

KDO Policies & Guidelines

Elementary Edition

CONTENTS

MISSION STATEMENT:	2
VALUES	2
STATEMENT OF FAITH:	2
PROBLEM RESOLUTION AGREEMENT:.....	3
PAYMENT POLICY:	3
WITHDRAWAL POLICY-	5
HOURS OF OPERATION:.....	5
ILLNESS POLICY:	5
WEEKLY COMMUNICATION:.....	6
LUNCHES:.....	6
EMERGENCY CANCELLATION POLICY:	7
GENERAL GUIDING PRINCIPAL.....	7
RESPONSIBILITIES OF THE PARENTS:	8
CODE OF CONDUCT	9
PHYSICAL/SUXUAL BEHAVIOR HARRASSMENT/INTIMIDATION:	10
ANTI-BULLYING POLICY.....	11
SEARCH AND SEIZURE POLICY:	12
DRESS CODE:.....	12
GRADING:	14
KDO PLAGERISM/CHEATING POLICY	14
KDO Academy Board.....	15

"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.
- Per Biblical instruction from Matt. 18:15-17, go to the instructor first, then the board.
- Remember, if the Instructor or the Board is not aware of the problem, they cannot fix it.
- Gossiping to other parents is not acceptable, nor will it fix the issue.

PAYMENT POLICY:

Registration fee (non-refundable; due at Registration)

- Full year registration for grades K-6th- \$60 per enrolled student
- Registration is \$30 after the first semester is completed.
- This fee includes registration, cleaning fee, administration and access to our online grading/communication system.

Reimbursement/Credit opportunities:

- Refer to “Available Positions” on the KDO website
- Email Bonnie Lear 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!

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!**
- 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 material fees.*** Make payable to the lead instructor.

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.

WITHDRAWAL POLICY-

- Parents may withdraw an elementary student on the fourth Thursday of KDO Academy by midnight of that fourth week. Parents will be obligated to pay the tuition through the rest of the year if you choose to withdraw the student after this deadline. If there are any questions, please see Bonnie Leair or e-mail her at updates@kdoacademy.org.

HOURS OF OPERATION:

- Elementary classes meet every Thursday from 9:15- 2:30pm.
- Students must be picked up by 2:45pm. (A late fee of \$5 will be added to your invoice.)
- To sign up for Remind: text: @kdo1 to number: 81010
- We will also post on the front page of the KDO website. KDOAcademy.org

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 our email address. (updates@kdoacademy.org)
- *PLEASE make a point to read the KDO ANNOUNCEMENTS!* It is our only way of contacting families with updated information.
- You will also get a weekly class communication in the online communication system. Please look for an e-mail from the registrar for your personal sign ins.
 - This will give you updates for the week, semester progress notes, and any concerns the instructor may have. You may also contact the instructor through this portal.

LUNCHES:

- Students will need to pack a lunch. Keep in mind there is no microwave or refrigeration available.
- Once a month a special lunch is offered for sale to our students. (Chick-fil-a, Pizza Hut, Taco Bell, etc) These will be announced in the weekly e-mails.
- 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.
 - If your student has allergies, be sure your student knows what is safe for them to eat, and what is not. The lunch ladies are not aware of allergies.
 - The elementary students may have two items a lunch period. No sodas.

EMERGENCY 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 snow 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, 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 parent, and a KDO liaison will be notified, who in turn shall notify the Board. These

situations will be dealt with as seems most helpful to the individual student and the student body on a case-by-case basis.

RESPONSIBILITIES OF THE PARENTS:

- Please enter in the through the KDO double doors to the left of the building for security purposes. The doors will remain locked for security. You must have a KDO pass in order to enter the building. (This is sent at the beginning of the year.)
- You are responsible for walking your student/s to the check in area for the instructor to mark the student as present. You may leave only when the instructor has acknowledged the student.
- Parents are liable for any damage done to the building by their student.
- Students will be on time for class, prepared to participate, and will be expected to participate. We understand the parent has the final authority in the student's education, but please be considerate of the classroom experience for others. When your student does not do the work as assigned or participate, it does cause issues for the instructors and other students. We understand these are elementary students, but encouragement from home goes a long way!
- It is expected that your student will have the supplies needed in order to accomplish the work the instructors have set up for the students. This creates an optimum learning experience for your student! Instructors are not responsible to provide supplies.
- Those picking up your students at any time **MUST** be on the safety form you filled out at registration. *There will be no exception to this rule. Those picking up must have a form of government photo ID.*
- Parents are to be aware of our discipline policy. It is your responsibility to be sure your child understands the consequences of their behavior.
- Papers and projects will be sent home in the student's backpack. Please be sure you check and empty each week.

- ***All personal items brought from home should be labeled clearly for ALL students. This includes all backpacks, lunch boxes, pencil boxes, coats, medical supplies, etc. We are not responsible for your items.***
 - ***Please place medical items in a snapped pencil box CLEARLY marked for the instructor.***

- Any personal items irrelevant to class participation such as toys, electronic games, trading cards, headsets, etc. must not accompany students into the facility, unless prior approval has been given by a instructor. If approval is given, please label clearly with student's name.

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 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 with supplies and weekly materials**
- Meet classroom responsibilities
- Employ good study habits
- 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.

Disruptive/Careless Behavior

- Running or wandering in the halls or in the classroom
- May not be in areas that are off-limits or empty classrooms
- Defacing church property
- Throwing or shooting objects in the building
- Disruptive/loud behavior that impedes the educational process or church activities
- Being disrespectful or destructive with other student's work
- Eating food or candy during class other than when approved by instructor

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 anyone down.

- Bullying is not tolerated. **(See Bullying Policy)**

Dishonesty:

- Dishonesty *in any form*, including lying, theft, cheating will not be tolerated
- **Disrespectful Behavior:**
- Rebellious or disrespectful attitude
- Littering
- Circumventing KDO procedures, including short-circuiting the KDO/home communication process
- Direct/Indirect disobedience to any instructor or staff member

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.

A violation of the above may result in:

- Conference with the parents, instructor, or liaisons as the situation deems necessary
- Possible suspension, combined with appropriate application of consequences relevant to the offense. **Full tuition payment is due for any missed classes.**

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, the student will be asked to withdraw from KDO. *All tuition will still be due for all classes.*

- Notation will be made on the online grading system.

PHYSICAL/SUXUAL BEHAVIOR HARRASSMENT/INTIMIDATION:

- **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 sexual matter is not appropriate.
- Crude joking that is not befitting of the Christians walk will not be tolerated.

- No possession of impure or suggestive literature, writing, symbols, drawings, or recordings (audio or video) will be allowed.
- Physical (& sexual) harassment, including threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive or fearful environment will not be tolerated. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage.

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 actual or perceived 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.

Elementary Consequences:

- Offense 1: At the discretion of the teacher a lesson on understanding bullying

behavior will take place. Teacher will help the student understand that actual or perceived offenses lead to breaks in relationships. It is our duty as Christians to live at peace with each other as much as it is possible for us to do so. (Romans 12:17-19) This first step is to give the child a chance to correct their behavior, and bring understanding into their hearts and lives.

- Offense 2: Student reminded of bullying policy. Student will be asked to write a letter of apology to the offended student during the lunch/recess period. Parent will be notified at the end of the day of offenses, and given a copy of the letter the child wrote. Teacher will send out a general reminder to parents to talk about bullying with their children.
- Offense 3: Temporary suspension. Parent will be asked to deal with the behavior, and report back to the teacher with the steps taken. Remember, fees are paid to KDO Academy regardless.
- Offense 4: Student's enrollment will be terminated. Future enrollment will be at the discretion of the board. Parents are responsible for payment on the tuition for remaining portion of the year.

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.
- It is the policy of KDO Academy that students dress in conformance with one's biological sex.
- KDO Academy 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.)

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, (while standing/sitting/bending)
 - Must be appropriately fitting to the body- (not too tight, nor too loose as to reveal)
 - Straps must be 3" wide
- Pants/Jeans, skirt, and shorts:
 - May have holes no more than 4 inches above the knee. Holes anywhere else must have shorts underneath. No skin!
 - Skirts and shorts must be modest in length (to mid-thigh or longer)
 - Skirts that are mid-thigh must have shorts underneath
 - Leggings may be worn, but the shirt must cover down to the fingertips
 - No writing across the rear
- Violations of the Dress Code:
 - You will be asked to bring a change of clothes
 - Continuous disregard for the policy will mean dismissal from KDO Academy.
- Additional guidelines:
 - Footwear (modest and safe)
 - Hoods/hats are not permitted to be worn in the classroom so face and ears can be seen
 - Hair is to be clean, neat, well-kept.
 - 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)

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

GRADING:

- Elementary students are not graded, but the instructor will look over the work, and may make comments.
- Progress reports by semester are provided as a help to the parent in their student/s education.
- Any concerns with a student's work 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.
- Instructors are available during the week to help with class assignments through the online portal. That said, please respect the instructor's time.

KDO PLAGERISM/CHEATING POLICY

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. - Notation will be posted on the online grading system

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)