

Kodiak Christian School

Education with Eternity in Mind



KCS Eagles

“...They shall mount up with wings as eagles...”

Isaiah 40:31

Family Handbook

Revised July 2021



Kodiak Christian School

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Dear KCS Family,

It is a great responsibility and privilege to have your children at Kodiak Christian School.

Our job is to be an extension of the home; not only to teach and guide your children intellectually, but spiritually as well; to continue teaching and guiding your child using the same values and standards you have at home. We are striving for academic excellence and Christian character development. It is a privilege to work toward those goals with God's help and in partnership with you.

We chose the Eagle symbol from Isaiah 40:31b, "They shall mount up with wings as eagles." As we wait upon the Lord, we can rise to excellence and glorify Him in so doing. Let us look forward to a year of soaring on eagle's wings.

In His Service,

The Kodiak Christian School Board

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Mission Statement

The mission of Kodiak Christian School is to provide the local Christian Community, by partnering with parents, a Christ-centered educational program of challenging academics and character development which cultivates the God-given potential of all students to be transforming influences in their world.

Kodiak Christian School's Goals

1. To encourage each child to accept Christ as Savior.
2. To provide a loving, creative, and spiritual learning environment.
3. To teach Christian perspective in all areas of study.
4. To enable students to reach their potential academically, spiritually, intellectually, physically, emotionally, and socially.
5. To challenge students to live up to their potential in everyday life.

Statement of Faith

- We believe the Scriptures of the Old and New Testaments are inspired by God and inerrant in the original writings, and they are of supreme and final authority in faith and life.
- We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth and sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His future personal return in power and glory. We believe that for the salvation for the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life, and they who are lost unto the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ.
- We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life.

Key Values

Kingdom Curiosity (truth seeker)

Christ-likeness (unconditional love, integrity, diligence)

Scholastic Achievement (eagerness to learn)

Philosophy of Education

The philosophy of education of Kodiak Christian School is rooted in the Holy Bible accepted as the inerrant Word of God, applicable for all of life's faith and practice. These scriptures communicate the existence of the Triune God, the fact that He created and providentially sustains through Jesus Christ what man calls the universe, and that man was created by God and bears His image (Gen. 1:1; Is.45:18, Jn. 1:1-3, Col. 1:15-19, and Gen. 1:26-27).

Because God created all that is, all the particulars of life in our universe are related, with their unity secured in God Himself. Thus, all truth is God's truth. True education, then, involves finding the true relationship not only between man and God, but also between and among the various parts of creation. Therefore, the study of God must be the core of educational curricula (Col. 2:3 and Prov. 9:10). To be known truly, all subjects must be studied under the scrutiny of God's Word. In Christian epistemology, all truth is ultimately religious, and teaching or studying any truth is a search for God's perspective on that subject (1 Cor. 1:23-30).

Because humans bear the image of God, they differ from the rest of creation in that they possess the unique cognitive and volitional capacity to know and respond to God personally (Jn. 14:26). Humanity was given this capacity to glorify God (Col. 1:18 and Jn. 3:30) and exercise stewardship of His creation (Gen. 1:27, 2:15).

Humans are sinners by nature and choice (Rom. 3:23), however, and cannot, in this condition, know or honor God except by submission of mind and will to the Lordship of Christ, so that they can then obey God's will. The philosophy of education of Kodiak Christian School presupposes this regeneration of mind and will as the foundation of all true learning, wisdom, and values. It assumes that no holistic or correct comprehension of God's universe can occur without this Biblically-rooted epistemology. Such a philosophy of education further maintains that attempting to perceive data or phenomena of the created order without using scripture as a lens or without acknowledging Christian

theistic presuppositions and assumptions must naturally fail to achieve an accurate, integrated sense of reality (Jer. 8:9, 1 Cor. 1:19 and 3:19).

The philosophy of education of Kodiak Christian School also recognizes that Scripture grants the responsibility and authority of educating children to parents (Deut. 4:7-9, 11:18 & 19, 31:13, 32:46) and church (Eph. 4:11-13) alone, and in no manner whatsoever to any form or level of government. Kodiak Christian School is a parent-responsive partner in providing the God-centered education which He enjoys. The school also understands itself clearly to be an extension of the Christian education program of local churches with like statements of faith, where its families may worship and study the foundations of education in a cooperative effort to nurture students in an articulate Christian-theistic world-and-life view.

In summary, the entire process of education is understood to be a means used by the Holy Spirit of bringing students into fellowship with God, of helping them become strong and mighty in spiritual maturity, to assist them in developing keenly analytical Christian minds, to enable them to think God's thoughts after Him, and to help every student achieve Christlike character qualities so that God's total purpose for his or her life, both personally and vocationally, can be fulfilled. Students are taught the Bible so they may understand God as well as their own true nature and function as God's image-bearer. Each student is developed and related to God as a whole person, spiritually, mentally, physically, and socially. Each is taught to see all truth as God's and to integrate it with and interpret all learning by God's Word. The student experiences a challenging academic curriculum that both encourages excellence and that scrutinizes its disciplines through the lens of Scripture. Each student is educated as an individual with his or her own abilities and personality, who learns to live and work with others, and who exercises leadership at home, in the church, and in society. The student interacts with and is taught by parents and teachers who have committed themselves to a Christian-theistic foundation of education and are integrating that perspective within their own lives.

Admissions Policy

- I. **Submit completed electronic application packet**
- II. **Additional Required Documents:**
 - a. Copy of Birth Certificate
 - b. Copy of up-to-date Immunization Record
- III. **Agree in writing to the following:**
 - a. The Statement of Faith, and having your child(ren) trained accordingly, and support and foster that training at home.
 - b. The Family Handbook and its policies and guidelines.
 - c. The Financial Policies found in the Family Handbook.
 - d. Financial responsibility for prompt, complete payment of your bills.
 - e. The discipline policies found in the Family Handbook.
 - f. The School Board's right to dismiss or refuse re-enrollment to any student who does not respect the spiritual standards of the school, or cooperate in the educational process.
- IV. **Pay enrollment fees.**
 - a. A non-refundable enrollment fee is due at the time of application. An application is considered incomplete until this fee is paid. *This fee is subject to change.*

Enrolled by April 1 st	\$100 Non-Refundable Enrollment Fee
Enrolled by May 1 st	\$150 Non-Refundable Enrollment Fee
Enrolled after May 1 st	\$200 Non-Refundable Enrollment Fee
 - b. A \$150 non-refundable book and materials fee is due on or before the first day of school.
- V. **Complete a new family interview.**
 - a. Parents will be interviewed by the admissions committee, made up of the Administrator and at least one School Board member. The student's prospective teacher may also attend.
 - b. Children are welcome to attend their new family interview.
 - c. The interview will be used to determine admission based on the compatibility of the student/family and the school.
 - d. This compatibility will be based on the compatibility of Christian convictions and the Statement of Faith, Educational Philosophy and Goals, and the school's ability to accommodate any specific student needs.
 - e. If the admissions committee is unable to determine admittance based on the interview, the decision may be deferred to the School Board for provisional admission consideration.
 - f. If provisional admittance is granted, the School Board will outline goals for the student and/or family to accomplish in the trial period.

- g. If the School Board does not allow provisional admission, parents may appeal the decision.

VI. Determine Placement

- a. Prospective students may be given an entrance exam to determine grade placement at the discretion of the administrator or teacher.
- b. Prospective Kindergarten students must meet the state's age requirement.
- c. Prospective preschool students must be fully toilet-trained.

VII. Provisional Admission

- a. Is allowed by the School Board at its discretion in situations when the admissions committee defers the admissions decision to the School Board.
- b. Will include appropriate goals outlined by the School Board to be accomplished by the student and/or family during a trial period of no less than 3 weeks.
- c. A conference with the administrator at the end of trial period will be required to determine continued enrollment based on the progress of the goals as outlined by the School Board.
- d. Satisfactory progress will result in the end of the trial period and continued admission.
- e. Unsatisfactory progress will result in:
 - i. An extension of the trial as determined by the administrator, OR
 - ii. An end of the trial period with admission withdrawn.

VIII. Appeals Process

- a. Appeals may be submitted in writing to the School Board for review.
- b. The School Board may interview the parents at its discretion.
- c. The School Board's final decision will be submitted to the parents in writing.

IX. Continued Enrollment

- a. Submit completed application packet.
- b. Pay all enrollment fees and book and materials fees.
- c. Applicants will be considered on a first come, first served basis unless the student is on academic or behavioral probation.

X. Withdrawals and Transfers

- a. Subject grades will be based upon work completed at the date of withdrawal.
- b. School records will be released only upon payment of all tuition and fees.

Financial Policy

I. Enrollment Fees

- a. A non-refundable enrollment fee is due at the time of application. An application is considered incomplete until this fee is paid. *This fee is subject to change.*

Enrolled by April 1 st	\$100 Non-Refundable Enrollment Fee
Enrolled by May 1 st	\$150 Non-Refundable Enrollment Fee
Enrolled after May 1 st	\$200 Non-Refundable Enrollment Fee

- b. A \$150 non-refundable book and materials fee is due on or before the first day of school

II. Tuition

- a. Tuition is a full, contractual amount for the regular annual school term; no discount is given for extended vacations, travel, or long absences.
- b. Payment Options: Parents will choose one of the following options on The Tuition Contract:
 - 1. The Standard Option is a Nine-month plan of Nine (9) equal payments beginning September 1st with the last payment due May 1st.
 - 2. The Annual Option is a pay all at one time plan. Book/material fee must be paid in full at registration. Full payment is due September 1st unless an alternative date is approved by the administrator.
 - 3. If a family receives a scholarship, grant, or other financial assistance, it will be applied to the total tuition amount that is due. The remaining balance must be divided into 9 monthly payments or paid in full by September 1st.
 - 4. Option to Pay the Actual Cost of Tuition: The actual cost to educate each child at Kodiak Christian School is \$7,839. The published tuition rates are supplemented through various donations and fundraisers throughout the year.
 - 5. Any other option must be approved by the administrator.

III. Payment of Tuition

- a. Tuition is due on the first of each month. All accounts are to be paid in full by May 1st.
- b. Tuition not received by the first of each month is considered past due.
- c. Tuition not received by the 10th of each month will be considered delinquent and the parent/guardian will be notified by telephone. A \$10.00 late fee will be assessed for payments received between the 10th and 20th of each month. This fee is due upon payment of late tuition.
- d. Tuition not received within 5 days of notification will be considered in arrears and the parent/guardian will be contacted by the Administrative Assistant to arrange for a conference with School Board member(s).
- e. Payments made after the 20th of the month will incur a \$25.00 late fee.
- f. If the student's tuition is more than 30 days late, the student will be withdrawn unless arrangement for payment has been made.
- g. Collection procedures will be pursued for all delinquent accounts.
- h. Parents with an outstanding balance at the beginning of any school year will not be allowed to re-enroll a student.

- i. All checks returned for insufficient funds will incur a \$25.00 fee.
- j. Report cards or the transfer of records will not be released until all fees are paid in full.

IV. Tuition Assistance Policy

- a. Parents requesting financial assistance may do so by requesting to have an interview with the Administrator and/or School Board member(s).
- b. If an award is granted, tuition will be reduced by the amount of the award. The amount will be distributed according to the payment plan chosen.
- c. Emergency assistance may be available on an ad hoc basis. Please contact the school administrator or administrative assistant if an emergency occurs.
- d. All financial data will be kept strictly confidential.
- e. Families wishing to financially contribute to a scholarship fund may do so by designating the monetary donation as a KCS Scholarship.

V. Withdrawals After Enrollment

It is our desire to remain fiscally responsible and to be good stewards of the financial commitment our families have made to their children's education. As such, to maintain a sound operating budget, Kodiak Christian School has authorized a schedule for payment of tuition in the event a student withdraws after they have enrolled.

- a. Withdrawal of student after ten (10) school days from the first day of school will be responsible for 50% of annual tuition.
- b. Withdrawal of student after ten (10) school days from the first day of the second semester will be responsible for 100% of annual tuition.

Attendance Policy

I. Excused Absences

- a. Advance notification should be made in writing by the parent and submitted to the office. (Exceptions: sickness, death in the family.)
- b. An Excused Absence Note, from the office, must be brought to the teacher within two days of the student's return to school.

II. Missed Work

- a. Arrangements should be made with teachers one week prior to vacations for assignments.
- b. Students are responsible to get make-up assignments from teachers.
- c. All work missed during an excused absence may be made up.

III. Unexcused Absences

- a. Any absence without advance notification or that does not meet the exceptions is considered unexcused.
- b. 6th, 7th, and 8th graders with more than 20 unexcused absences during the school year will be required to repeat the grade.
- c. Any work missed during an unexcused absence may not be made up.
- d. Failure to present an Excused Absence Note to the teacher within two days of the student's return to school will result in an unexcused absence.
- e. Three unexcused absences in one quarter will merit a detention.

IV. Tardies

- a. Any student who is tardy must report to the office for a Late Admission Notice to be presented to the teacher.
- b. Tardies due to inclement weather, illness, or traffic mishap may be considered excused if a parent contacts the office.
- c. Every three unexcused tardies will be considered as one unexcused absence.

V. Early Dismissals

- a. Students needing early dismissal must present to their teacher a signed note from a parent.
- b. Students needing early dismissal must be signed out at the office by a parent.

Grading Policy

I. Grading Scale(s)

- a. Preschool and Kindergarten Grading Scale:

3	Mastered
2	Progressing
1	Emerging

- b. Grades 1-8 Grading Scale:

A	90 - 100%	Excellent
B	80 - 89%	Good
C	70 - 79%	Average
D	60 - 69%	Below Average
F	0 - 59%	Poor

II. Behavior and Attitude Scale

O	Outstanding
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

III. Academic Reports

Progress Reports

1. Are issued halfway through a quarter.
2. Contain behavioral and academic grades.



IV. Report Cards

1. Are issued at the end of every nine-week quarter.
2. Will not be released if tuition payments are not current.
Only light homework will be assigned on Wednesday nights.

V. Honor Roll

1. Grading Requirements for Honor Roll achievement:

3.5-4.0	A Honor Roll
3.0-3.49	B Honor Roll

Discipline Policy

God expects parents or other authorities to discipline a child with the goal that s/he consistently becomes more self-disciplined, requiring less supervision as s/he matures. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within God's family, and to respond to Him with respect and obedience on the basis of the training that they have received from their parents. Kodiak Christian School's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

The school reserves the right to question students (without their parents being present) who are suspected in or may be a witness to any disciplinary infraction. The school is obligated by law to report serious offenses (those offenses that may constitute violation of criminal laws established by the State of Alaska) to the proper authorities and to press charges against the student if the situation should so warrant.

No agent of the school will use any form of corporal punishment as a disciplinary measure. Below is listed the five-step process of discipline, all of which will be documented on the student's discipline record. Discipline is defined as any behavior that is disruptive to the class.

Step 1: Warning

Students are given warnings when they do not obey the rules. They are spoken to privately when they have violated a rule. If the inappropriate behavior continues after the warning, the student will be disciplined appropriately and parents may be notified if deemed necessary by the teacher.

Step 2: Time Out

Time out involves a loss of privileges and/or time outside of classroom, and written parent contact.

Step 3: Detention

Detentions are to be served at 3:00 on the day specified by the teacher. A one-day notice will be issued when assigning the detentions. Detention is not designed for the convenience of the student or parent schedule, and the expectation is that students may be required to serve by performing labor around the school. Detention is intended to help deter improper behavior. Two detentions within a school year will require an additional parent conference. At the discretion of the school staff, a board member may be in attendance to this conference. Missed detentions will be doubled. A second missed detention will result in movement to the next disciplinary step. The only acceptable reason to reschedule a detention is a medical appointment that is verified by a doctor's note. Three detentions in a school year will result in suspension.

Step 4: Suspension

Kodiak Christian School reserves the right to suspend or expel a student for misconduct or compromising activity occurring on or off the school campus, and without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus, including on social media. Suspensions will generally take place the day following notification to the student and parents. Suspensions may be given for a period of one, three, or five days, and any work not made up will receive zero credit. Suspension will result in parent conference. The school reserves the right to suspend any student for a serious infraction or repeated violations of school rules, including 3 detentions.

Step 5: Expulsion

Decision to expel will be made by collaborative decision between the School Board and the Administrator. The lack of cooperation or the unwillingness of the parents to conform to the standards and rules of Kodiak Christian School may result in immediate expulsion. Parents will be responsible to pay full tuition for the month in which the student has been dismissed. If prepaid, tuition will be refunded beginning the month after the student has been expelled. **A student who has been expelled or withdrawn for disciplinary reasons may apply for admission as a new student after a full Kodiak Christian School calendar year.**

Process of Appeal

Parents have the right to appeal expulsion. Appeal forms may be submitted and are to be submitted to the Administrator for consideration and School Board review.

General Policies

I. Medical Records Policies

- a. Parents are to notify the school of any information relating to students' medical history that may affect their learning or ability to participate in school sports and general activities.
- b. Current vaccination records must be on file or the student will be unable to attend school.
- c. A current completed Student Physical Exam Form must be on file:
 - i. For all students wishing to participate in sports.
 - ii. For all students entering Kindergarten.
 - iii. For all students new to the Kodiak Island School District.
- d. Medical information is strictly confidential.

II. Transportation Policy

- a. Public School Bus transportation:
 - i. Public School Busses are available for KCS Students.
 - ii. Students must abide by all school bus regulations.
 - iii. Students must ride their assigned bus unless a note from a parent is given to both the bus driver and to the classroom teacher.
- b. Volunteer Drivers for School Events:
 - i. Must have a current Volunteer Driver Form on file in the office.
 - ii. Must have a copy of driver's license on file in the office.
 - iii. Must have a copy of current insurance card on file in the office.
 - iv. Must require students to use seat belts.

III. Personal Possessions Policy

- a. All possessions should be labeled with student's name.
- b. Valuables:
 - i. Students should not bring valuables to school.
 - ii. KCS is not responsible for damage, breakage, theft, or misuse of any valuables that may be brought to school.

IV. Prayer and Pledges Policy:

- a. Prayer starts each morning.
- b. Pledges are recited each morning:
 - 1. Pledge of Allegiance:
I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation under God, indivisible, with liberty and justice for all.
 - 2. Christian Flag Pledge:
I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands; one Savior, crucified, risen and coming again, with life and liberty to all who believe.

3. Bible Pledge:

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.

V. Telephone Use Policy

- a. The office telephone is for official school use only.
- b. Students will not be allowed to use the office phone except for emergencies.
- c. Students must turn cell phones and pagers off during school hours.
- d. Cell phones that are out during school hours will be confiscated and only returned to the parent/guardian.

VI. Visitor Policy

- a. Visitors are always welcome at KCS.
- b. Visitors should arrange classroom visits with teachers.
- c. Visitors should check in at the office before going to the classroom.

VII. Parent/Teacher Fellowship (PTF)

An organization for coordinating parental support:

- a. Support school activities:
 1. Field trips.
 2. Special programs and projects.
 3. Hot lunches.
 4. Athletic teams and clubs.
- b. Support Teachers and Staff.
- c. Plan and/or staff fundraising events.
- d. Every parent is a member of PTF.

VIII. Service Hours Policy

IX. Service Hours objectives:

- i. Promote parental involvement in the education of their children.
- ii. Help to keep tuition costs down.

X. Service Hour requirements: Fulfill number of hours according to oldest child enrolled:

Preschool - 8 th Grade	10 hours per semester
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- c. Complete and return Service Hours Slip each month to the office.
- d. Pay \$25 for each service hour not served at the end of each semester.
- e. Optional: Opt out of service hours by paying \$250/semester (\$125/semester for preschool families).

Parent's Code

I. Financial

- a. I will meet all financial obligations on time.
- b. I will support the school with gifts as the Lord leads.

II. Service

- a. I will undertake volunteer duties for KCS.
- b. I will attend meetings and parent functions of the school regularly.

III. Lifestyle

- a. I will pray earnestly for Kodiak Christian School.
- b. I will regularly attend a local church and encourage my child to participate in church activities.

IV. Community

- a. I will recommend KCS to other Christian families as opportunities arise.
- b. I will seek constructive conflict resolution and avoid gossiping and harboring bitterness.

Student's Code

I. God

- a. I will speak of God in respectful ways.
- b. I will honor the Bible as God's Word.

II. Authority

- a. I will be respectful to those in authority.
- b. I will obey the rules.

III. Others

- a. I will treat others as I would like to be treated.
- b. I will respect the property of others and the school.

IV. Myself

- a. I will do all things to the best of my ability.
- b. I will be on time and use my time wisely.

Dress Code

The standard of dress at Kodiak Christian School is designed to reflect modesty, neatness, and appropriateness. It is also designed to contribute to a distinctive Christian education and promote an effective learning environment.

Modesty can be defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.

Neatness can be defined as a look that is clean with clothes that are proper fitting and in good repair.

Appropriateness can be defined as wearing clothes that fit the occasion. In a school setting, appropriate clothes are those that do not hinder the educational process or draw attention to oneself.

The dress code is not designed to support or encourage the latest fashion trends or fads. This means that clothing bought at some of the popular clothing stores may not meet KCS guidelines.

KCS recognizes that families, and sometimes school officials, interpret the dress code in different ways. We know consistency is a must, and to that end we have identified specific items for students to provide better guidelines of what is and what is not acceptable. Should a student wear questionable clothing, he/she may be asked to change or leave campus.

We ask that parents take responsibility for making sure their child complies with the dress code. If necessary, the student may request their parent be called to ask for a change of clothes.

All dress code requirements are in effect while a student is on campus during school hours. At all other times, all dress decisions are expected to positively reflect on KCS.

After school hours, whether on campus or off, any student conducting activities as a representative of KCS is expected to dress as directed by the event sponsor / teacher / coach.

Any student attending after school functions as a spectator should consider these dress code guidelines and their representation of KCS.

All dress decisions are expected to positively reflect on KCS.

Students may wear the following:

- Individuals, groups, images, or wording that does not conflict with biblical principles.

Students must wear the following:

- Appropriately worn and sized clothing which completely cover shoulders, abdomen, back, cleavage, and undergarments at all times when sitting or standing.
- Appropriate undergarments – which should not be seen

Students may not wear the following:

- “Gothic,” occult, negative, violent themes and images, or secular bands
- lettering on the rear end of clothing
- pajama tops or bottoms
- Tight, form fitting articles of clothing such as bike shorts or yoga pants
- house shoes or slippers
- Any article of clothing that have holes that are not permanently repaired / patched (other than jeans)
- Oversized / baggy / sagging articles of clothes

SHIRTS

- All shirts as a part of regular dress code may be worn un-tucked.
- All shirts must completely cover shoulders (and all undergarments), abdomen, back, cleavage, and undergarments at all times when sitting or standing.
- Sheer shirts for Girls must have a traditional, wide strap tank top or dress code approved shirt underneath.
- Boys’ shirts must have sleeves.

PANTS / SLACKS / SHORTS

- All pants/shorts, etc. must be in good repair. If jeans have holes, there must be no skin or undergarments showing
- Sagging, oversized, or tight pants/shorts are not permitted.
- Short lengths: No more than 3 inches above the knee cap.

DRESSES/SKIRTS

- Dress and skirt lengths are to be no more than 3 inches above the knee cap when standing and sitting. *We ask that if your daughter cannot find a skirt / dress that is no more than 3 inches above the knee cap, please wear slacks / pants.*
- Dresses must completely cover shoulders (and undergarments), abdomen, back, cleavage, and undergarments at all times when sitting or standing.
- Elementary: shorts / spandex must be under dresses and skirts
- Leggings / form-fitting pants may be worn as long as a skirt or dress is worn over the top - that comes to 3 inches above the top of the knee cap when standing and sitting.

ACCESSORIES AND MAKEUP

- Hats are not permitted during regular school hours.
- Boys may not wear earrings.
- No jewelry, or any other object, may be worn in any piercing except for 'no more' than three (3) earrings in each ear for female students.

KCS reserves the right to require a student to get a haircut, change a style, or change a color, if, in the judgment of the administration, the student's choice has created a distraction.

SPECIAL EVENT DRESS CODE GUIDELINES

The administration reserves the right to identify particular events and days wherein compliance with announced special event dress code guidelines will be required. These events and days include, but will not be limited to:

- | | |
|--|------------------------------|
| • Picture Days / Retakes | • Awards Assemblies |
| • Special Events / Chapels / Concerts | • Special Field Trips |

PARENTS

1. Parents are responsible for the dress and appearance of their child(ren).
2. Parents are expected to adhere to dress code standards while on campus.
3. Parents are expected to adhere to dress code standards when at any school sponsored function.

VIOLATIONS

1. Any student in violation of the dress code will be handed a dress code violation slip and sent to the office. The child can choose from the modest clothing items supplied by the school or can request that a staff member call their parent to ask for a change of clothes. The student may be held out of class or an activity until the infraction is corrected. This may result in an unexcused absence.
2. Parents will be notified of any dress code violations and held responsible to bring in an appropriate change of clothes as needed if the child won't choose from the items provided by the school.
3. Obvious and repeated dress code violations may result in disciplinary action. Please see the discipline policy for more information.

Computer Use Code

I. All students must return the Computer Use Contract (see below) before using school computers and related equipment.

- a. Students in Grades 3–8:
 - i. Required to read, sign, and adhere to the Computer Use Contract.
 - ii. Parents must read, discuss and sign Computer Use Contract with their child(ren).
- b. Students in lower grades will have the contract explained to them in age appropriate language.

II. Computer Use Contract

- a. I will only use the school computers for schoolwork.
- b. I will immediately report any accidental accessing of inappropriate materials. Purposefully accessing inappropriate materials will be cause for disciplinary action.
- c. I will not copy software or other materials that do not belong to me from school computers.
- d. I will not download, copy, or install any programs or files onto school computers.
- e. I will not change any settings or passwords on school computers without permission.
- f. I will not do anything that could prevent others from being able to use school computers and equipment.
- g. I will not take or waste supplies such as paper, ink or CDs that are provided by the school.
- h. I will not call someone else's writing, pictures, or ideas my own.
- i. I will not read, use, change, or delete others' data without permission.
- j. I will take care of school computers and equipment and I will leave my workstation cleaner than I found it.
- k. I will talk softly and not disturb others when using the Computer Lab.
- l. I will report violations of this contract to my teacher.

III. Technology Usage

- a. KCS provides all necessary technology needs for each child . Cell phones, smart watches or devices, and any other personal electronic devices are not permitted to be used during school hours.

IV. Penalties for contract violations

- a. Range from detention to expulsion (See Discipline Policy).
- b. Will be determined by the Administrator.

Christian Character Development

I. Spiritual Development of Christian Characteristics

a. Service to others:

Gal. 5:13 You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love.

b. Unselfishness:

Phil. 2:2-4 Then make my joy complete by being like-minded, having the same love, being in one spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.

c. Positive attitude:

Phil. 2:5-8 Your attitude should be the same as that of Christ Jesus: Who, being in very nature God, did not consider equality with God something to be grasped but made himself nothing, taking the very nature of a servant, being made in human likeness. And being found in appearance as a man, he humbled himself and became obedient to death--even death on a cross! Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable---if anything is excellent or praiseworthy---think about such things.

d. Compassion:

Eph. 4:32 Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.

e. Peacemaker:

Eph. 4:31 Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice.

f. Kindness:

Gal. 5:22-23 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.

g. Patience:

Gal. 5:22-23 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such thing there is no law.

h. Humility:

I Pet. 5:5-6 All of you, clothe yourselves with humility toward one another, because "God opposes the proud but gives grace to the humble. Humble yourselves, therefore, under God's mighty hand."

i. Self-control:

Gal. 5:22-23 But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.

j. Wholesome conversation:

Eph. 4:29 Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.

k. Work hard (diligence):

I Thes. 3:6-8 But Timothy has just now come to us from you and has brought good news about your faith and love. He has told us that you always have pleasant memories of us and that you long to see us, just as we also long to see you. Therefore, brothers, in all our distress and persecution we were encouraged about you because of your faith. For now we really live, since you are standing firm in the Lord.

l. Peaceful spirit:

Rom. 12:16 Live in harmony with one another. Do not be proud, but be willing to associate with people of low position. Do not be conceited.

Rom. 12:10 Be devoted to one another in brotherly love. Honor one another.

m. Show genuine love for the Lord:

Matt. 22:37 Jesus replied: "Love the Lord your God with all your heart and with all your soul and with all your mind."

n. Trustworthy:

I Tim. 3:11 In the same way, their wives are to be women of respect, not malicious talkers but temperate and trustworthy in everything.

o. Grateful:

Col. 3:15 Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful.

II. Achievement of Christian Characteristics

a. There will be one Christian Character Award presented to the student who meets the following criteria:

- i. Recipient must be a middle school student.
- ii. Student has best demonstrated Christian Characteristics throughout the school year.

b. Award Presentation

- i. The student will be selected the first week in May by a vote of all the staff.
- ii. The award will be announced at Graduation.