

# KDO Policies & Guidelines

(Effective 2025-2026)

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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.

## POLICY & GUIDELINES APPLICATION:

The following policies and guidelines are applicable to all students, regardless of grade level at KDO Academy. Where specific guidelines apply to a particular grade level, these have been clearly notated. Otherwise, all items apply to all students. Some expectations may be adapted as the Board sees fit for the developmental level of younger students.

## PROBLEM RESOLUTION AGREEMENT:

I agree to:

- Keep with the Matt. 18:15-17 approach to solving any issue:
  - I agree to go to the instructor first, realizing they are best positioned to help me resolve my issue. I understand that initiating a resolution quickly will bring about a more satisfactory result.
  - If I feel my concern was not satisfactorily addressed, then I will contact the department liaison (Elementary OR Bridge/Highschool) at [updates@kdoacademy.org](mailto:updates@kdoacademy.org). I will outline issue, and the steps I have taken to address the matter. I agree to work in a collaborative and respectful manner.
  - If all efforts are not satisfactory, I may request the liaison bring to the board my concerns or notify the board through [updates@kdoacademy.org](mailto:updates@kdoacademy.org). Confidentiality is assured.
- When raising a concern, I will work to find a solution. I will approach the discussion with a spirit of collaboration.
- I understand that I can request a formal meeting with the Board to further discuss a concern. Together we will aim for a constructive resolution and agree to support each other through the process.
- I will not gossip with other parents as this is not acceptable, nor will it fix the issue.
- I agree to maintain the privacy of all parties involved. I understand confidentiality is critical to ensuring a respectful and effective process. I understand I will be given the same respect by the staff and board of KDO Academy.
- *Remember, if the Instructor or the Board is not aware of the problem, they cannot fix it.*
- **Difficult or Complex Situations:**

In the event that a situation is particularly challenging or involves sensitive matters, the board reserves the right to handle the matter in a way that best protects the integrity and well-being of KDO Academy. This may include requesting additional time to investigate the issue, seeking outside counsel or expertise, or making decisions based on the broader context. We appreciate your understanding that, while we take all concerns seriously, the process may take longer in particularly complex situations, and the outcome may not always align with individual expectations. The board is committed to acting in the best interest of all parties involved.

## FEES AND PAYMENT POLICY:

The registration for **all grades** is \$80. It is non-refundable; and due at time of registration, regardless of the point in time which a student registers.

This fee includes:

- Jupiter (our online grading and communication system) is \$15/student
- Cleaning fee is \$45/student
- Processing fee is \$20/student

### Registration & Fee Details *ELEMENTARY*-

- Class fees are set for each grade and found on the KDO Academy website.
- Adventurers is not a discounted class. Fee is set at \$30/week.
- 1<sup>st</sup> Student is \$30/week and any student after is \$25/week from grades K thru 6<sup>th</sup> grade.
- Discounts only apply for elementary, and do not apply to Bridge/High School.
- A \$20 late fee will be charged for any registration received after two weeks before the 1st day of KDO

### Registration & Fee Details *BRIDGE/HIGH SCHOOL*-

- A \$20 late fee will be charged for any registration received after two weeks before the 1st day of KDO
- Class fees are based on class choices. Refer to our website at [www.KDOacademy.org](http://www.KDOacademy.org).

### Reimbursement/Discount opportunities:

- Please refer to “Available Positions” on the KDO website to understand job requirements before requesting positions.
- Certain positions are open to High School students who may earn discounts to tuition.
- A Google group is set up in the summer from the email listed on the registration form
- Then an email will be sent in July outlining available positions from the [Updates@kdoacademy.org](mailto:Updates@kdoacademy.org) . If you do not receive this email by the end of July, please contact us at [updates@kdoacademy.org](mailto:updates@kdoacademy.org).
- Positions are filled on a first come first served basis. Once the position(s) are full it will be marked on the website- AS FULL.
- Discount positions are set up July through August.
- Those who serve on a regular weekly basis will be given the benefit of early registration the following year. We appreciate those who serve!
- You will be notified of your eligibility to register early by the payment registrar.

### Payment options are:

- Cash/Checks

- You may set up bill pay through your bank.
- PayPal through the KDO Academy website is available. *You MUST add a 4% user fee to your payment amount. (This is the credit card company's fee.)* If you do not add the 4% fee, it will be added to your next invoice amount by the payment coordinator.
  - Checks for registration, tuition, special lunch, graduation, or fundraisers are payable to **KDO Academy**. *Please mark on the check or envelope what it is to be used for.*
  - You may drop them at the front desk in the designated bin OR
  - **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/Lab Fees/Text Purchase:**

- Fees are paid directly to the instructor on the first day of class.
- ***Please do not make the checks payable to KDO Academy. Checks are to be written directly to the instructor of the class. Find the instructor's name on the KDO Academy website ([www.kdoacademy.org](http://www.kdoacademy.org)).***
- Texts are purchased by the parents prior to the start of classes. See the **Course Descriptions** for the "Texts Required" on the KDO website for further information.
  - **BRIDGE/HS-** [Bridge and HS Courses | kdoacademy](#)
  - **ELEMENTARY-** [Elementary Courses | kdoacademy](#)

#### **Use of Study Hall:**

- Bridge/HS Students may make use of the study halls as needed for their schedule. Those are charged through the payment invoicing.
- We understand there may be occasional times due to scheduling conflicts a family needs a student to sit in study hall. If this is needed, please check with admin by e-mailing [updates@kdoacademy.org](mailto:updates@kdoacademy.org) as soon as you know a conflict exists. Make payment for the extra study hall at the front desk. Please state what it is for so the ladies record it correctly.

#### **Understanding the Payment Process:**

- 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:

- **ELEMENTARY-**
  - 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](mailto:updates@kdoacademy.org).
- **BRIDGE/HIGHSCHOOL-**
  - 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:

- **ELEMENTARY-**
  - Elementary classes meet every Thursday from 9:30 am- 2:30pm.
    - Students must be dropped off between 9:15-9:30am.
    - Classes start promptly at 9:30 am.



- Students must be picked up by 2:45pm. (A late fee of \$5 will be added to your invoice.)
- **BRIDGE/HIGH SCHOOL-**
- All classes meet every Thursday from 8:15- 2:30pm.
- Students must be picked up by 2:45pm, unless on the Tear Down Crew.
- **You are welcome to register for as many classes as you wish**, but please ensure that you are fully committed to attending them. Your participation plays a significant role in whether a class will proceed. We ask that you consider the impact of your decisions on others when selecting classes.

## ILLNESS POLICY:

The health and well-being of our students and staff is our top priority. To help maintain a safe and healthy environment, we ask students and staff to follow these guidelines by staying home:

- 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.
  - 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](mailto:updates@kdoacademy.org)
- **Notify your KDO Academy instructor through the on-line grading system** (not [updates@kdoacademy.org](mailto:updates@kdoacademy.org)) **if your student will be absent due to illness.** This allows us to:
  - know if your student is coming or not.
  - Allows the instructor to send necessary work/correspondence through the on-line grade system.
  - **BRIDGE/HS Students**-instructors will keep your student moving with school work through our educational system only when sick, or prior arrangements have been made.
- **Return to KDO Academy:**  
You may return once you are symptom-free and/or fever free for 24 hours.
- If you have been given an antibiotic, it must be 24 hours after the start of dosage.
- In cases of more serious illnesses, a doctor's note may be required for readmission.

- **Preventative Measures:**  
Please practice proper hygiene by washing hands regularly, covering coughs and sneezes, and avoiding close contact with others if they are feeling unwell.
- **Monitoring Health:**  
If a student develops symptoms during class, parents will be contacted, and the student will be sent home promptly.
- **Special Circumstances:**  
If your child has a chronic condition or specific health needs, please inform KDO Academy by noting it on the registration form, so that we can work together to ensure the safety and well-being of our students.
- Please keep in mind that this policy is essential for the health and protection of all of our students, staff, and families.

## STUDENT MEDICAL POLICY:

### Purpose

To ensure the safety and well-being of all students with medical conditions by providing clear guidelines on medication storage, emergency response, and staff responsibilities.

### Policy Guidelines

#### Medical Information & Documentation

- Parents/guardians must complete a **Medical Information Form** at registration, updating as needed throughout the year.
- Any known medical conditions that may affect the student must be put on the form.

#### Medication Storage & Accessibility

- **Elementary Students** (Grades Pre-K-6):
  - All necessary medications must be stored in a clearly labeled **SNAP BOX or ZIPLOCK BAG/ZIPPER BAG**, provided by the parent.
  - Clearly label with the student's name.
  - Be sure to hand directly to the classroom instructor at the beginning of the day.
  - The classroom instructor will hold onto the Snap Box/Zippered bag in an easily accessible location.
  - All medications will be returned to the parent at the end of each KDO day.
- **Bridge & High School Students** (Grades 7-12):
  - Medications and medical necessities must be kept in a **labeled bag** stored in the **front pocket of the student's book bag** for quick access.

- Students must be aware of their condition and trained (when age-appropriate) to self-administer medication in accordance with parental and physician instructions.

### Parent & Student Responsibilities

- **Parents** must provide medications in their original packaging with proper labeling.
- **Students (Bridge & HS)** must take responsibility for keeping their medical supplies in the designated location and notify staff if an issue arises.
- **For severe cases**, parents must have a written emergency plan in place with instructions given to the front desk.
- ***We do NOT have emergency medical personal on staff at KDO Academy.***

### WEATHER/EMERGENCY CANCELLATION POLICY:

For weather related closures or delays, we will send out our weather plan **in a Jupiter\* Text notification, an email to the KDO groups** 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 keeping students up to speed.

- 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.

- For Emergency cancellations, watch the KDO website ([kdoacademy.org](http://kdoacademy.org)) AND/OR the **Jupiter Text Notification** system. (See directions in last bullet point.) These will update you by 7:30 am.

- 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 an instructor.

- *It is expected that all parents will be available at all times to pick up a student in an emergency situation, or have a backup plan the student is aware of.*

- We will post any of this information on the front page of the KDO website.

[kdoacademy.org](http://kdoacademy.org)

### **\*SIGNING UP FOR JUPITER TEXT NOTIFICATIONS:**

- Jupiter text notifications will be used to send text messages alerting of any closings or cancellations.

**-Sign up by texting "Jupiter" to 26396 to enable text notifications.** *Note: message and data rates may apply.* You will receive a "Welcome to Jupiter text alerts" confirmation.

Note: Your mobile phone must be entered in your account to receive text notifications. Parents and Students go to the Settings tab (click the vertical lines, select Settings); enter your mobile

number, then scroll down to Notifications and check the block "Emergency alerts" under text msg.

### WEEKLY COMMUNICATION:

Weekly e-mails, during the school year, are sent to parents to keep them notified of KDO happenings, policies, and directions for operation:

- Parents will be added to a Google Group the email list upon completion of Registration.
- Please send your **Bridge/HS students** e-mail address to [updates@kdoacademy.org](mailto:updates@kdoacademy.org) to add them to the list. This is vital so students are aware of what is happening.
- 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. If this does not correct the problem, go to [Contacts | kdoacademy](#).
- *PLEASE make a point to read them!* It is our only way of contacting families with updated information.
- **ELEMENTARY** will also get a weekly class communication in the online grading system. This will give you class updates for the week, semester progress notes, and any directions, upcoming events, or concerns the instructor may have. You may also contact the instructor through this portal.
- **ONLINE GRADING SYSTEM:** Please look for an e-mail from your registrar for the personal sign ins. If you can't get in, please contact:
  - **ELEMENTARY REGISTRAR @** [elemregistration@kdoacademy.org](mailto:elemregistration@kdoacademy.org)
  - **BRIDGE/HIGHSCHOOL REGISTRAR @** [registration@kdoacademy.org](mailto:registration@kdoacademy.org)

### MAILBOXES for BRIDGE/HIGH SCHOOL STUDENTS:

- 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.
- Mailboxes are NOT to be used for inappropriate notes between students. If any are found, they will be brought to the attention of parents.

## SIGN IN AND OUT SHEETS: BRIDGE/HIGH SCHOOL

The **BRIDGE/HIGH SCHOOL** Sign In and Sign out sheets are conveniently located in the atrium each week, by the mailboxes. This allows us to track student attendance during the day of KDO and ensures safety measures in case of emergencies.

- **Student Responsibility:** Students must sign themselves in upon arriving in the building and sign out upon departure. ***This is a necessary safety measure!***
- **Safety and Accountability:** The sign-in sheet helps us track who is in the building for safety reasons, such as during fire drills or emergencies, and for general liability purposes. Please ensure that your student understands the importance of this policy.
  - In the event of an emergency, students who have signed out will not be included in the building's evacuation roll call. If your student leaves before a drill or emergency occurs, please ensure they follow the correct procedures and that you are aware of their whereabouts.
- **Liability:** KDO Academy is not responsible for students once they have signed out and left the building/premises during operating hours.
  - KDO Academy does not have the ability to track BRIDGE/HS students, due to individual class schedules. We are not liable for the disregard of the Safety and Accountability policy.
- **Parent Access:**
  - The sign-in sheets are available for parents to review. Simply ask at the front desk if you would like to see them.
  - Parents may also monitor their student's class attendance through the attendance section of the on-line grading system.
- **Parental Oversight:** KDO Academy is not responsible for students who leave the premises. It is the responsibility of the parents to ensure that their students understand and follow your expectations and these guidelines.
  - If a student is leaving for an appointment or other reason, please notify the affected instructors in advance through the parent portal of our on-line grading system. This helps us maintain an accurate attendance record.
- *Please make sure your student understands the need for this policy.*

## LUNCHES. LUNCH SPECIALS. AND SNACKS:

- Students will need to pack a non-refrigerated lunch:
  - Keep in mind we *do not* have refrigeration/microwave available.
  - Please be mindful of students with strong peanut allergies eating together.
  - Please be sure your students understand our **NO SHARING** policy among students. Students may NOT share their lunch in part or whole.
  - If a student happens to forget their lunch, arrangements will be made for them.
- **BRIDGE/HS students** are welcome to come early, or stay later, in order to participate in the high school lunch from 11:45-12:15. We want to help develop healthy relationships among our students.
- **LUNCH SPECIALS:** Once a month a special lunch is offered for sale that our students may participate in. (These include, but are not limited to Chick-fil-a, Pizza Hut, Subs, etc)
  - These will be announced in the weekly e-mails.
  - Order forms are available at the bottom of the weekly e-mails. Please use the current form. (Shorted payments will be added to the weekly invoice.)
  - Students are responsible to pick up their order from the lunch counter.
  - Parents need to remind their student of their order. We cannot track students.
  - We are not financially responsible for any orders not picked up.
  - Lunch specials must be paid at the time of ordering. No payment/no order.

**SNACKS** are 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 available. If your student has allergies, be sure your student knows what is safe for them to eat, and what is not. The lunch ladies cannot monitor. \*\*For severe allergies refer to the **Medical Information & Documentation** section above.

- **ELEMENTARY-** will be limited to water and fruit juice and two snacks off the shelf. Having access to snacks is a privilege.

## GRADUATION:

KDO Academy holds a Graduation Ceremony that honors those that have fulfilled the requirements set by the state to graduate. This is a worship service that honors God. Each graduate is highlighted, and the accolades they have worked so hard for are presented. Every student is unique in God's eyes, and it is a privilege to celebrate their accomplishments. It is an honor to stand alongside these graduates and their families. In order to do so, we ask that you respect these guidelines.

1. Promptly register your graduate. Registration begins in September, and ends the last week of December. (This allows the volunteer staff time to work on this ceremony that is meant for YOU.)

2. The fee is \$150, which includes a graduation gown, flowers, professional photographer, large senior photo that is framed, going live on Facebook for out of state family to watch, and other items that contribute to making this event meaningful and memorable.
3. This fee is non-refundable after December 15<sup>th</sup> in the current year.
4. The fee must be paid when you register. (If you need extra time, please reply to the payment coordinator your intentions at [payments@kdoacademy.org](mailto:payments@kdoacademy.org).)
5. Please be sure you complete each of your graduation assignments in a timely fashion. These assignments and all communication are handled through the on-line grading system.
6. A Power Point presentation will be completed for each graduate. **Dress code applies for all pictures.** Please submit only pictures that follow these guidelines. (See Dress Code.)
7. To ensure every graduate is properly recognized, all required photos and material must be submitted by the deadlines. Failure to do so may result in being left out of certain aspects of the graduation. We desire for this to be special for the graduate. It is your duty to complete the tasks and follow the directions.
8. Graduates will be asked to send in a favorite verse or saying. Verses or sayings should be uplifting, positive, and encouraging. While they do not need to be explicitly Christian, they should align with the spirit of the celebration and faith that defines this event.
9. Rehearsal will be held prior to the ceremony. All graduates are required to attend.
10. Caps and Gowns will be distributed at the front desk, as soon as they come in.
11. Graduates may decorate their caps. It's a fun way of bringing your uniqueness. We do ask that they are positive and align with Christian values.
12. Graduates are to arrive early the day of the ceremony in order to get final directions.
13. KDO Academy does not provide diplomas. Diplomas may be parent issued, or from whichever program the parent has chosen.
14. The parent is responsible to provide the diploma for the ceremony.
15. Graduates are responsible to pick up and take home any items that belong to you.
16. Live Streaming can be found at: **KDO Academy Graduation** on Facebook.

## OUR GENERAL GUIDING PRINCIPAL – CODE OF CONDUCT:

### KDO Academy Expectations for Students:

At KDO Academy, participating 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 recognize that each family may hold differing beliefs, we teach from a Biblical Christian worldview. While none of us are perfect, we strive to apply Christian values and model those in our daily living. Those who participate in our community are asked to respect and support KDO Academy's distinctive and Biblical standards of conduct.

### General Behavior Expectations:

We strive to create an environment where students can learn and grow. Enrollment is a **privilege** and involves mutual **responsibility** and **cooperation**. Our expectation:

- **Integrity:** Keep your word, speak truthfully, do your own work, complete assignments on time
- **Respect:** Show respect for yourself, your peers, your instructors, and everyone at KDO Academy—this includes the building, the property, and the people around you.
- **Preparedness:** Stay on top of assignments and deadlines, practice good study habits, be ready to learn and engage in each class.
- **Active Participation:** Be engaged—actively participate in class to the best of your ability, be involved in discussions, and contribute positively.
- **Be On Time:** Arrive on time and make every effort to be present and accounted for.
- **Reconciliation:** If there's a problem, we expect students to follow Biblical principles of repentance and forgiveness—whether it's a matter of asking for forgiveness or offering it to others.
- **Prioritize Safety:** Treat everyone with kindness, and ensure no bullying or harassment happens in or outside the classroom.
- **Dress & Grooming:** Follow the dress code and maintain grooming standards that reflect the values of KDO Academy.
- **Tech Use:** Use technology only when appropriate, and respectfully.
- **Stay Involved:** Parents are asked to stay involved in their student's academic progress and behavior. We are here to help you in your students' education, but cannot be the end all of their education. Parents are expected to facilitate the other learning days.
- **Spiritual Growth:** Participate in spiritual activities that help grow your faith.
- **Give Your Best:** To benefit fully from KDO Academy, we expect students to engage with the material and give their best effort in every class.
- **BRIDGE/HS Homework:** Complete and return homework on time. If you're struggling to meet a deadline, reach out to the instructor. If necessary, you and the instructor can set



a new due date. Homework turned in after two weeks without prior consent will not be accepted.

### **Prohibited Behaviors:**

#### **Philippians 2:3-4**

**“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others.”**

Classroom offenses may include, but are not limited to:

- Disrespectful actions
- Dishonesty in all its forms
- Lack of courtesy to staff and other students
- Classroom disruptions
- Abuses of privileges
- Inconsistent/incomplete homework or lateness

These offenses will generally be addressed by the instructor. If a situation is deemed **chronic, flagrant or requiring special attention**, those will be referred to a KDO liaison, who will work with the instructors for resolution. Liaison's will notify the Board for further review. Each case will be approached individually with the goal of finding the most constructive solution for those involved. Our goal is collaboration and resolution with all involved.

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 of 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

#### **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.**

## **Threats, Social Media, and Communication Policy**

KDO Academy is committed to maintaining a safe, respectful, and Christ-centered learning environment. As such, we will not tolerate any form of communication—spoken, written, gestured, or posted on social media—that includes:

- Threats or warnings to harm another person(s)
- Threats or warnings of self-harm
- Threats or warnings to damage church or KDO Academy property in any manner

A threat includes any statement, action, or communication—whether direct or indirect—that expresses or implies an intent to harm a person or property. Threats will be evaluated based on their content, credibility, and potential impact. Even if the intended victim is not directly informed, or if the statement was made in jest, it may still be considered a violation of this policy.

All threats, warnings of harm, or indications of danger must be reported immediately to KDO Academy leadership. KDO Academy reserves the right to notify law enforcement, child protective services, or other appropriate authorities if a threat or concern for safety arises.

### **Social Media & Public Communication**

KDO Academy expects students and families to uphold biblical values in all forms of communication, including online. The following actions are prohibited:

- Posting threats, warnings of harm, or inappropriate content related to KDO Academy, its staff, students, or associated organizations
- Making false, defamatory, or harassing statements about KDO Academy, its staff, or students
- Using social media or other platforms to spread rumors, incite conflict, or harm the reputation of KDO Academy

Concerns about KDO Academy should be brought directly to the Board rather than addressed through social media. If a student or parent has an issue, we encourage open and respectful communication to seek resolution.

## **Consequences & Enrollment Agreement**

Violations of this policy will be taken seriously and addressed at the discretion of the KDO Academy Board. Consequences may include, but are not limited to:

- Warnings and parent meetings

- Suspension from KDO Academy
- Termination of enrollment

**If a student's enrollment is terminated due to a policy violation, the full balance of KDO Academy tuition will still be required. This tuition obligation is agreed upon at the time of enrollment and is non-refundable.**

### **Acknowledgment**

By enrolling at KDO Academy, students and parents acknowledge and agree to abide by this policy.

### **Weapons, Substances, and Prohibited Items Policy**

To ensure the safety and well-being of all students, staff, and families, the following items and activities are strictly prohibited on KDO Academy property and at all school-sponsored events:

#### **Weapons Policy**

Students may **not** bring, possess, use, or distribute any weapon on KDO Academy property or at school-related activities. **Prohibited weapons include, but are not limited to:**

- Firearms (including real, replica, or toy guns)
- Knives, blades, or any sharp-edged objects that could be used to harm another person
- Explosives, fireworks, or incendiary devices
- Any object intended to cause harm, intimidation, or disruption

If a weapon or prohibited item is found:

- It will be immediately confiscated and secured by staff, and held at the front desk.
- Parents/guardians will be notified immediately, if deemed necessary.
- KDO Academy reserves the right to notify law enforcement if the item poses a safety threat or as required by law.

A violation of the policy may result in:

- A call to the police as it is **mandatory** for any weapons or explosives brought on campus.
- A conference with the parent, liaison, and board will determine next steps.
- Possible suspension, combined with appropriate application of consequences relevant to the offense. ***All tuition will still be due for all 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.***

## Substance Use & Possession Policy

Students may **not** possess, use, distribute/selling of, or be under the influence of any prohibited substances while on KDO Academy property or at school-sponsored events. **Prohibited substances include:**

- Tobacco products, vaping devices, and e-cigarettes
- Alcoholic beverages
- Illegal drugs, including the misuse of prescription or over-the-counter medications
- Any substance that could be used for intoxication or impairment

**Violations may result in:**

- **Immediate confiscation** of the prohibited item
- **Notification of parents/guardians**
- **Suspension or expulsion** from KDO Academy, with tuition obligations remaining in full
- **Possible referral to law enforcement** if required

## Consequences for Violations

Any student who violates this policy will face disciplinary action, which may include:

- A **conference** with parents, instructors, and the KDO Academy Board
- **Suspension** from classes, with full tuition remaining due
- **Expulsion** if restitution, behavior correction, or agreement is not reached
- A **disciplinary record** maintained in the student's file

During a disciplinary period, the student's behavior and progress will be periodically reviewed. If no improvement is demonstrated, the student **may be required to withdraw** from KDO

Academy. **In all cases of expulsion, tuition will remain due in full per the enrollment agreement.**

By enrolling at KDO Academy, students and parents acknowledge and agree to abide by this policy.

## RESPONSIBILITIES OF THE PARENTS: ELEMENTARY

### Building Entry & Security

- **KDO Elementary Placards** are issued at the beginning of the year.
- On the placard, you will have your family name and an assigned family number.
- This **KDO Elementary Placards** are used for:
  - Entering the building at morning drop off. All families must enter through the designated KDO Academy doors. These doors will remain locked at all times for security purposes.
    - A parent or guardian **must walk the student to the check-in area** and wait for the instructor to acknowledge the student before leaving.

### Pick-Up & Safety

- You may drive up or walk up, but you must have **your placard clearly displayed until your student is in the car.** (This helps us assure safety!)
- No student may be picked up without the KDO placard.
- Should there be an emergency, the family member picking up **MUST** park and walk up to the doors. (See Pick-Up & Safety below.)
- Should you lose your placard, please do not make a homemade one, email [elemregistration@kdoacademy.org](mailto:elemregistration@kdoacademy.org) to receive a new one by email.
- Only individuals **listed on the student's safety form** (completed at registration) are permitted to pick up the student. **There are no exceptions to this rule.**
- The individual picking up the student must present a **valid government-issued photo ID.**

### Classroom Expectations

- Students must bring all required supplies to class. **Instructors are not responsible** for providing materials.
- Personal items brought from home must be **clearly labeled** with the student's name, including:
  - Backpacks, lunch boxes, pencil boxes, coats, and medical supplies.
  - Medical items must be placed in a **snapped pencil box**, clearly labeled for the instructor.
  - This **MUST** be handed directly to the instructor at the beginning of the day.

- Students must arrive **on time**, prepared to participate, and ready to engage in class activities.
- We understand that parents have the final authority over their child's education. However, non-participation or incomplete work disrupts the classroom experience for both instructors and students. Please encourage your child to engage fully in class.
- Papers and projects will be sent home in the student's backpack each week. Parents should check and empty backpacks regularly.
- Items unrelated to class participation, such as **toys, electronic games, trading cards, and headsets**, are **not permitted** unless prior approval is given by an instructor. Approved items must be clearly labeled with the student's name.

### Elementary Grading Procedures

- Elementary students are not graded, but the instructor will look over the work, and may make comments.
- Progress reports will be provided during second semester 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.

### Discipline & Student Behavior

- Parents are expected to be familiar with KDO Academy's **discipline policy** and ensure their child understands the consequences of their behavior.

By following these guidelines, we create a safe and effective learning environment for all students. Thank you for your cooperation!

### PLAGIARISM & CHEATING POLICY:

#### KDO Academy Cheating & Plagiarism Policy (HS/Bridge Program)

At KDO Academy, we expect academic honesty and integrity from all students. **Cheating and plagiarism in any form are strictly prohibited** and will result in disciplinary action.

**Cheating includes, but is not limited to:**

- Submitting work that is **not entirely your own**, including copying another student's assignment.
- **Plagiarism**, which is using someone else's words, ideas, or work without proper citation. This includes content taken from books, websites, or any online source.

- Using **AI-generated content** (such as ChatGPT, Grammarly, or other AI tools) to complete assignments **without instructor approval**.
- Writing answers on **yourself, your desk, note papers, or electronic devices** to use during an assessment.
- Using **unauthorized materials** (such as hidden notes, phones, or smartwatches) during a test, quiz, or assignment.

Any **work submitted that is not fully the student's own will be considered cheating**. To ensure academic integrity, all instructors have the right to **randomly screen assignments using plagiarism and AI detection tools**. If an instructor identifies or suspects cheating, they will notify the student and/or parent, and disciplinary action will follow.

## Consequences for Cheating

### Step 1: First Offense

- The **instructor** will notify the student and/or parent to discuss the incident and document the infraction.
- The **HS/Bridge instructor liaison will be notified**, and all other KDO instructors working with the student will be informed of the infraction.
- The instructor's individual policy will apply, meaning consequences may include:
  - A grade reduction on the assignment.
  - A requirement to redo the work with a penalty.
  - Receiving a **zero** on the assignment with no redo opportunity.
- The infraction will be recorded internally through the **KDO online grading system**.

### Step 2: Second Offense

- The instructor will send a formal notice to the student and parent via the **KDO online grading system**, outlining the details of the cheating incident.
- Evidence of the cheating (e.g., plagiarism or AI detection results, copied material, answer keys, etc.) will be attached.
- A **discipline notice** will be issued and recorded in the student's file.
- The student will automatically receive a **zero on the assignment with no opportunity for makeup**.
- Depending on the severity of the case, the instructor may escalate directly to **Step 3**.

### Step 3: Third Offense

- A **mandatory meeting** will be scheduled with the student, parents, the KDO Academy board, and instructors.
- The purpose of this meeting is to:
  - Address the pattern of academic dishonesty.
  - Determine if the student is eligible to remain enrolled at KDO Academy.



- Discuss any further disciplinary actions, which may include suspension or removal from the program.

## Final Notes on Academic Integrity

- Students are expected to take responsibility for their own work and learning. **If in doubt about proper citation or AI use, students should ask their instructor before submitting an assignment.**
- Parents are encouraged to **review assignments with their students** and reinforce academic integrity at home.
- Cheating does not just impact the student—it **undermines the educational environment** and affects the entire class.

By enrolling in KDO Academy, students and parents acknowledge that they have read and understand this policy. Any violation of these expectations will be handled seriously.

## PHYSICAL/SEXUAL BEHAVIOR/HARRASSMENT/INTIMIDATION:

### Ephesians 5:1-4

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

- **The policy is HANDS TO YOURSELF!**
- Displays of romantic affection (i.e., holding hands, kissing, excessive hugging). 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:

### Rooted in Truth, Built on Grace

#### Biblical Foundation

At KDO Academy, we believe that all students are made in the image of God (Genesis 1:27) and are therefore deserving of dignity, respect, and love. We are called to “encourage one another and build each other up” (1 Thessalonians 5:11), not to tear down or harm. Our anti-bullying policy exists to honor these truths and protect the hearts, minds, and bodies of the students God has entrusted to our care.

#### Commitment to Safety and Godly Conduct

We are committed to providing a physically, emotionally, and spiritually safe learning environment. All students, staff, and faculty are expected to conduct themselves in a manner that reflects Christ-like character and behavior—showing love, kindness, humility, and courage.

Bullying of any kind, whether in words, actions, or digital form, directly opposes these values and will not be tolerated. This policy is designed to safeguard students, prevent harm, and promote restoration where possible.

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#### Definition of Bullying

Bullying is defined as *intentional, repeated conduct* that:

- Is perceived as or results in intimidation, humiliation, harassment, coercion, threat, or emotional/physical harm
- Interferes with a student's ability to participate in or benefit from educational programs;
- Creates a hostile or unsafe educational environment
- Is carried out by physical, verbal, emotional, social, or digital means
- May be based on, but not limited to, differences in race, ability, family background, physical appearance, socio-economic status, or academic standing

**Examples include but are not limited to:**

- Verbal taunts, name-calling, or slurs
  - Spreading rumors or sharing private information
  - Intimidation, threats, or coercion
  - Deliberate exclusion or social manipulation
  - Physical aggression or destruction of property
  - Cyberbullying (texts, emails, social media, etc.)
  - Retaliation against individuals who report bullying
- 

### **Scope of Policy**

This policy applies to behavior that occur:

- During KDO Academy operating hours
  - At off-campus events sponsored or sanctioned by KDO Academy (e.g., field trips, Future Leadership of York, service projects)
  - On digital platforms or through electronic communications when such actions impact the student's ability to safely and peacefully participate in the school community
- 

### **Reporting and Response**

#### **Duty to Report**

All staff, students, and parents share the responsibility of fostering a safe environment. Passive bystanding is discouraged. Anyone who witnesses or becomes aware of bullying is expected to report it to a staff member or administrator immediately.

#### **Response Procedure**

1. **Initial Report** – All incidents will be investigated promptly by staff.
2. **Confidentiality** – Reports of bullying will be handled discreetly. Information will be shared to necessary staff/administrator to address the incident and ensure safety.
3. **Parent Notification** – Parents or guardians of all parties involved will be contacted.
4. **Disciplinary Action** – Based on the severity of the incident, consequences may include:
  - Verbal warning and restorative counseling
  - Parent conference with administration
  - Written documentation placed in the student's file
  - Temporary suspension from classes or activities (tuition remains due)
  - Permanent removal from the program (in cases of severe or repeated offenses)

Restoration and reconciliation are a priority whenever possible, but accountability is essential.

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### **Discipline with Restoration**

We believe discipline should be redemptive, not merely punitive. Suspension will be used as a serious and prayerfully considered step, providing space for:

- Reflection and repentance by the student
- Parental involvement in behavior correction
- Development of a behavior improvement plan

**Re-entry to KDO Academy** after suspension will only occur upon:

- Evidence of changed behavior and attitude
- A meeting with administration and parents
- Mutual agreement that returning will be in the best interest of the student and school community

If progress is not made, the student may be asked to withdraw from the program. Tuition is not refundable for missed classes and is still expected.

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### **Appeals Process and Parental Communication**

Parents have the right to request a meeting with the Board regarding a bullying-related decision. We ask that you approach such meetings with humility, trusting that all parties are striving to reflect Christ in the process.

#### **Please note:**

- Letters submitted to the Board become the property of KDO Academy.
  - The Board may withhold or summarize sensitive information to protect all individuals involved.
  - Instructors will not be present during the parental meeting, but will have submitted a written account of the incident.
  - The Board reserves the right to determine if further meetings or actions are needed.
- 

### **Instructor Expectations**

All instructors and staff are required to:

- Familiarize themselves with this policy and adhere to its directives
  - Take every report seriously and respond promptly
  - Model Christlike speech and conduct in all student interactions
  - Promote a culture of kindness, respect, and biblical reconciliation
- 

### **Closing Statement**

At KDO Academy, our mission is not only academic but spiritual. We are helping to shape the next generation to love God and love others well. Addressing bullying directly and biblically ensures we are honoring that mission and protecting the precious lives entrusted to us.

“Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves.” — Philippians 2:3

### **SEARCH AND SEIZURE POLICY:**

- KDO Academy reserves the right to search a student’s backpack, belongings, electronics or personal items if there is probable cause to ensure the safety and well-being of the student body and staff.
- Searches will be conducted with respect for the student’s privacy, and in the presence of another staff member.
- Any illegal items, or items that violate KDO Academy safety policies, will be confiscated and made available for pickup by the student’s parents or guardians. (Please see the front desk.)
- If necessary, the appropriate authorities will be contacted. Parents/guardians will be notified.
- Parents or guardians will be notified of any search conducted and informed of the results in a timely manner. Parents may request a meeting with the Board.
- Details of the search will be kept confidential, shared only with the student’s parents/guardians, relevant staff, or authorities as needed.

### **DRESS CODE:**

KDO Academy aims to create a community that honors God, promotes a respectful environment that considers others, and fosters unity. We encourage our students to consistently choose clothing that reflects this purpose in order to maintain a positive and respectful atmosphere for learning. Our standard of dress is designed to provide clear guidelines.

We believe that parents play a crucial role in guiding and supervising their students in the selection of clothing that aligns with our dress code. We encourage parents to regularly review the dress code with their student to ensure compliance, helping to maintain a focused and positive academic environment.

**General principles include:**

- **Adherence to Culture:**
  - Students must be in compliance with the standard of dress prior to entering the building and must continue to do so until the end of the day.
  - KDO reserves the right to declare any inappropriate dress as a violation of the dress code, and parents will be notified.
  - Dress code applies to Senior pictures and yearbook photos.
- **Modesty:**
  - All clothing must be properly sized, modest and unrevealing in cut, fit, and texture as appropriate for a Christian learning environment.
  - 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.
- **Respect for Others:**
  - KDO is not the place for alternative/statement type dressing. These types of statements tend to create cliques and can emotionally affect other students. (Being a student is your job. Respect for yourself and others is kind. Dress appropriately!)
- **Cleanliness and Neatness:**
  - Students are expected to be clean, neat, and well-groomed.

**Standard of dress guidelines:**

- **Shirt, sweater, or vest:**
  - May not reveal undergarments
  - May not 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/J 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. *(If unsure, check at [updates@kdoacademy.org](mailto:updates@kdoacademy.org). Privacy is assured.)*

## GRADING: BRIDGE/HIGH SCHOOL

- 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 30<sup>th</sup> of the currently completed school year.

## STUDY HALL: BRIDGE/HIGH SCHOOL

### Purpose

Study Hall at KDO Academy is designed to be a safe, respectful space for students to either study independently or enjoy appropriate social interaction during free periods. It is not intended as a free-for-all or a time of disruption, but rather a calm, enjoyable environment where students can recharge, connect, or focus.

- 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*.
- Internet is not available for study hall students. Please bring things to do that are constructive. Quiet socializing is acceptable.

## DRIVING: HIGH SCHOOL

Students who drive themselves to KDO Academy must **exercise extreme caution** when entering, exiting, and parking the church property. **Safety is the top priority**, and reckless driving will not be tolerated.

### Student Driver Expectations

- **Speed Limit & Safe Driving:** Speeding, reckless driving, or any unsafe maneuvers in the parking lot are strictly prohibited.
- **Security Monitoring:** The parking lot is monitored by security cameras, and violations **will be reviewed and reported**.



- **Parking Rules:** Students must park only in designated areas and ensure their vehicle is locked when unattended. KDO Academy is not liable for your property.

### Consequences for Unsafe Driving

- First offense: **Warning issued**, and parents will be notified.
- Second offense: **Loss of parking privileges** for a set period.
- Third offense: **Permanent revocation** of parking privileges at KDO Academy.

### Liability & Responsibility

- **Students assume full responsibility** for their vehicle and any damages that occur while on property.
- **Any damage caused by a student driver to vehicles, property, or persons is the sole responsibility of the driver and their auto insurance.** KDO Academy and Genesis Church, are **not liable** for accidents, theft, or damages.
- If an accident occurs, the student must **immediately** exchange their insurance details as required by law.

By driving to class, students and parents acknowledge this policy and accept full responsibility for compliance. Failure to follow these rules may result in disciplinary action, including the loss of driving and parking privileges.

### LIMITATION OF LIABILITY:

KDO Academy Board, staff, Genesis Church staff, and administration of each are not liable for incidents or flagrant behavior that occur outside the scope of KDO Academy activities, policies, or premises, or for actions that are beyond the reasonable control of KDO Academy. While KDO Academy makes every effort to create a safe and respectful environment, the behavior of students and individuals during off hours, off-campus events, or outside of related activities falls outside the responsibility of KDO Academy and its board members.

By enrolling your child in KDO Academy, parents and students acknowledge and accept the inherent risks associated with certain educational activities. Parents/guardians assume responsibility for their child's actions and behavior both on and off-campus and agree to hold KDO Academy harmless from any claims arising from their child's actions during KDO Academy-sponsored events or related activities, unless such incidents are the result of gross negligence or willful misconduct by the Academy's staff or administration.

Parents are responsible for ensuring that their child adheres to KDO Academy's policies and guidelines, including those related to conduct, behavior, attendance, and dress.

KDO Academy respects the privacy of its students and families. Any personal or academic information is treated with confidentiality and is only shared with authorized individuals in accordance with applicable privacy laws and the KDO Academy's confidentiality policy.

#### 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. It is the responsibility of the parents/guardians to stay informed of these changes.

To contact any Board Member, please use [updates@kdoacademy.org](mailto:updates@kdoacademy.org) . Only Bonnie Leair and Sandra Rohrbaugh have access to this email to assure confidentiality.

- **Bonnie Leair** (Board Director/Head Treasurer)
- **Donielle Hatt** (Secretary)
- **Sandra Rohrbaugh** (HS Liaison/Asst to Director)
- **Barb Newlin** (Asst. HS Liaison/Hospitality Coord.)
- **Laura Page** (Elementary Liaison/Payroll)

10/18/2025