In locations that are designated as off limits including empty classrooms
- Skipping class, in other words: Be where you belong!

Disruptive/Careless Behavior

- Running in the halls or in the classroom
- Loud or boisterous behavior that disturbs the classes or church activities
- Defacing church property
- Throwing or shooting objects in the building
- The improper use of cellular phones and other electronic devices, which includes cheating/air dropping inappropriate material
- Eating food or candy during class other than when approved by instructor
- Misbehaving in class (including talking out of turn) or disturbing the class

If a student's enrollment is terminated; full balance of KDO tuition will be expected to be paid in full.

Verbal/Non-verbal Behavior:

- Language and/or gestures that are vulgar, obscene, offensive, derogatory or disrespectful will result in disciplinary action. The believer's talk should build up, not put down or be un-Christ-like.

- Bullying is not tolerated. (See Bullying Policy)

Dishonesty:

- Dishonesty *in any form*, including lying, theft, cheating, and plagiarism (see Plagiarism policy) will not be tolerated
- Gambling or games of chance are not acceptable

Disrespectful Behavior:

- Rebellious or disrespectful attitude
- Flagrant disrespect and disobedience
- Littering
- Circumventing KDO procedures, including short-circuiting the KDO/home communication process
- Postering, rallies, sit-ins, sit-outs and other similar forms of protest
- Direct/Indirect disobedience to any instructor or staff member
- Deliberate destruction or damage to KDO, church, student, and/or faculty property
- Parents are liable for any damage caused by their student
- Disrespect by word or action toward any faculty, staff member, or student

Social Media Responsibility:

Ephesians 4:29- Let no unwholesome word come out of your mouth, but if there is any good word for edification according to the need of the moment, say that, so that it will give grace to those who hear.

KDO Academy will not tolerate from students any talk of or posting on social media or written communication of:

- threats or warnings to hurt another person(s)
- threats or warnings about hurting oneself
- threats or warnings to damage church property in any manner

Expressing to harm another or church property will be considered a threat. Threats may be spoken, written, or gestured. They may be direct or indirect and may not be communicated to the intended victim or victims. At the discretion of the Board of KDO Academy, threats or warnings will be taken seriously and will be handled in a proper manner. A Christ-like response to those around you is expected at all times. Policy violations may result in discipline up to and including termination of enrollment. **If student's enrollment is terminated; full balance of KDO**

tuition will be expected to be paid in full. If there is an issue with KDO Academy, bring it to the board. The posting derogatory comments on social media does not solve problems.

Strictly Prohibited Items and Activities:

- Do not bring any weapon onto the KDO Academy property. This includes *any sharp object* that can be used to hurt another or *any type of gun*. We are responsible to care for one another. Any said object found will be held at the front desk, and a parent may be notified.
- The use and/or possession of tobacco, alcoholic beverages, illegal drugs, and the abuse of prescription or OTC medication. The possession or use of any illicit drugs, alcoholic beverages, tobacco, etc will be considered grounds for suspension and possible expulsion. Students involved in the use, possession, or selling of drugs, alcohol, tobacco, or misuse/use of substances may be turned over to the authorities. Parents will be called. Any of these items too numerous to list are banned from the facility premises.

A violation of the above may result in:

- Conference with the parent, liaison, board and/or instructor
- Possible suspension, combined with appropriate application of consequences relevant to the offense. **Full tuition payment is due for any missed classes.**
- Suspension-until restitution and restoration can be confirmed via visible student behavior and parental/Administration agreement, and if necessary, expulsion
 - A formal report to record infractions may be retained within the student's Discipline File within the online grading system outlining the nature of the infraction, how the issue was addressed, and the action plan to address resolution. Follow up steps will be amended to the initial report.

During the disciplinary period the instructors/liaison will periodically review the progress of the student. The decision will be made whether the student shall be returned to the status of a regular student or if further action is necessary. Disciplinary suspension is sincerely intended as an intermediate step for the student to "get his or her act together." If there is no progress in attitude, behavior, or general academic achievement, the student will be asked to withdraw from KDO. *All tuition will still be due for all classes.*

The following violations of the Code of Conduct will result in a call to the parent and an immediate suspension:

- The use and/or possession of tobacco, alcoholic beverages, or illegal drugs, and the abuse of prescription medication

- Possession of dangerous items and/or weapons
- The possession and/or distribution of pornographic materials and information
- Continued willful disobedience, misconduct, disrespect that a student refuses to correct

During the suspension period, the instructor/liaison/board will determine whether the student may keep up with his or her class work. Students may be expelled from the program when major moral or social offenses have been committed and after other disciplinary procedures have failed.

KDO Academy reserves the right to search backpacks or bags brought into the facility for the safety of our student body.

PLAGERISM & CHEATING POLICY:

KDO Cheating policy: HS/Bridge Cheating in any form, is not acceptable at KDO. This includes but is not limited to, plagiarism, using any form of AI,(i.e.: ChatGPT, etc.) copying another student's work, writing answers on yourself or having on your electronic devices, hidden note papers, etc. Any work submitted by a student that is not their own work is cheating. All instructors will be randomly running student's work through a plagiarism and AI detector. If detection is found or if a instructor suspects any kind of cheating, they will notify the student and/or parent.

Students caught cheating will be disciplined as follows:

- Step 1: First offense -the instructor will discuss with the student and/or parent and make any applicable copies of the plagiarized, AI generated, or copied work. -the instructor will alert the HS/Bridge instructor liaison, through an internal notation on the KDO online grading system, of the infraction. The liaison will notify any other instructors the student has at KDO so they are aware of possible cheating in their class. -the instructor's cheating policy will apply; ie if they are allowed to re-do the assignment with a grade reduction, receive a zero, etc. Please make sure you know your instructor's policy.
- Step 2: Second offense- -the instructor will send a message to both the student and parent, through the KDO online grading system, detailing the cheating specifics, including (if applicable) the assignment name and copy of the assignment along with what was copied, ie the plagiarism or AI detector information, answer key, etc. -the instructor will also send out a discipline notice through the KDO online grading system - the assignment will receive a zero with no makeup opportunity. The instructor may, at their discretion, move to step 3.

- Step 3: Third offense -A meeting will be set up with the parents, student and the board to communicate the seriousness of the offense and what disciplinary measures are (up to termination) from the KDO program. Note: any student terminated from the KDO program will still be responsible for the school year's total tuition bill for all classes. - Notation will be posted on the online grading system

PHYSICAL/SEXUAL BEHAVIOR/HARRASSMENT/INTIMIDATION:

Ephesians 5:1-4

Therefore, be imitators of God as dearly loved children ² and live in love, just as Christ also loved us^[a] and gave himself for us, a sacrificial and fragrant offering^[a] to God. ³ But^[a] among you there must not be either sexual immorality, impurity of any kind,^[a] or greed, as these are not fitting for the saints.^[a] ⁴ Neither should there be vulgar speech, foolish talk, or coarse jesting—all of which are out of character—but rather thanksgiving.

- Displays of romantic affection (i.e., holding hands, kissing, excessive hugging). **The policy is HANDS TO YOURSELF!** No student should be placing their hands on another student for any reason. If it is annoying, harassing, demeaning, hurtful, excessive, romantically affectionate, or sexual, it will not be tolerated.
- Conversation centering on the topic of sex or crude joking is not appropriate, nor acceptable.
- The possession and/or distribution of pornographic or inappropriate materials and information, including the distribution of sexually suggestive material via cell phones, computers, or any other electronic devices is prohibited.
- Possession of impure or suggestive literature, writing, symbols, drawings, or recordings (audio or video). Distribution of such will result in a more severe penalty.
- Sexual harassment in any form will not be tolerated, including all acts of a sexual nature, whether verbal or physical, which are unsolicited, unwelcome, inappropriate, and/or demeaning, which interfere with an individual's performance or which create an intimidating, hostile or offensive atmosphere.
- Physical harassment, including threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation.

ANTI-BULLYING POLICY

KDO Academy recognizes that a learning environment needs to be physically and emotionally

safe and secure for all students, promotes Godliness in our students, good citizenship, and supports academic achievement. To protect all the students God has given to us at KDO Academy we prohibit acts of bullying, harassment, and other forms of aggression and violence. We want it understood that our students will conduct themselves in a Godly manner that edifies and lifts each other up. Passive support of bullying by bystanders will also not be permitted. Students who are aware of these bullying characteristics are expected to notify staff. The tearing down of another individual will not be tolerated. KDO is responsible for behaviors that happen during our operating hours, as well as students that are on a KDO Academy designated field trip.

Definition-"Bullying" is conduct that meets all of the following criteria:

- Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- Is an act that is repeated
- Is directed at one or more pupils, and interferes with the educational benefits
- Is conveyed through physical, verbal, written, technological or emotional means
- Is based on the actual or perceived understanding of bullying characteristics
- It is not limited to: unwanted teasing, threatening, intimidating, stalking, physical violence, theft, public humiliation, destruction of property, social exclusion, coercion, rumor spreading of falsehoods or truths, or retaliation against individuals who report any behaviors under this policy.

High School Consequences:

- Offense 1: At the discretion of the staff member that is made aware of incident a lesson on understanding bullying behavior will take place. Teacher will help the student understand that actual or perceived offenses leads to breaks in relationships. It is our duty to live in peace with each other as much as it is possible (Romans 12:17-19), and to lift up and edify one another. Teacher must notify board and parents at this point.
- Offense 2: Temporary suspension. Parent will be asked to leave student home for one week, in order to deal with the behavior, and report back to the teacher steps taken to correct behavior. Remember, fees are paid to KDO Academy regardless.

- Offense 3: Student enrollment will be terminated. Parents are responsible for payment on tuition for remaining year. Reenrollment for the next year will be at the discretion of the board.

Parents may request a meeting with the board with this clear understanding:

- Any letters written to the board about the incidences will be the sole property of the KDO Academy Board.
- The board will use their discretion in sharing the actual or perceived accusations that have been made to protect all involved.
- We ask that you come with an open mind that none of us are perfect, and that we are all working towards the goal of raising Godly children.
- The board holds the right to determine if there is a need to reconvene the meeting for any reason.
- The teacher will not be present in any meeting. The board will have already taken steps to determine the actions of the teacher.

The staff and board of KDO Academy hold the right to use their discretion in handling bullying behaviors depending on the severity level since behaviors and student's understandings can vary, and other criteria make it necessary for us to discern what is best for our community of students. It is our goal to bring healing to broken relationships, and all will be done to achieve that goal. We strive to honor our Lord and Savior in all that we do.

SEARCH AND SEIZURE POLICY:

- KDO Academy reserves the right to search a student's backpack or belongings for the safety of the student body and staff should there be probable cause.
- Any illegal items, or items that violate KDO policy, will be held and given to parents.
 - If necessary, authorities will be called.

DRESS CODE:

KDO Academy's standard of dress is intended to give clear guidelines. We believe that parents play a key role in guiding and supervising your student in the selection of clothing that complies

with our standard of dress. Our guidelines are set to encourage a reverence for God, to show respect to each other, and to build community within our student body.

General principles include:

- Students must be in compliance with the standard of dress prior to entering the building and must continue until the end of the day.
- All clothing must be properly sized, modest and unrevealing in cut, fit, and texture.
- Modesty is expected at all times at any KDO Academy event or function.
- Clothing and appearance should not draw undue attention.
- Students must dress in conformance with one's biological sex.
- KDO is not the place for alternative/statement type dressing. These types of statements tend to create cliques. (If you couldn't wear it to an office job, it's not appropriate. Being a student is your job.)
- KDO reserves the right to declare any inappropriate dress as a violation of the dress code, and parents will be notified. (If unsure, check with a Board member.)
- Dress code applies to Senior pictures and yearbook photos.

Standard of dress guidelines:

- Shirt, sweater, or vest:
 - May not reveal undergarments
 - May not to have offensive/obscene words, pictures, graphics, gang/violent symbols anywhere on them
 - May not reveal the midriff, cleavage, (while standing/sitting/bending)
 - Must be appropriately fitting to the body- (not too tight, nor too loose as to reveal)
 - Shoulder straps must be 3" wide (for boys and girls)
- Pants/Jeans, skirt, and shorts:
 - May have holes to 4 inches above the knee. Any holes above MUST have dark shorts/fabric beneath. NO skin or underwear showing!
 - Skirts and shorts MUST be modest in length (to mid-thigh or longer)
 - Skirts that are mid-thigh must have mid-thigh shorts underneath
 - Leggings may be worn, but the shirt must cover down to the fingertips
 - No writing across the rear
 - Sagging and low-rise pants are not acceptable, underwear may not be visible
- Additional guidelines:
 - Footwear (modest and safe- ex: no stiletto heels or wide platforms)
 - Hoods/hats are not permitted to be worn in the classroom so face and ears can be seen
 - Makeup on girls is to be natural and modest.
 - The facial hair of guys should be well-groomed. No makeup of any kind.

- Hair is to be clean, neat, well-kept.
- No visible tattoos with offensive/obscene words, gang/violent symbols
- Jewelry, including piercings, must be modest- no heavy chains, oversized earrings (with symbols or graphics), studded bracelets/necklaces are not allowed (this includes animal style collars or chokers of any kind)
- Violations of the Dress Code:
 - Student will be asked to correct the violation. If that does not happen, the parent will be called. You will be asked to bring a change of clothes, or you may need to take your student home.
 - Continuous disregard for the policy will mean dismissal from KDO Academy.

Other age-appropriate rules may be enforced by the administration and instructors of the academy as needed.

GRADING:

- Be aware of how each instructor will be grading their students. The instructor can only grade on what he/she sees in class, or receives as homework. The final grade may be changed by the parent, if the parent believes more/less work occurred at home.
- Any concerns need to be addressed with the instructor first. It is the parent's responsibility to make the instructor aware of any educational concerns you may have about your student.
- Student will be given a percentage grade at the end of each quarter, and one at the end of the year. It is up to the parent to determine the letter grade for that percentage.
- *Parents must log into JupiterEd.com* to see your students' grades and assignments. All grading/communication/assignments will be handled through the online grading system.
- Instructors are available during the week to help with class assignments through the Online Grading System. That said, we request that you respect the instructor's time. If a student requires more than a short phone call or communicate through the Online Grading System to handle a question, then please respect the instructor by setting up a tutoring time and making payment as set up by the instructor. We are blessed by our staff, and we want to safeguard their time.
- Students who drop classes will be dropped from the Online Grading System. Once dropped, the grades will not be kept. Be sure you print off what you need before you drop the course.
- Student's final grades will be on the Online Grading System at the end of the school year. It is the parents' responsibility to print the grades off. The grades are NOT kept by KDO Academy, and cannot be retrieved after June 30th of the currently completed school year.

STUDY HALL:

- Study hall students may converse quietly in study hall. **The students must respect the monitor.** Students must keep in mind that there are those students studying!
- Skipping out of Study Hall is not permitted. Parents will be called.
- Students may bring cell phones to KDO Academy. They may use them during study hall to text only. Texting answers to others is unacceptable, and will be *disciplined according to the instructors' discretion*.

SAFETY:

- Students must sign themselves in and out. This is a safety precaution!
- *KDO Academy is not responsible for students once they sign out and leave the building during class hours.* The sign in sheet allows us to know who is in the building in case of fire, and for other liability reasons. Please make sure your student understands the need for this policy.
- *These sheets are available for parents to see! Just ask at the front desk!*

*** We are not responsible for students who leave the premises. It is up to you, the parent, to be sure your student understands your wishes and obeys them. You are able to see your student's attendance through online grading system and the weekly sign in sheets.**

DRIVING:

- In the event that students will be driving themselves to class, **extreme caution** is to be used in the parking lot area. Please keep safety in mind as you enter and exit the parking lot area.
- NO speeding in the parking lot is permitted. There are cameras & anyone speeding through parking lots will be caught.
- Any damage caused by drivers will be paid for by the driver's car insurance. It is your responsibility as the driver to handle the details.

KDO ACADEMY BOARD

KDO Academy Board acknowledges that no manual can address every possible situation. This manual is intended to serve as a general guide for our students and families. The Board reserves the right to modify or change any and all such plans, policies, processes, procedures, or guidelines (in whole or part) at any time, as deemed necessary to ensure their continued relevance and effectiveness. Significant changes will be communicated to students and families in a timely manner.

- Bonnie Leair (Board Director)
- Donielle Hatt (Secretary)

- Barb Newlin (Asst. HS Liaison/Hospitality Coord.)
- Sandra Rohrbaugh (HS Liaison)
- Laura Page (Elementary Liaison)