

POLICIES AND PROCEDURES

ALETHEIA ACADEMY OF KBC



ACCEPTANCE INTO ALETHEIA

All parents of potential Aletheia students must fill out an application and submit a pastoral letter of recommendation. Once accepted every family must pay a building fee (\$70 for KBC members / \$170 for non-KBC members) and submit and pay for a background check. KBC members do not need to pay for the background check but do need to submit it. After this process parents may register their child(ren) for classes on our website.

MANDATORY ORIENTATION

Tuesday, August 13, 2019, 10AM. (At least one parent must attend)

CALENDAR

Please READ the weekly announcements available by e-mail, posted on our web page and on our facebook page for current events.

CLASSES BEGIN - Tue. and Thur. August 20 and 22, 2019

CLASSES END - Thur. May 14

EMERGENCY WEATHER CLOSINGS

We will follow the Virginia Beach Public School Schedule for inclement weather.

THE HEART OF KBC

KBC seeks to build a partnership with parents to help nurture a personal relationship with Christ and Christ-like character. We are excited to provide this ministry and in order to have the best possible experience while at Aletheia, we have some expectations for both parents and students.

HOW WE TREAT THE BUILDING

BUILDING CARE - We ask that you wipe your feet on the mat at the door. Do not swing or hang on the doors. Do not sit on the tables. Please use trashcans. Do not open windows. Turn off faucets securely. Report any plumbing problems or temperature discomfort to the hall monitor. Keep up with your belongings. All Lost and Found items should be given to the director. Any vandalism of church property or tampering with the fire alarm system can result in immediate dismissal.

CLASSROOMS - In the morning, classrooms need to be set up for that day's class, and at the end of the day, set back up for the next KBC Ministry activity. All rooms will need to be vacuumed and all tables need to be wiped down with Clorox wipes at the end of the day. Photos will be in the plastic sign holders on the wall outside of each classroom. Mounting anything on the walls in the classroom will need to be done using blue painter's tape. All classrooms on the first floor need to be sure that the air-conditioners and/or heaters are turned off.

BATHROOMS - The only bathrooms available to be used by Aletheia will be upstairs across from the elevator and the ones by the large conference room near the Family Life Center. Bathrooms located in preschool wing downstairs are also able to be used.

HALL MONITOR - There will be a hall monitor stationed at the end of the hallway of the student floor near the elevator. All students will listen and follow instructions given by that monitor.

LUNCH - Lunch in the Family Life Center is the only place Aletheia students are allowed to have food unless otherwise told by the Aletheia Director. During lunch students are responsible to clean up after themselves. Do not sit on the tables at any time. At the end of lunch the floor must be swept and the tables wiped with Clorox wipes. Adults will have the opportunity to have snacks and beverages in the Student Café area.

DOOR SECURITY - Doors leading to the outside will be locked at all times. Someone will be at the entrance/exit door from 8:30 to 9:00 to let people in. If you are need to enter the door past 9AM, you must go around to the front and be buzzed in and enter the hallway near the gym and next to the stairs by the room with the handicap bars.

LANYARDS - Aletheia members will not have to wear lanyards. For the safety of the Aletheia members, all visitors inside KBC will wear a lanyard with the Aletheia logo. All visitors must sign in at the KBC office.

COMMUNICATE - Report problems that affect emotional, physical or spiritual safety to a teacher or director. We want your time at Aletheia to be pleasant, safe, and fun. Proactive communication from parents and students is valued.

HOW WE ACT TREAT EACH OTHER

GODLY COMMUNICATION - As sisters in Christ, we want to be loving and biblical in the way we communicate with each other. The Bible has much to say on the subject, but here are just a few scripture references to consider when communicating with others (and when conflicts arise).

--**And as you wish that others would do to you, do so to them.** Luke 6:31

--**3 Do nothing from selfish ambition or conceit, but in humility count others more significant than yourselves. 4 Let each of you look not only to his own interests, but also to the interests of others.** Phil. 2: 3-4

If you are having a problem with someone at Aletheia, please prayerfully search your own heart first. If further conversation is necessary, **go directly to the person you are having a problem with** (Matthew 18:15-16), rather than speaking with others (which can lead to gossip and slander). Doing this will help us to honor God in our interactions with each other.

SUPERVISION - Students are not allowed to wander around the building. Students must, at all times, be in the student or children's ministry wing, or in the family life center under the direct supervision of a teacher, parent or monitor; or by special arrangement with the director. All Aletheia participants can be in 1 of 6 places: downstairs children's wing, upstairs children's wing, student floor, restrooms between the student floor and

children's wing, family life center, or restrooms near the FLC. Students may not visit classes in which they are not enrolled unless for the purpose of previewing a class they are considering and a parent must obtain permission from the director and teacher in advance.

UNACCEPTABLE BEHAVIOR - Issues of morality

Our mission is to support Christian homeschooling families in nurturing their children to know and love the Lord. (Eph. 6:4) We believe some behaviors and influences are destructive to children in the process of discovering who they are in Christ. We aim for Aletheia to be a place that nurtures students to mature in mind, body, spirit and social relationships free of distracting and destructive influences. (I Thess.5:23) In order to maintain a learning environment with these goals, KBC reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the activities of the student are counter to our understanding of a spiritually healthy, biblical lifestyle. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, bisexual or transsexual activity or promoting such practices. Each situation is individual and will be approached with compassion, discretion, consultation with parents and respect. We will provide referrals for spiritual and emotional counsel when it is desired. Behavior outside of Aletheia, including home, social events and social media sometimes affects the Aletheia community and may be considered a factor in disciplinary decisions. Any use of/involvement with tobacco, drugs, alcohol, occultism, cheating, fighting, physical or verbal aggression, bullying, stealing, lying, or immoral behavior or promoting non-Christian life styles can result in dismissal from Aletheia.

UNACCEPTABLE BEHAVIOR - Issues of wisdom

No skateboards or roller skates on campus. Do not run in the halls. No use of profane language or discouraging others with words. No rough play, or damage to church or personal property. No tampering or unauthorized use of other's property including cell phones. No public displays of affection between couples. Students must participate positively in class.

CONSEQUENCES - Most disciplinary issues should be handled immediately and resolved between students and teachers with the help of the parent. When deemed necessary, teachers and the director have the responsibility and authority to correct the student. Being a student at Aletheia is a choice, not a requirement; a privilege, not a right. Even though students may be at various points in their spiritual journey, the student must be willing to maintain respect toward the Christian faith. Students must demonstrate cooperation and respect toward peers and those in authority over him.

BEFORE THE FIRST DAY

(PARENTS, PLEASE GO OVER THESE EXPECTATIONS WITH YOUR CHILDREN)

DRESS CODE - Our goal is to promote a learning environment with a minimum of distractions. We understand that Christian families have different opinions about what acceptable, modest dress is. It is the attitude of KBC that you are not necessarily LESS spiritual if you allow MORE freedom in dress in your home than the Aletheia standard. Also, we do not believe you are necessarily MORE spiritual because you allow LESS

freedom in your home than the Aletheia standard. We are aware that dress can be used creatively to express personality, but there are many other ways to meet the need of personal expression while attending classes. One goal of a dress code is to encourage students to be known and noticed because of their character and service rather than because of their dress.

1. AVOID EXTREMES and DISTRACTIONS - Avoid distracting hairstyles or extreme hair-coloring and excessive jewelry. Highlights are acceptable but an unnatural color over the entire head will be considered a distraction. No piercing jewelry, except earrings.

2. STAY MODEST - No underwear may show including bra straps and boxers. Clothing must not be overly tight or see-through. *Girl's tops must not reveal midriffs or bust line at any time and no tank tops (no "spaghetti" straps or strapless tops) *Girl's skirts with bare legs or hose must be no shorter than one inch above the top of the knee cap.

*Leggings or work out pants must be worn with a tunic or skirt that is no less than 3 inches above the knee. Shorts or skorts (skirts with shorts underneath) must be no shorter than three inches above the knee. 1Peter 3:3-4, 1Corinthians 6:19-20, Romans 12:1-2, 1Timothy 4:12.

3. AVOID OFFENSIVE SYMBOLS - Avoid occult symbols, secular cartoon characters or secular rock band Tshirts. *These rules have partly to do with the cut of the clothes and partly to do with how our young ladies carry themselves. Can you go through a normal day's stretching, sitting and bending over in an outfit and maintain modesty? When in doubt, simply choose something more conservative.

4. ELECTRONIC EQUIPMENT - Recreational use of personal electronic equipment is NOT permitted. Laptops, recording devices or calculators may be used for class related activities with the teacher's permission. Also do not bring any weapons, knives or explosives of any kind.

LEGAL ISSUES

Homeschoolers enrolled in Aletheia Academy are individually responsible for their legal standing with the State of Virginia and their relationship with local school boards.

Aletheia Academy is not a school and does not assume responsibility to provide a legal covering for homeschooling. We do not keep permanent records but encourage you to keep all class documentation for your records. Teachers at Aletheia are parents of the students.

I have read and agree to follow the Aletheia rules, policies and dress code while on campus or at off-campus events sponsored by Aletheia.

Parent_____ Date_____

Student_____ Date_____

KBC reserves the right to add or change these procedures.