



RIGHT PATHS CHRISTIAN ACADEMY

Proverbs 4:11

# ADMISSIONS PACKET



# Statement of Faith

Right Paths, Inc. has been formed as a fellowship of believers in the Lordship of Jesus Christ. Our supreme desire is to know Christ and to be conformed into His image by the power of the Holy Spirit. We believe that bringing up a child in the likeness of Christ is primarily the responsibility and Biblical duty of the parent(s). Therefore, our vision is to provide an excellent education with a Biblical worldview, without diminishing the parents' integral role. We strive to help parents raise the next generation of Kingdom warriors with godly character by nurturing a relationship with Jesus Christ and being an accurate reflection of His character to the world along with providing the skills and education necessary to be productive citizens. Most importantly, our desire is for each child and every staff member or volunteer to learn to listen to and follow the Lord in the right path for their life in order to fulfill their purposes for the Kingdom of God here on this earth.

## We Believe

### God

There is only one God who eternally exists in three persons. He is the person of God the Father, the person of Jesus Christ the Son, and the person of the Holy Spirit. God the Father is an infinite, eternal, personal Spirit, perfect in holiness, wisdom, power and love; He concerns Himself mercifully in the affairs of men; He hears and answers prayers; and He saves from sin and death all those who come to Him through Jesus Christ. Jesus Christ is God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, His substitutionary atoning death on the cross, His bodily resurrection, ascension into heaven, perpetual intercession for His people, and His personal and visible return to earth. The Holy Spirit came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower for ministry all who believe in Christ by indwelling every believer in Jesus Christ by being a helper, teacher and guide and coming upon them with His power.

(Deuteronomy 33:27a; Psalm 90:2; John 3:16 and 4:24; 1 Timothy 1:17; Isaiah 7:14; Micah 5:2; Matthew 1:23; Mark 16:19; Luke 1:34-35; John 1:1-2 and 14, 8:58; 1 Corinthians 15:3-4; 1 Timothy 3:16; Revelation 1:8; Acts 1:8; 2 Corinthians 3:18; John 16:7-15; Romans 8:26 and 15:13; Hebrews 9:14-15; John 14:16-17)

### Jesus Christ

Jesus Christ is the foundation and cornerstone of the church. He came to restore man's broken relationship with God. His finished work on the cross made that possible. Therefore, we believe salvation is by faith alone in that finished work. Because of His love demonstrated on the cross by dying for our sins, we now have reason to fellowship with one another and proclaim salvation through His life, death, and resurrection.

(1 Corinthians 3:11; Ephesians 2:19-22; Romans 5:6-10, 10:9-10; Ephesians 2:8-9)

### The Bible

The Bible is the inspired, inerrant Word of God and is relevant and applicable to man today. Therefore, we place great emphasis upon teaching it in public, studying it in private, and using it as a guide for our daily lives.

(1 Timothy 4:13; 2 Timothy 3:16-17; 1 Thessalonians 2:13)

## Sin & Salvation

We believe that all people are sinners by nature and, therefore, are under condemnation; that God saves and regenerates based upon faith, those who repent of their sins and confess Jesus Christ as Lord. We believe there is a literal heaven and a literal hell and all those who place their faith, hope, and trust in Jesus Christ will spend eternity in heaven with the Lord, while those who reject Jesus' free gift of salvation will spend eternity separated from God.

(Romans 10:9-10; Romans 3:23, 5:8, and 6:23; Ephesians 2:1-3, 8-9; Matthew 10:28, 18:9-10, and 25:31-46; Luke 12:5; John 3:18, 14:2; 1 Peter 1:4; Revelation 21:1-27)

## Creation & Family

We believe in a literal six-day creation and God as the Creator. We believe that God created man and that He created them male and female. As such, He created them different so as to complement and complete each other. We believe that God instituted marriage as a monogamous relationship between one male and one female as the foundation of the family and the basic structure of human society and as such, we believe that marriage is exclusively the legal union of one man and one woman.

(Genesis 1:1, 1:27, 2:24; Matthew 19:4-6; 1 Corinthians 6:18-20; Ephesians 5:1-7; and 1 Timothy 1:9-11)

## Worship

We believe God is worthy of all praise, reverence and love. We take special time to worship Him through song. It is our goal to worship Him with our whole lives as well; at school, at home, at work, and at play.

(John 4:23-24; Philippians 3:3; Colossians 3:16; 1 Thessalonians 5:16-18)

## Christian Growth

Our supreme desire is to know Christ and to be conformed into His image, likeness, and example by the power of the Holy Spirit. We encourage this by abiding in Jesus Christ through his Word, prayer, and fellowship, and by yielding our lives to the Holy Spirit.

(John 15:5; Romans 8:29; 2 Corinthians 3:18; Ephesians 4:11-16; Colossians 3:17; 1 Peter 2:2; 2 Peter 3:14-18)

## Love

Love is the greatest virtue and demonstration of the reality of Jesus Christ. We endeavor to show a Christ-like love toward all people. Love should be exhibited in our lives by our words as well as our actions.

(John 13:34-35; Romans 13:8; 1 Corinthians 13:1-8,13; Philippians 2:1-8; 1 John 3:18, 4:11)

## Christian Service

Christian Service is a part of the Christian life and is the responsibility of all believers. Our goal is to guide children into service in the community, to each other, and to the ministry of every student, teacher, and staff to the benefit of all.

(Galatians 5:13; Ephesians 4:11-16; Colossians 3:24; 1 Corinthians 12:4-7, 14:12)



# General Hours

## Daily Schedule

General school day hours: **8:30 am - 3:30 pm**

Calendar year: **last 2 weeks of August - last Friday in May\***

## Holidays

Our list of holidays and/or breaks from regular school days will be as follows:

| Holiday                            | Description                                   | Days off                       |
|------------------------------------|---|--------------------------------|
| <b>Labor Day</b>                   | First Monday in September                     | 1 day                          |
| <b>Fall Break</b>                  | TBD in October                                | 5 days                         |
| <b>Thanksgiving</b>                | Fourth Thursday in November                   | 3 days<br>(Wednesday – Friday) |
| <b>Christmas</b>                   | December 25 <sup>th</sup>                     | 10 days (TBD)                  |
| <b>Martin Luther King, Jr. Day</b> | Third Monday in January                       | 1 day                          |
| <b>Spring Break</b>                | TBD in March                                  | 5 days                         |
| <b>Good Friday</b>                 | Friday before Easter /<br>Resurrection Sunday | 1 day                          |
| <b>Summer Break</b>                | TBD   | 12 weeks                       |

Right Paths Christian Academy, an activity of Right Paths, Inc. is a non-accredited private educational organization using a home school model according to the Kansas state laws. K.S.A. §72-53,101.

In order to satisfy the compulsory attendance statute, a home school, and/or non-accredited private school must have instruction time "substantially equivalent" to the public school (465 hours per year for kindergarten, 1,116 hours per year for grades 1-11, and 1,086 hours per year for 12th-graders). K.S.A. §§72-1106(b) and §72-1111(a)(2).

\*35 weeks less 1 day or 174 school days @ 6.5 hours instruction time which equates to 1,131 hours with 15 hours available for snow days



# Tuition & Fees

Tuition follows one of two paths: part-time or full-time students. Fees are the same regardless, and each class will have additional costs for curriculum, materials, and extra-curricular activities. While we make every effort to be as affordable as possible, we understand some families have different resources available, and offer grants and other assistance when God provides us donations to help.

## Fee Schedule

| Per student per month          | Part-Time      | Full-Time  |
|--------------------------------|----------------|--|
| <b>Enrollment deposit</b>      | \$50           | \$50   |
| <b>Tuition per class</b>       | \$50           |  |
| <b>Tuition for all classes</b> |                | \$200 – First student<br>\$150 – Second student<br>\$100 – Third student<br>Free – More students |
| <b>Class fees</b>              | TBD by teacher | TBD by teacher   |

## Explanation of Fees

**Enrollment deposit** is required at the beginning of each school year for each student. This deposit is nonrefundable, but is applied to your first month's tuition.

**Tuition per class** provides a means for you to choose individual classes that best support your educational goals, at a low cost. We do not offer any multi-student discounts for tuition by class.

**Tuition for all classes** covers all classes offered at Right Paths. You still can determine how many classes you would like to participate in. To help reduce expenses for families with multiple children, we offer reduced rates when more than one is enrolled at the same time.

**Class fees** are in addition to tuition. Curriculum, books, all supplies, extra-curricular activities, and anything else required by the teacher will be the responsibility of the family to provide for each student. Anticipated class fees will be described by the teachers before each class begins, to minimize unexpected expenses.

**Donations** of money and supplies are gratefully accepted, can make a world of difference for another family, and are fully tax-deductible.

## Payment Schedule

Tuition payments are due monthly on the first Monday of the month.



# RIGHT PATHS CHRISTIAN ACADEMY

*"I have taught you in the way of wisdom; I have led you in right paths." Proverbs 4:11 (NKJV)*

## Supply List

### K-3

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12 - #2 Pencils  
Pencil Box  
Pencil Sharpener  
2 large erasers  
Dry erase markers (at least 2)  
2 boxes crayons  
Scissors  
Wooden ruler (metric & inches)  
2 Boxes Kleenex  
2 Glue Sticks  
2 Folders w/ pockets  
1 small bottle Elmer's Glue-All  
Watercolor paints  
Colored Pencils  
Paint shirt or apron

### 4-8

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1 pkg loose leaf paper (wide ruled)  
4 spiral notebooks  
12 - #2 Pencils  
1 pkg pens  
2 Highlighters  
3-ring binder (3" capacity)  
Pencil Box  
Pencil Sharpener  
1 large eraser  
Dry erase markers (at least 4)  
1 box crayons  
Scissors  
Ruler (metric & inches)  
2 Boxes Kleenex  
2 Glue Sticks  
1 small bottle Elmer's Glue-All  
Watercolor paints  
Colored Pencils  
Paint shirt or apron

### High School

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2 pkg loose leaf paper (college ruled)  
4 spiral notebooks  
12 - #2 Pencils or mechanical pencils w/lead  
Pencil sharpener if needed  
1 pkg pens  
2 Highlighters  
3-ring binder (3" capacity)  
1 large eraser  
Dry erase markers (at least 4)  
1 box crayons  
Scissors  
Ruler (metric & inches)  
Protractor  
Compass (math)  
Calculator (scientific)  
2 Boxes Kleenex  
Watercolor paints  
Colored Pencils  
Paint shirt or apron



# Code of Conduct

These rules and guidelines must be followed if you attend Right Paths Christian Academy classes on or off campus.

At Right Paths Christian Academy we believe that obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). In addition, the building of personal responsibility fosters a sense of achievements. Both responsibility and achievement are necessary ingredients to the development of Christ-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 12:3, 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Right Paths Christian Academy, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we try our best to discipline in a way that is Biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. Since we teach the students to obey and submit to their parents, it is beneficial if parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (See the disciplinary policy.)

Our goal should always be to obey Colossians 3:17, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him". In the best interest of the entire school community, certain guidelines or conduct must be maintained by all students of Right Paths Christian Academy, whether on or off campus, so that we might live and work happily together.

## General Guidelines For Student Conduct

1. Students should practice courtesy and consideration in their association with teachers, volunteers, fellow students and visitors as well as respect their parents and property. (See Ephesians 4:25-32).
2. Students should respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully and obediently as unto the Lord. (See Hebrews 13:17 and I Thes. 5:12-13)
3. Students should abstain both on and off campus and at all times from the use or possession of alcoholic beverages, tobacco, drugs and pornography as well as other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20 and 2 Peter 2:11)
4. Students should abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting are harmful to others and is certainly not appropriate or conducive to their moral and spiritual development. (See Ephesians 4:29)

5. Students should refrain from displays of affection on campus. As students, they are expected to conduct themselves in a discreet and Christian manner. Therefore, while on campus, follow a "hands off" policy.
6. Students should leave all annoying or dangerous items such as weapons, knives, water pistols, lighters and matches at home. Radios, CD players, MP3 players, video recorders, and tape recorders are not allowed at school without school approval. Pagers and cell phones are prohibited in class.
7. Students should do their own work--do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Their record should reflect individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is their responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt in the same manner as cheating. (1 Thessalonians 4:11 and Colossians 3:9-10)
8. Students should not plagiarize, which is also a serious offense. The definition of plagiarism is "the use of another writer's ideas or words without giving the writer credit for them."
9. All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.



# Dress Code

"I will greatly rejoice in the Lord, my soul shall be joyful in my God; for He has clothed me with the garments of salvation, He has covered me with the robe of righteousness, as a bridegroom decks himself with ornaments, and as a bride adorns herself with her jewels." Isaiah 61:10

## Dress Code Parameters

All students will abide by the dress code policy for Right Paths, Inc. activities as listed:

1. When in attendance during the regular school day 8:30 am - 3:30 pm along with the acceptable drop off and pick up times of one half hour before and after school.
2. All students will abide by the dress code policy during any and all field trips.
3. Hats, beanies or bandanas are not allowed to be worn in the classroom or Chapel at any time. Hats may be worn outside before or after school and at lunch. NOTE: REMOVE ALL HATS, BEANIES OR BANDANAS WHEN ENTERING ANY ROOM (Including Chapel). Exception: head coverings worn for religious reasons
4. All students must wear shoes or flip-flops. You may wear any style that you prefer. However, no bedroom slippers will be allowed.
5. Shorts, skirts, and/or dresses must be near knee or longer
6. The following are not allowed for all students, staff, and volunteers whether male or female:
  - a. Pajamas
  - b. Visible body piercing (other than earrings)
  - c. Offensive tattoos
  - d. Articles of clothing that advertise secular rock groups, alcohol, drugs, sex or offensive material
  - e. Skin-tight or revealing clothing
  - f. Tank tops
  - g. Underwear showing



# Disciplinary Policy

"Train up a child in the way he should go, and when he is old he will not depart from it."  
Proverbs 22:6

Although typically this verse has been applied to parents training up their children, we at Right Paths, Inc. are in a supportive role to the parents in this matter. Therefore, our disciplinary policies are in accordance with Scripture and understanding the parent as the primary disciplinarian. Parents will become involved in the disciplinary process as noted below.

NOTE: Exceptions to this policy will be anything in nature regarding safety concerns for any child, volunteer and/or teacher and those of legal concerns. Parent involvement and/or legal action will be taken immediately. Please see code of conduct for a list of possible behaviors requiring immediate action.

Other policies and government laws may override this process.

1. Teacher uses discretion with verbal warnings, time outs, and/or heart breaks as each student/situation dictates.
2. When a student does not respond positively to the teachers warnings and discipline on a particular issue, a warning will be written to the parent(s) detailing the situation.
3. When a matter is not resolved and student continues in a behavior after step 1 and 2, a parent/teacher conference will be scheduled to discuss the matter.
4. If a student refuses to correct and resolve a matter after steps one through three, an in school suspension with parental input will be issued with a notice given to the board of directors of Right Paths, Inc. for support/counsel for the teacher, student and/or parent and to intercede in prayer for all concerned. Any meetings deemed necessary will be scheduled in an effort to aid the student to repent.
5. A last resort will be expulsion from Right Paths, Inc. activities subject to Right Paths, Inc. board of directors approval.



# Child Security Procedures

We at Right Paths take very seriously our responsibility to care for the health and safety of all children and adults in our programs.

## Contact Information

| Department                             | Number       |
|--|--------------|
| <b>Any emergency</b>                   | <b>911</b>   |
| <b>Ransom Hospital</b>                 | 785-731-2231 |
| <b>Sheriff</b>                         | 785-798-3611 |
| <b>Kansas Child Protection Hotline</b> | 800-922-5330 |

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## Children Health & Safety

### Registration Requirements

- Birth certificate will be required for registration
- Student enrollment will require the approval of all parents and legal guardians
- Immunizations records and tuberculosis test required. Vaccinations are not required.

### Approved Adults

- Parents or legal guardians will provide a list of adults that children are allowed to leave with
- We will have contact procedures for emergencies and unforeseen circumstances

### Sick Policy

- If a child has a fever over 100° or has vomited, may not return to Right Paths until 24 hours after fever-free or vomiting
- If a child has a temperature over 100° at school, must be brought home as early as can be managed

### Adult Safety

- All staff and volunteers will be required to have clear background checks
- No adult alone with a student, unless the parent of the child

## Abuse Prevention

### Monitoring

- We may choose to use a video surveillance system
- Photography will be by consent only

### Abuse Allegation Procedure

It is expressly prohibited to abuse, neglect, exploit or mistreat in any form, any person participating in Right Paths. Mistreatment, neglect, exploitation or abuse is defined as, but not necessarily limited to:

**Physical Abuse** which includes but is not limited to such actions as striking, pulling, pushing, twisting body parts, or inflicting any physical injury to a person by any means. Physical abuse includes directing one person to physically abuse another person.

**Sexual Abuse** which includes but is not limited to sexual assault, rape, fondling, sexual exploitation, or any sexual interaction between any people.

**Mental Abuse** which includes any action which creates mental anguish for the person. These actions include but are not limited to discriminatory remarks, belittlement, derogatory name calling, teasing, unreasonable exclusion from conversation or activities, and verbal abuse.

**Neglect** which includes the denial of meals, medication, and other necessities.

**Exploitation** includes any illegal or improper action affecting a person or use of the person's resources for another person's profit or advantage.

In general, the final report of the investigation should contain written documentation of the following items:

- Interview with victim(s) of alleged abuse, neglect, exploitation or mistreatment,
- Interview with person(s) making allegations,
- Interview with alleged perpetrator(s),
- Interviews with witnesses to alleged incident, which may include other people,
- Other interviews pertinent to incident,
- Documentation of any physical evidence pertinent to the investigation,
- Results of investigations of any external agencies that may be available,
- A Summary of findings and actions taken.

### Staff Training

All new employees/volunteers of the company will receive, as part of their orientation to Right Paths, training in identifying and reporting suspected mistreatment, neglect, exploitation and abuse. All employees/volunteers of Right Paths will receive periodic updating of their initial training in the area of abuse, neglect, exploitation and mistreatment.

Staff who have reason to assist people with daily physical care/hygiene activities will be alert to evidence of physical abuse, especially for individuals who have been determined to be at risk for such abuse.

Staff who are in frequent contact with people will be alert to consistent signs of neglect or mistreatment such as lack of proper clothing for weather conditions, lack of appropriate medical care for illness/injuries, inadequate nutrition, sudden changes in behavior, etc.

### Reporting Procedures – Children

All Right Paths employees/volunteers who serve children are required by law to report incidents of suspected abuse and/or neglect to the Kansas Department for Children and Family (DCF) and/or to the appropriate local law enforcement agency.

When staff/volunteer has reason to believe that an incident of abuse and/or neglect has occurred, regardless of the suspected source, an immediate verbal report will be made to the principal. The principal will ensure that the incident is reported appropriately to the Department for Children and Family and/or appropriate law enforcement agency

If the child/family has an on-going caseworker through the Department for Children and Family, the report will be made to that caseworker or, in their absence, to the caseworker's supervisor. If neither party is available, a report will be made to the Intake Unit of DCF.

If the child/family in question has had no previous, on-going involvement with DCF, the report will be made to the Intake Unit of DCF.

In the absence of the principal, the individual to whom the incident was originally reported will ensure that the appropriate reporting procedure is followed.

The principal and/or staff/volunteer will ensure that an incident report is completed by the staff person(s) who originally suspected abuse, neglect, exploitation or mistreatment within 24 hours of the initial verbal report.

The principal, in consultation with the DCF case worker to whom the abuse and/or neglect report is made will determine at what point the child's parent(s)/guardian(s) will be informed of the report. When the allegation is against the parent(s)/guardian(s), they will not be informed until legal reporting requirements have been completed.

If the allegation of abuse, neglect, exploitation or mistreatment is against Right Paths staff, volunteer, or other party, the parent(s)/guardian(s) of the child will be informed of the incident and of the steps being taken by Right Paths to investigate the allegation.

### Reporting Procedures – Adults

A staff/volunteer person who has reason to suspect abuse, neglect, exploitation or mistreatment of an adult participating in Right Paths will make a report immediately upon discovery to the principal and/or staff/volunteer, regardless of the suspected source of abuse, neglect, exploitation or mistreatment.

The principal and/or staff/volunteer will ensure that the incident is documented according to Right Paths' incident reporting policies and Right Paths' Procedure for Incident Reporting and that a verbal report of the incident is made as quickly as possible. The incident report will be completed no more than 24 hours after the incident.

Depending on the severity and/or nature of the suspected abuse, neglect, exploitation or mistreatment, the information that the person is able to provide and the suspected source of the abuse, neglect, exploitation or mistreatment, a report will be made to the local law enforcement agency and/or the Adult Protection Services caseworker at DCF. It may be necessary for the principal to obtain written authorization from the person and/or guardian to obtain the results of any investigation conducted by DCF Adult Protection

When the allegation of abuse, neglect, exploitation or mistreatment is against Right Paths staff/volunteer, or a party other than a family member and/or guardian of the person, the parent/guardian will be informed of the incident and of the steps being taken to investigate the incident.

### Investigation of Right Paths Staff or Volunteers

When it has been alleged that a Right Paths staff member or volunteer has abused, neglected, exploited or mistreated a person receiving services, the President of the Board of Right Paths, immediately upon being appraised of the incident, will appoint a committee of at least three individuals to investigate the allegation.

Preliminary results of the Right Paths internal investigation will be reported within 24 hours of the original report of the incident. A full investigation of the incident must be completed within 10 working days of the initial report.

The coordinator of the internal investigation will be responsible for ensuring that a complete written record of the investigation, findings, and actions taken is made, and is available within 10 working days of the completion of the full investigation. The coordinator will assure that a referral of the incident is made to the Board for review and referrals were made to other agencies such as DCF or law enforcement as appropriate.

All investigation proceedings will honor the right to confidentiality of the staff/volunteer against whom allegations have been made.

### Sanctions Toward Staff or Volunteers During Investigation

All results of the Right Paths internal investigation, a Board investigation, and other approved/required investigations by DCF and/or local law enforcement agency will be recorded, with the staff/volunteer's knowledge, in the staff/volunteer's personnel file.

The Board of Directors will suspend the staff/volunteer against whom allegations have been made, with or without pay, for the duration of the investigation.

Upon completion of all relevant and authorized or required investigations into the alleged incident, a simple majority of the Board of Right Paths, based upon the information in and recommendations of the various investigations, will determine the continued appropriateness and fitness for employment of the staff/volunteer against whom allegations were made, and determine any special conditions of employment if appropriate.

The President of the Board of Right Paths will inform the Board of Directors of the results of the investigation and actions taken, as appropriate. The President of the Board of Right Paths or designee

will inform the parents/guardian/authorized representative of the person of the results of the investigation and actions taken, if appropriate.

## Severe Weather Response Procedures

### Evacuation and Shelters

Evacuation route maps have been posted in each work area (see below). The following information is marked on evacuation maps:

- Emergency exits
- Primary and secondary evacuation routes
- Locations of fire extinguishers
- Assembly points

### Tornado Procedure

This procedure will be followed when weather conditions indicate that a tornado or other severe weather may affect school facilities. This procedure assumes that designated personnel on the emergency call list will be contacted to make the decision that all people in the building should take cover in designated shelter areas.

The principal will monitor emergency weather broadcasts made by the National Weather Service. If the NWS broadcasts a **Tornado Watch**, the principal will talk to all onsite staff/volunteers and advise them of the potential weather conditions.

If the NWS issues a **Tornado Warning** for the area where the school is located, the principal will immediately contact all onsite staff/volunteers and advise them that a warning has been issued, and everyone onsite will move to shelter areas. Staff, volunteers, and students will be accounted for in the shelter areas.

All staff, volunteers, and students will go to shelter areas and remain there until the weather system has passed and the “all clear” has been issued by the NWS.

When leaving shelter areas, staff, volunteers, and students must be vigilant in case of any building damage or downed power lines outside the building.

Staff/volunteers will evaluate the effects of the storm and will make the decision whether to continue building operations.

### Fire Procedure

Fire drill practices take place at least quarterly to ensure that all children and staff/volunteers are familiar with fire procedures, should a fire take place. Days of fire drills are changed so that every child is involved in the practice.

Staff/volunteers discuss with the children the reasons for the fire drills before and after each drill.

Records of the fire drills are kept detailing the day, time, duration and difficulties encountered in evacuating children and staff from the premises. Difficulties during fire drills are dealt with immediately.

Fire drill instructions indicating exit routes and the fire assembly point outside the building are clearly displayed in each room.

Smoke detectors and fire extinguishers are available as recommended by the local fire safety services and serviced annually. Written records are kept of the monthly checks of the firefighting equipment.

#### Fire Drills

*1. Raise Alarm*

- a. The person discovering the fire will immediately sound the alarm
- b. The designated person will get the daily attendance sheet

*2. Evacuate Building*

- a. Staff, volunteers, and children evacuate the premises safely to the fire assembly point outside the building.
- b. The Fire Safety Warden/ Designated person checks all areas of the school to make sure that there no persons left in the building. No one is permitted to enter the building after all areas have been checked and cleared.
- c. Designated person checks children and staff/volunteers present against the attendance sheet

*3. Call Fire Department*

- a. The Fire Safety Warden or Designated person calls the fire department

## First Aid Procedure

Right Paths understands First Aid to refer to:

- a) The initial and appropriate management of illness or injury which aims to preserve life or minimize the consequences of injury and illness until professional medical help can be obtained; and
- b) The treatment of minor injuries that do not require the attention of a medical practitioner or nurse.

Right Paths recognizes that employers are required to make arrangements for first aid at work, to ensure that illness or injury at work is treated and managed in the most appropriate way.

### First Aid Box

All staff and volunteers shall have access to a First Aid Box at every location with children present. The box should contain at least the following:

- Disposable nonporous gloves
- Cleaning agent
- Scissors
- Assorted bandages
- Adhesive tape
- Sterile gauze
- Elastic bandage

Tablets or medicines shall never be stored in the First Aid Box, and any present on site as required by anyone must be locked in a secure storage container.

## Crisis Management Procedure

Rights Paths Christian Academy places the highest priority on the preservation of the lives of our students and staff. If an active shooter event should occur, our staff shall use the **Avoid, Deny, Defend** model.

If it is safe to do so, staff/volunteers should escort the students out of the facility immediately, and **avoid** the shooter(s).

If staff/volunteers or students are unable to safely exit the school safely, they should lock themselves in their current location and barricade the door to **deny** access to the shooter(s).

In the event that staff/volunteer or students are unable to avoid or deny access to the shooter(s), they should **defend** themselves using whatever means are available.

Regardless of the options utilized, staff shall call emergency services (911) as soon as it is safe to do so.

If an active shooter incident occurs, staff/volunteers and students will be required to participate in mental health counseling.



# RIGHT PATHS CHRISTIAN ACADEMY

"I have taught you in the way of wisdom; I have led you in right paths." Proverbs 4:11 (NKJV)

## Emergency Safety Plan

### Fire

1. Locate fire
2. Yell to notify adult
3. Go to nearest emergency exit
4. Gather on the knoll across the gravel road south of the building

Emergency help ..... 911

Ness County Sheriff..... 785-798-3611

Ransom Hospital ..... 785-731-2231

Kansas Hotline ..... 800-922-5330

### Tornado

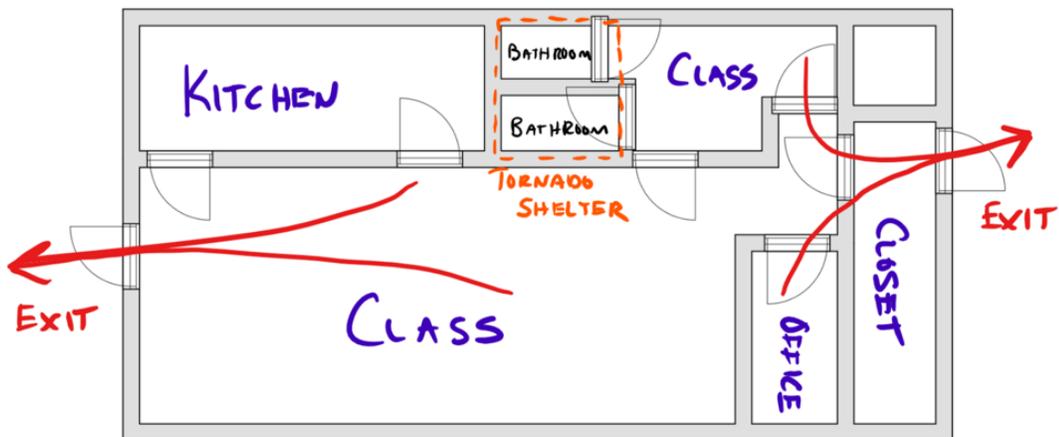
1. Get pillow & blanket, if time allows
2. Go inside the bathroom
3. Stay away from windows
4. In the event of an actual tornado, put pillow over head and put head between knees
5. Remain in bathroom until notified by National Weather Service

### Serious Injury

1. Call 911 if necessary
2. Location first aid kit
3. Perform basic first aid procedures

### Flood

1. Avoid water over ankle-deep
2. Find an adult
3. Evacuate to a safe area, or to highest ground





# RIGHT PATHS CHRISTIAN ACADEMY

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## Confidentiality Policy

The safety, well-being and protection of our students are the paramount considerations in all decisions staff, at Right Paths Christian Academy, make about confidentiality. The appropriate sharing of information between school staff and/or volunteers as well as with parents is an essential element in ensuring our student's well-being and safety. This includes personal information kept on file as well as conversations occurring on the premises. Our general rule is that staff/volunteers should make clear at the beginning of any conversation that there are limits to confidentiality. These limits relate to ensuring children's safety and well-being. The student will be informed when a confidence has to be broken for this reason and will be encouraged to do this for themselves whenever this is possible.

### Personal student files and medical records

All student records of personal information including applications, birth certificates, grades, immunization records, prescriptions, etc. will be kept in locked files. Any information kept digitally will be password protected. All staff/volunteers of Right Paths, Inc. and/or the board of directors will have access to these records. Parents may have access to all records for their children only.

### Conversations

Staff/volunteers of Right Paths Christian Academy will not promise confidentiality to any student for any conversation. Students do not have the right to expect that incidents will not be reported to his/her parents or legal guardians as well as governing authorities if necessary. However, staff/volunteers are not obliged to break confidentiality except where child protection is or may be an issue, or to a specific child's parents regarding their child only when asked. We do believe it is important that staff/volunteers are able to share their concerns about students with colleagues in a professional and supportive way, on a need-to-know basis, to ensure staff/volunteers receive the guidance and support they need and the student's safety and well-being is maintained. If necessary, matters will be brought to the Right Paths, Inc. board of directors for guidance. If any student shares difficult personal information regarding a home situation, they will be encouraged to also discuss the matter with their parent(s) or legal guardians themselves. We can never guarantee confidentiality if we think they will hurt themselves, hurt someone else, or they tell us that someone is hurting them or others. Staff/volunteers will never interrogate a student or ask leading questions. Regarding matters of serious abuse or neglect, if suspected, and/or if sexual activity of a minor is brought up in conversation, these will be reported to the appropriate authorities (and parents/guardians if appropriate) immediately as required by law to ensure that any intervention necessary to protect the child is accessed as early as possible.

## Ground rules during teaching

At Right Paths Christian Academy, we have ground rules for the students to ensure a safe environment for teaching and to minimize unconsidered, unintended personal disclosures.

- We won't ask each other or the teacher personal questions
- We will respect each other and not laugh, tease, or hurt others
- We won't say things we want to keep confidential
- We can pass or opt out of something if it makes us feel uncomfortable
- If we do find out things about other students, which are personal and private, we won't talk about it outside of school, but if we are worried about someone else's safety, we will tell a teacher.

## Curriculum and/or teaching topics

All curriculum choices at Right Paths Christian Academy are carefully chosen to best represent Christ and/or Christian doctrine comfortable for all protestant denominations. It is our policy to exclude any sex education classes leaving that responsibility to parents and legal guardians. All curriculums will be available at any time for a parent to view. We believe the parents are fully responsible for the course of their children's education and the information being taught.

## Staff/Volunteers

Any staff/volunteers needing support themselves in dealing with some of the personal issues of students will be asked to make sure all conversations with colleagues never be within earshot of students. We would rather a staff member/volunteer ask for help rather than make a poor decision because they don't have all the facts or the necessary training regarding an issue. We as staff/volunteers will pray for one another, encourage one another, and in difficult situations include the board of directors as a way to ensure that all staff/volunteers know that they have support. All staff conversations could be elevated to disclosure to the board of directors, and/or parents if necessary.

## Dissemination and Implementation

This policy will be posted on our website and distributed to all staff at hiring and parents of students in application packets.



# RIGHT PATHS CHRISTIAN ACADEMY

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## Grievance Policy

**Objective:** To establish Biblical guidelines for the resolution of disputes and grievances in the operation of all Right Paths, Inc. activities.

These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Right Paths, Inc. operations, between any two parties connected in a direct way to any of our activities. This includes students, parents, staff, volunteers, administration, and board of directors.

### Definitions

#### **Dispute**

Any disagreement that results in broken fellowship or trust between the parties, or that disrupts the lines of authority in any Right Paths activity, or which (in the judgment of either disputant) threatens the successful implementation of Right Paths, Inc. objectives and goals.

#### **Grievances**

Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

#### **Concerns**

The substance and details of the dispute and/or grievance.

### Guidelines

#### 1. Students/parents to teachers:

All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.

If the problem is not resolved, the parents or student may bring the concern to the Principal. If the student brings the concern, he/she must have permission from his/her parents to do so.

If the problem is still not resolved, the parents should appeal the decision by requesting a hearing from the Right Paths, Inc. Board of Directors.

#### 2. Parents/patrons to Principal:

If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Principal.

If the situation is not resolved, they should request a hearing from the Right Paths, Inc. Board of Directors.

This procedure applies to board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.

3. Staff to Administration:

All concerns about the standards of the school must first be presented to the Principal. A respectful demeanor is required at all times.

If the problem is not resolved, the staff member may appeal the decision in writing to the Principal, followed by a meeting to discuss the matter.

If the problem is still not resolved, the staff member may appeal to the Board in writing and request a hearing. The request will be passed to the Board of Directors through the Principal. The Principal must pass on all such requests.

4. Volunteers to Staff/Administration:

If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his/her oversight (Teacher or Principal).

If the problem is not resolved, then the concern should be presented in writing to the Principal, followed by a meeting with him/her to discuss the concern.

If the problem is still not resolved, the volunteer may request a hearing from the Board of Directors in writing. The request will be passed through the Principal. The Principal is required to pass the request on to the Board.

5. Individual Board Members to Principal:

If specific concerns arise during a board meeting, board members may not challenge, rebuke, or debate directly with the Principal in the board meeting, but his/her concerns will be channeled through the Chairman instead.

Any board member may call the Board into executive session if a potential grievance or dispute arises during a Board meeting.

If the Board decides that the issue does not warrant executive session, the Board will return immediately to open session.

If the Board decides further investigation is warranted, the Principal will meet with the Board in executive session to present his perspective and answer the questions.

If the Board decides against the Principal (2/3 vote required), the board will attach a written description of their decision to the Principal's annual job evaluation.

If the Board does not decide against the Principal, any Board member(s) who is/are still not satisfied will be instructed by the Board to drop the issue.

6. General:

It is understood that if any disputes arise which are not covered by this policy, the Board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.



# Student Application

Thank you for considering Right Paths for the educational future of your child(ren)! Please fill out this form as well as you can, to give us the best opportunity to evaluate your request.

## Parents / Guardians

|        | Name | Phone | Email |
|--------|------|-------|-------|
| Father |      |       |       |
| Mother |      |       |       |
| Other: |      |       |       |

## Address

|        | Address |
|--------|---------|
| Home   |         |
| Other: |         |

## Child(ren)

Just write this information on a separate page if you need more room.

| Name | Age | Grade | Fulltime or Classes |
|------|-----|-------|---------------------|
|      |     |       |                     |
|      |     |       |                     |
|      |     |       |                     |

## Your Goals

Please tell us what you're looking for Right Paths to help with your children.

| Goals |
|-------|
|       |

## Our Goals

We have provided you with several documents and policies to explain how we would love to help you. Please initial below to indicate that you have read and understood the following:

| Initials | Document                  |
|----------|---------------------------|
|          | Statement of Faith        |
|          | Tuition & Fees            |
|          | General Hours             |
|          | Code of Conduct           |
|          | Disciplinary Policy       |
|          | Child Security Procedures |

If you'd like, we also have other Right Paths, Inc. policies available such as:

- Conflict of Interest
- Document Destruction and Retention
- Whistleblower

## Signatures

Please sign below to indicate you have legal permission to enroll your child(ren) with Right Paths, Inc.

|        | Signature | Date |
|--------|-----------|------|
| Father |           |      |
| Mother |           |      |
| Other: |           |      |