



**KING'S ACADEMY**

*policies and procedures manual*

Revised July 1, 2022

Successful and effective schools function effectively when policies and procedures are established, communicated and enforced. Growth, profitability, effectiveness and success are unachievable unless all parties – leadership, staff, students, parents and volunteers are monitoring and adhering to the organization's policies and procedures. Individuals who choose not to abide by the given policies and procedures, impact – jeopardize even – the overall success and effectiveness of the organization. It is, therefore, expected that all parties associated with King's Academy will be respectful of and willingly governed by the established policies.

King's Academy being a new school, opening August 2022, has yet to finalize all policies and procedures. Indeed, as the school grows, as new programs are developed and as the student and staff/faculty population expands, existing policies and procedures may need to be revised and new policies and procedures may need to be developed. Any and all changes will be communicated clearly and timely with opportunity for relevant parties to give input before enforcement.

## Table of Contents

- **Section A:** Organizational Structure and Management Systems
  - Organizational Chart/Team Organization
  - Job Descriptions
  - Filing System Processes
- **Section B:** Policies - Employees
  - Dress Code
  - Tobacco Free Workplace
  - Drug Free Workplace
  - Weapon-Free Workplace
  - Cell Phone
  - Computer and Internet
  - Social Media
  - Policy Against Workplace Harassment
  - Attendance
  - Discipline
    - Staff
    - Student (Including Corporal Punishment)
  - Safety Policies and Procedures
    - Concussion Management
    - Sexual Abuse and Molestation
    - "Zero Tolerance" – Hazing, Harassment, Intimidation, Bullying
  - Employee Evaluation
- **Section C:** Policies – Students
  - Dress Code
  - Tobacco Free Workplace
  - Drug Free Workplace
  - Weapon-Free Workplace
  - Cell Phone
  - Computer and Internet
  - Social Media
  - Attendance
  - Discipline
    - Student (Including Corporal Punishment)
  - Safety Policies and Procedures
    - Concussion Management
    - Sexual Abuse and Molestation
    - "Zero Tolerance" – Hazing, Harassment, Intimidation, Bullying
  - Grading
- **Section D:** Public Non-Discrimination Notice

## Section B: Employees

## **KA:EWH (Employee Workplace Harassment)**

All employees have the right to work in an environment free from discrimination and harassing conduct. No King's Academy employee shall engage in conduct that falls under the definition of unlawful workplace harassment, including sexual harassment discrimination, or retaliation, and no employment decisions shall be made on the basis of race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information or disability.

### **Definitions**

**“Unlawful Workplace Harassment”** is unsolicited and unwelcomed speech or conduct based of race, religion, color, national origin, ethnicity, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran status, genetic information or disability where:

1. enduring the offensive conduct becomes a condition of continued employment,
- or 2. the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive.

**“Sexual Harassment”** - Harassment on the basis of sex is a particular type of violation of this unlawful workplace harassment policy and in addition to the previous definition of unlawful workplace harassment, this unlawful workplace harassment policy prohibits the following: “Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

**“Retaliation”** is any adverse action taken against an individual for filing a discrimination charge, testifying, or participating in any way in an investigation, proceeding, or lawsuit related to discriminatory employment practices based on race, religion, color, national origin, sex, pregnancy, gender identity or expression, sexual orientation, age (40 or older), political affiliation, National Guard or veteran

**Coverage:** This policy covers, full-time or part-time employees with either a permanent, probationary, trainee, time-limited or temporary appointment; former employees; and applicants.

**Complaint Process:** An employee, former employee or applicant alleging unlawful workplace harassment or retaliation may file a written complaint with the Head of School and/or the Senior Pastor or his designee.

Reference: <https://oshr.nc.gov/media/3191/open>

## **KA:CPS (Corporal Punishment of Students)**

### **NC § 115C-390.4. Corporal punishment.**

(a) Each local board of education shall determine whether corporal punishment will be permitted in its school administrative unit. Notwithstanding a local board of education's prohibition on the use of corporal punishment, school personnel may use physical restraint in accordance with federal law and G.S. 115C-391.1 and reasonable force pursuant to G.S. 115C-390.3.

(b) To the extent that corporal punishment is permitted, the policies adopted for the administration of corporal punishment shall include at a minimum the following:

- (1) Corporal punishment shall not be administered in a classroom with other students present.
- (2) Only a teacher, principal, or assistant principal may administer corporal punishment and may do so only in the presence of a principal, assistant principal, or teacher who shall be informed beforehand and in the student's presence of the reason for the punishment.
- (3) A school person shall provide the student's parent with notification that corporal punishment has been administered, and the person who administered the corporal punishment shall provide the student's parent a written explanation of the reasons and the name of the second person who was present.
- (4) The school shall maintain records of each administration of corporal punishment and the reasons for its administration.
- (5) In no event shall excessive force be used in the administration of corporal punishment. Excessive force includes force that results in injury to the child that requires medical attention beyond simple first aid.
- (6) Corporal punishment shall not be administered on a student whose parent or guardian has stated in writing that corporal punishment shall not be administered to that student. Parents and guardians shall be given a form to make such an election at the beginning of the school year or when the student first enters the school during the year. The form shall advise the parent or guardian that the student may be subject to suspension, among other possible punishments, for offenses that would otherwise not require suspension if corporal punishment were available. If the parent or guardian does not return the form, corporal punishment may be administered on the student.

(c) Each local board of education shall report annually to the State Board of Education, in a manner prescribed by the State Board of Education, on the number of times that corporal punishment was administered. The report shall be in compliance with the federal Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and shall include the following:

- (1) The number of students who received corporal punishment.
- (2) The number of students who received corporal punishment who were also students with disabilities and were eligible to receive special education and related services under the federal Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq.
- (3) The grade level of the students who received corporal punishment.

**KA:CPS** continued

- (4) The race, gender, and ethnicity of the students who received corporal punishment.
- (5) The reason for the administration of the corporal punishment for each student who received corporal punishment. (2011-282, s. 2.)

King's Academy faculty, staff and administration shall not administer corporal punishment. Parents, legal guardians nor other relatives of a student may administer corporal punishment on the campus of King's Academy and/or at any events sponsored by King's Academy. Violation of this policy may result in reporting to local child protection service agencies and authorities.

**Definitions**

**Corporal Punishment** – “a discipline method in which a supervising adult deliberately inflicts pain upon a child in response to a child’s unacceptable behavior and/or inappropriate language. The immediate aims of such punishment are usually to halt the offense, prevent its recurrence and set an example for others. The purported long-term goal is to change the child’s behavior and to make it more consistent with the adult’s expectations. In corporal punishment, the adult usually hits various parts of the child’s body with a hand, or with canes, paddles, yardsticks, belts, or other objects expected to cause pain and fear.”

Reference:

[https://www.aacap.org/aacap/Policy\\_Statements/1988/Corporal\\_Punishment\\_in\\_Schools.aspx](https://www.aacap.org/aacap/Policy_Statements/1988/Corporal_Punishment_in_Schools.aspx)

## **KA:CM (Concussion Management)**

If a student or athlete is suspected to have a concussion, he/she will be immediately removed from play or activity and evaluated by a teacher, coach or trainer. (A trainer may not be available at all practices or games.) The student's parent/guardian is notified while the athlete continues to be monitored. Concussions occurring outside school should be reported to the teacher and Head of School as soon as reasonable.

The student or athlete must be evaluated by a physician. If concussion is ruled out, the physician must provide a written clearance note for the Head of School stating that the student/athlete may return to physical activity.

If the student/athlete is diagnosed with a concussion, he/she must submit a note to the Head of School. After the prescribed rest period and when he/she is symptom free, the student/athlete must be re-evaluated and cleared by the physician, again with a written note.

### **Return to Play/Activity Protocol**

5. Day 1: 15 minutes of light cardio: jogging, stationary bike, etc.
6. Day 2: 15-20 minutes of sport specific drills without contact.
7. Day 3: Practice normal sport specific drills with light contact.
8. After the 3rd day, if the student/athlete has no recurring signs and symptoms of concussion, he/she is cleared to return to full play/practice/activity on the 4th day.

#### **Definitions**

**Concussion** – a type of traumatic brain injury resulting in a reaction during which the brain moves back and forth or rapidly twists inside the skull. Concussion can result from a fall, a motor vehicle accident, or any other activity that results in an impact to the head or body. Concussion:

- can change “normal” brain function.
- can range from mild to severe.
- presents itself uniquely in each individual.
- can occur during practice, play or competition in any sport.
- can happen even if the individual does not lose consciousness.

Reference: <https://www.fordhamprep.org/parents/concussion-management-policy>



## **KA:SAMP (Sexual Abuse and Molestation Prevention)**

King's Academy does not permit, allow or condone sexual abuse or molestation in the workplace, on the campus or at any activity sponsored by or related to the school. Individuals reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately disciplined, up to and including termination of employment. Further, individuals will be criminally prosecuted. No employee, volunteer, board member, student, parent, itinerant personnel or other person, regardless of title or position has the authority to commit or allow sexual abuse or misconduct. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior prohibited by King's Academy and addressed under separate policy.

Suspected abuse or molestation should be immediately reported to the Head of School, Senior Pastor or his designee. It is not required to directly confront the person who is the source of the report, question or complaint before a report is made.

King's Academy will take all allegations of sexual abuse or misconduct seriously and will promptly, thoroughly, and equitably investigate whether misconduct has taken place. King's Academy may utilize an outside third party to conduct an investigation of misconduct. The school and its leadership and administration will cooperate fully with any investigation conducted by law enforcement or other regulatory/protective services agencies. To the fullest extent possible, but consistent with the school's legal obligation to report suspected abuse to appropriate authorities, school leadership will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, disciplinary action, including but not limited to termination of the actor's relationship with our organization will be executed.

Retaliation against anyone, including an employee, volunteer, board member, student or individual who, in good faith, reports sexual abuse, alleges that it is being committed or participates in the investigation, is expressly prohibited and may result in disciplinary action, including termination. Intentionally false or malicious accusations of sexual abuse are prohibited and will likewise result in disciplinary action, including termination.

## KA: SAMP continued

King's Academy commits to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and child or adult protective services organizations. King's Academy **will not** attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

### Definitions

**Sexual abuse** – unwanted sexual activity with perpetrators using force, making threats or taking advantage of victims not able to give consent.

Child Sexual Abuse – sexual activity with a child by an adult, adolescent or older child. Some activity between children may be deemed 'innocent exploration' rather than abuse.

There are two main types of child sexual abuse: touching and non-touching.

- **Touching:** includes touching a child's genitals, making a child touch someone else's genitals, playing sexual games, and/or putting objects or body parts inside the vulva or vagina, in the mouth or in the anus of a child for sexual pleasure.
- **Non-touching:** showing pornography to a child, exposing a person's genitals to a child, prostituting/trafficking a child, photographing a child in sexual poses, encouraging a child to watch or hear sexual acts either in person or on a video, and/or watching a child undress or use the bathroom.

Reference: <https://www.preventchildabusenc.org/resource-hub/about-child-sexual-abuse/>

**KA:ZTHHIB (“Zero Tolerance” – Hazing, Harassment, Intimidation, Bullying)**

King's Academy has “zero tolerance” of disruptive, violent, harassing, intimidating, mocking, bullying or other inappropriate behaviors by any individuals, adult or child, face-to-face, online, spoken or written.

Any and all violations are punishable regardless of where the conduct occurs.

Violations should be reported to the Head of School.

School administration will impose discipline which may include suspension (long- or short-term), expulsion (up to one full calendar year) and prosecution pursuant to the criminal laws of the State of North Carolina and local ordinances.

Students found guilty of engaging, direct or assessor, in bomb threats or arson to the school, school property or any property or premise upon which a school activity is occurring at the time of the threat shall be expelled for one full calendar year. Note that such expulsion may extend across school years.

While student age and/or mental ability may be considered, neither automatically prevents expulsion, other disciplinary action or prosecution.