

## A MESSAGE FROM THE PRINCIPAL

We are delighted to have you as one of our students in Kings Christian School. We trust you will find your time here with us to be a time of spiritual blessing and scholastic growth. We believe that every Christian young person should experience the same growth that Jesus realized as a child:

*“And the child grew, and waxed strong in spirit, filled with wisdom: and the grace of God was upon him.” – Luke 2:40 –*

Kings Christian School is dedicated to helping you develop in these same three areas:

1. Physical..... "The child grew"
2. Spiritual..... "Waxed strong in spirit"
3. Mental..... "Filled with wisdom"

As we work with you this year, our desire is that you will grow in all three areas of your life. We have an excellent faculty and staff to help you. May this school year be a real blessing to you.

Yours in Him,

Duane E. Daniel  
Chief Administrator  
On behalf of Kings Christian School Board

Following are the listed hours of school operation. Please contact the school office during these times.

### OFFICE HOURS

7:45 am	Phone Lines Open
8:00 am	Office Opens
4:00 pm	Office Closed (Monday –Friday) Voice Mail ON

### SCHOOL HOURS

8:00 am	Campus Opens
8:25am	High School begins
8:30 am	School Begins (AM Pre-School, AM Kindergarten, 1 <sup>st</sup> Grade through 8 <sup>th</sup> Grade)
12:00 noon	AM Pre-School & AM Kindergarten Dismissal
3:15 pm	PK, KG 1,2,3,4, HS (Monday-Thursday) Dismissal
3:30 pm	5,6,7,8 (Monday-Thursday) Dismissal
<b>2:30 pm</b>	<b>Pre-Kindergarten – High School Dismissal (Friday)</b>

**\*\*NOTE:** Students must be picked up by 3:30 pm Monday through Thursday and 2:45 pm on Friday. Students must remain in front of school from school dismissal time until pickup or Extended Care Supervision begins. **ALL UNSUPERVISED CHILDREN** on school grounds before or after regular school hours will be taken to Extended Care Supervision

### EXTENDED CARE

Before and After School Care

For the convenience of our parents and the safety of our students, KCS offers Extended Day Supervision. It is for children enrolled in KCS and is for Full day Kindergarten, PM Kindergarten and First through Eighth Grade (**There is no Extended Care for Preschool students**).

Before School:	7:00 to 8:00 AM
After School:	3:15 (PM & All-Day Kindergarten-4 <sup>th</sup> ); 3:30 (5 <sup>th</sup> -8 <sup>th</sup> )
	– 5:30 PM (Monday – Thursday)
	– 2:45 – 5:30 PM (Friday)
	– 12:30 to 5:30 pm Noon Dismissal Days

Students will be instructed as to where they are to be during Extended Care. At NO TIME is a student allowed to be on campus unsupervised waiting for their ride. Students who are wandering around campus will be sent to Extended Care and the parents will be billed for the time. Applications are available in the office.

## MEDICINE AT SCHOOL

A student who must take a prescription or nonprescription medicine during the school day must turn in a completed "PERMISSION TO ADMINISTER MEDICATION" form. Medicine should be in its properly labeled bottle from the pharmacy. Turn both items in to the receptionist in the front office.

The student is responsible for coming to the office at the appropriate time, and KCS will not be held responsible for missed doses of medication. Only certain medications are allowed on campus and in a student's possession. These exceptions to the general rule (students shall not keep medications on their person, desk or lockers) may only be authorized by the school office/nurse in consultation with the prescribing physician. Under NO CONDITIONS will it be permissible for a student to use medicine prescribed and belonging to another student. Please consult the school office/nurse for the appropriate procedures relative to your child's particular medication if it is medically important for it to be in his/her possession.

## LUNCH

Lunches are either brought from home OR purchased at Mother's Ministry.

**NOTE: Microwaves are not available to heat lunches. Be sure lunches from home do not need to be heated.**

**Lunches are cash only.** \$2.00 per day for regular lunch

**Two selections will be offered daily:**

Regular lunch with drink (menu selection) OR  
Cup of Noodles with drink

Other items are available for individual purchase and prices vary according to item.

A monthly lunch menu can be viewed on line at [www.kcsnet.com](http://www.kcsnet.com).

## TRANSPORTATION

Transportation to and from school is by automobile. Students from grades 5 and up may bicycle or walk to school. Students below grade 5 must have specific permission to bicycle or walk to school.

### TRANSPORTATION OPERATION ON SCHOOL GROUNDS

The following procedures are the approved safety rules for operation of motor vehicles on the KCS campus. They are meant for the safety and protection of all who enter our campus. We ask that when driving onto the school grounds that you please follow these procedures. When everyone follows the same set of rules, the congestion and hazard will be lessened for all of us.

**Park in the designated parking lot or on the dirt area to the west of the office ONLY.**

- 1. SPEED LIMIT ON CAMPUS IS 5 MPH AT ALL TIMES!**
- 2. The east side of the school is closed to all vehicle traffic (this area is reserved for Staff parking.) Do not drive in this area. This area may only be used for overflow passenger drop-off between 8:00-8:30 am or pick up from 3:10 – 3:40 pm only.**
- 3. The white painted curbs are for dropping off and picking up passengers ONLY. A five minute limit is recommended for the convenience of all parents. Please do not park and leave your vehicle in these areas during the hours of 8:00-8:30 am and 3:10-3:40 pm, which are heavy traffic times.**
- 4. Double parking (or stopping) next to cars at the white curb areas to drop off or pick up passengers is not allowed at any time. Do not stop in driving lane and beckon your child to the car. This causes congestion during heavy traffic times and is hazardous to your passengers. This lane must be kept open for the flow of traffic in and out of the parking lot.**
- 5. If it is not possible to stop at the white curb, please utilize the parking spaces available. In this case, we ask that you please walk your children (Pre-Kg through 4<sup>th</sup> grade) to the white curb when dropping off or to the car when picking up. This is for the child's safety.**
- 6. Please park in the designated parking lot or in the dirt areas to the west or south west of the parking lot.**
- 7. Please watch for pedestrians crossing the parking lots.**
- 8. Do not stop in entrance or exit lanes to "D" Street to drop off or pick up passengers.**
- 9. Please do not stop or park in any zone painted red, the fire lanes, or the designated "NO PARKING" zones with striped markings.**
- 10. High School student parking is marked off in yellow. High School students are to park in these areas only.**
- 11. The parking lot attendants are here for the safety and protection of everyone. They are also here to monitor our parking lot procedures. Please obey their requests and treat them with respect.**

**Please be courteous to other drivers and follow all parking lot policies/procedures. At all times, student safety is our main concern.**

## FOGGY DAYS

The following are the major points of the KCS foggy day policy/procedures:

1. KCS is contracted with Channel 18 to broadcast our foggy day schedule. The decision will be made as early as possible, but no later than 7:45 a.m. When we have called a foggy day, the broadcast will say: ***Kings Christian School – Plan A***
2. ***Elementary:*** On foggy days classroom instruction will begin at 9:15 a.m. Teachers will limit classroom activities to enrichment, review, special help, and other activities, which will not be part of any new curriculum until 9:15 a.m. Students who get to school after 9:15 a.m. because of fog will be responsible for homework, catching up, etc., but in no way will they be subject to an unexcused tardy or absence.
3. ***High School:*** If a foggy day schedule has been declared, high school will start instruction at 9:15 a.m. Students arriving prior to 9:15 shall report to their 1<sup>st</sup> period class until school starts. Class material will be presented as planned at 9:15 regardless of the number of students present. Fog related tardiness after that time will be considered excused, but students will be responsible for any work covered after 9:15 a.m. **(For accountability purposes, we request a note or phone call from a parent if a high school student comes in after the 9:15 time).** High School students who use the fog as an excuse not to come to school on time, coming in well after the fog has lifted, will be subject to penalties in accordance with our Attendance Policy. **High School Parents Note: Once a student arrives on campus, they cannot leave the campus upon learning that a foggy day schedule has been declared. They must stay on campus and report to their 1<sup>st</sup> period class. Students who leave campus will be subject to disciplinary action.**

4. PLEASE NOTE: The ultimate decision on foggy days regarding when to send students is parental. Our 9:15 a.m. start is not to be construed as meaning that we expect every child to be here. If you do not perceive it to be safe, then don't come until it is! If you make the decision to bring your children in after the foggy day start time, please call us or send a note with your child. Dismissal times are as usual.

**Our foggy day procedure is designed for the safety of our car pools, not the convenience of starting school at a certain time. KCS cannot and will not decide when it is safe for you or your carpool to leave for school.**

## COLLECTION POLICY

It is our goal to work with our school families when financial situations arise. Therefore, communication with the office is the most important thing you can do to prevent the possibility of your student being dismissed for financial reasons.

Each family will receive a monthly statement that will indicate an amount due for the month. All tuition and fees payments are due by the 10<sup>th</sup> of each month unless arrangements have been made with the office. Tuition must be paid by the 20<sup>th</sup> in order to avoid a late charge. **There will be a \$10.00 monthly late charge on payments made after the 20<sup>th</sup> of each month.**

**1. Past Due Accounts:** Accounts past due (60 days with no communication with the office): Students may be withdrawn and not allowed to return until the next school year unless specific payment arrangements have been made.

**90 days past due (with no communication):**

- a. Students will automatically be withdrawn and not allowed to return until the next school year.
- b. Account is subject to being turned over to Kings Credit Services for collection. A \$10.00 service charge will apply to all accounts turned over.

Report cards will be held at the quarter breaks if an account is not current at that time. Students may be asked not to return at the quarter until accounts are brought current. Report cards, SAT results, diplomas, transcripts, etc., will be held at the end of the school year unless accounts are current.

Accounts include: tuition, books, library fines, Mother's Ministry charges, vandalism, sports equipment not returned, etc.

**There will be a \$25.00 charge on all returned checks.**

### **STUDENT PHONE USE**

Students are to refrain from asking permission to use the school phone unless there is an emergency. Parents should have car pool arrangements made prior to their student arriving at school in the morning so that the student WILL NOT have to use the phone at the end of the day. Students may not be allowed to use the phone if they forget their PE clothes, lunches, books, etc. This is at the discretion of the secretary. **Students will not be allowed to use classroom or Mother's Ministry telephones.** Pagers and cell phones are allowed on campus, but they may not disrupt class. **Students must ask permission to use their cell phone.**

### **TEXTBOOKS**

Students are reminded that their parents have purchased their textbooks. It is the student's responsibility to take care of these books. Textbooks are expensive to replace. A few text books are issued at the beginning of the school year and collected at the end of the year. Students are charged a usage fee (this fee is traditionally 1/3 of the cost of the book, therefore, replacing the book at the end of the 3rd year). If a student missuses the book or is negligent with it's care, the student will be charged an additional fee, or the full replacement cost of the book. Please instruct your student to take care of his/her books. The student will be charged for any books that need to be replaced due to loss, damage, theft, etc.

### **DAMAGED SCHOOL PROPERTY**

**Parents will be assessed a fee to replace or repair damage caused by their child. This may include, but is not limited to desks, chairs, restrooms, graffiti, and other school equipment.**

### **COPY MACHINE USE**

Copies will be made for students if a paper is lost or damaged at the rate of 10 cents per copy. AT NO TIME shall a student use the office copy machine. A secretary or trained student aide must make copies, or other staff member if a secretary is not available. Copies must be paid for at the time of copying. NO CHARGING.

## WHAT KINGS CHRISTIAN SCHOOL CAN AND CANNOT DO

*(Adapted from an article by Derek Keenan)*

### What Kings Christian School CAN DO...

- **Kings Christian School** provides Godly teachers who impart in all of their teaching a love for God, His Word and each student. All Kings Christian School staff members must be born-again Christians and members in good standing at a local evangelical church.
- **Kings Christian School** disciplines students in a loving, firm, Biblical manner.
- **Kings Christian School** provides an atmosphere that is conducive to Christian character training and academic achievement. The elementary school regularly fields athletic teams in flag football, volleyball, basketball and track. The high school has an excellent choir and ensemble that minister throughout the community.
- **Kings Christian School** offers a sound academic program that will prepare students for future academic and career choices. Kings Christian School students consistently score from 6 to 18 months above the national average in language, math and reading.
- **Kings Christian School** provides a resource of students, many of whom would make good friends for your children. The vast majority of Kings Christian School students come from homes in which there is a definite commitment toward Christian standards of character.
- **Kings Christian School** staff, in order to accomplish the goal of “educating our youth with God’s Word as our foundation toward salvation, calling, character, and competency,” prays regularly for the students.

### What Kings Christian School CANNOT DO...

- **Kings Christian School** cannot make up for a lack of Christian training and character traits that may not have been taught thoroughly at home.
- **Kings Christian School** cannot change undisciplined, hostile children into submissive, obedient ones.
- **Kings Christian School** cannot guarantee that every student in the school is a wholesome person that would be a positive influence on your child, and that your child will choose good friends.

## STATEMENT OF MISSION

<b>I N S T R U M E N T A L I T Y</b>	<ul style="list-style-type: none"> <li>1. Informal Evangelism Mark 4:3-20</li> <li>2. Formal Evangelism Mat 28:18.20 Rom 10:13-15</li> </ul>	<ul style="list-style-type: none"> <li>1. Informal Counseling Deut 6 Rom 14:1-4</li> <li>2. Formal Counseling Program Rom 12:3-8</li> </ul>	<ul style="list-style-type: none"> <li>1. Basic Curriculum                             <ul style="list-style-type: none"> <li>a) Instruction</li> <li>b) Stimulate thinking Psa 119</li> <li>c) Application James 1:22</li> </ul> </li> <li>2. Research                             <ul style="list-style-type: none"> <li>a) Use of library and Internet research II Tim 2:15</li> <li>b) Formal reports Luke 1:1-4 Acts 1:1-4</li> </ul> </li> <li>3. Accountability                             <ul style="list-style-type: none"> <li>a) Parental communication</li> <li>b) Discipline Room Heb 12:11</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>1. Foundation Biblical Instruction II Tim 3:16, 17</li> <li>2. Modeling                             <ul style="list-style-type: none"> <li>a) Teacher II Tim 3:10-15</li> <li>b) Biographies Heb 11:5-40</li> </ul> </li> <li>3. Mission / Service Matt 28:18-20</li> <li>4. Discipline                             <ul style="list-style-type: none"> <li>a) Identify sin patterns Rom 14:14</li> <li>b) Biblical correction Eph 4:22-32</li> </ul> </li> </ul>
<b>OBJECTIVES</b>	<ul style="list-style-type: none"> <li>1. Necessity Rom 6:33a</li> <li>2. Provision Rom 6:33b</li> <li>3. Acceptance John 1:12</li> </ul>	<ul style="list-style-type: none"> <li>1. Awareness Gal 1:15,16</li> <li>2. Stewardship Lev 19:13-27</li> <li>3. Talents Matt 25:14-30</li> <li>4. Gifts Rom 12:6-8</li> </ul>	<ul style="list-style-type: none"> <li>1. Work Ethic Jn 9:4, Col 3:13</li> <li>2. Study Skills II Tim 2:15</li> <li>3. Cognitive</li> <li>4. Knowledge Prov 1:5, 2:6,10</li> <li>5. Biblical World View Rom 12:1,2 Col 2:8</li> <li>6. Scriptural Reasoning II Tim 2:15</li> </ul>	Galatians 5:22-23 I Timothy 3 Ephesians 2:10
<b>GOALS</b>	Salvation	Vision	Competency	Character
<b>MISSION</b>	<p>To build into the lives of our students:</p> <ul style="list-style-type: none"> <li>1) A lifetime commitment to Jesus Christ as Savior and Lord; John 3:3, Rom 12:1,2</li> <li>2) Commitment to God's specific calling in their lives; Gal 1:15,16, Rom 12:3-8</li> <li>3) Christian competency: Rom 12:6-8, I Cor 10:31, Col 3:23</li> <li>4) Christian character. I Tim 3, Gal 5:22,23</li> </ul>			
<b>PHILOSOPHY</b>	<p><b>The perception, interpretation and application of truth.</b> John 18:36-38</p>			

## **STUDENT AIDE PROGRAM**

In order to give high school students the opportunity to develop their gifts working with children, and give elementary teachers the opportunity to have another helper in the classroom, a student aide class has been created. Those enrolling in this class must follow these guidelines:

1. Each student aide enrollee must be a junior, senior or sophomores with special permission (not open to freshman).
2. Each student aide enrollee will be subject to approval by the Student Aide Advisor before being accepted into the program. Approved student aide will have a two week probation period. Student Aides must be an enrolled KCH student.
3. Each student aide enrollee must attend an orientation class, read and sign a statement of cooperation with the Student Aide Advisor (Mrs. S. Reynolds).
4. A student aide will be assigned to an elementary teacher. The student aide is not allowed to change teachers at any time without the expressed written permission of the advisor, the teacher they are leaving, and the teacher they are going to. Changing must be done through the high school Registrar.
5. A student aide may be reassigned, or taken out of the program if he/she does not follow the requirements of the program, or does not follow the directions of the assigned teacher.
6. A student aide will be evaluated on a continuous basis. The assigned teacher will be giving the evaluations. These will be available for the student to review from the advisor.

## **PARENTAL INVOLVEMENT**

For KCS to be successful, parents must be involved. The following opportunities for involvement are available. Volunteering your time not only helps the ministry with a workforce, but saves the school valuable funds to help with expansion and upkeep.

1. **GENERAL MINISTRY** – Such services as prayer, financial support, and periodic assistance in such activities as field trips, work days, fundraisers, etc.
2. **SPECIFIC MINISTRY** – The Lord calls some to specific on-going ministry such as:
  - A. Coaching a team – If you have an area of special expertise and the time flexibility to teach or coach, we encourage you to contact the administration and/or athletic director about ministering to the KCS students in that area.
  - B. Aiding on a regular basis in the classroom.
  - C. Substitute teaching – If you have a teaching credential and/or classroom teaching experience, we encourage you to place your name on our substitute teaching list. This may be done at the front office. You will be paid for your service, though our pay schedule is not as high as it is in the public schools.
  - D. KCS Boosters—This group of parents and staff members help raise funds for KCS athletics. They usually meet monthly. Their meeting dates are published in the “Crusader’s Echo.”
  - E. Mother’s Ministry—One of the longest standing ministries at KCS. Basically they prepare and serve hot lunches to KCS students. There is always a great need for willing and able fathers and mothers to involve themselves in this worthwhile food service ministry to our students.

- F. Library—There is always a need for library volunteers. If you enjoy reading, processing books, or ministering to students in a literary way, please contact the KCS office and we will arrange a meeting between you and the KCS librarian regarding the possibility of ministry in this area.
  - G. KCS Thrift Store—The most productive fundraising ministry at KCS is the KCS Thrift Store ministry. There are two thrift stores - one in Lemoore and another in Hanford. This ministry also has the greatest need for volunteers since a great volume of goods donated to the stores must be processed on an on-going basis. You may inquire about volunteering in the thrift store ministry directly at either store or at the KCS office.
3. BOARD COMMITTEES –Parents are encouraged to serve on ad hoc committees that are periodically established by the KCS Board.. If you are interested in serving in any of these areas, please inquire at the KCS office (receptionist) for more information.
  4. GOVERNING MINISTRY – The Lord calls a few into the ministry of the School Board. School Board members have demonstrated a heart for the ministry over a period of time and are led of the Lord to apply. The Board usually meets on the second Tuesday of each month beginning at 5:30 pm and the meeting is open to any interested parents. Parents with concerns, suggestions, etc., are encouraged to contact the person who can do the most to alleviate the concern or incorporate the suggestion. If the concern persists, then the administration and Board are more than willing to hear a concern, investigate, and proceed to the Biblical solution.

### **SEXUAL HARRASSMENT**

Kings Christian School is committed to maintaining a work environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment (Genesis 1:26; Galatians 5:19-21). Kings Christian School is prepared to take action to prevent and correct any violations of this policy (I Corinthians 5). Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion (John 8:11; I Thessalonians 5:14; Daniel 1:1-22; Matthew 18:17; I Corinthians 5:1-8). Anyone who wishes to register a complaint or obtain a copy of the complete KCS Sexual Harassment Policy may contact the following personnel who are authorized to respond in regards to this policy:

<b>NAME</b>	<b>POSITION</b>
Duane Daniel	Chief Administrator
Wanda Drewry	Elementary Head Teacher
Steven Reynolds	High School Principal
Nancy Storment	High School Teacher

## 2011/2012 SCHOOL CALENDAR

<b>August 16</b>	<b>Meet the Teacher for grades 1<sup>st</sup>-8<sup>th</sup> 4:00pm to 6:00 pm</b>
August 17	First Day of School: Grades 1 <sup>st</sup> through 12 <sup>th</sup>
August 22	First Day of School for Pre-School and Kindergarten
August 25	Back to School Night
August 30	School Picture Day
<b>September 5</b>	<b>NO SCHOOL - Labor Day</b>
September 7 - 30	Gift Wrap Fundraiser
September 26 - 29	High School Retreat
September 30 <sup>th</sup>	No School for High School Only
<b>October 10</b>	<b>NO SCHOOL - Columbus Day</b>
October 12	High School PSAT/PLAN testing
October 14	End 1 <sup>st</sup> Quarter
October 17	High School Choir Concert
October 21	School Picture Retakes
October 24 - 28	<i>NOON DISMISSAL – Parent/Teacher Conferences</i> <i>Regular Full Day Monday thru Thursday for Pre-K</i>
<b>November 10</b>	<b>NO SCHOOL – Accreditation In-Service</b>
<b>November 11</b>	<b>NO SCHOOL – Veterans Day Holiday</b>
<b>November 21 - 23</b>	<b>NO SCHOOL – ACSI Teacher Convention</b>
<b>November 24 - 25</b>	<b>NO SCHOOL – Thanksgiving Holiday</b>
December 12	High School Choir Christmas Concert
December 13 – 16	Noon Dismissal High School Only: High School Finals
December 16	<i>End 2<sup>nd</sup> Quarter NOON DISMISSAL – Begin Christmas Holiday</i> <i>NO PM EXTENDED CARE TODAY</i>
<b>December 19 – January 6</b>	<b>NO SCHOOL - Christmas Break</b>
January 9	Back to School
<b>January 16</b>	<b>NO SCHOOL - Martin Luther King Birthday</b>
<b>February 3</b>	<b>NO SCHOOL – Teacher In-Service</b>
February 17	Noon Dismissal HS ONLY
February 18	Candlelight Dessert Concert
<b>February 20</b>	<b>NO SCHOOL – President’s Day</b>
March 7 – 9	No School for HS Only HS Choir leaves for Musicale
<b>March 9</b>	<b>NO SCHOOL – Teacher In-Service-End 3<sup>rd</sup> Quarter</b>
March 23	<i>NOON DISMISSAL – Grandparents’ Day</i> <i>NO PM Extended Care Today</i> <i>NOON DISMISSAL</i>
March 26 – 30	<i>Stanford Achievement Testing and Parent/Teacher Conferences</i> <i>Regular full school day for Pre-K Monday –Thursday this week</i> <i>NO PM EXTENDED CARE TODAY</i> <i>7/8 to Sacramento/San Francisco</i>
March 29 - 30	
<b>April 2 – 9</b>	<b>NO SCHOOL- Easter Holiday</b>
April 10	Back to School
April 27	<i>NO SCHOOL FOR PK ONLY TODAY</i>
May 3	National Day of Prayer
May 18	<i>Last day for Pre-School and Kindergarten</i> <i>Noon Dismissal PK/KG Only</i> <b>LAST DAY OF EXTENDED CARE</b>
May 21 – 23	<i>NOON DISMISSAL - Last week of School</i> <i>High School Finals</i>
May 23	LAST DAY OF SCHOOL- 9:00 AM Elementary Awards
May 24	Eighth Grade Graduation
May 25	HS Graduation and Grad Party

# **ELEMENTARY HANDBOOK**

## ACADEMIC CODE

- I. Excelling will be the key word for every class and activity. The Christian has no excuse to present only his average effort. He must strive to excel and to offer the Lord His best. (I Corinthians 10:31)
- II. On the other hand let us strive to have “excellence without egotism” so that we give Him the glory for anything we are able to achieve. (Romans 12:3)
- III Academic Activity Suspension: Students may be suspended from social and athletic activities if at the mid quarter deficiency or the end of the quarter reporting the student has less than a 2.0 or a D or F in citizenship. This will be in effect until the next deficiency or quarter reporting.
- IV. Grades are issued quarterly and are designated as follows:
  - A – Excellent
  - B – Good
  - C – Average
  - D – Below Average
  - F – Failing
  - S – Satisfactory
  - U – Unsatisfactory

At all times, grades will reflect (1) actual achievement and (2) effort based on daily assignments, test averages, midterm and final examinations (at applicable grade levels).

Honor Roll is as follows for K-8:

3.0 – 3.5 = B Honor Roll

3.6 – 4.0 = A Honor Roll

An F or D in any course automatically disqualifies the student from the Honor Roll for the grading period.

- V. Group achievement tests will be given at least once annually (e.g., Stanford Achievement Test) and results communicated to parents.
- VI. An important part of your child’s education is learning to be responsible for assigned homework and to complete and follow through on assignments while at the same time being neat and orderly in their work. At KCS we feel that it is our part to hold the students accountable for their assigned tasks. We feel your part is to work with us to encourage your student’s growth in responsibility.

Homework will be given consistent with student ability and placement. Parents will be notified when homework is incomplete.

Daily consequences of delinquent homework are at the discretion of the teacher, including the decision to lower academic or citizenship grades or issue a procedural referral.

## KCS SPIRITUAL AND MORAL CODE

This code is written in order to make clear what quality of behavior is expected and enforced at KCS.

### I. Foundation Principles for the Spiritual and Moral Code.

#### A. Basic responsibilities towards God:

1. To love and obey God (Matthew 22:27-29)
2. To be receptive to all spiritual and Biblical teaching in the school program (Psalms 119:105).
3. To behave in accord with established Biblical morals (Galatians 5:19-21).
  - a. To give serious consideration to receiving Jesus Christ as Savior and Lord (John 14:6).
4. Basic responsibilities towards others:
  - a. To School Personnel – To be submissive, respectful and loyal to our school, administration and faculty (Romans 13:1).
  - b. To Parents – To be submissive, respectful and loyal to our parents (Ephesians 6:1-2).
  - c. To Fellow Students – To respect and encourage others in word and deed. “Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves” (Ephesians 6:1-2).
  - d. To others in the Community – To be respectful of those in the community and to maintain a testimony away from school (Romans 14:21).

### II. Application of these principles at KCS

#### A. Adherence to principles – we operate according to the basic principles listed above; put into simple language, these principles are:

1. Discipline yourself and you will not have to be disciplined by those in authority over you (I Corinthians 11:31).
2. Be led by the Spirit of God then you will display the fruit of the Spirit in your life; you will not need to worry about breaking school rules. (Galatians 5:18, 21-23).
3. To love God means that you are willing to obey Him and follow His will for your life; to love your neighbor means that you are willing to treat others as you would like to be treated. (Matthew 22:27-29).
4. Students, who by their attitude, conversation, and deportment over a period of time demonstrate a definite commitment not to live by school policies and/or not to accept Christ as Savior, will be subject to review concerning continuing enrollment at KCS.

#### B. Christ-Like Character

Kings Christian School’s biblical mission is to work in conjunction with the home and church to mold students to be Christ-like. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27)

#### C. Activities Discouraged and Encouraged –

Students are not to indulge in any activity which violates any of the general scriptural principles, or any of the specific principles listed in the handbook. Students are also encouraged not only to refrain from evil, but also to make a practice of doing well.

**D. KCS Official Policy in regards to School Dances –**

1. Public dancing is considered by a significant percentage of the Christian community as a questionable activity, and the Board desires to avoid promoting the appearance of evil (I Thessalonians 5:22, KJV).
2. Christian families have struggled with the concept of the school sponsoring dances and the Board desires as much as is reasonable to avoid causing brothers and sisters in Christ to stumble (Mark 9:32, Romans 14:2).

THEREFORE, Kings Christian School, Inc. never has officially sanctioned or sponsored dances, and does not intend to authorize school sponsored dances.

**DISCIPLINE CODE**

Three basic and underlying Biblical precepts are applied at KCS in regards to discipline.

I. Self-Discipline:

- A. I Corinthians 11:31 – If we judge (discipline) ourselves we won't be judged (disciplined).
- B. Galatians 5:22-23 – But the fruit of the spirit is love, joy, peace, long-suffering, gentleness, goodness, faith, meekness, self-control: AGAINST SUCH THERE IS NO LAW.
- C. Galatians 5:18 – But if ye be led by the Spirit, ye are not under the law (see also verses 19-21).
- D. Obviously then, each student will be expected to be moving in the direction of self-control (inner discipline).

II. The Standard:

- A. KCS avoids as much as possible long lists of DO's and DON'Ts.
- B. Instead, we operate according to the basic Biblical standard as included in Matthew 7:12, Luke 6:31 and Ephesians 4:32.
  1. Love demands that we refrain from doing to others what we don't want done to ourselves.
  2. Love further demands that we DO unto others what we want done unto ourselves.
- C. Basically, discipline problems fall into four separate areas:
  1. acts against another's body –safety, immorality
  2. acts against another's property – theft, vandalism
  3. acts against another's feelings – respect
  4. acts against another's legitimate activity – procedures
- D. Students will therefore not be allowed to indulge in any activity which violates another person's basic right of safety, morality, respect, property or activity whether this activity is carefully enumerated on a list of DO's and DON'Ts or not. Students will be encouraged to DO for others what they themselves would want others to do for them. In the final analysis, to be a good citizen of the kingdom of Heaven one must do more than simply refrain from evil – he must also do good.

III. Enforcement:

- A. In principle then, the degree to which a child lacks self-control is the degree to which he will be externally controlled. (I Corinthians 11:31) Disciplinary deviations will be handled therefore:
  1. according to their severity
  2. according to their frequency
- B. Most teachers use the card system. On receipt of predetermined offenses, the student is sent to the Discipline Room, and a Disciplinary Referral is sent to the parent through the mail.

C. Spanking Policy – The following offenses may result in a discipline referral and a spanking after thorough investigation of the incident:

1. lying
2. cheating
3. stealing
4. fighting or intimidation of others
5. open defiance or rebellion
6. inappropriate or dangerous bathroom behavior

**\*\*If individual patterns of misbehavior develop we would work with you to outline appropriate discipline as soon as possible. As “substitute parents” (en loco parentis) we desire the working of Godliness in love for each child. Parental support of a teacher’s established policies is fundamental for the child’s growth towards Godly character and development.**

### SOCIAL PROBATION POLICY

Any Elementary student who accrues ten (10) or more disciplinary points during an academic quarter will be placed on social probation.

I. Social Probation...

- A. Suspended from participation in any activities of leadership or representation of school (e.g.. Sports, choir, spelling bees, etc.).
  1. Whether student is to be allowed to continue practice, accompanying group to games, etc., as non-participant for duration of suspension will be left to the discretion of the activity leader.
- B. Suspended from participation in any KCS sponsored social and/or academic and non-academic extra curricular activities (parties, field trips, etc.)
- C. Any student who, having once gone onto social probation during the course of a school year, may be dismissed from on-campus attendance at KCS if he/she once again accrues 10 disciplinary points in a given quarter of that same school year.
- D. Re-admittance for the following year will be reviewed by administration.

II. Disciplinary Points...

- A. MAJOR Disciplinary Referral – 5 points
- B. REGULAR Disciplinary Referral – 3 points
- C. MINOR/PROCEDURAL Disciplinary Referral – 1 point
- D. FYI (For Your Information) – 0 points
- E. UNEXCUSED Absence from School (an absence excused by parent but contrary to school policy) – 1 point
- F. UNEXCUSED Tardy from School (as opposed to unexcused tardy to any given class during the school day) - .5 points

### PLAYGROUND RULES

I. Yard personnel are familiar with all playground rules and are careful to position themselves so that the largest possible area may be observed. Since the primary objective is to protect the safety of all children, all play should be safe, follow the Golden Rule, and **observe the basic hands-off policy.**

A. General Rules:

1. Yard personnel are to be obeyed. When instructions are disobeyed, disregarded, or ignored, a discipline room trip and referral may result.
2. Children are to pick up equipment after recess.
3. Fighting or throwing of rocks, dirt or sand may result in a spanking in addition to a Discipline Referral.
4. No playing in mud. No cleaning hands in drinking fountains.

5. Children are instructed to try to settle problems with the persons involved in a quiet and loving way unless it involves personal injury, intimidation or property damage (Matthew 18 principle).
  6. No gum chewing in the classroom, school bus, or on school grounds.
  7. No sunflower seeds.
  8. Walk on all sidewalks. If child is running he is to go back and walk.
  9. No playing, loitering, or ball bouncing in halls or on walls.
  10. No skateboards, roller skates, roller blades, or scooters allowed at school.
  11. **Baseball bats are not allowed in grades 1-4 unless it is a supervised PE time. No hard baseballs.**
  12. Baseball bats are allowed in Grades 5-8 only during supervised recess or PE times. **Bats are not allowed to be used before school recess. No hard baseballs.**
  13. Jump ropes are for jumping on the ground, lying on the ground to walk over, jump over, or bounce balls over. No jump ropes on any playground equipment.
  14. Football, soccer games, etc., go to the game area.
  15. No wrestling or rough playing. **Hands off other people.** May touch a person for tag.
  16. Only Pre-Kindergarten and Kindergarten students in their playground at all times. (Exception: Student Supervisors).
  17. No climbing on ramp guard rails.
- B. Pre-Kindergarten and Kindergarten:
1. Hands off other people. May touch a person for tag.
  2. No play equipment or ropes on any playground equipment.
  3. Jump ropes used only for jumping.
  4. Clear slide and pole area immediately after landing. No running up slide.
  5. Sand stays in the sand box.
  6. No throwing sand, rocks, fighting or biting.
  7. Instruct children to try to settle problems with the persons involved in a quiet and loving way unless it involves personal injury, intimidation or property damage.
  8. Must ask permission to leave playground to get the ball.
  9. Play in yard, not in hallway.
  10. Walk on the sidewalk.
  11. Kindergarten playground is off limits to all but Pre-Kindergarten and Kindergarten, including before and after school. (Exception: Student Supervisor)
- C. Front Area, East Side Blacktop and Between Buildings:
1. Restricted area – not a playground
  2. Use only for teacher directed activities.
  3. No loitering before 8:25 am
- D. Back Playground Area:
1. After school dismissal, all students must be in the front of the school.
  2. No playing in hidden areas.
  3. Sit on table seats only, no standing on benches or sitting on tabletop.
  4. Food, drinks or snacks must be consumed only in the patio or picnic area.
  5. No jumping or running on the bleachers.
  6. No climbing on the backstop.
  7. Bars – No standing on top of any bars. No sitting on hand over bars.
  8. Swings –
    - a. Swing facing forward only. Do not stand, lie on stomach, go sideways on swing, or jump from swing. Only one person on swing at a time.
    - b. No loitering, running, games, or balls around swings.
    - c. When a person is waiting for a turn, he/she waits at the edge of the grass on cement curb, says he/she would like a turn, and then counts 20 forward swings after the other person has begun swinging.
    - d. No twisting swings.

9. Short 8-foot basketball courts may be used by 1<sup>st</sup>-4<sup>th</sup> only. No hanging on net or rim.
- E. Bathroom Rules:
1. Use equipment as it is designed to be used.
  2. Be respectful of others property and privacy.
  3. Demonstrate self-control and appropriate behavior at all times.
  4. **No food, no loitering, no playing in bathroom areas.**
- F. Bathroom Designations:
1. 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grades – Administration Building
  2. 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup> grades – West Complex
  3. 7<sup>th</sup>, 8<sup>th</sup> grades – West Complex
  4. Changing rooms – scheduling assigned each year.

### **ELECTRONIC DEVICES, ETC.**

There are to be NO phones, music playing devices, electronic games, ear buds, etc., of any kind used during school hours unless given permission by a teacher. Students with them in their possession will receive discipline referrals and their electronic device will be taken for the rest of the day. For a second time offender, the electronic device will be kept until a parent picks it up in the office.

### **BOYFRIEND – GIRLFRIEND POLICIES**

- I. It is not the purpose of Kings Christian School to completely govern the lives of our students through the devising of exhaustive regulations relative to “boy-girl” relations. Essentially, this training responsibility rests with the parents involved. On the other hand, neither can we simply ignore this subject. There are some couples that are prone to push to the limit. Others are very obedient to established guidelines but need to know what these guidelines are. Without going into a thorough Biblical study on this subject, the following represents the standards of KCS relative to this subject.
- A. Basically, no attempt is made to keep couples at the junior high level apart. It is usually impossible to do anyway. Furthermore, it is at this age that we all begin to learn to relate to the opposite sex and to develop attitudes and values which lead ultimately to the choice of our life partners.
- B. When a parent specifically requests that a couple be separated, we will do all we can to honor their (the parent’s) request.
- C. Purposeful physical touching on the school campus is considered to be inappropriate and is therefore prohibited. We in NO way consider these actions as being inherently evil – just inappropriate:
1. They often reflect an “appearance of evil” even if no evil is intended.
  2. They often lead to further steps toward physical immorality.
- D. Specifically then, such actions as kissing, embracing, sitting on laps or extremely close proximity with one another, holding hands, etc., are prohibited. (Immorality is already dealt with in the MORAL CODE section of this handbook).
- E. Reports by parents or other non-staff people will be investigated by staff members. Staff members will handle improper behavior observed by staff members. Deviations will be handled according to severity of infraction.

## ELEMENTARY DRESS CODE

I Peter 3:3-5, *“Whose adorning let it not be that outward adorning of braiding the hair, and of wearing of gold, or of putting on of apparel, but let it be the hidden man of the heart in that which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price. For after this manner in the old time the holy women also, who trust in God, adorned themselves, being in subjection unto their own husbands.”*

How we appear to others is a reflection of who we are on the inside. Based upon these and other scriptures, students should dress modestly, comfortably, and appropriately for the activity. Biblically, we need to be more concerned about offending others than being offended ourselves. What can and does happen, is that by asserting what you perceive as your right, you can make it so KCS cannot minister to other students and their families. You have an ability to affect someone else’s life for the better. Don’t take that lightly. Wanting to promote a “working attitude” in contrast to a “playing attitude,” students are encouraged to look “a little dressy” as opposed to “a little sloppy.”

While this scripture (I Peter 3:3-5) is immediately applicable in the context of women, we believe that the PRINCIPLES apply equally as well to boys/men as they do to girls/women. We furthermore believe that these PRINCIPLES apply equally to each age/grade level. Because of the differences in activities required at different grade levels, and because of our desire to allow more freedom at the older ages, we have separated students into four groups: Pre-Kindergarten and Kindergarten; 1<sup>st</sup> through 4<sup>th</sup>; 5<sup>th</sup> through 8<sup>th</sup>; and high school. We have also distinguished between boys and girls.

### PRINCIPLE – Modesty

#### STANDARD

Students should dress modestly avoiding extremes. Students should avoid clothes that might be considered “sexy” or “provocative” (Matthew 5:28-29). Any article of clothes (especially shorts) deemed immodest by virtue of being too short, too tight or too revealing will not be allowed. Any article that exposes or would expose under-garments, may not be worn. Again, common decency and good taste are expected.

### PRINCIPLE – Appearance of Evil

#### STANDARD

Students should avoid wearing clothes that have or promote the appearance of evil (I Thessalonians 5:22). Boys and girls should avoid wearing any clothes or adornments which are identified as apparel adornments of the opposite sex (I Corinthians 6-9).

### PRINCIPLE – Appropriate for Occasion

#### STANDARD

Students should be clean and well groomed at all times (Romans 14:13-21). Students should avoid extremes (I Peter 3:3-5), while dressing appropriate for the occasion and their age. Students should avoid wearing clothes that are excessively sloppy or are worn in an excessively sloppy manner, regardless of prevailing trends toward that look. Students are encouraged to dress a step above casual, to view school like a place of employment and to be good advertisers for the school.

## **DRESS CODE ENFORCEMENT**

- I. Locus of sovereignty...
  - A. The primary enforcer will be the classroom teacher. Any staff member, however, may correct a student and write a dress referral.
    - 1. At the elementary level, the homeroom teacher carries the primary responsibility.
    - 2. At the high school level, EACH teacher is responsible (including volunteers) for making sure that each student is in conformity with the school dress code for each class.
- II. Mechanics...
  - A. Dress Code violations will be of two types:
    - 1. A student wearing a specifically prohibited type of clothing (OBJECTIVE)
  
    - 2. A student wearing clothing that is beyond the borders of modesty, appropriateness for occasion, appearance of evil – IN THE PERSONAL OPINION OF THE STAFF MEMBER. (SUBJECTIVE)
  - B. Penalty..
    - 1. Elementary: A dress code violation will involve the pulling of a card and/or the giving of a procedural referral depending upon the regular disciplinary system used by each teacher.
      - a. In addition, it is strongly recommended that the card/demerit be documented and figured into the quarterly citizenship grade.
      - b. The office will process the Procedural Referrals. Parents will receive only one (1) referral for dress per day, but each staff member who wrote a referral will be mentioned on the slip sent home.
- III Miscellaneous Comments...
  - A. Teachers MAY warn students without giving a demerit or procedural referral. Students and parents should be instructed to view this as a “courtesy” warning – not an “obligatory” one. (This is especially appropriate for SUBJECTIVE as opposed to OBJECTIVE cases.)
  - B. While staff members MAY confer with other staff members relative to a particular dress case, it is not recommended. Three referees doing a game seldom confer relative to ANY calls, much less all/most of them.

**PRE-KINDERGARTEN AND KINDERGARTEN  
DRESS CODE**

**BOYS AND GIRLS**

1. SHORTS – mid thigh, hemmed walking shorts may be worn. No PE athletic/biker shorts.
2. No messages, slogans, advertisements, etc., on shorts or shirts. Miniature brand labels are acceptable. No “superhero” t-shirts.
3. Shoes must be appropriate for PE activities such as running, jumping, and kicking balls. Athletic type shoes recommended. (Shoes must be worn at all times).
  - A. No slip-on shoes
  - B. No sandals, rubber thongs, zories, flo-jos, or other open-toes shoes.
  - C. No wedge heeled shoes.
  - D. No cowboy boots.
4. Nice sweat suits (matching outfits) are okay; no PE type sweats are allowed.
5. Hair must be clean and out of eyes.
  - A. Any haircut or attire which creates a public relations problem will not be allowed.

**GIRLS ONLY**

1. No spaghetti straps.
2. No T-back, strapless, or halter-tops.
3. No bare midriffs.
4. Shorts must be worn under dresses.
5. Jeans are acceptable (must be in good repair – no holes).
6. No casual t-shirts.
7. No messages, slogans, etc. on shirts or shorts. Miniature brand labels and some “character” t-shirts are okay.

**BOYS ONLY**

1. No earrings (Romans 14:13).
2. No ponytails, hair length must be above the collar (Romans 14:13).
3. Shirts with collars and sleeves/some dressier shirts without collars meet the standard.
  - A. No muscle shirts.
  - B. No tank tops.
4. Jeans are acceptable (must be in good repair – no holes).

## 1<sup>ST</sup> THROUGH 4<sup>TH</sup> GRADES DRESS CODE

### BOYS AND GIRLS

#### MODESTY IS OUR GOAL AT ALL TIMES.

1. SHORTS –mid-thigh hemmed walking shorts may be worn during short season (ends October 31st and begins March 1st). No PE athletic/biker shorts.
2. During winter season pants must be to the ankle.
3. Shoes must be appropriate for PE activities such as running, jumping, and kicking balls. Athletic type shoes recommended. All shoes and sandals must have a back strap. Shoes must be worn at all times.
  - A. No slip-on shoes
  - B. No sandals, rubber thongs, zories, flo-jos, or open-toed shoes.
  - C. No wedge heeled shoes.
  - D. No cowboy boots.
4. No graphics or messages depicting, suggesting, or implying philosophies and activities which go beyond acceptable limits in the opinion of the staff member in the following ways:
  - A. modesty (1 Timothy 2:9)
  - B. sloppiness
  - C. appropriateness for the occasion (1 Timothy 2:9)
  - D. appearance of evil (1 Thessalonians 5:22)
  - E. promotion of anti-Christian philosophies (i.e. paganism, nihilism) and/or activities (i.e. gangs, immorality) Colossians 2:8.
  - F. tastelessness or crudeness
5. Hair:
  - A. Must be clean and out of eyes
  - B. Any haircut or attire which creates a public relations problem will not be allowed.
6. Nice sweat suits (matching outfits) are okay; no PE type sweats are allowed – no noisy nylon.
7. Ball caps must be worn forward. After three referrals for ball cap violations, student will not be allowed to wear ball caps for the remainder of the school year.
8. Pants must fit appropriately. No oversized, bagging or sagging pants.

#### GIRLS ONLY

1. No culottes or split skirts except during short season (ends October 31st and begins March 1st). Shorts deemed immodest by virtue of being too short or too tight will not be allowed. Between October 31st and March 1st, lower thigh length skorts (must have a front flap) must be worn with opaque tights.
2. No T-back, strapless, halter-tops, spaghetti straps or **bare midriffs**.
3. Shorts must be worn under dresses.
4. Jeans are acceptable, must fit appropriately and be in good repair – no holes. Jeans deemed immodest by virtue of being too tight will not be allowed.
5. No casual t-shirts.

#### BOYS ONLY

1. No earrings (Romans 14:13).
2. No ponytails, hair must be above the collar (Romans 14:13).
3. Shirts with collars and sleeves/some dressier shirts without collars meet the standard.
  - A. NO muscle shirts.
  - B. NO tank tops.
  - C. NO casual t-shirts.
  - D. NO athletic jersey
5. Jeans are acceptable, must fit appropriately and be in good repair – no holes.

## 5<sup>th</sup> THROUGH 8<sup>th</sup> GRADES DRESS CODE

1. The intent of the dress code is to produce an atmosphere that will be conducive to work. Therefore, students are encouraged to dress in a business-like manner, not overly casual or sloppy. This code applies to school and all school-related activities, except when specifically told otherwise by the activity advisor.
2. Dress Code violations fall under two categories:
  - a. (OBJECTIVE) A student wearing a specifically prohibited type of clothing.
  - b. (SUBJECTIVE) A student wearing clothing that is beyond acceptable limits in the opinion of the staff member in the following ways:
    - (1) modesty (1 Timothy 2:9)
    - (2) sloppiness
    - (3) appropriateness for the occasion (1 Timothy 2:9)
    - (4) appearance of evil (1 Thessalonians 5:22)
    - (5) promotion of places, events, teams or general advertisement
    - (6) tastelessness, put downs or self-admiration
3. **Temporary dress code clothing will be provided for the day.**

### BOYS AND GIRLS

#### MODESTY AND APPROPRIATENESS AT ALL TIMES.

1. SHORT SEASON – Ends October 31st and begins March 1st.
2. SHORTS- lower-thigh hemmed walking shorts may be worn during short season. [A general rule for length of shorts is they must be 6” from the floor when kneeling]. **NO PE, biker, boxer, Board type and/or athletic shorts.**
3. During winter season pants must be to the ankles.
4. No sweat suits or jogging suits. NO athletic warm-up type attire. A sweatshirt may not be worn as a primary top. It may be worn as an outer garment for warmth (like a jacket to be removed inside).
5. No see through clothing or loose clothes, which exposes underwear. T-shirts must fit properly and be in good repair. Undershirts cannot be worn as a primary top.
6. Shoes must cover most of the foot to provide protection, support and minimize the perception of being overly casual.
  - No thongs, flip-flops, flo-jos, zories, etc.
  - No slippers, house shoes, or sport sandals.
7. Tattoos are not encouraged at KCS. If a student has a tattoo, it must be covered while the student is at school or at school functions.
8. Hair must be neat, clean, well groomed, out of eyes and a natural color (1 Corinthians 11:14-16). Any haircut or attire which creates a public relations problem will not be allowed at school or school activities.

### GIRLS ONLY

*2 Corinthians 6:3 –“ We put no stumbling block in anyone’s path, so that our ministry will not be discredited.”*

*1 John “Whoever loves his brother lives in the light, and there is nothing in him to make him stumble.”*

*1 Peter “Your beauty should not come from...it should be that of your inner self, ...”*

1. **GIRLS – MODESTY** is the number one issue (1 Timothy 2:9; 1 John 2:10; 2 Corinthians 6:3; 1 Peter 3:3-4).
  - a. Sleeveless tops may be worn if they are dressier in the judgment of the staff:
    - not scoopy (not low cut)
    - not a tank top style
    - not undergarment imitation (slip)

- not skin tight
  - not revealing
  - collared sleeveless are **preferred**
- b. Tops are not to be revealing in any way, typical infractions include:
    - too tight
    - low cut
    - bare midriffs (even in a seated, leaning and/or reaching position)
  - c. If a top is worn that is not dress code compliant, but is worn as an undergarment, the outer garment must cover it at all times.
  - d. Skirts can be no shorter than 4” above the knee and not be so tight as to be extremely revealing when seated.
  - e. No display of body piercing other than earrings.
2. NO culottes or split skirts except during short season. SHORT SEASON – Ends October 31st and begins March 1st.
    - A. Shorts deemed immodest by virtue of being too short or too tight will not be allowed.
    - B. Capri’s deemed immodest by virtue of being too tight will not be allowed.
  3. NO spaghetti straps, T-back, strapless, halter-tops, or off the shoulders.
  4. **NO BARE MIDRIFFS.**
  5. Jeans are acceptable (must be in good repair – no holes). Jeans deemed immodest by virtue of being too tight will not be allowed.
  6. No casual t-shirts.

#### **BOYS ONLY**

1. Shirts with collars and sleeves/some “dressier” shirts without traditional collars would meet the standard.
  - A. NO muscle shirts.
  - B. NO tank tops.
  - C. NO casual t-shirts.
  - D. NO undershirt (solid white) as primary top
2. NO display of body piercing, including earrings (Romans 14:13).
3. NO ponytails, hair must be worn above the collar (Romans 14:13).
4. Jeans are acceptable (must be in good repair – no holes).
5. Pants must fit appropriately. No over-sized, bagging or sagging pants.
6. Ball caps must be worn forward. After three referrals for ball cap violations, student will not be allowed to wear ball caps for the rest of the school year.
7. If a top is worn that is not dress code compliant, but is worn as an undergarment, the outer garment must cover it at all times (keep shirts buttoned).

## ABSENTEE POLICY

Regular school attendance is essential to a child's education. It allows the child to participate in every lesson and take full advantage of each opportunity presented in the classroom. When a child is frequently absent, tardy, or leaves early, vital information is missed, participation in learning activities is deficient, progress is impeded, and the class is interrupted. For these reasons we have established the following attendance policy.

- A. **Tardiness** – Students late for class will be considered tardy. They should report to the office and obtain a tardy slip. Unexcused tardy = .5 points. (Points apply to citizenship grade). Two unexcused tardies per quarter may result in a procedural referral point applied to activity suspension.
- B. **Excused Absences** – The following absences ONLY will be excused:
  - 1. Illness
  - 2. Family Emergency
  - 3. Unavoidable medical appointments (**must have a note from doctor's office to be excused**). **Please notify teacher in advance**. Student must sign out in the office.
  - 4. Pre-arranged family absences – this is considered a Parental Absence. Student may have 1 Parental Absence per quarter. **Parents, prior to absence must submit a written request.**
- C. Unexcused absence from school (an absence excused by the parents but contrary to school policy = 1 point. (Points apply to activity suspension).
- D. **Absentee procedures** -
  - 1. After **any** absence, the student is to check into the office with parental note indicating the reason for the absence. A student returning to school without a parental note will receive an “unexcused absence” until a note is received (see B above for excused absences).
  - 1. Only the above-mentioned reasons (Item B above) will be excused.

## CLOSED CAMPUS POLICY

The following represents the policy of KCS relative to students coming and going during school days.

- I. Essentially, KCS is a CLOSED CAMPUS. This means that school-aged visitors will not be allowed extended access to the KCS campus during school days and hours without the expressed consent of the homeroom teacher and the office. They must register with office on day of visit.
- II. It means further that KCS students will not be allowed to leave the KCS campus from the time they are delivered to school by their parents to the time they are dismissed at the end of the school day.
- III. EXCEPTIONS:

Obviously, students will be allowed to leave campus before dismissal time when the child is directed to do so by the parents or legally constituted guardian. This direction must be communicated by **written and signed note delivered to the office**. Parent must sign student out in the office. **Parental note required for adult other than parents to check out a student.**

## **PHYSICAL EDUCATION**

(Grades 3rd – 8<sup>th</sup>)

- I. Students will be required to participate fully in PE. If a student is to be excused, the following guidelines are to be observed.
  - A. Exclusion from PE for an extended period of time (more than 1 week) must be accompanied by a doctor's excuse.
  - B. Exclusion from a particular PE activity (especially warm-ups and laps) for the season must be accompanied by a doctor's excuse.
  - C. Exclusion from PE or a particular activity of PE for 1-4 days will be allowed with a note or telephone call from the parents.
  - D. Students will not be forced to participate in PE if they themselves ask not to on a particular day in which they feel ill, IF in the opinion of their teacher or the school nurse they are genuinely ill. It is EXTREMELY important therefore, that students ask to be dismissed from PE ONLY when they are genuinely ill. Every attempt will be made to prevent students from phony excuses just to avoid a particular activity they do not like.
  - E. Boys and girls will be required to purchase a PE uniform and to suit up for PE. Students will be required to have them by September 6th. Demerits will be given if students are not prepared with proper PE clothing.
  - F. The uniform consists of a heather gray top with KCS Crusader logo. The bottoms will be maroon with KCS Crusader logo on right leg. (May be purchased at the KCS Thrift Store in Lemoore or Hanford).
  - G. During cold weather, sweats may be worn. Sweats are heather gray. Sweats may be purchased at any store.
  - H. Grades will reflect:
    1. Appropriate P.E. uniform
    2. Sportsmanship/Attitude
    2. Punctuality
    3. Participation/Effort

## **ATHLETICS**

KCS competes athletically in the Lemoore Elementary League. We field teams in flag football, basketball, baseball and track (boys) and volleyball, basketball, softball and track (girls).

## **GENERAL SCHOOL OPERATION**

- I. Use of school facilities and equipment: In general the administration of KCS feels that any facilities and equipment that the school has, in actuality, belongs to the Lord and are for the use of all His people. We therefore try to make the facilities available to the families of KCS. But, we also recognize that we have been given stewardship over such items and must make sure they are properly maintained and not abused. Because of this, a USE OF FACILITIES policy and fees schedule has been established. For anyone interested in using the KCS facilities, you may pick up a copy of the policy and fees schedule in the office from any secretary.
- II. Use of School Bus:  
The bus is specifically intended for use by the school for its functions and activities. State law prohibits the use of a school bus (buses which are painted a particular shade of yellow with school markings and special lights) to be used for non-school related activities without taking special provisions. It is therefore, unlikely that the bus will be loaned out. (Romans 13:1)
- III. Volunteer Teacher's Policy...

- A. The KCS Staff Manual outlines the requirements for volunteer staff and substitute teachers and they are therefore not discussed here.
- B. Students shall consider the authority of both volunteer staff and substitute teachers to be the equivalent to paid full-time staff. The student shall be submissive to their authority.

#### IV. Student Appeal Procedures...

The following procedures are to be adhered to when a student wishes to appeal a disciplinary action, teaching method, grading system or any other action or policy of a staff member, which he/she deems to be unbiblical or unjust. This procedure is particularly designed for those instances when a disciplinary referral is deemed unjust. However, its provisions are not to be limited to just disciplinary issues:

- A. A student with a disagreement will first be directed to meet with the staff member with whom the “locus of sovereignty” rests. For example, if the disagreement centers upon basketball, he/she will meet with the coach.
  - 1. At the time of the meeting, another staff member is to be present for two reasons:
    - a. To insure the right of the student to be entirely heard without intimidation.
    - b. To insure that the student’s manner of presenting his/her appeal is respectful.
  - 2. Students who murmur and/or gossip about a staff member’s policies, decisions, etc., are to be admonished to either appeal properly or remain silent. Continual complaining will be given a Discipline Referral.
- B. After the staff member holding the “locus of sovereignty” has completely heard the student’s appeal, the decision regarding ultimate disposition of the case rests with him/her.
- C. A student in disagreement with that final disposition may appeal to the KCS administration. The administrator MAY NOT overrule the staff member’s decision in matters that are judgmental in nature (e.g. “he says I was cheating, but I wasn’t”). The administrator may overrule a decision by a staff member when that decision runs counter to established school policy and practice. It is not required that every established school practice be written down to be applied (e.g. When the corporate staff agrees that this is what we have always done, it is an established school practice).

# **High School Handbook**

## KCHS SPIRITUAL AND MORAL CODE

This code is provided to make clear the quality of behavior that is expected and will be enforced at KCHS.

### I. FOUNDATIONAL PRINCIPLES FOR THE SPIRITUAL AND MORAL CODE

#### A. BASIC RESPONSIBILITIES TOWARDS GOD

1. To love and obey God (Matthew 22:37-40) by behaving with established Biblical morals (Galatians 5:19-21).
2. To be receptive to all spiritual and Bible teaching in the school program (Psalms 119:105).
3. To give serious consideration to receiving Jesus Christ as Savior and Lord (John 14:6).
4. To make a practice of doing good, as opposed to merely refraining from doing evil (I Thessalonians 5:21-22; I Corinthians 11:31; Galatians 5:18, 21-23).

#### B. BASIC RESPONSIBILITIES TOWARDS OTHERS

1. To School Personnel – To be submissive, respectful and loyal to our school administration and staff (“staff” means all school personnel: elementary teachers, secretaries, maintenance personnel, volunteer/walk-on staff etc. Romans 13:1)
2. To Parents – To be submissive, respectful and loyal to our parents (Ephesians 6:2-3).
3. To Fellow Students – to respect and encourage others in word and deed. “Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves” (Philippians 2:3).
4. To Others in the Community – To be respectful of those in the community and to maintain a good Christian testimony away from school (Romans 14:21).

#### C. BASIC RESPONSIBILITIES TO YOURSELF

While it is not the purpose of KCHS to govern the lives of its students outside of school, the Bible condemns indirect as well as direct involvement in sin (Psalm 141:4; Isaiah 33:15-16). For this reason we strongly encourage KCHS students not to view, listen to, or otherwise indirectly involve themselves in certain activities, music, movies, and television programs which promote and glorify sin (Philippians 4:8; Romans 12:2).

#### D. MISSION STATEMENT ON CHRISTLIKE CHARACTER

Kings Christian School’s biblical mission is to work in conjunction with the home and church to mold students to be Christ-like. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (see Leviticus 20:13 and Romans 1:27).

**II. SPECIFIC POLICIES** -- Persons violating these policies will be subject to school discipline.

#### A. CHAPEL AND SPECIAL ACTIVITIES POLICY

1. Attendance
  - a. **Attendance is mandatory**
  - b. Chapel attendance and behavior will be incorporated into the student's Bible grades.
2. Behavior Expectations
  - a. Students are expected to be attentive and respectful.
  - b. Students will be required to bring a Bible and note-taking materials to chapel as directed by the Bible teacher.
  - c. No food, gum or drinks are never allowed in the gym, except by permission.

3. Consequences of Misbehavior
  - a. Same consequences as misbehavior in the classroom.
  - b. Bible grade will be lowered.
  - c. May be removed from activity if necessary.

## B. SCHOOL DANCE POLICY

**Kings Christian School, Inc. has never officially sanctioned or sponsored dances, and does not intend to authorize school sponsored dances.**

1. Public dancing is considered by a significant percentage of the Christian community as a questionable activity, and the Board desires to avoid promoting the appearance of evil (I Thessalonians 5:22, KJV).
2. Christian families have indicated struggling with the concept of the school sponsoring dances and the Board desires as much as is reasonable to avoid stumbling brothers and sisters in Christ (Mark 9:42; Romans 14:2).

## C. CLOSED CAMPUS

### 1. Definition

- a. Essentially KCHS is a CLOSED CAMPUS. This means that school aged visitors will not be allowed extended access to the campus during school hours without the expressed consent of the school administration.
- b. As a general rule, KCHS students are not allowed to leave the campus from the time they arrive until the time they are dismissed at the end of the school day. This includes foggy days.

Exceptions include:

- Written parental permission
- Off campus lunch privileges (see section IIG)
- School-directed activities (sports, field trips, etc.)

- c. Additional Limitations for Freshmen and Sophomores – Because of liability issues and KCS closed campus policies, Freshmen and Sophomores cannot leave the KCS campus during school hours unless their parent or legal guardian physically come in and sign them out at the back office. If a parent knows that someone other than themselves will need to transport their child off the campus (even themselves or a sibling), they must contact the high school registrar and coordinate the arrangements prior to the time their child needs to leave the campus. A written note along with a phone confirmation will be adequate in an emergency. However, If the administration concludes that this procedure is being abused to circumvent the Freshman-Sophomore closed-campus policy, parent/legal guardian sign-out may be required.

### 2. School Visitors and Guests at School Sponsored Activities:

- a. In order to prevent last minute and walk-on visitors, the sponsoring students must complete a request form (located in the office) and return it to the KCHS Registrar two days prior to the visit.
- b. The visitor will be asked to leave the campus or the school sponsored activity if the proper procedures have not been followed. These procedures also apply to students only visiting for lunch. The parking lot is considered part of the campus.
- c. Visitors are required to follow policies pertaining to dress, moral code, etc. Any visitor not following these policies will be asked to leave. It is the sponsoring student's responsibilities to make sure visitors are informed of school behavior requirements. Additionally visitors must:
  - i. Abide by class rules and honor teacher's instructions
  - ii. Bring a non-disruptive activity (book to read, sketchpad, etc.)
- d. Graduated alumni are allowed to visit without prior arrangements as long as they first check into the school office, including driving KCHS students with off-campus lunch privileges.
- e. Expelled or students who withdraw for disciplinary reasons are not allowed on

- campus for any reason (including taking other students to lunch) from 8:00am to 4:00 pm on any school day unless they have prior administrative approval.
- f. The invited guest to school sponsored activities must obtain the appropriate forms and return the completed forms a week before the activity. This also applies to our alumni. New forms must be completed for EACH activity throughout the year.
  - g. **VISITING STUDENTS (INCLUDING ALUMNI) MUST COMPLY WITH SCHOOL RULES INCLUDING THE DRESS CODE.**
3. Part Time/Independent Study Students:
    - a. Students taking classes on campus must check in with the high school registrar before coming on campus during school hours. They must also sign out at the high school registrar's desk before leaving campus during school hours. (After-school athletics are excepted).
    - b. Independent Study students who are on campus during non-course times shall report to the registrar for assignment to a study hall classroom.
- D. OFF-CAMPUS LUNCH – High School seniors and juniors may be allowed to leave campus for lunch. This **privilege** is subject to the following conditions:
1. Parents must grant prior written permission.
  2. This **privilege** is granted during lunch period ONLY.
  3. Students will be required to provide a driving record before being allowed to drive a car off campus during lunch. It is the student's responsibility to inform the registrar of any moving violations incurred after the date of the initially provided driving record. The registrar may request an updated driving record at any time. If an updated record reflects any unreported violations, the student will be subject to disciplinary action.
  4. Any student abusing this **privilege** through ANY observed or reported misbehavior or failure to be on time to the class period after lunch may have the **privilege** revoked.
  5. Unauthorized students who leave campus at lunch will be subject to the same discipline as students ditching school (see section X-C).
  6. Freshmen and sophomores are not allowed to leave the campus at any time during the school hours (including lunch) unless an adult relative (i.e. not friends or parents of friends) signs them out. If a parent signs them out for lunch, the underclassmen must go with his/her parent to lunch and the student's parent must return the student to campus. The parent MAY NOT give permission for the underclassmen to go to lunch with an upperclassmen nor can they give permission for the upperclassmen to return the student to campus. Both the underclassman and the upperclassman will be subject to referrals and/or loss of privileges.
  7. Students who transport unauthorized students off-campus will be subject to the following discipline in addition to a referral:
    - a. If the unauthorized student is an underclassman, the driver's off-campus **privileges** may be revoked at least until the end of the quarter, or five (5) weeks, whichever is greater.
    - b. If the unauthorized passenger is an upper classman, the time of off-campus **privilege** suspension shall be at the staff's discretion.
  8. This **privilege** is subject to merit (i.e. responsible behavior) as observed by the staff and may be revoked due to things such as excessive litter in the parking lot, neglect of school activities, reported or observed dangerous driving.
  9. Students are not to ride off-campus with non-KCHS students, other than KCHS graduates.
  10. Students who are tardy to sixth period are subject to being sent to the office for an admittance slip and accumulated time will apply to referrals.
  11. Off campus **privileges** are revoked for those students on disciplinary probation.
  12. Students must remain in the designated areas during the lunch period.
  13. Lunches are to be eaten during the lunch break and will not be allowed in their sixth period class.

**E. HIGH SCHOOL DRESS CODE: LIFE IS FULL OF DAILY CHOICES!**

1. THE BASIC FOUNDATION IS THAT THE STUDENT WILL BE ABOVE REPROACH! DRESS WILL:

- a. Be **Modest**
- b. Be **Appropriate** for school
- c. **Avoid** the appearance of evil
- d. **Not** to be overly casual or sloppy
- e. All clothing (including footwear) to be clean and in good repair
- f. **Not** to have rude, crude or racially demeaning graphics
- g. Graphics **will not** promote anti-Christian philosophies

2. **YOUNG MEN** = Be a Godly leader

*Whatever you do . . . do it all in the name of the Lord Jesus. . . Col. 3:17*

School is your number one job, so dress for success. The way you dress often determines your actions. Dress in a manner that will encourage you to be focused on the task of learning and will not be a distraction to those around you.

- a. This is the **PREFERRED DRESS STANDARD** – meeting this standard will avoid referrals and will set an example for others.

SHIRTS	<b>Polo shirt, Collared Shirts</b> , nice (not casual) collarless shirts (meeting all the Basic Standards)
PANTS	<b>Jeans, Khakis, dress slacks</b> , nice walking shorts (hemmed and at-least mid-thigh)
SHOES	<b>Tennis shoes, dress shoes</b> , boot
***The items in BOLD = the Probation Dress Code!	

- b. SPECIFIC RESTRICTIONS THAT APPLY all day and at **ALL** school events: *“We put no stumbling block in anyone’s path, so that our ministry will not be discredited. 2 Cor. 6:3*

<b>No beach wear</b> Rubber/Plastic sandals (flip-flops) No beach style shorts (board shorts) Tank tops (muscle shirts)	<b>No pajamas</b> or flannel pants <b>No P.E. clothes</b> worn to class (Sect.7) <b>No</b> sweat clothes (PE style) <b>No biker, or athletic shorts</b>
<b>Shirts</b> -- No undershirts worn as main shirt No tank tops No bare mid-riff Not tight Not old and sloppy No holes or frays Not so big as to be sloppy No crude and rude graphics No see through	<b>Pants</b> -- Must be in good repair No frays or holes Not tight Not so oversized to be sloppy Not low exposing underwear <b>NO WRITING ON PANTS</b> – Particularly on “Butt area”
<b>Shoes</b> -- Must be worn at all times! No house shoes (slippers/moccasins) No sports sandals No Ninja shoes	<b>Hair</b> -- Well groomed >> <b>Also applies</b> Neat and clean >>> <b>to Facial</b> Natural color >>>> <b>hair.</b> No ponytails Not to look unkempt
<b>Piercing</b> -- No display of body piercing on* school grounds or at school activities.	<b>Tattoos</b> – are discouraged. They must be covered while at school or at school activities
* The staff shall treat existing students who get disallowed piercing(s) as exhibiting defiance, which means referrals will escalate in value when infractions are repeated.	
**THE STAFF RESERVES the right to review and to change the dress code throughout the school year as fashions change and/or problems arise.	
***To avoid being a public relations problem, please check before doing or wearing something radical.	

3. YOUNG WOMEN = Be a Godly example.

Your job is first and foremost school. School needs to be your focus and the way you dress can influence your attitude. As women we often dress according to the fashion of the day. Those who set the fashion are not always in tune with what is acceptable for school. Therefore, base your dress on what will help you approach school in a serious manner and will not be a distraction for those around you.

- a. The following is the PREFERRED STANDARD FOR DRESS. If you follow it you will avoid referrals.

*“ . . . Women to dress modestly, with decency and propriety . . . appropriate for women who profess to worship God”. 1 Tim. 2:9*

SHIRTS	<b>Blouses with (real) sleeves</b> Loose fitting shirts and blouses, <b>Polo shirt</b> , <b>Dress Blouses</b> , Nice (not casual) collarless shirts
DRESSES	Below mid-thigh in length, not tank style, not low in front and/or back.
PANTS	<b>Jeans, Khakis, dress slacks</b> , or shorts ,skirts, <b>capris</b> , crops, Bermuda shorts must be <b>BELOW</b> mid-thigh and hemmed.
SHOES	<b>Tennis shoes</b> , Dress shoes (sandals), <b>Loafers, Boots</b> , (Shoes that support, protect, and cover) ****The items in <b>BOLD</b> = the Probation Dress Code!

b. THE SPECIFIC RESTRICTIONS (**Applies for all day and ALL school events**)

*Your beauty should not come from outward adornment, but it should be of your inner self* 1 Pet. 3:3-4

<b>No beachwear</b> --Beach flip-flops, Rubber/Plastic (called flip-flops, or sandals) Beach style shorts Tank tops	<b>No pajamas</b> or flannel pants <b>No P.E.</b> clothes worn to classes (see sec 7 ) No sweat clothes (P.E. style) <b>No</b> spandex shorts.
<b>Shirts-- Not tight</b> Not showing mid-riff even in reaching position Must <b>not</b> show cleavage No low, scoopy Not sloppy No crude graphics No see through including knit and Lacy shirts. <b>No tank-top style</b> >If a tank is worn as undershirt, the outer shirt must be worn all day. No shirts that show undergarments (straps)	<b>Pants --</b> Must be in good repair No frays or holes Not so low as to show underwear Not tight Not sloppy <b>NO WRITING ON PANTS</b> – Avoid drawing attention to “Butt area” Leggings are NOT pants = tights Must be <b>LOWER</b> than mid-thigh
<b>Shoes</b> – must be worn at all times No house-shoes, slippers or sport sandals	<b>Hair --</b> Neat and clean (well groomed) Limited highlights allowed *hair styles that cause a public relations problem will be allowed.
<b>Piercing</b> -- No piercing other than earrings shall be allowed while the student is at school or at school activities.	<b>Tattoos--</b> are discouraged, must be covered
*Repeated dress code violations in the same area will be considered defiance. **THE STAFF RESERVES THE RIGHT TO REVIEW AND CHANGE THE DRESS CODE throughout the year as fashions change and/or problems arise. ***To avoid being a public relations problem, please check before you do or wear something radical!	

4. FORMAL DRESS: Remember that modesty is the number one dress code standard! If the dress is deemed immodest, the young lady may be required to wear a jacket or wrap for the evening. Areas to avoid:
  - Showing Cleavage (standing and bending)
  - Slits higher than mid-thigh
  - Bare backs that are lower than the normal waist
  - See through material
 It is a very good idea to bring a jacket or wrap, even if there is no questions of modesty. After all, the evening will become cold!
5. CATEGORIES FOR DRESS CODE VIOLATIONS: CHOOSE TO BE COMPLIANT
  - ... ***Be careful to do what is right in the eyes of everybody ... live at peace. Romans 12:17***
    - a. (OBJECTIVE) a student wearing a specifically prohibited type of clothing.
    - b. (SUBJECTIVE) in the opinion of the staff, the student is beyond acceptable limits.
6. PENALTIES FOR DRESS CODE VIOLATIONS: EVERY CHOICE HAS A CONSEQUENCE
  - ... ***but I want you to be wise about what is good, and innocent about what is evil. Ro. 16:19***
    - a. Initially minor discipline referral (one pointer) will be given.
    - b. If the student continues to be cited for dress code violations, and acquires three within a quarter the staff will place the student on a more restrictive dress code for a period of four weeks. The restrictive dress code -- BOLD items in the Preferred Standard in each section. They will have to report daily to their class advisor for more restrictive dress code compliance.
    - c. If the student continues to be defiant of the dress code regular referrals (three pointers) will be given, and may be followed by a major referral (five points).
    - d. A student who is not dressed appropriately for school may be:
      1. Sent to office to call home and have appropriate clothes brought,
      2. Issued a large T-shirt to cover the inappropriate clothes (cost placed on book bill until returned)
7. WITH THE EXCEPTION OF MODESTY, THERE ARE OCCASIONS WHEN THE DRESS CODE MAY BE RELAXED TO ACCOMMODATE SPECIAL CIRCUMSTANCES OR EVENTS. **MODESTY, HOWEVER IS ALWAYS THE STANDARD REGARDLESS.**
  - a. A coach may request that the team change at lunch to facilitate an early departure from school. (Staff will use what is in the Daily Bulletin to determine dismissal.)
  - b. During spirit week for example, attire may change according to the guidelines set. (modesty still standard)
  - c. Those participating in sports (games) at lunch may wear P.E. type clothing, but must change to appropriate classroom attire before the tardy bell rings. Being late in order to change will not be excused.
- F. ROMANTIC RELATIONSHIPS –The following represents the standards of KCHS relative to this subject. (1Timothy 5:2; Ephesians 5:3; 1 Corinthians 7:1 [KJV]; 1 Thessalonians 4:3-8)
  1. As a general rule, no attempt is made to keep couples apart. However, when parents specifically request that a couple be monitored, staff members will do what they can to discourage the student’s socialization. The students will be reminded of their parent(s) wishes when they are observed together. Staff will report their observations to the parent(s) making the request.
  2. KCHS staff members are not allowed to date KCHS students.
- G. INAPPROPRIATE PHYSICAL CONTACT – Physical contact considered inappropriate in a school setting shall not be allowed regardless of intent (actual or playful) or category (affection or fighting, etc.)

- H. **PARKING LOT POLICY** – Students who drive to KCHS are provided with an assigned parking area. **YELLOW STRIPED** parking stalls identify the areas where students are allowed to park.
1. The parking area is to be used only for parking vehicles. Students are prohibited from using the parking lot as an eating area or as a gathering place during school hours. In addition, cars are not to be used as lockers nor are students to go to their cars between classes or at break without a pass from a faculty or staff member. Exceptions to this policy include normal coming and going to the parking area before school, at lunch, (juniors and seniors only) and after school.
  2. The cleanliness of the student parking area is the responsibility of those who use that area. Failure to keep it clean may result in disciplinary action against individuals or all those who use that area.
  3. Students who drive are to use extreme caution in driving into or leaving the parking area. **STUDENTS WHO ARE OBSERVED DRIVING IN AN UNSAFE MANNER IN THE PARKING AREA MAY LOSE THEIR PARKING PRIVILEGES.** Additionally, students are to drive on the pavement (or designated parking areas) at all times and park correctly in designated spaces.
  4. Students are not to drive or park to the east side of the high school building at any time without specific staff permission.
  5. The parking lot East of entrance is off limits to students during school hours.
  6. Vehicles in parking lot are not to exhibit rude, crude, racially demeaning graphics or objects.
- I. **INAPPROPRIATE PERSONAL BELONGINGS:**  
(Music-playing devices, video games, skate boards, roller blades, scooters, water guns, pocket knives, etc.).
1. General rule – There shall be none of the above-mentioned items brought to or used at school (8:00 am – 3:45 pm) or school related functions (including athletic events or when being transported by the school).
  2. Music playing devices (including cell phones) shall not be used for that purpose during the 8:00 am-3:45 pm time period. Staff members will assume that a phone is being used for that purpose if earphones are connected and will apply discipline accordingly.
  3. Cell phones and I-pods are to be off and stored away as instructed by the teacher. Misuse of cell phones will be subject to discipline (i.e. referrals and lose of privilege)
  4. Inappropriate belongings include stickers, posters, pictures, magazines and entertainment media, which display or promote:
    - a. Anti-Christian philosophies (i.e. paganism, nihilism) and/or activities (i.e. gangs, immorality) (Colossians 2:8)
    - b. Appearances of evil (1 Thessalonians 5:22)
    - c. Tastelessness or crudenessThis includes most secular magazines, and many catalogs.
  7. Enforcement – The first time these items are found, the belonging shall be confiscated until the end of the class period or end of the day and both the owner and anyone possessing it at the time will receive at least a Procedural Referral. The second time, the offender shall receive a Regular Discipline Referral, and the item shall be kept by the school administration until a parent picks it up.
  8. Exceptions:
    - a. Special activities – If the item is to be used for a special activity then the student must obtain prior staff permission to bring it to school. Students bringing such items shall give them to a staff member until it is time for the activity. The items are to be used for the activity only.
    - b. Transportation – In the event a normally disallowed item is used for transportation to school (skate board, go-ped, etc.), it may be brought but must be put

in a previously approved location during school hours. The item shall not be used on the school grounds for the time between one-half hour before and one-half hour after the regular school day or school-sponsored special activity (games, night rallies, etc.).

## J. SCHOOL BUS

### 1. General Bus Rules:

- a. All California State School Bus Regulations will be followed (hands and heads within the bus, etc.)
- b. No glass on the bus.
- c. No “Inappropriate personal belongings” on the bus. (except by special permission of activity director and bus driver).
- d. No moving from seat to seat on the bus without the driver’s permission.
- e. No yelling, screaming, or overly loud talking/singing on the bus.
- f. Only chaperones, students and approved guests are allowed to ride the bus.
- g. No flash photography without the permission of the bus driver.
- h. The bus driver has final authority over any activity in the bus.

### 2. Rooter Bus Information:

No rooters will be allowed to go on the team bus. If there is enough interest, a separate rooter bus may be scheduled to be driven to the athletic events. Generally, school rule apply on rooter buses. Special information and permission slips will be provided.

## K. LOCKERS – Each student will be issued a locker upon final registration or upon the student’s first day of school. These are the property of KCHS and should therefore be treated as such. Any damage (i.e. dents, scratches, marks, stickers, etc.) will be assessed to the student causing the damage.

### 1. Students are to use lockers for the purpose of storing books and other required school related materials. Please note the following with respect to locker use:

- a. Students are to use their own assigned lockers and not to share or trade in order to avoid any conflicts or misunderstandings about the ownership of property.
- b. Students are not to use unassigned lockers. Doing so could result in disciplinary action. Students are encouraged to keep their lockers locked at all times except when being used to remove and replace books or materials.
  - (1) Students are to supply their own locks for their locker, understanding that bolt cutters will be used to remove the locks, if necessary.
  - (2) School property (i.e. hardback books, etc.) damaged or stolen due to lockers being left unlocked will be assessed to the student owning the locker if the person who did the damage is not apprehended.
  - (3) Personal property (i.e. money, clothing, etc.) that is stolen or damaged is the responsibility of the student owning the locker, though the staff will attempt to find the wrongdoer.

### 2. Lockers are not to be used in the following ways:

- a. To store money, jewelry, or other valuable belongings (laptop computers, cell phones, etc.). If it is necessary to bring these types of items to school, they should be stored in the school office until needed.
- b. To store anything that could be cause for expulsion or to display anything that promotes immorality or appears evil. This includes items listed in section II-I, Inappropriate Personal Belongings.
- c. To pull pranks or practical jokes on fellow students.

### 3. Locker area clean up:

- a. Students are responsible to clean up the locker room at the end of each day as assigned by their class representative.

- b. Students who neglect their clean-up duties will be issued a procedural referral by their class advisor and fined by the S.L.T.
- 4. Locker use is a **privilege**, and this **privilege** may be revoked if neglected or abused.
- 5. Lockers and items stored in lockers (i.e. purses, backpacks, etc.) **are subject to search at the discretion of the staff/administration.**

#### L. GROUNDS AND FACILITIES

- 1. Grounds in general
  - a. Students should assist in the care of the grounds by picking up trash, and avoiding behavior that may cause damage.
  - b. **GUM IS NOT ALLOWED ON THE KCS CAMPUS.** (gum may be allowed in a classroom at the discretion of the teacher—however, it must be put in the trash before exiting the class.)
- 2. Restrooms
  - a. Students should leave the area cleaner and in better condition than when they entered.
  - b. **Restrooms shall not be used as a gathering place.**
  - c. Students should conduct themselves with decorum.
- 3. Picnic Tables
  - a. The tops of the tables are for eating not sitting.
  - b. Students should leave the area cleaner than when they arrived.
- 4. Swings – are off limits for high school students during the school day.

**III. EXPELLABLE OFFENSES** – The offenses listed below will result in a minimum of a regular (3 point) referral. Generally a student will be subject to dismissal when one or more of the following is repeated. However, these offenses are considered to be significant enough to be expelled for even the first occurrence. (Leviticus 5:1; Galatians 6:1; Matthew 18:15-18; Luke 17:1-4; Proverbs 29:25; 1 Peter 2:13-15). Students who wish to remain at KCHS will choose not to:

- A. Display a defiant attitude by refusing to comply with a legitimate directive by an appropriate authority (Hebrews 13:17; 1 Peter 2:13-17).
- B. Use, handle, possess, or furnish to others tobacco, alcoholic beverages, narcotics, or drug paraphernalia on or off campus at any time (24 hours/7 days a week) or conspire to protect those who do (Ephesians 5:18; Galatians 5:19).
- C. Become involved in sexual immorality on or off campus (24 hours/7 days a week) or conspire to protect those who do (1 Corinthians 6:18; Galatians 5:19; Ephesians 5:3).
- D. Destroy any school property, vandalize, or illegally enter the school grounds or buildings or assist or conspire to protect those who do (Galatians 5:19).
- E. Conspire to, or participate in hazing or initiations, fighting, commit any act that injures, degrades, or disgraces a fellow student or faculty member. This includes bullying (Ephesians 4:29; Proverbs 21:11; 22:10; 26:19).
- F. Use profane language purposely, indulge in lewd conduct or suggestion, possess or display obscene literature or pictures; possess books or magazines which contain such content, or conspire to protect those who do (Ephesians 5:3-7).
- G. Engage in gambling activities on campus or conspire to protect those who do (1 Timothy 6:9-10).
- H. Tamper with surveillance/security equipment, fire alarms, extinguishers, and other safety equipment or conspire to protect those who do. (Appropriate action will be taken, which includes reporting to law enforcement agencies) (1 Timothy 6:9-10).
- I. Bring on school premises or in vehicles driven to school: matches, lighters, fireworks, firecrackers, firearms (including BB Guns, Pellet guns, Tasers, etc.), or other weapons, including hunting knives, switchblades, etc., or conspire to protect those who do.

- J. Threaten any other student or staff member with bodily harm including using words such as shoot, stab, etc.. Note that such incidents will be reported to law enforcement authority.
- K. Cheat/copy on exams or homework, commit plagiarism or assist those who do (Exodus 20:16; Mark 10:19; 1 Peter 2:1).
- L. Continued disobedience – Students who by their attitude, conversation, and behavior over a period of time demonstrate a definite commitment not to live by school policies, and/or showing an outward rejection of Christian principles and/or actively seeking to lead others astray, will be subject to review concerning continuing enrollment at KCHS (Proverbs 21:11; 22:10; 1 Corinthians 5:6-7; 1 Corinthians 15:33; Luke 17:2; 2 Timothy 3:13).

#### **IV. LESSER OFFENSES**

- A. Often students violate “house rules” or exhibit behavior which falls more in the category of inappropriate or disruptive as opposed to immoral or dangerous.
- B. Examples of these include:
  1. Littering
  2. Dress code offenses
  3. Causing disruption during class, chapel, assemblies
  4. Practical jokes which have no potential for physical or undue emotional harm.
  5. Minor disrespect (i.e. not addressing teacher by appropriate title: Mr., Mrs., etc.).
  6. Using, tampering with or abusing another person’s property.
  7. Similar offenses.
- C. Note that students are to stay under the supervision of adult staff member(s). Students found in classrooms without adult supervision shall be subject to discipline referrals.

#### **V. ENFORCEMENT PROCEDURES**

- A. Consequences for Expellable Offenses-- Because of the nature of these offenses, the consequences need to be well documented and consistent. Staff members will entertain no alternative consequences.
  1. KCHS reserves the right to officially report to the appropriate law enforcement agency any expellable offense, which involves the breaking of a law. This decision will be made at the discretion of the KCHS staff, administration, and/or School Board.
    - a. KCHS will report any misconduct, which officially and legally constitutes a felony (i.e. the sale of drugs, threat of physical harm, battery, etc.).
    - b. KCHS will report misconduct, which the school is required by law to report.
  2. Any student who is guilty of committing an expellable offense will receive, at the very least, a REGULAR DISCIPLINARY REFERRAL and typically will receive a MAJOR DISCIPLINARY REFERRAL. (Be aware that Major Referrals have additional consequences beyond disciplinary points. See V-C-6)
- B. Consequences for Lesser Offenses – Because the intent of consequence is to change behavior, not just punish or control, staff members have the option of imposing consequences other than writing point-bearing referrals (i.e. Saturday school for tardiness, etc. See KCHS Academic Code Section X – E). While it is recommended that staff members consider the use of alternative consequences, they are not compelled to utilize them. It is up to the staff member who is dealing with the offense to decide which procedure they will use in each situation. Pleas for alternative consequences after the staff member has made a determination will not be entertained.
- C. NOTE: KCHS staff members are not compelled to accept parent notes to excuse students from school rules or requirements.
- D. REFERRALS – Five different types of written referrals are given at KCHS, and each type is explained below.

1. FYI Slips – These are written and sent to parents as notification of a student violation, which could have merited a Procedural, Minor, or Regular Referral or may be simply a communication to the parents about something needing their attention. The slip includes the violation and the consequence given as an alternative to points toward probation. These are kept on file to “document” sin patterns. Generally, if three offenses of the same type occur, alternative consequences shall be considered ineffective and the standard referral system will be utilized for offenses of that type without the option of alternative consequences. Again, these notices DO NOT count any points towards any classification of probation.
2. Procedural Referral – These are sent to the parents as notification of student violation of normal procedures such as tardiness, missed homework assignments, or having parental permission to leave campus but failing to check out in the office. These violations are typically due to absent-mindedness or carelessness. Note that procedural referrals **may** be removed from the students discipline record by submitting to alternative consequences (e.g. vacuuming rooms and taking out trash, etc.), if arrangements are made with the staff member who wrote the referral. This must take place within one week (7 calendar days) of the date the referral was written. This notice is sent to the parents through the mail. Each referrals that is not worked off **within** one week counts as one point towards DISCIPLINARY PROBATION.
3. Minor Disciplinary Referral – These are given to student for violation of the school rules, which the staff member considers minor in nature. An example of a minor disciplinary referral would be a dress code violation. This notice is sent to the parents through the mail. These count one point towards DISCIPLINARY PROBATION, which is explained below.
4. Intermediate Disciplinary Referral – Often used as a second warning referral. These count as two points towards DISCIPLINARY PROBATION.
5. Regular Disciplinary Referral – These are given to students for violation of school rules which the staff member considers to be serious but usually not of the “expellable” type unless the violation continues unabated for a prolonged period of time. This notice is sent to the parents through the mail. These count as three points towards DISCIPLINARY PROBATION, which is explained below.
6. Major Disciplinary Referral – These referrals are given for violation of a rule which the administration and faculty consider serious enough to warrant expulsion. This notice is sent to the parents through the mail. Often the staff member writing the referral will contact the parent. These count as five points towards DISCIPLINARY PROBATION, which is explained below. ADDITIONAL CONSEQUENCES:
  - a. Three major referrals for the same category of offense during a student’s career at KCHS will subject him/her to expulsion from the school.
  - b. Three major referrals in any combination in a single school year will result in automatic dismissal from on-campus attendance at KCHS. (However, it is important to remember that even one major referral is considered sufficient justification for expulsion).
  - c. A major referral may have far reaching affect beyond the referral-
    - i. Immediate dismissal from SLT and SLT sponsored activities (e.g. Chapel Band). Any terms of reinstatement will be set by the administration and SLT advisor.
    - ii. May lead to dismissal from other positions of leadership, and positions where the student represents the school. Terms of reinstatement will rest with the administration, teacher, advisor and/or coach.

#### E. PROCEDURAL AND DISCIPLINARY PROBATION

1. Disciplinary Probation – Any student who receives ten or more disciplinary points (from procedural referrals that were not worked off, minor, intermediate, regular, or

major disciplinary referrals) during a quarter will be placed on Disciplinary Probation for the remainder of the quarter or five (5) school weeks, whichever is greater. Students may not work off disciplinary referrals.

- a. Any student who is placed on Disciplinary Probation twice during the same year will be subject to dismissal from on-campus attendance at KCHS
- b. Any student dismissed for Disciplinary Probation reasons will be allowed to apply for re-enrollment after completion of a successful grading period elsewhere.

Students in this category will be subject to dismissal from KCHS if they receive ten disciplinary points during any quarter of the subsequent school year.

2. The consequences of Disciplinary Probation - Disciplinary Probation is suspension from participation in any activity of leadership or representation of the school (i.e. Sports, cheerleading, choir/ensemble, spelling bees, etc.), from any KCHS sponsored social event or extra curricular activity (parties, class trips, etc.), and from off-campus lunch privileges.
  - a. Whether the student is to be allowed to continue practice or accompany group to games, etc, as a non-participant for the duration of the probation period will be left to the discretion of the activity leader.
  - b. It is the desire of the school that those students who are on probation not attend activities/social events even as a non-participant (exception 2-a above). However, the responsibility for enforcement will be left up to the parents. Nonetheless, if the staff observes attendance while on probation, it will be considered when making decisions about future continued attendance.

#### F. REFERRAL POINTS SUMMARY

1. Procedural –1 point (accrues to Discipline Probation. Includes 1 point per unexcused absence from school [an absence excused by a parent but contrary to school policy]).
2. Minor Disciplinary – 1 point (accrues to Disciplinary Probation)
3. Intermediate Disciplinary – 2 points (accrues to Disciplinary Probation)
4. Regular Disciplinary – 3 points (accrues to Disciplinary Probation)
5. Major Disciplinary – 5 points (accrues to Disciplinary Probation)

#### G. SUSPENSION

1. Interim Suspension – In this situation, the student has usually been found guilty of or connected with an expellable offense. He will be suspended from school until the appropriate governing body (staff, administration, and/or School Board) has made a decision about the consequences. Students should maintain school work during interim suspensions.
2. Disciplinary Suspension – Suspension may be chosen by the governing body as an alternate means of discipline. This will typically be for three days. Usually homework, class work, tests, etc., cannot be made up.

### VI. STUDENT APPEAL PROCEDURES –

- A. A student with a disagreement will first be directed to meet with the staff member with whom the “locus of sovereignty” rests. For example, if the disagreement centers upon basketball, then he/she will meet with the coach. (Hebrews 13:17).
  1. At the time of the meeting, another staff member is to be present.
    - a. to insure the right of the student to be entirely heard without intimidation.
    - b. to insure that the student’s manner of presenting his/her appeal is respectful.
  2. Students who murmur and/or gossip about a staff member’s policies, decisions, etc., are to be admonished to either appeal properly or remain silent. Continual complaining will constitute a discipline offense ( Hebrews 13:17; I Timothy 5:1,2; I Peter 5:5).

- B. After the staff member holding the “locus of sovereignty” has completely heard the student’s appeal, the decision regarding ultimate disposition of the case rests with him/her (Genesis 40:14).
- C. A student in disagreement with the final disposition may appeal to the KCS Administration. However, a standard KCS Appeal Form must be obtained from the Registrar and properly filled out, including having the staff members’ signature with whom the student has the disagreement. The student will submit written appeal, with the approval of the student’s advisor (or SLT director). The administrator may NOT overrule the staff member’s decision in matters that are judgmental in nature, e.g., “he says I was cheating but I wasn’t.” The administrator will overrule a decision by a staff member when that decision runs counter to established school policy and practice. It is not required that every established school practice be written down, e.g. when the corporate staff agrees that this is what we have always done, it is an established school practice (Exodus 18:13).

## **KCHS ACADEMIC CODE**

This code is written in order to make clear what quality of academic achievement is expected, encouraged, and enforced at KCHS.

### **I. FOUNDATIONAL PRINCIPLES FOR THE ACADEMIC CODE**

- A. Excellence – Excellence is the goal for every student. Christians are called to rise above mediocrity. They must strive to excel and to offer the Lord their very best (1 Corinthians 10:31; Colossians 3:23).
- B. Humility – On the other hand, Christians are to achieve excellence without egotism so that we give Him the glory for everything we accomplish (Romans 12:1-3).

### **II. GRADES**

- A. Grades are issued quarterly and are designated as follows:
  - a. A = Superior
  - b. B = Excellent
  - c. C = Average
  - d. D = Passed but below average (Not accepted as passing by some colleges)
  - e. F = Failing
  - f. P = Passed a PASS/FAIL course
- B. Advanced Courses – KCHS offers advanced courses in some subjects. These meet the UC Berkley requirements for Honors and/or AP (Advanced Placement) courses. These courses have higher grade point weighting as noted below. However, as per UCB standards, these courses are designated as junior and senior level courses. Freshmen and sophomore level courses taken at other schools or in independent study programs and transferred to KCHS will be given standard weighting even if designated as an honors course by another school. Note that junior and senior level honors or AP courses taken at KCHS prior to the junior year will be given the increased weighting. [MUST MAINTAIN GRADE AND EXPECTATIONS TO REMAIN IN THE CLASS. The teacher may drop a student at any time.]
- C. Determining GPA – In most instances the following criteria apply:
  - 1. Both semesters of the freshman, sophomore and junior years plus the first semester and possibly the third quarter of the senior year are used in GPA calculation for class ranking at the time of the awards assembly and graduation ceremonies. Transcripts sent two weeks or later after graduation will replace the third quarter grade with the actual second semester grade.
  - 2. All the grades on the report cards except citizenship and classes taken as PASS/FAIL courses count in the GPA calculation.

3. Grade weights for normal courses are:  
     A= 4, B=3, C=2, D=1, and F=0  
     Grade weights for AP or Junior/Senior level honors/AP courses .  
     A=5, B=4, C=3, D=2, F=0
4. Grade Points = (Grade Weight) X (# of Units)
5. GPA = (Grade Points Earned)/(Units Earned)
6. Pluses or minuses are generally not taken into account; that is, B-, B, or B+ all are weighted as 3. Except as noted in 7c below.
7. Generally, the overall GPA (using all classes with honors courses weighted) will be used to determine class rankings. The top five students of the senior class will also be checked by using the seven courses that generate the greatest GPA during each grading period, taking into account the honors course weighting. However, in cases of very close GPAs or an apparent tie for valedictorian and/or salutatorian, the following factors will be considered.
  - a. Academic GPA – The GPAs of the candidates will be compared considering only the academic courses (i.e. excluding PE, sports, choir, art, etc.).
  - b. Unweighted GPA – The GPAs of the candidates will be compared without the Honors Courses assigned their increased weighting as indicated in item 3 above.
  - c. The “+” and “-” of the GPAs may be taken into account when determining valedictorian/salutatorian.
  - d. Continued diligence – The GPA of the senior year third quarter grades and fourth quarter progress reports (5<sup>th</sup> week) may also be used by the administration to make the final determination concerning valedictorian and salutatorian selections.
  - e. The diploma type earned (i.e. University Prep, College Prep or General) may also be considered when establishing the valedictorian/salutatorian.
  - f. End of the Year awards – if a tie occurs the above procedures will be applied.
- D. Scholastic Excellence – In addition to report cards, academic excellence is recognized in the following ways:
  1. Honor Roll – All students who qualify will automatically be placed on this publicized list. To qualify, the student must have a 3.0 GPA for the semester and no D’s or F’s.
  2. California Scholarship Federation (CSF) – To qualify for CSF, the student must have earned a minimum of three “A’s”, one “B” in solid subjects, no “D’s” or “F’s” and must apply for acceptance into CSF. CSF is a nationally recognized academic society. For further information, consult with the CSF advisor or the CSF handbook.
  3. Passing Grades – Students who diligently meet all the requirements for a class (homework, quizzes etc.), will not receive an “F” regardless of their achieved percentage. However, as noted previously, not all colleges recognize a “D” as a passing grade.
- E. Citizenship grade – The citizenship grade is averaged into the overall grade of the class. Generally, it counts for 20% of the grade. Tardiness, homework, and behavior all count into the grade.

### III. STANDARDIZED TESTING

- A. Group achievement tests will be given at least once annually (e.g. Stanford Achievement Test) and results communicated to parents.
- B. Note that as per section XI - D, students must earn at least 9<sup>th</sup> grade proficiency on standardized tests in the subjects of reading, math and English during their 11<sup>th</sup> or 12<sup>th</sup> grade school years to obtain a non-provisional class 1 diploma.

### IV. ACADEMIC PROBATION

- A. Any student who does not achieve a 2.0 GPA (all grades except citizenship and classes taken as PASS/FAIL count in the GPA calculation) for any quarter will be placed on

“Academic Probation” for the following quarter. The high school staff reserves the right to place any student on Academic Probation at any time if his grades warrant such action.

1. A weekly grade report will be sent home to parents for students on academic probation.
  2. Parents or teacher can request a “Missing Homework” form from the registrar to document academic progress for students not “officially” on academic probation.
  3. Weekly Detention – Teachers **may** require students on Academic Probation to report to detention. The student shall be prepared to do any homework assignments they did not complete the previous week.
  4. Academic Procedural Penalties – If a student fails to attend required detention, he will receive a Procedural Referral. Failure to attend will also be taken into consideration when determining whether or not a student will be allowed to continue at KCHS.
- B. After a student’s first year, if he is placed on Academic Probation during the school year, he/she must maintain a 2.0 GPA for every subsequent quarter of that school year. When a student is at risk in this area he/she may be subject to SLT student review. If the student then does not achieve a 2.0 for a second time, he/she will be subject to a high school staff hearing. After the hearing, the staff will consider the next course of action, which may be the recommendation of dismissal from on-campus attendance.
- C. No student will be dismissed for failing to achieve a 2.0 GPA during their first year at KCHS, unless they are admitted under academic probation.
- D. Any student dismissed from on-campus attendance may reapply for admission after one quarter, if the student has passed each of their classes and achieved a 2.0 GPA average during his dismissal.

## V. HOMEWORK

- A. An important part of the student’s education is learning to be responsible for assigned homework. At KCHS we believe that it is our responsibility to hold students accountable for their assigned tasks. We also believe it is the parent’s responsibility to work with us to encourage their students growth in responsibility.
- B. Poor homework habits will be reflected on the individual grade in the following ways:
1. Homework not turned in will yield an F (or 0) in the grade book.
  2. Citizenship grade may be lowered accordingly.
  3. Parents may be notified of incomplete homework assignments and/or a Procedural Referral may be given.
- C. Late Homework and Make-up Test Policy – Each teacher has a specific policy regarding making up missed tests and homework. Generally late homework will receive reduced credit. Individual teachers may establish policies to allow students with a class grade of a “D” or lower to turn in assignments beyond the standard cut-off time. Note that students are expected to turn in assignments due on the first day of their absence the first day they return to class. The time extension is intended for absences occurring when assignments are given. Typically, parental notes will be accepted for late homework. The teacher has the final authority concerning whether or not to accept the note and for establishing a new due date for the assignment. **Long-term assignments or pre-announced tests are less likely to be excused by parent notes.**
- D. After extended illnesses or vacations, additional work may be required to fully make up the missed days.
- E. Missed labs may result in the grade and/or credits lowered.

## VI. SCHOOL COMPUTER USE

- A. Students shall abide by the provisions of the KCS computer network “Acceptable Use Agreement”.
- B. Generally, the use of computers is limited to assigned class research projects.
- C. Chat rooms, instant messaging, and news groups are not acceptable uses.
- D. Other uses of the computer are subject to the approval of the supervising teacher.

- E. Misuse of the Internet will result in the loss of the **privilege** to use the Internet and may also result in a disciplinary referral.

## **VII. CLASS CHANGES**

- A. Student Initiated Changes – Students may change classes through the registrar during the first week of a semester with staff approval. A student may add or drop a course during this time without receiving an “F” on their transcript for that class. However, students may be charged for consumable books used in dropped courses. A student may go out for a sport after the first week, but he may receive only partial credit depending upon the coach’s decision.
- B. Teacher Initiated Class Changes – A teacher may initiate a student transfer. This type of change or drop will not result in an “F” for the student even if it happens after the first week of a quarter.
- C. Parent Initiated Class Changes – Parents may petition for class changes including athletics. These requests are subject to staff and/or coach approval.
- D. All class changes must be made through the registrar.
- E. Choir students only are allowed to make changes for the 4<sup>th</sup> quarter, unless there is a specific approved reason why a student must transfer mid-semester. Changes must be finalized by Friday of the 1<sup>st</sup> week of the quarter. (Students must choose a class that is offered – they cannot ask a teacher with a prep period to let them stay in their classroom).

## **VIII. SCHOLASTIC ELIGIBILITY FOR ATHLETIC PARTICIPATION**

- A. Initial Eligibility – Students must have achieved a 2.0 GPA during the previous grading period. Transferring students and freshmen are exempt until the first quarter occurring during the sport season at which time their grades will be checked.
- B. Continuing Eligibility – A student at KCHS is scholastically eligible if:
  - 1. The student is currently enrolled in at least twenty semester hours of work.
  - 2. The student passed in at least twenty hours of work at the last grading period.
  - 3. The student is maintaining minimum progress toward meeting KCHS graduation requirements.
  - 4. The student maintains a minimum of 2.0 GPA in addition to having no F’s in any class. Students failing to do so will be ineligible for games until he/she has raised his/her GPA above 2.0 and raised all grades above the “F” level.

## **IX. LOSS OF CREDITS FOR SPORTS AND SPECIAL ACTIVITIES**

To counter and control the problem of students missing games and performances for unacceptable reasons (convenience and personal preference vs. emergency and necessity) the following policy has been adopted:

- A. Any unauthorized game miss or performance miss will cost the students one unit of official credit and/or “benching” for subsequent games. Unauthorized practice misses reflect in lowering of grade and will subject the student to “benching” at subsequent games or performances.
- B. Additionally, the Athletic Department has its own handbook, which outlines specific athletic requirements.
- C. Other non-athletic activities may also have additional guidelines.

## **X. SCHOOL ATTENDANCE**

- A. EXCUSED ABSENCES – The following absences will be excused:
  - 1. Illness
  - 2. Family Emergency
  - 3. Unavoidable medical and dental appointments (must have note from doctor or dentist to be excused).

4. Juniors and seniors will be allowed two (2) excused absence days per year for college visits.
  5. Parentally Authorized Absences – Students who are absent for family outings, non-KCHS organized college visits beyond two (2) days, etc., will be excused provided KCHS has received written consent from parents through established office procedures. These absences are considered “Parentally Authorized Absences”. Students will typically be allowed only five (5) days per school year. Parental absences beyond the allotted five days may require additional work to be completed beyond the work missed in class. If a student fails to complete the expected work the student's grade will be lowered one full grade. [The teachers are to be **notified** before the absence occurs.]
  6. Honors and AP classes may require that missed class time be made up at lunch and/or after school.
  7. Labs may extend into the break, lunch or after school hours. Labs that are not made up may reduce the grade and/or credits.
- B. ABSENTEE PROCEDURES
1. After an absence, the student is to check into the office with parental note indicating the reason for the absence.
  2. Only the above-mentioned reasons (Item A above) will be excused.
  3. The office will provide an Absence Accountability Slip for the student to take to each of his/her teachers. It will be the student's responsibility to see that each involved teacher reviews the slip and marks the absence appropriately in his/her roll book. Any un-reconciled absences will be considered unexcused. The absence accountability slip should be retained by the student after all teacher initials have been acquired until the end of the quarter to serve as proof that the absence was excused and that they followed procedure in the event it is questioned in the future.
  4. Every unexcused absence, which is not cleared by the end of the following week, will cause the classroom citizenship grade to be lowered and will be considered either a “cut” or a “ditch”. Tests, homework, etc., may not be made up.
  5. Students who are absent more than 5 days per quarter will be placed on Attendance Probation. Note that tardies and partial day absences accrued by the student will be included in this tally.
  6. Parents are to avoid “standing appointments” that cause the student to miss the same class period multiple times in a given quarter.
  7. Excessive absences occurring for the same health reason extending for more than one quarter will require the student to move to independent study.
- C. DITCHING SCHOOL – An absence from school unauthorized or unknown by parent (student not on campus).
1. Will normally be punishable by a Major Disciplinary Referral.
  2. Note that once a student arrives on campus for the school day, he/she may not leave the campus, except as authorized by school policy (e.g. off-campus lunch, parent authorized doctor appointments, etc.). Such action is considered “Ditching School” and will be handled accordingly. This also applies to foggy days.
- D. CUTTING CLASS – An absence unauthorized or unknown by scheduled teacher (the student is on campus).
1. Will normally be punishable by a Regular Disciplinary Referral.
  2. Tardiness beyond ten minutes shall be considered a cut or ditch and applies to the first period and the period after lunch the same as any of the classes.
- E. EXCESSIVE TARDIES – Teachers or registrar will keep track of accruing tardy time (even if it is excused by the parent) and may require this time to be made up during lunch, after school or on Saturdays. Please be aware that accumulated tardies (especially first and sixth periods) will result in disciplinary referrals and short-term loss of off campus privileges when they add up to full class periods and/or days.

- F. PARTIAL CREDIT – Sometimes a student does not complete all of the scheduled assignments and tests for a class because of excessive absences. At the discretion of the staff, a student may be given the earned grade for the amount of the work accomplished by a student with proportionally less UNITS rather than full credit at what would be a failing grade. This will only be done in cases where the reason for the absences is excused or unavoidable. This will also apply to extended vacations.
- G. STUDENT PASSES – Students are not to be outside of the classroom during class time without a pass. If a student is found without a pass, he will first be asked to get one from the teacher who is responsible for him/her during that time period. In the event that the responsible teacher will not provide a pass, the student will receive a regular Disciplinary Referral. The student is to make sure he/she has a pass prior to leaving the room during class time.
- H. LIMITATION OF AUTHORITY - A teacher or activity director or coach **does not have** the authority to excuse students from another teacher’s class.

**XI. ACADEMIC PROGRAM**

**A chart comparing the academic requirements between UC Berkeley, Lemoore High School and Kings Christian High School is available from the Guidance Counselor, the KCS web site ([www.kcsnet.com](http://www.kcsnet.com)) or the KCHS course catalog.**

- A. There are 320 units available (380 units if 3 sports are played each year) to any given student attending four years. A student must earn 234 units to receive a diploma.
- B. KCHS offers one provisional and three complete diploma programs:

	GENERAL	COLLEGE <i>Min. 2.8 Cumulative GPA beginning with class of 2014</i>	UNIVERSITY (2011 graduates)
BIBLE	40 units <sup>1</sup>	40 units <sup>1</sup>	40 units <sup>1</sup>
ENGLISH	40 units	40 units	40 units 1 year of honors
HISTORY	40 units <sup>2</sup>	40 units <sup>2</sup>	40 units <sup>2</sup>
MATH	30 units	30 units (through Alg. 2) OR 40 units (total Math)	30 units through Advanced Math
SCIENCE	20 units (10 units lab science)	30 units (20 units lab science)	40 units (30 units lab science)
FOREIGN LANGAUGE	10 units	20 units <i>(must be same subject)</i>	30 units <sup>3</sup> <i>(at least 2 years of same subject)</i>
FINE ARTS		10 units <sup>4</sup>	10 units <sup>4</sup>
P.E.	20 units	20 units	20 units
ELECTIVES	34 units	40 units	50 units
<b>TOTAL UNITS</b>	<b>234 units</b>	<b>270 units</b>	<b>300 units (290) <sup>3</sup></b>

**Footnotes:**

<sup>1</sup> Students transferring to KCHS may have reduced Bible unit requirements. Under special circumstances, one year of Bible may be used in place of one year of English. Student must be enrolled in a Bible class each year they attend KCHS.

<sup>2</sup> Students transferring to KCHS may have reduced history requirements. Students must take a history course each year they attend KCHS. Student must pass World History, US History, Economics and Government to graduate.

<sup>3</sup> The 30 unit requirement for the University Prep diploma will be reduced to 20 units when KCHS does not offer the third year of foreign language during the student’s senior year.

<sup>4</sup> Some colleges and universities require all fine arts units to be in the same subject during the same year. We recommend you check with the college of your choice for their requirements. The 10 units of Fine Arts must be in the same subject and earned in a single year to receive a University Prep diploma.

- C. Senior Portfolios – Preparing and presenting a Senior Portfolio is a graduation requirement. The Senior English class is used to help facilitate meeting this requirement but students not taking English on campus their senior year must take the responsibility to make whatever arrangements are necessary to complete this requirement.
- D. Provisional Diploma - A Provisional diploma requires the same units as those outlined for the general track diploma, but it is issued in the event the student does not score above the 9<sup>th</sup> grade level in math, reading, or English on a standardized test taken during the student’s junior or senior year. The provisional diploma will be exchanged for a general track diploma upon proof of competency in the deficient subject.

### XIII. CONSEQUENCES – Summary of the various categories of probation

**Probation Summary Chart**

<b>Type of Probation</b>	<b>Reason for Placement on Probation</b>	<b>Consequence(s) During Probation</b>	<b>Consequence(s) for Continued Infractions</b>
<b>Academic</b>	Earned < 2.0 GPA (and/or failed a core subject) during previous grading period	Special scrutiny next grading period, may require homework & detention	May be dismissed if earn less than 2.0 GPA a second quarter during same school year (freshmen & first year KCHS students exempt)
<b>Athletic</b>	Earned < 2.0 GPA and/or one of more F's during previous grading period	Weekly monitoring of the grades, benching during contests	Dismissed from team, not allowed to participate in athletics the next grading period
<b>Attendance</b>	Absent more than 5 times during a single quarter	Special scrutiny next grading period, may require make-up time on Saturdays, or after school	Staff/Administration meeting to determine is reason(s) valid, student lose units and/or dismissed from KCHS
<b>Discipline</b>	Accrued 10 or more points in discipline referrals	<u>Social Probation</u> - suspended from participation in any activity of leadership or representation of the school (i.e. sports, cheerleading, choir/ensemble, spelling bees, etc.), from any KCHS sponsored social event or extra curricular activity (parties, class trips, etc.), and from off-campus lunch privileges	Students going on Discipline "Social Probation" twice in a single year will be subject to dismissal from KCHS
<b>Special/Other</b>	Includes current students or transfer students with record of past problems, such as violence, narcotics, immorality, etc.	Special scrutiny during the next grading period(s), random drug testing, etc. per correspondence from administration	Expulsion from KCHS
<b>Dress Code Probation</b>	Excessive Dress Code referrals (6 points)	Probationary Dress Code adherence (5 school weeks or end of quarter	Social Probation

## GENERAL HIGH SCHOOL OPERATION PRACTICES

### I. ATHLETIC ACTIVITIES

- A. KCHS competes in the C.I.F. Central Section in the Sierra division.
- B. Team sports by season:
  - FALL: Girls-Volleyball; Boys-Football, Boys/Girls Cross Country
  - WINTER: Girls-Basketball; Boys-Basketball
  - SPRING: Girls-Softball, Boys-Baseball, Boys/Girls-Track
- C. Practice and Game Requirements
  - 1. Athletic practices shall normally be from 3:30-5:30 pm on scheduled practice days. Students are to assume full responsibility for knowledge of and attendance at all practices and games.
  - 2. Game times and dates vary with each sport. Schedules are published in the Crusader Echo, on the KCS Web Site (see the athletics page and/or Athletic Director's page), and season schedules are available in the athletic office. Note, however, these schedules are subject to change, and the most current schedule should be obtained from the Athletic Office.
  - 3. It is the student's responsibility to report any anticipated absences from practices or games to the coach. Absences will be handled in the same manner as outlined in the "Academic Code" in the section labeled "School Attendance" and the Athletic Handbook.
- D. Student athletes receive five units of PE credit for each season successfully completed.
- E. Going out for a sport is a commitment, which requires responsibility on the part of the participant. It should be noted that interscholastic sports are to be considered a regular class with respect to attitude, attendance, and discipline. This also means that a student may only withdraw from an interscholastic sport during the first ten days of full team practice. After that time, failure to participate may result in an "F" on the student's transcript which will also affect his GPA. The coach and staff may give special consideration for withdrawals after this time when the request is submitted in writing by a parent.
- F. Occasionally, students may join an interscholastic sport after the initial allotted five days. Coaches, at their own discretion, may choose to allow this, but students may be assigned less than five units of PE credit.
  - 3. Students are encouraged to earn PE units by participating in CIF team sports. However, PE units can be earned by periodically offered PE courses (tennis, conditioning) or formal outside athletic classes (i.e. Karate, ballet, equestrian training, etc.) when special arrangements are made through the high school registrar.
  - 4. Further information is available from the KCHS Athletic Handbook

### II. KCHS WORK EXPERIENCE POLICY

- A. The spirit behind work experience is to encourage on-the-job training and experience, which follows up or relates directly to classroom instruction and theory. Most jobs, however, are not directly related to classroom theory, nor do they relate to the ultimate career of the student employee and therefore may not be acceptable for work experience credit.
- B. WORK EXPERIENCE CRITERIA
  - 1. Possible work experience will be evaluated according to the following criteria:
    - a. Does it relate to a possible trade, business or profession for the student employee?
    - b. Is it in-the-field experience for classroom theory or instruction?
    - c. A KCHS administrator will make final approval.
  - 2. When the student employee work is approved, credit will be given at the rate of 1 credit per semester per hour for each day the student works Monday through Friday

and will get the maximum credit of ten units per semester or twenty units for the year. To obtain work experience credit, the student's work schedule must include at least two hours a week during the 1:00 to 4:00 p.m. time slot.

3. Liaison must be set up between the KCHS Registrar and the student employer.
4. The registrar or KCHS advisor must provide an evaluation sheet for student employer, which shall be filled out quarterly with appropriate grade.
5. Opportunity is provided for the student's employer to send deficiency notices to parents during the fifth week of the quarter.

### III. VOLUNTEER AND SUBSTITUTE TEACHER AUTHORITY

- A. Other KCS manuals and handbooks outline the requirements for volunteer staff and substitute teachers, and they are therefore not discussed here.
- B. Students shall consider the authority of both volunteer staff and substitute teachers to be the equivalent of paid full-time staff, and therefore they shall be submissive to their authority.

### IV. CLASS PARTIES AND ACTIVITIES

- A. Class activities conducted by the student body are always to be regulated and controlled by the advisors within the framework of the "Spiritual and Moral Code". If a group is an embarrassment to the school by their misbehavior on a trip, no other trips will be allowed that year for that group.
- B. Class parties are not to be planned to interrupt any class or educational school function. Classes cannot plan any activities without the inclusion of the faculty advisor. Any missing of school due to class parties will be considered unexcused.
- C. Senior trip shall take place after seniors' graduate. NOTE: The school dismisses the senior class one-week early for this purpose.

### V. FUNDRAISING GUIDELINES

- A. All fundraisers must have prior approval by the Director of Development.
- B. Funds are not to be spent until they are earned. No group connected with the school is to borrow funds to carry out activities. The staff manual declares the maximum of debt allowed for a specific fundraiser solely authorized by the group advisor. Additional debt may only be authorized by Business/Office Manager.
- C. Any money collected is to be stored in the office and is not to be kept in teacher's desks for an extended period of time or student lockers.
- D. Fundraising activities that involve missing of classroom time must be approved beforehand with the specific teacher or will be considered unexcused. A class advisor does not have authority to excuse students from another teacher's classroom.

### VI. CLASS REGISTRATION PROCEDURES

Current KCHS students who are attending KCHS pre-register through the office in the spring. Actual class registration takes place with the Registrar about two weeks before school starts. The elective classes taken depend upon whether the student plans to follow the General or the College Preparatory Track as well as and his/her interest. It will be the student's responsibility to make an appointment to register to replace any classes that are only a semester long, prior to the second semester.

### VII. FOGGY DAY SCHEDULE – KCS is contracted with Channel 18 to broadcast our foggy day schedule. The decision will be made as early as possible, but no later than 7:45 a.m. When we have called a foggy day, the broadcast will say: ***Kings Christian School – Plan A (dismissal times are as usual)***

If a foggy day schedule has been declared, high school will start instruction at **9:15 a.m.** Students arriving prior to 9:15 shall report to their 1<sup>st</sup> period class until school starts.

Class material will be presented as planned at 9:15 regardless of the number of students present. Fog related tardiness after that will be considered excused, but students will be responsible for any work covered after 9:15 a.m. **(For accountability purposes, we request a note or phone call from a parent if a high school student comes in after the 9:15 time).** High School students, who use the fog as an excuse not to come to school on time, coming in well after the fog has lifted, will be subject to penalties in accordance with our Attendance Policy. **High School Parents Note: Once a student arrives on campus, they cannot leave the campus upon learning that a foggy day schedule has been declared. They must stay on campus and report to their 1<sup>st</sup> period class. Students who leave campus will be subject to disciplinary action.**

## VIII. STUDENT GOVERNMENT

A. STUDENT LEADERSHIP TEAM – serves as the student government. It is composed of students, who have decided to accept the responsibility of leadership. These leaders strive to make a positive impact on the life and direction of Kings Christian School. There are two main areas of responsibility:

1. In relationship to the staff, the SLT serves in a liaison position between the staff and the student body. In this capacity, it is listed just below the staff in authority. Thus, it is accountable to the staff and administration, and its power and authority come from the staff and administration.
2. In relationship to the students, the SLT members are to be leaders. As leaders they have voluntarily placed themselves in a position to direct student activities, to encourage righteous behavior, and to willingly deal biblically with sin issues.
3. Must be willing to be held to a higher standard of behavior and subjected to closer scrutiny.
4. For more information see the Student Leadership Handbook.

B. QUALIFICATIONS:

1. GENERAL MEMBERSHIP

- a. Application approved by class advisor and SLT advisor
- b. Must confess Jesus Christ as his/her personal Savior and Lord.
- c. Must be active in a local church.
- d. Must fully support KCHS through word and deed.
- e. Must have a GPA of at least 2.5 based on the previous semester, or on his/her cumulative GPA, whichever is higher. Students must not have failed any course in the most recent grading period.
- f. Must not have received more than five disciplinary points in the previous or current semester (continuing accruing of disciplinary points will subject the student to staff review and possible dismissal. Receiving a major referral is an automatic dismissal.).

2. BOARD POSITIONS: President, vice president, secretary, treasurer, class representatives, and four board members.

- a. Completion and acceptance of a Board application by class advisor and SLT advisor.
- b. Qualifications are the same as for the general member except GPA must be 3.0 or higher.
- c. Must be elected to position. Election will be held in May for all but the incoming freshmen class, which will be held in September.

C. GROUPS UNDER SLT JURISDICTION:

Groups and/or individuals participating in activities that fall under SLT supervision, such as the Chapel Band, will be held to the same behavior standards as any SLT member. Thus what would disqualify an SLT member would disqualify the individual (i.e. receiving a major referral).

## **IX. STUDENT AIDE PROGRAM**

In order to give high school students the opportunity to develop their gifts working with children, and give elementary teachers the opportunity to have another helper in the classroom, a student aide class has been created. Those enrolling in this class must follow these guidelines:

1. Each student aide enrollee must be a junior or senior. (Occasionally, a sophomore will be given approval.)
2. Each student aide enrollee will be subject to approval by the Student Aid Advisor before being accepted into the program. Student Aides must be an enrolled KCH student.
3. Each student aide must read and sign a statement of cooperation with the Student Aide Advisor (Mrs. Susan Reynolds). The student will be continually monitored and may be removed if not maintaining the expected behavior and performance.
4. Student aides must maintain a 3.0 cumulative GPA.
5. A student aide will be assigned to an elementary teacher. The student aide is not allowed to change teachers at any time without the expressed written permission of the advisor, the teacher they are leaving, and the teacher they are going to. Changing must be done through the high school Registrar.
6. A student aide may be reassigned, or taken out of the program if he/she does not follow the requirements of the program, or does not follow the directions of the assigned teacher.
7. A student aide will be evaluated on a continuous basis. The assigned teacher will be giving the evaluations. These will be available for the student to review from the advisor.