



Knox Classical Academy

Parent Handbook

1. Philosophy and Governance

Our Vision

Knox Classical Academy's vision is for God's children: that they would learn to think critically and to apply discernment and understanding in the world around them. We want our students to stand on the sure foundation of Scripture with every resolve that can be attained by knowledge, testing, and wise scrutiny. We want our students to graciously honor authority and willingly accept responsibility in school, as well as in their families, churches, and communities. We want our students to learn to properly perceive truth, goodness, and beauty and to pursue these values for the rest of their lives. Above all things, our hope is that when Knox students leave our program, they will have set their life's anchor in Christ (John 17:3).

Our Mission

Knox Classical Academy is committed to supporting families in the instruction of their children using a classical model of education with a Christian worldview. Our mission is to equip students to think and act biblically, to obey God, and to lead and serve others.

Our Name

John Knox (1514- 1572) was a Roman catholic priest, turned sword-bearer, turned Reformer, whose passion for the Bible's truths had an incalculable spiritual, economic and political influence on Scotland and even modern society. The governing structure of the Presbyterian church can be traced back to Knox. He was one of the first proponents of widespread education, particularly education in the Scriptures. He believed that an educated, biblically grounded populace could best administer the will of God in a nation. We named our school after him because of his faith, courage, scholarship, and leadership and we want our students and staff to aspire to these characteristics as well.

Statement of Faith

- We believe that the Bible is the only inerrant word of God having supreme authority in all matters of faith and conduct. (2 Timothy 3:16, 2 Peter 1:21)
- We believe that there is only one totally sovereign God, eternally present in three Persons: Father, Son and Holy Spirit. (Matthew 28:19, 2 Corinthians 13:14, 1 Peter 1:2)
- We believe in the deity of the Lord Jesus Christ (Colossians 2:9), His conception by the Holy Spirit and His virgin birth (Isaiah 7:14, Matthew 1:23) so that He possesses two natures in one person being fully human and fully divine (Philippians 2:5-8), His sinless life (Hebrews 4:15), His miracles (Acts 2:22), His vicarious and atoning death through His shed blood (Romans 5:8-11), His bodily resurrection (Romans 1:4, John 20:27), His ascension to the right hand of the Father (Colossians 3:1), and His future personal return in power and glory (Acts 1:11, Revelation 19:11-16).
- We believe that all people are by nature separated from God because of the universal sinfulness and guilt of human nature since the fall of Adam, rendering man subject to God's wrath and condemnation (Romans 3:23, Romans 6:23).
- We believe that salvation, redemption and forgiveness are freely offered to all by faith in Jesus through grace apart from works (Ephesians 2:8-9).
- We believe that the sacrificial death on the cross of Jesus Christ, as our representative and substitute, secured redemption from the guilt, penalty, power and presence of sin (Romans 8:2).
- We believe that the work of the Holy Spirit is essential to make the death of Christ effective in the individual sinner, granting him repentance toward God and faith in Jesus Christ (John 3:1-17) and that the indwelling Holy Spirit in the believer produces holiness so that the faith that justifies him is accompanied by other gifts and graces (Romans 5:1-5).
- We believe in the resurrection of the dead of all ages on the Last Day followed by the Final Judgment and the granting of the eternal inheritance of the New Heavens and Earth to the saved (Romans 8:11), and the consigning of the lost to eternal punishment (Revelation 20:12-15).

- We believe in the spiritual unity of all believers in our Lord Jesus Christ (1 Corinthians 12:12-27).
- We believe that God has ordained to parents the responsibility for the education of their children (Deuteronomy 6:5-7).

Governance

Knox Classical Academy was established in 2015 by five Medford families who committed to building a Classical Christian school for their children and community. Our Board is made up of six individuals committed to the vision and mission of KCA. The Executive Board Members are Christine Moore (President), Nic Huttema (Vice-President), and Heather McReynolds (Secretary/Treasurer).

II. Education

Grammar Program

Knox Classical Academy offers grades K-2 for the 2018-2019 school year and plans to add more grades in subsequent years.

K-2 Curriculum Overview

Our Grammar curriculum at Knox is tailored to set a strong foundation for a child's learning and development in a Classical style of education. It is designed and chosen to give students the necessary tools they will need to continue into the Logic and Rhetoric stages of the Trivium.

Our desire at KCA is to foster a love for God and a love for learning. The fundamental pursuit of truth, goodness, and beauty is woven throughout all subjects. Students will learn through songs, chants, visual aids, playing games, and movement in addition to traditional classwork. In turn, your child will find learning to be a joy.

Curriculum (K - 2)			
Subject	Kindergarten	First Grade	Second Grade
Art	Weekly	Weekly	Weekly
Music	1 X/week Listening	1 X/week Listening	1 X/week Listening
Bible	Old Testament: Attributes of God	New Testament: Life of Christ	Old Testament: Introduction
Language Arts/ Reading/Literature	Beginning Reading, Writing, and Listening	Phonics, Reading, Literature and Writing Sentences, Punctuation	Phonics, Reading, Literature, Writing Paragraphs, Punctuation,
Spelling	Phonics, Short vowel words, Consonant-Vowel-Consonant (CVC) words	Phonics and Phonemic Awareness	Spelling Multi-syllabic Words
Penmanship	Manuscript Print	Manuscript D'Nealian Print	D'Nealian Print & Cursive
Grammar/Writing	Capitalization	Introduction to English Grammar	English Grammar and Punctuation
Social Studies/ History/ Geography	Units: Family, Patriotism, Community Leaders, Pilgrims	Units: County, Colonial America, Pilgrims, Oregon Geography	Units: Oregon History, Geography, Agriculture, State facts and North America
Latin	N/A (Will begin in 3rd Grade)	N/A (Will begin in 3rd Grade)	N/A (Will begin in 3rd Grade)
Math	Count to 100, Calendar, Time, Introduction to Addition & Subtraction	Skip Counting to 100 by 2, 5, 10, Days of the Week, Months of the year, Tell Time by hour and half hour	Count to 1000, Skip Count to 1000 by 2, 5, 10 & 100, Regrouping, Tell Time by hour, half hour and quarter hour
Science	Units: Seasons, Senses, Bugs and Animal Habitats	Units: Solar System, Polar North and South Pole	Units: Deserts, Skeletal System, Mammals & Reptiles and Animal Report
Physical Education	Weekly	Weekly	Weekly

Homework Guidelines

A teacher may assign homework per his or her discretion. We do not view large quantities of homework as a sign of academic excellence. Time in the classroom is used efficiently and, in general, grammar students will be able to complete their daily work at school. There may be homework for test preparation, special projects or for those who need more time going over the material. The only exception will be the consumption of literature outside of the classroom.

Parental Involvement

At Knox we encourage parents/guardians and Adult family members to get involved. Throughout the year there will be various opportunities to help at Knox including, but not limited to, helping in the classroom, fundraising, and chaperoning field trips (see Mandatory Service Hours below).

Mandatory Service Hours

Tuition alone does not cover the many demands that it takes to run a private school. KCA relies heavily on parent/guardian involvement. At Knox Classical Academy parents are expected to provide 25 hours of service to the school each year. In lieu of service hours, families may elect to make a minimum, tax deductible donation of \$20 per service hour.

Parent-Teacher Conferences

Parent-Teacher Conferences will be held twice a year in November and April. Teachers will contact parents to set up a time to come in and discuss their student's progress as well as any concerns.

School Rules

- Students should be quick to respond in a cheerful manner when corrected.
- There will be no talking back or arguing with teachers or staff.
- Students are not allowed to interrupt or talk when a teacher is talking. They should also be respectful of their fellow students and not interrupt others during a class discussion.
- No electronic devices are allowed at school. Please read the Technology Policy for more information.
- Students are responsible for any damage done to school property, including textbooks. Book covers are required on all textbooks. Vandalism of desks etc. is not permitted.
- The Dress Code Policy should be followed at all times. If a violation is found, students should accept the correction graciously and fix the problem right away.

- Students should work responsibly and independently in the classroom without distracting others.
- Students cannot chew gum on school property.
- Students are forbidden to pass notes, throw objects, or engage in other frivolous behavior.
- Students should not write on the whiteboards/chalkboards or touch a teacher's desk and materials without permission.
- Food and drinks are only allowed during lunch hour or snack time (Kindergarten).
- Students are prohibited from having guns or knives on school grounds.

Discipline Policy

First Offense: The Teacher will rebuke the student. Teachers will inform the student of the offense and let them know that they are not to do it again. The teacher may record the student's name on the board or move the student to a different desk.

Second Offense: The first discipline effort has been ineffective. The teacher may choose to not allow the student to participate in a class discussion or activity. If the student rejoins the class and misbehaves again they will be sent to the office.

Office Visits

The following behaviors will automatically result in discipline from the Administrator:

- ***Disrespect*** shown to any staff member.
- ***Dishonesty*** in any situation while at school, including lying, cheating, and stealing.
- ***Rebellion:*** i.e. outright disobedience in response to instruction.
- ***Fighting:*** i.e. striking in anger with the intention to harm another student.
- ***Obscene language:*** including taking the Lord's name in vain.

If for any reason a student receives discipline from the administrator the following methods will be observed.

- The First and Second Office Visit: The student's parents will be contacted and given the details of the visit. The visit will be documented in the student's records. The Parents' assistance and support in avoiding further problems will be sought.
- The Third Office Visit: Parents will be contacted and the visit will be documented.
- The Fourth Office Visit: A two-day suspension will be imposed. A meeting with the student's parents and the administrator are required for the student's re-admittance.
- The Fifth Office Visit: The student will be expelled from the school.

Re-Admission

Once a student has been expelled from Knox Classical Academy, re-admission is decided by the Administrator and the Board of Directors. This will be determined by the student's attitude and circumstances at the time of re-application. If re-enrolled, the student will remain on probation and may be refused re-enrollment for the following year.

Grading

Early Grammar Grading Scale (K-2):

<u>%</u>		<u>Meaning</u>
100-90	E	Excellent
89-70	S	Satisfactory
69- 0	U	Unsatisfactory

Unsatisfactory Grades: Parents will be informed of any Unsatisfactory/Failing grades prior to when final grades are submitted for report cards. Parents should never be blindsided by an unexpected grade for their child. It is the role of the teacher to be actively reporting student progress to the parents.

II. Administration

Enrollment Process

Admission to Knox Classical Academy is subject to the policies established by the Board of Directors. At Knox, we seek to identify and admit students from families who have similar convictions regarding the education of their children. Only children who live with one or more Christian parent(s)/guardian(s) will be considered for admission. That parent/guardian must subscribe to KCA's Statement of Faith and support the educational philosophy embraced by the school, including academic standards, disciplinary procedures, dress code, and communication with teachers and administration.

Information regarding a student's academic progress will be used in the application process for grade placement, but is not necessarily the primary basis for acceptance.

Enrollment for each school year opens January 1st. Spots are limited and families are encouraged to apply early.

We will admit students in order of priority each year.

1. Returning Students
2. Siblings of current students
3. New Students by date of application received

To begin the application process, please mail the following materials to:

Knox Classical Academy

P.O. Box 4767

Medford, OR 97501

1. Completed Application for Admission
2. Non-refundable application fee of \$45 (per family)
3. A copy of the most recent achievement test scores (if available)
4. Report cards from the most recent quarter and the previous year

Upon receipt of the above materials, the school will contact you to discuss class availability and arrangements for a family interview. Your child may also be tested and/or asked to submit a writing sample to determine acceptance or placement. New families will be notified, in writing, regarding admission status within two weeks of the family interview.

Knox Classical Academy admits students regardless of gender, race, creed, color, age, national origin, disability or familial status.

Tuition and Fees

Grade Level	Monthly Tuition	Total Per Year
Kindergarten (Part-Time)	\$260	\$3,1200
Grammar (1-2nd)	\$395	\$4,740

Monthly tuition payments are due on the first and payable until the fifteenth of the month, beginning in July and continuing through June for the twelve-month payment plan. Ten-month payment plans are available upon request. Tuition paid in full by May 1st will be given a 3% discount. Late payments will be assessed a 2% per month penalty and incur a \$25 late fee per month.

Application Fee: An application fee of \$5 must accompany new family applicants. This fee is waived for siblings of already accepted students.

Enrollment Fee: A non-refundable deposit/enrollment fee of \$150 per student is due at the time of acceptance with a family maximum of \$450.

Re-enrollment Fee: A non-refundable deposit/enrollment fee of \$125 per student is due at the time of re-acceptance with a family maximum of \$450.

Late Enrollment Fee: After June 1st the enrollment fee increases to \$250 with no family maximum.

Late Entry Fee: Enrollment after September 15th will incur a \$250 fee to cover extra time/expenses in helping a student catch up to a class already in progress.

Testing Fee: A one-time testing fee of \$50 per student is assessed in the spring.

Family Discounts: Families enrolling two or more children will receive 7% off the second child's tuition, 10% off the third child's tuition and 12% off the fourth child's tuition (the oldest child is always considered the first student).

Fundraising

Knox Classical Academy is a non-profit organization that relies on fundraising throughout the year to supplement its resources. We ask parents to participate to the best of their ability in our fundraising efforts.

Kindergarten Class Schedule

M-F 8 am – noon, Please send children with a light snack.

Wednesday: Chapel (Please refer to the Dress Code Policy for Chapel attire).

Grammar Class Schedule

M-F 8am – 2:30pm Please pack a sack lunch.

Wednesday: Chapel (Please refer to the Dress Code Policy for Chapel attire).

T and TH: PE Days (Please wear comfortable shoes, see Dress Code Policy for more info).

Attendance/Illness Policy

Parents/Guardians should immediately report a student's absence by contacting the school. An unexcused absence will result in a phone call home. If a student has three unexcused absences they will become ineligible for any extracurricular events or competitions. If a student's attendance continues to be a problem the student and parents will have a meeting with the Administrator.

Illness:

Please have students remain at home due to an illness and until their temperature has returned to normal for an appropriate period of time.

Extended Absence:

If your child will be unable to attend school for an extended period of time due to illness or other circumstances please contact your child's teacher. Teachers will be able to send work home so that the student does not fall behind in his/her class work.

Visitors

All visitors must check in/out at the office.

Dress Code Policy

Dress Code Goals- At Knox we believe that uniforms help students learn to be disciplined as well as maintain modesty and cleanliness. When students prepare for the school day, putting on a uniform allows them to focus on their role as a student without any unnecessary distractions. We believe that adhering to the uniform policy aids in students' academic success.

Knox Classical Academy acknowledges that adhering to the Dress Code Policy may challenge previous notions of individuality and style for your children. However, for the reasons stated above, parents need to make sure all students are in compliance during school hours.

Dress Code Enforcement-The Administrator will enforce the dress code. If there is a question about the dress code by a parent or student, please defer to the Administrator.

Chapel Days- Chapel day is every Wednesday, students are required to wear chapel attire. Please refer to the chart below on what is appropriate for these days.

Girls	
Normal Uniform M/T/TH/F	Chapel Uniform WED
Pants: Solid colored khaki or grey	Sweater: Solid grey or burgundy cardigan.
Shirt: Solid white or burgundy polo or button down blouse.	Shirt: Button down blouse, solid white or burgundy.
Jumper: Solid colored khaki. Must be worn with tights or knee socks with bike shorts underneath.	Jumper: Solid colored khaki with white tights.
Socks: Solid white, grey or burgundy knee high socks or tights.	Socks: Solid white, grey or burgundy knee high socks or tights.
Shoes: Conservative brown or black closed toe or white or black tennis shoes.	Shoes: Conservative brown or black closed toe.
Boys	
Normal Uniform M/T/TH/F	Chapel Uniform WED
Pants: Solid colored khaki or grey.	Pants: Solid colored khaki or grey with belt.
Shirts: Solid white or burgundy polo or button up shirt.	Shirt: Solid white button down with a tie.
Sweater: Solid grey or burgundy cardigan	Sweater: Solid grey or burgundy sweater vest or cardigan.
Socks: Solid white, grey, burgundy or black.	Socks: Solid grey, burgundy, or black.
Shoes: Black or brown dress shoes or white or	Shoes: Black or brown dress shoes.

black tennis shoes.	
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Approved Vendors:

Frenchtoast.com

Jcpenny.com

Landsend.com

Walmart.com

Littlefeetshoes.com

Clarifications

1. All clothing, including socks and tights, should be in good repair. Please replace items that have holes or tears.
2. Boys' button down shirts should be tucked in.
3. Sweatshirts and hoodies are not the same as sweaters and are prohibited.
4. Neckties may have patterns or prints, but no prominently displayed characters (animals, people, etc.) or writing.
5. Hair must be neat and tidy. Boys' hair must not cover their ears, be over their collar, or in their eyes. Girls' bangs must be kept out of their eyes. Hair color should be in the spectrum of natural hues.
6. Stud earrings are permitted for girls. All other piercings are prohibited.
7. Boys: Belts and ties are optional on non-chapel days. If worn, belts should be conservative and dark colored.
8. Girls: Skirts and jumpers must be at least knee-length as measured by the line at the back of the knee. Girls should wear shorts or leggings underneath skirts.
9. Girls: All undergarments, including camisoles, must be concealed beneath outer clothing.
10. Please write your name clearly on the inside of each garment, especially on sweaters.
11. Students need to be able to put shoes on and take shoes off without assistance from others.
12. Shorts are permitted during September and June months and must be solid khaki or grey. Girls' shorts should be no more than 2 inches above the knee.

Technology Policy

Laptops and tablets may be used on a limited basis per teacher approval. All other devices (cell phones, MP3 players, etc) are prohibited during school hours. Students may use the office telephone should they need to contact parents/guardians.

Communication

Knox Classical Academy believes that parents are responsible for the education of their children. Knox is a tool to help and assist parents in the training and educating of their students. It is therefore important that the teachers and staff members of KCA maintain an open communication policy with families.

Teachers are required to communicate with parents regarding the status of their student's progress at least once a month. It may be in the form of an email, a phone call or face to face communication. Parents are encouraged to volunteer in their child's classroom or assist in other day-to-day aspects of Knox. Our teachers are an extension of the family, so please get to know them.