



KENDALL CHRISTIAN  
SCHOOL

A Ministry of Kendall Presbyterian Church

# PARENT HANDBOOK

2011 ó 2012

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# **KENDALL PRESBYTERIAN CHURCH**

Kendall Presbyterian Church is a congregation of the Presbyterian Church in America, a denomination committed to the Bible as God's infallible Word, the historic Reformed faith and the great commission of our Lord to make disciples of all nations.

## **Sunday Services**

**9:30 AM Christian Education for All Ages**

**11:00 AM Morning Worship Service**

**6:30 PM Evening Worship**

**Office Phone: (305) 271-5262**

## **STAFF**

### **Pastor**

Dr. Kent Keller

### **Director of Music Ministries**

Mr. Doug McCall

### **Financial Secretary**

Mrs. Linda Swisher

### **Sexton**

Mr. Jerry Fuqua

### **Principal of KCS**

Mrs. Cindy Krepcho

### **Director of Early Start Christian Academy**

Mrs. Betty South

### **Operations Manager**

Mr. Paul Martin

### **Church Administrative Assistant**

Mrs. Cyndi DeLeon

**Church Website: [www.kendallpres.org](http://www.kendallpres.org)**

# KENDALL CHRISTIAN SCHOOL

Kendall Christian School is a ministry and outreach program of Kendall Presbyterian Church.

**8485 S.W. 112 Street**

**Miami, Florida 33156**

**Ph: (305) 271-3723**

**Fax: (305) 274-0648**

**Website: [www.kendallchristian.com](http://www.kendallchristian.com)**

**e-mail: [office@kendallchristian.com](mailto:office@kendallchristian.com)**

## **BOARD MEMBERS:**

**Trudy Lue**

**Betty Stainton**

**Jim Sue**

**Nabil Tohme**

**Diane Lee**

School Board members are communing members of Kendall Presbyterian Church and other PCA church members. They are elected by the session of Kendall Presbyterian Church.

# KCS FACULTY AND STAFF

## Administrative Staff

Cindy Krepcho ó Principal

## Office Staff

Ana Ramos - Administrative Assistant

Linda Hall - Assistant

Katie Boulos - Financial Officer

## K3 A

Amarilis Fonseca

## K3 B

Sandy Stone

## K4 A

Alani Falcon

## K4 B

Tamara Blanco

## Kindergarten

Yvette Lopez

## 1<sup>st</sup> Grade

Krystal Sanchez

## 2<sup>nd</sup> Grade

Christina Braaksma

## 3<sup>rd</sup> Grade

Annie Morehead

## 4<sup>th</sup> Grade

Janet Franco

## 5<sup>th</sup> Grade

Margot Martin

## Art

Maria Valdes

## Computer Lab/Library

Arelys Azel

## Music and Movement (K3-K5) &

### PE (1<sup>st</sup> - 5<sup>th</sup>)

Julie Caldwell

### Music (1<sup>st</sup> -5<sup>th</sup>)

Jorge Lopez

## Science

Teri Lacrete

## Spanish

Dori Zarahn

## Teacher Assistants

Lourdes Diaz

Matilda Diaz

Maria Duran

Caridad Tejada

## Extended School Day

Maria Duran

Debbie Hinnant

Dori Zarahn

# Mission Statement, Vision Statement, and Philosophy of Education

**Our mission:** *Molding young lives for the glory of God, the building up of His Church and the advance of His Kingdom.*

**Our vision:** *Kendall Christian School's vision is to glorify God by providing an excellent education in which His children are taught academics, technology, fine arts, and athletics from a Christian worldview. The vision and the commitment to continuous school improvement, will enable each student to better reach their full potential, to develop their unique gifts, to enjoy life, to transform the culture, and most importantly, to glorify God with their life.*

**In accordance with the overall mission and vision of Kendall Presbyterian Church, Kendall Christian School offers an education that is Christ-centered and Bible-based.** We believe that parents have a God-given responsibility to train their children to love, honor and obey God, and that it is the school's responsibility to assist parents in that proper training. The training and education a child receives at home and school should complement each other, not contradict. Consequently, even though we do not insist that parents be Christian and acknowledge Jesus Christ as Lord and Savior in their own lives, we do expect that parents will honor the goals and aims of our Christian education and not seek to undo at home what we build into the life of the child at school.

**Because of our love for God and for people, we seek to help develop young men and women who are prepared to take their rightful places in the body of Christ.** The goal of any educational institution worthy of being called Christian should be to teach students to glorify God and enjoy Him forever (The Westminster Shorter Catechism, Question No.1). In accordance with Kendall Presbyterian Church's doctrinal standards, our students should leave KCS knowing that they live their lives *Coram Deo* - before the face of a holy God - for His glory, the building up of the body of Christ and the advance of His Kingdom.

**Our overarching goal is best expressed in the words of the apostle Paul in Colossians 1:28-29: *And we proclaim Him, admonishing every man and teaching every man with all wisdom, that we may present every man complete in Christ. And for this purpose also I labor, striving according to His power, which mightily works within me.* (NASB)**

**I. Worldview statement:** The Christian faith is more than a Sunday morning event. It is a complete way of life and a total worldview. A worldview is "the sum total of our beliefs about the world, the "big picture" that directs our daily decisions and actions" (Chuck Colson, *How Now Shall We Live?*, p.14). KCS stands on and proclaims historic biblical Christianity, and embraces the foundational doctrines of the Protestant Reformation: *sola Scriptura* (the Bible as our only infallible authority in matters of faith and practice); *sola fide* (only faith); *sola gratia* (only grace); *sola Christos* (only Christ). **Our goal is to train and produce young men and women who hold knowledgeably to a Christian worldview and live lives that reflect commitment to the Lordship of Jesus Christ in every area of life.**

This commitment to Christ and a Christian worldview defines and gives direction to every

aspect of our school's existence.

**II. Academic development:** Paul admonishes us in Romans 12:2: *Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is - his good, pleasing and perfect will.* (NIV) Our teachers, administrators and all of us associated with KCS see ourselves as agents of this transformation in our students' lives, used by God in the process of helping them become more and more what God intends them to be – in other words, more Christ-like. **In turn, our goal and prayer is that our students will themselves become agents of Christian transformation in their homes, schools, communities and ultimately their families, jobs and our culture at large.**

**A. In the sciences:** Only the Judeo-Christian worldview could have given rise to what we know as the modern scientific enterprise. It begins with the biblical doctrine of Creation (Genesis 1): that the universe was brought into being *ex nihilo* (out of nothing) by a wise, powerful and benevolent Creator. Therefore, Christians believe that the universe is run by laws, and that these laws are orderly, predictable and discernible by man because they were given by a divine Lawgiver. Therefore, it is not only possible but worthwhile to investigate the physical universe. **KCS seeks to encourage students to use the minds God has given them to inquire into the truths of the physical universe, and to use this knowledge for God's glory and the benefit of mankind.**

**B. In mathematics:** The famous astronomer Galileo once said that the book of nature is written by the hand of God in the language of mathematics. 17th-century mathematician and philosopher René Descartes said the mathematical laws sought by science were legislated by God in the same manner as a king ordains laws in his realm. **At KCS, we teach mathematics as one more way in which God has revealed Himself to us, one more facet of the orderliness of Creation.**

**C. In the arts:** The classical understanding of the arts is that they are a powerful means of communicating something significant about reality, a means of representing truth (Chuck Colson, *How Now Shall We Live?*, p.441). Art has historically been seen as a means of reflecting something of the beauty and orderliness of Creation. **KCS students are encouraged to see music and art not just as means of self-expression, but for expressing something of the goodness of God and His creation.**

**D. In language training:** "In the beginning was the Word" (John 1:1). Our God is a communicating God. Because we are created in His image, we are communicative beings. Language is one of His highest gifts to us, and needs to be studied and understood as such. **KCS students are taught that excellence and clarity in verbal and written communication, both in English and Spanish (and other languages),**

**honors Him.**

- E. In social studies:** The Bible addresses many issues of social concern, including the proper role of government and Christians' involvement in government (e.g., Nehemiah and Daniel). It does not advocate a specific economic system, but commends hard work, frugality and good stewardship as well as the necessity and goodness of the Sabbath. **KCS students are encouraged to think biblically about social, political and economic issues, not to blindly follow any political party or candidate.**
- F. In history:** Christianity is an historical faith. The Bible is the story of how God has acted in real events in the lives of real people in order to redeem fallen humanity back to Himself. The Old Covenant people of God, the nation of Israel, frequently paused to review God's many acts of faithfulness and deliverance on their behalf. Unlike other worldviews that see history as endlessly cyclical and meaningless, the Christian view of history is linear: it has a beginning and will have an end, and in between those two points, God is working out His purposes in the world. History is one more way in which God reveals Himself to us. **KCS students study history not just to memorize dates and places, but to discern God's work in the world and His unfolding plan of redemption.**
- G. In computer technology training:** We live in an increasingly technological world, and the computer has without question changed the way we live forever. Computers have improved many aspects of life; they have also opened the door to a number of evils. **It is essential that KCS students acquire basic computer literacy. It is even more essential that they understand proper and improper uses of computer technology, and that they maintain a balanced perspective on the role it should play in their lives.**
- H. In physical education:** The same God who created us as intellectual, emotional and volitional beings also created us as physical ones. Christianity teaches that our bodies are good. God even pays our bodies the ultimate compliment of being able to become the dwelling place of the Holy Spirit when a person receives Christ as Lord. **Accordingly, physical education at KCS aims to develop both healthy bodies and healthy attitudes toward our bodies through exercise, sports and health education.**

**III. Character development:** Plato said the reason we educate people is so that they become a good person[s], because good persons behave nobly. Christianity is not merely a philosophy, a moral system or a code of ethics. It encompasses all of those, but *it is a total way of life based on a personal relationship with God.* It is a complete submission of ourselves: heart, soul, mind, body and will to the Lordship of Jesus Christ. **KCS seeks to produce young people of integrity who love God and love others as Jesus commanded, and live their lives**

well in response to His love and mercy.

**IV. Social development:** God created us in His image as social creatures. We are therefore to treat one another with dignity and respect, knowing we are fellow image-bearers of God. At the same time, we also recognize that we are sinners who fall far short of God's glory. We live our lives within the tension between these two realities. **At KCS, we seek to encourage and develop those aspects of our relationships with one another that honor and glorify Him and build up each other, and hold each other accountable in those areas in which we fall short. Teachers, administrators and other adults involved in the lives of our young people are expected to model positive, wholesome, Christ-like relationships with one another.**

**V. Spiritual development:** Everything we do at Kendall Christian School is designed to enhance the spiritual development of our students: the use of the Bible throughout our curriculum, chapel services, Spiritual Emphasis Week, special events, etc. We do not define spiritual development narrowly: cognitive grasp of Bible data, chapel attendance, retention of memory verses, etc.; nor legalistically: external adherence to a man-made set of rules (do's and don'ts, mostly don'ts). We define it, again, in Paul's terms in Colossians 1:28-29: *And we proclaim Him, admonishing every man and teaching every man with all wisdom, that we may present every man complete in Christ. And for this purpose also I labor, striving according to His power, which mightily works within me.* **At KCS, we strive to present to the world students who are complete in Christ.**

## **PARENTAL INVOLVEMENT**

It is no secret that children enjoy optimal academic success when parents and teachers cooperate in the educational endeavor. Kendall Christian School believes strongly in the home ó school partnership. We look forward to this coming school year and ask you to be involved with us in your child's schooling in the following manner:

- Prayer  
Pray for your child(ren) and for the faculty and staff at Kendall Christian School.
- Communication  
We encourage you to stay in regular communication with your children's teachers. Conversations at the close of the school day, notes, e-mails, and telephone messages all provide avenues of communication.
- Participation  
There will be frequent opportunities for parents to participate in school activities. We will often be soliciting your help in assisting with special projects or events, in chaperoning students on field trips, and in supporting us in fundraising activities. All visitors to the school, during the school day, MUST GO TO THE OFFICE FOR A PASS. Lesson observations must be cleared with the principal and teacher.
- Suggestion

Please feel free to make suggestions or share ideas with teachers and administrators on ways we can improve the KCS program. Simply email the principal at ckrepcho@kendallchristian.com.

Please stay involved in your children's school life. We also want to encourage parents to be regular in your church attendance. It is important for children to see their parents setting the example in this area of life. If you do not have a church home, we encourage you to begin visiting Kendall Presbyterian or any other local church fellowship and become an active member.

## **PARENT TEACHER FELLOWSHIP - PTF**

The PTF is a volunteer organization of KCS parents and teachers who have established the following goals:

- To serve Jesus Christ by working in accordance with the Kendall Presbyterian Church Session and KCS School Board
- To foster fellowship of the KCS community
- To raise funds for school improvement
- To provide support for teachers, parents, and students
- To provide community goodwill

We hope all parents will make an effort to be involved with our PTF program.

## **PARENT COMMITMENT**

Please review the following Statement of Commitment carefully. **All parents will need to sign the commitment forms (on the last page of the Parent Handbook), acknowledging your agreement to abide by the statement below and the policies contained in this handbook, and return it to the school office by August 30, 2011.**

**Note that VPK** has two additional forms which are due before school starts on August 22, 2011. They are the VPK Parent Agreement and the VPK Contract.

## **STATEMENT OF COMMITMENT**

1. I agree to support the spiritual, academic, dress, and disciplinary standards of Kendall Christian School.
2. I am willing for my child(ren) to receive training in the Bible and will support the school in its endeavors to encourage and to guide my child(ren) in applying those teachings to his/her life.
3. The administration has full responsibility for placing my child(ren) in the proper grade and class.
4. I will assume the responsibility for my student's education by having my child(ren) report punctually to school each day (except in cases of illnesses), by supervising homework, and by keeping in regular contact with my child(ren)'s teachers.
5. Though corporal punishment will not be administered, the teacher has full discretion in administering classroom discipline in a loving Christian way.
6. I will support to the best of my ability the school's entire program through prayer, time, and financial gifts.
7. I will attend Parent-Teacher Fellowship events and will participate in at least one fund-raising program per year.

8. I understand that the school reserves the right to dismiss any student who consistently refuses to cooperate with his teachers or whose parents/guardians are unable to meet tuition obligations.
9. I agree to abide by the financial obligations described below.

## FINANCIAL OBLIGATIONS

The Kendall Christian School Board and staff work very hard to keep the cost of educating your child(ren) as affordable as possible, while still providing a quality, loving, Christ centered education in a positive atmosphere.

**Our school is run primarily on student tuition and, with the help of donations, church support. Therefore, it is imperative that we receive your tuition on time and that your account is kept current. If there are extenuating circumstances that prevent you from fulfilling this obligation, please come to the school office and talk to the School Financial Officer. We want to work with you in this matter. Thank you for your cooperation.**

### I. Tuition and Fees

#### A. Tuition

The yearly tuition fee is divided into eleven (11) equal payments and due on the first of each month. The first payment is due June 1<sup>st</sup>, 2011 and the last payment is due April 1, 2012. Discounts are available for annual or semi-annual payments.

	<u>K 3</u>	<u>K4 VPK ONLY</u> (8:15 ó 11:30)	<u>K4 WRAP AROUND</u> (11:30 ó 2:30)	<u>KINDER</u>	<u>Grades – 1-5</u>
<b>Monthly Tuition (11 months) Total Annual Tuition</b>	<b>\$550</b>	<b>FREE</b>	<b>\$410</b>	<b>\$590</b>	<b>\$680</b>
	<b>\$6,050</b>	<b>FREE</b>	<b>\$4,510</b>	<b>\$6,490</b>	<b>\$7,480</b>

#### 1. Payment Schedule for 2011-12:

**A LATE FEE OF \$35 PER CHILD WILL BE CHARGED IF TUITION PAYMENT IS NOT RECEIVED BY THE FOLLOWING BILLING DATES.**

<u>Payment Number</u>	<u>Due Date</u>	<u>Payment Number</u>	<u>Due Date</u>
1	June 10, 2011	7	December 10, 2011
2	July 10, 2011	8	January 11, 2012
3	August 10, 2011	9	February 10, 2012
4	September 10, 2011	10	March 10, 2012
5	October 9, 2011	11	April 9, 2012
6	November 10, 2011		

Statements will be mailed each month as a reminder. However, you will be responsible for your tuition payment each month regardless of when you receive your statement. **Do not give tuition checks to teachers!**

## **B. Annual Fees**

<b>Application Fee:</b>	\$175.00 This fee pertains only to new applicants ( <b>non-refundable</b> )
<b>Registration Fee:</b>	\$600.00 (1st-5 <sup>th</sup> grade); \$500 (K3-K5)-due at time of registration ( <b>non-refundable</b> )
<b>Annual Improvement:</b>	\$500.00 (per family). Paid in two equal installments (\$250.00 in June and \$250.00 in September). (K5 ó 5 <sup>th</sup> grades)
<b>Family Yearbook Fee:</b>	\$35.00 ó due with September billing. (See Yearbook Policy in registration packet.)

Kendall Christian School reserves the right to assess special fees at its sole discretion as needed (eg. Field trips, curriculum enhancement, testing, labs.)

## **REGISTRATION FEES ARE NON-REFUNDABLE UNDER ANY CIRCUMSTANCES.**

### **C. Tuition Discounts**

#### **1. Multiple Student Discount:**

Families with two or more children, the oldest of which is registered in kindergarten through 5<sup>th</sup> grade, will receive a \$50 discount on each registration fee of the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> child. A 10% tuition discount will be given for the 2<sup>nd</sup> child, and a 25% discount will be given for the 3<sup>rd</sup> child and subsequent sibling.

### **D. Check Identification**

In order to insure that your payment will be credited to the correct account, please put the **full name of student** on the memo line of each check. This will help avoid confusion caused by multiple KCS families with the same last name or situations where tuition is paid by someone with a different last name than the KCS student.

## **II. NON-PAYMENT POLICIES**

### **A. Non-Payment of Tuition**

1. If tuition is not paid by the 10<sup>th</sup> of each month, a \$35 late charge per student will appear on your statement.
2. A certified letter will be sent to parents notifying them that their student(s) will be suspended from school after two consecutive months of non-payment of tuition and fees.
3. Families who fall behind on the payment of tuition and fees will not be able to register children for the next school year unless satisfactory arrangements have been made with the Finance Office.

### **B. Policy on Returned Checks**

1. A returned check will automatically be redeposited and a \$35.00 returned check fee will be charged on the following tuition statement.
2. If a check is returned a second time, the parent must replace it with cash or it will be sent to the State Attorney's office for collection. This could result in additional fees.
3. More than two returned checks will result in the Finance Office requiring payment in cash for the remainder of the school year.

### III. WITHDRAWALS

#### A. Withdrawal Procedure

If it becomes necessary to withdraw your child(ren), please follow these steps.

1. Notify the office.
2. Fill out all necessary forms provided by the office.
3. Pay all tuition and fees due through the end of the month of withdrawal. Tuition is not refundable.
4. If final payment is made by check, the check must first clear the bank prior to records and report cards being released.

#### B. Failure to Follow Withdrawal Procedure

1. Notifying only your child(ren)'s teacher is not sufficient. You will be responsible for tuition until the school office has been notified in writing and all necessary documentation has been completed by custodial parents.
2. No report cards or records will be released until all fees are paid.

## REPORT CARDS AND GRADING SCALES

### Preschool

**K3 and K4** will receive report cards three times a year ó October, February, and May. Grading is for mastery of specific skills. Examples: Letter identification, numbers, colors, days of week, etc.

**Kindergarten** will receive quarterly report cards. Students will be given grades for both academic achievement and conduct. Grading is for mastery of specific skills in various subject areas.

### Grading Scale K3 – K5

E	Excellent (Mastery)
S	Satisfactory
N	Needs Improvement
DA	Doesn't Apply

### Conduct Scale K5 ONLY

+	Commendable
ç	Meeting Expectations
-	Below Expectations

**1<sup>st</sup> – 5<sup>th</sup>** will receive quarterly report cards throughout the school year. Students will be given both academic and conduct grades.

### Academic Grade Scale

A+	100
A	99-95
A-	94-90
B+	89
B	88-85
B-	84-80
C+	79
C	78-75
C-	74-70
D+	69
D	68-65
D-	64-60
F	59 and below

### Conduct Grade Scale

1	Excellent
2+	Above Average
2	Needs Improvement
3	Unsatisfactory

## ARRIVAL AND DEPARTURE

### I. Arrival

#### A. Drop Off Policy

1. Any unsupervised students arriving between 7:00 a.m. and 7:45 a.m. must go to Room # 12 for Morning ESD. A fee of \$4.50 per child per day will be charged. Parents must sign in their child in Room 12.
2. Students in 1<sup>st</sup> through 5<sup>th</sup> grade arriving after 7:45 a.m. may remain in the covered picnic table area under complimentary faculty supervision.
3. **Pre-primary and Kindergarten children arriving any time before 8:05 a.m. must go to Morning ESD unless accompanied by a parent.**
4. All students, in any kind of morning care, will be dismissed to their classrooms at 8:05 a.m.
5. No student may be on campus before 7:00 a.m.

#### B. Tardy Policy

KCS believes that teaching children punctuality is important. Parents need to be aware of the following policy and abide by it.

**1. Our school day begins promptly at 8:15 a.m. Gates will be locked and any child (K3 through 5<sup>th</sup> grade) arriving after that time must then proceed to the office for an admit form before entering school grounds.** Students arriving after 11:30 a.m. will be marked absent. VPK students will be marked absent after 5 tardy days. VPK students have specific attendance policies. See VPK parent agreement.

**2. K3, K5 – 5<sup>th</sup>** children are permitted 3 tardies within a three-week period. If a child incurs a fourth tardy within that period, a conference will be scheduled with the parents and child to determine the cause and course of action to be taken.

### II. Departure

#### A. Dismissal Times

- |   |            |
|---|------------|
| 1. K3, K4 and K5:                                   | 2:30 PM    |
| 2. Elementary (1 <sup>st</sup> ó 5 <sup>th</sup> ): | 2:45 PM    |
| 3. VPK  | 11:30 A.M. |
| 4. VPK Lunch Bunch                                  | 12:30 P.M. |
| 5. VPK Wrap Around                                  | 2:30 P.M.  |

#### B. Student Pick-up Procedure

1. a. Students in K3 through 4<sup>th</sup> grade must be picked up from their classroom.  
b. K3 through 3<sup>rd</sup> grade students not picked up by their dismissal times will be automatically sent to ESD.  
c. 5<sup>th</sup> grade is on Safety Patrol duty until 2:55 P.M.  
d. VPK students must be signed in/out following VPK contracts and agreement.

#### 2. Authorized Persons

In order to pick up a child from the classroom, the person picking up has to be:

- a. the parent of the child,
- b. someone listed on the child's carpool list,
- c. or a person authorized **in writing** by the parent. Verbal authorization over the phone is not acceptable. This person must present a valid driver's license as a form of identification.

### 3. Early Pick-Up

If for any reason you must pick up your child before the normal dismissal time, you **must** sign your child out of school in the office.

Please advise your child's teacher ahead of time. This will allow the teacher the time needed to gather papers, etc, for your child before he/she is picked up and will be less disruptive to the class.

The child must be signed out in the office and then picked up at the classroom door. *NO children will be dismissed to the pick-up area during school time.*

## EXTENDED SCHOOL DAY PROGRAM

Fifteen minutes after dismissal times, the classroom teacher will sign-in remaining students to Extended School Day program. All parents must sign the ESD journal when the child is picked up.

### I. Program Hours:

Morning ESD	7:00 ó 8:05
Preschool and Kindergarten	2:30 ó 6:00
Grades 1 through 5	2:45 -6:00
VPK Wrap Around	11:30 ó 2:30

### II. Fees

#### A. Morning ESD

There is a fee of \$4.50 per child per day for Morning ESD for those children dropped off between 7:00 A.M. and 7:45 A.M.

#### B. After School ESD

1. Parents using ESD on the occasional rate of \$6.50 will be billed at the end of each month, based on hours accumulated.
2. Parents wishing to purchase the after school package of \$4.50/hour will be billed on a monthly basis and must complete an ESD sign up form.

#### C. Extended School Day Packages

Parents purchasing a prepaid package rate will be billed at a rate of \$4.50/hr beginning with September tuition and monthly thereafter including May. Aftercare in August and June will be billed at the occasional rate of \$6.50/hr. Parents wishing to change the package rate need to give a 30-day notice in writing.

#### D. Failure to Pay ESD Charges

Please remember ESD fees need to be paid in full at the KCS office with your tuition on the first day of each month. A late fee of \$35.00 will be added to your ESD balance if ESD charges are not paid by the 10th of the month and will result in a return to occasional billing method of \$6.50/hr. You must complete an ESD form to use ESD for occasional or package use.

### III. Sign-In & Sign Out

#### A. Morning ESD

1. Any child arriving before 7:45 a.m. must be signed in to ESD and remain there until 8:05 a.m.

2. Unless accompanied by a parent, Pre-Primary and Kindergarten students arriving before 8:05 a.m. must be signed in to ESD and remain there until 8:05 a.m.
3. Students will be dismissed to their classes by the ESD teacher at 8:05a.m.

#### **B. After School**

1. Pre-Primary through 4<sup>th</sup> grade students not picked up at their dismissal time will be checked into ESD. 5<sup>th</sup> grade students are on safety patrol duty until 2:55 P.M. and will then go to ESD. **Please do not ask your child to remain at the pick up location past 3:00 p.m.**

2. As in classroom pick up, only a parent, a person listed on the student's carpool list, or a properly identified person with written authorization from the parent can pick up a child from ESD.

**NOTE:** Once you have signed your child out of ESD, he/she is expected to remain with you and not continue to participate in ESD activities. You are welcome to visit with other parents during this time, but we do request that you leave the area (classroom or playground.)

#### **C. Failing to Sign Your Child Out of ESD**

Every effort is made to provide a safe environment for KCS students. While ESD checkout procedures are designed to ensure your child's well being, his whereabouts are of equal and utmost importance. **Please help us by remembering to sign your child out each day. If a parent should neglect to sign out or note the time, a \$5.00 fee will be added to your ESD charges for that day. Parents will also be charged occasional rate of \$6.50 until 6:00 p.m. VPK parents are asked to follow sign in/out VPK and ESD policies.**

#### **D. After-School Activities**

Students who are enrolled in after-school activities may be dismissed to their parents after the activity or to ESD. Regular sign in/out procedures apply.

#### **E. ESD Voucher**

A voucher is available for KCS parents during ESD hours when the parents are on school business. It is the parents' responsibility to request the voucher ahead of time. The vouchers must be signed by the principal. Give the form to the ESD teacher when you sign your child out. Otherwise you will be charged accordingly.

## **ATTENDANCE/ABSENCES**

#### **I. Valid Absences**

Consistent attendance at school is vital if children are to gain maximum benefit from their education. However, Kendall Christian School recognizes the fact that there are times when children need to be absent from school, such as in the event of:

- illness,
- medical appointments,
- family emergencies, and
- church retreats.

Parents are discouraged from keeping their children out of school for other reasons, such as family trips. School work can be provided by the teacher in the event of a planned absence. Three to five days provide the teacher time to prepare copies, assignments and homework. Since the school calendar affords many days of vacation, parents should try to plan family activities that coincide with the school calendar. VPK parents should follow the VPK absence policy listed on the VPK parent agreement.

### **A. Procedure**

In the event of a valid absence:

1. Parents must notify the school office by 9:30 A.M. and
2. The child must bring a written note to the teacher explaining the absence once he/she returns, or a note from the child's doctor if the absence was due to an appointment.
3. If a doctor's appointment requires that the child be taken out of school during normal school hours, the parent must sign the child out through the KCS office, and sign them back in, obtaining an admit form, if they return to class that same day.

### **B. Make-Up Assignments**

When students have valid reasons for being absent from school, the following guidelines will be in effect regarding make-up work:

1. We understand that children must first recuperate from their illness and complete missed school work after they are well.
2. When children are absent from school, the classroom teachers will provide needed materials for parents to pick up and also determine a reasonable plan for making up missed assignments and work. **One week** should be sufficient to complete missed assignments.
3. Students who are absent for any reason, in addition to asking their classroom teacher for the "make-up work packet" should also ask **specialty teachers** (Science, Computer/Library, Art, Music, Music and Movement, P.E.) whether there are any assignments to make up. Parents should be made aware that specialty teachers often grade in-class assignments or labs, and it is essential that the parent/student pick up the missed work.

### **C. Illness – When Can a Student Return to School?**

1. All students must be fever-free for 24 hours before returning to school.
2. Students with any type of infectious illness or condition, such as viruses, childhood communicable diseases, infections of the skin or eyes, or head lice, must receive proper treatment from a physician before returning to class. Please notify the school in the event of these illnesses so that others can be informed to watch for symptoms.

### **D. Excessive Absences**

Students missing more than (30) days of school in a school year may not be promoted to the next grade. KCS Administration will evaluate individual cases of prolonged illness or circumstances to determine if there are exceptions to this rule.

### **E. VPK Absences**

VPK students will need to follow the absence policy outlined on the VPK parent agreement. Those students enrolled in our VPK program must read and sign the VPK agreement which explains the tardy and absence procedure for VPK.

# **STANDARDIZED DRESS CODE**

## **I. Philosophy**

At Kendall Christian School, we believe that parents are responsible to God for teaching their children in every area of life, including the matter of dress. We are looking to you, the parents, to make certain that your children come to school attired in accordance with Biblical principles.

We believe that cleanliness, personal appearance, and modest dress are very important in setting the pattern of school and social conduct. All clothing should be modest, clean, well fitting, and in good repair. We believe there is a close relationship between pupil dress and pupil behavior. Our standardized dress code is established to remind parents and children that KCS students are to be dressed neatly and in good taste at all times.

We want this code to reflect our desire to please our Lord and follow His word.

## **II. Where to Purchase Uniforms**

Our school has a contract with Ibiley School Uniforms to provide the clothing for our students. They are located 11530 SW 120 Street, Miami, Florida 33176. You can reach them at (305) 969-3585. Ibiley School Uniforms has a copy of our student dress code for easy shopping, and they will apply the KCS logo at no extra charge. All uniforms must be purchased from Ibiley School Uniforms ONLY (with the exception of on-site uniform sales). Visit the Ibiley School Uniforms website at [www.ibiley.com](http://www.ibiley.com). Since this is our first year with Ibiley School Uniforms, **previous AA uniforms are also accepted during this school year.** Students out of uniform will receive three warnings. On the fourth warning the parent will be required to remove the student or bring a proper uniform item.

## **III. Required Attire**

### **A. Girls:**

#### **Tops:**

Polo shirt with short or long sleeves in white, navy and red **ONLY**.

#### **Bottoms:**

Shorts, skorts, slacks, and skirts (must be worn with shorts underneath) in navy and/or khaki.

### **B. Boys:**

#### **Tops:**

Polo shirt with short or long sleeves in white, navy and red **ONLY**.

#### **Bottoms:**

Shorts and slacks in navy and or khaki (**NO** Cargo pants or shorts)

### C. Winter Wear for Girls and Boys

Plain turtlenecks in white, navy or red may be worn under school uniform shirt.

All winter outerwear items must be from IBILEY. No look alikes. AA Uniform jackets or sweaters will be accepted this school year.

### IV. CLOTHING REGULATIONS:

1. Clothing should not be oversized or undersized.
2. Shorts, skorts and skirts. Not shorter than **4 inches** from the back of the knee, not longer than **1 inch** below the knee.
3. **All clothing, including winter outerwear, should be purchased from Ibiley School Uniforms. (Draw string or cargo pants or shorts are not acceptable.)**
4. **Shoes and Socks:** Sneakers are preferred, no sling-back or clog-type shoes, no Heelys, no open-toe shoes (i.e. sandals or cros), and no heels. Socks must be worn, either white or coordinating colors. **K3-K5 may wear Velcro only shoes – no shoe strings.**
5. Belts are required starting in 1<sup>st</sup> grade if shorts, slacks, skirts, skorts have belt loops. **Do not cut off belt loops. This will be a uniform violation.**
6. Shirts must be tucked in **at all times.**
7. Visors or baseball caps may be worn outside for protection from the sun.
8. **KCS T-shirts purchased from PTF, will be allowed on designated days.**
9. **No jeans may be worn except on specified days.**

### IV. NEATNESS

Shirts must be tucked in at all times. Clothing must be clean and in good repair.

### V. HAIR AND JEWELRY

1. Boys' and girls' hair must not be long enough to obstruct vision in any way, and boys' hair must be off the collar. All their hair styles must be neat.
2. Modest jewelry, earrings and rings are permitted. Please do not wear any heirloom pieces or expensive jewelry to school.
3. Trendy hair styles are not permitted. Example: no Mohawks.

*Changes in these guidelines are at the discretion of the Kendall Christian School Board and Administration*

### IV. DRESS CODE VIOLATIONS

Students who do not adhere to the above uniform regulations will be violating school policy which may result in consequences. **Students out of Uniform will receive three warnings. On the fourth warning the parent will be required to remove the student or bring a proper uniform item. Repeated uniform violations may result in the student being sent home for the day.**

## MEDICAL GUIDELINES

### **I. Health Forms**

All student who are entering, attending, or transferring to a public or private school in Pre-kindergarten through 12<sup>th</sup> grades must have a completed Florida *Certification of Immunization* Form DH 680, Part A, B, or C; or a Religious Exemption Form DH 681 from the Florida Department of Health. For additional information regarding the Florida *Certification of Immunization*, DH 680 Form, you may contact your local county health department via <http://www.doh.state.fl.us/chdsitelist.htm>.

Beginning with the 2011-12 school year, students entering, attending or transferring to grades **Pre-K, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup>** for the first time in a Florida public or private school will be required to have **one dose of the varicella (chicken pox) vaccine**.

Beginning with the 2011-12 school year, students entering, attending or transferring to **Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> grade** in Florida public or private school will be required to have **two doses of the varicella (chicken pox) vaccine**.

The varicella (chicken pox) vaccine is not required if the student has documented medical history confirming that he/she has previously been infected with varicella. Students who have been retained in 3<sup>rd</sup> grade must obtain two doses of the varicella vaccine for the 2011-12 school year or show documented history of a previous varicella infection.

Beginning with the 2011-12 school year, **a fifth dose of poliovirus vaccine is required if the fourth dose was administered prior to the fourth birthday**. If the third dose of poliovirus was administered after the fourth birthday, a fourth is not needed. Please note that the *Certification of Immunization* (DH Form 680) has been updated to provide a space to document a fifth dose of poliovirus vaccine as needed.

The Hepatitis B vaccine three dose series is required for students enrolling/attending a Florida public or private school in Pre-Kindergarten through the 12<sup>th</sup> grades.

In accordance with Florida Statutes, all Pre-Kindergarten through 12<sup>th</sup> grade students must submit documentation verifying that a School Entry Health Examination was performed within the 12-month period preceding initial entry into a Florida public or private school. More information regarding the School Entry Health Exam is available at [http://www.doh.state.fl.us/Family/School/parent/parent\\_info.html](http://www.doh.state.fl.us/Family/School/parent/parent_info.html).

No student will be allowed in school without up-to-date documentation. Only original documents are accepted.

### **II. Emergency Procedure/Legal Consent Card**

The Emergency Information Sheet must be completed and returned to the school before the first day of school. The contacts listed on the Emergency Procedure portion of the card should be persons who are usually available in the event that your child needs to be picked up from school because of illness or injury. **It is important that all phone numbers be kept current.** Call school office to make changes.

### **III. Illness or Injury**

If your child becomes ill or injured during the school day, he/she will be brought to the office for evaluation. Other than minor cuts, scrapes, bumps or bruises, you will be contacted immediately.

A severe form of influenza known as H1N1 has health officials around the world concerned. KCS is proactive with a recommended emergency plan. For more information visit the US Department of Education at <http://www.ed.gov/h1n1flu>

#### **IV. Special Health Conditions**

Parents whose children have special health conditions (such as Diabetes, Asthma, Epilepsy, allergies, etc.) that necessitate special attention during school hours need to keep this information current and on file in the school office. Also speak with the teacher to keep him/her informed.

#### **V. Medication Policy**

Every attempt must be made by the student's parent and physician to have medications administered at home during non-school hours. However, when a student requires medication during school hours, parents are to give all medicine (prescription or non-prescription) to the office. If over-the-counter medicine is to be administered, the parent must provide: student's name, dosage information, date(s) for administering and parent's signature.

Prescription medication should be in the original pharmacy container with clear instructions printed on the label. Non-prescription, over-the-counter medications should be clearly labeled by the parent. The school will not be able to dispense any medication, prescription or non-prescription, unless a doctor has completed the Medication/Treatment Authorization Form available in the office.

All medication will be kept in a location designated by the school. Students should not have any medication in their possession during the school day. Asthmatic children who must carry a prescribed metered dose inhaler on their person are the only exception. (A physician and parent must note this in writing on the Medication Authorization Form.)

## **PARKING AND TRAFFIC**

Please refer to the "Parking and Traffic Map" included in this handbook as you review the following parking and traffic guidelines.

### **I. Parking**

#### **A. Location**

Please follow the parking signs and the notated parking areas for KCS families. We ask you not to park in areas designated for visitors, office staff or Infant/Toddler.

#### **B. Safety Concerns**

- 1. Do not leave children unattended in cars. It is unsafe! **Do not ask our school patrol to watch your children in the car.****
- 2. Do not leave valuables (purses, cellular phones, cameras) visible in your car. We cannot be responsible for any misplaced or stolen items.**
- 3. Do smile for the cameras! Surveillance cameras are located at the front and back gates.**

4. For the safety of our families, please do not use your cell phone as you enter or leave the school campus.
5. Car identification decals are available in the front office and must be displayed in the right bottom corner of the windshield at all times.

## **II. Traffic**

### **A. Traffic Pattern**

Please review the traffic pattern. There is only one-way traffic on the second street past the portable just north of the building. Please go to the second street and follow the signs if you intend to park. The first street past the portable is for student drop-off only.

School speed signs have been posted along 112<sup>th</sup> Street to reduce traffic speed to 15 MPH during arrival and dismissal times. Please observe this school zone, as it is there for the safety of your children.

The back gate will remain closed at all times. This is for the safety of your children on the playground.

We ask you to follow the traffic pattern to make arrival and dismissal as safe as possible. **PLEASE proceed slowly through the parking lot.**

### **B. Pedestrian Traffic**

Please use crosswalks at all times while walking in the parking lot. Our Safety Patrol will be outside at drop-off and pick-up times to help ensure parking rules are followed and to assist pedestrians. They have been instructed to **insist** you use the crosswalks. Please be sure you set a good example for all the children by following this safety precaution.

## **EMERGENCY CLOSINGS**

### **I. Closings with Prior Warning**

In the event of a hurricane or other emergency school closing, we follow the Dade County School plan. If Dade County Public Schools close, we will close. You may watch our local television channels 4, 6, 7 and 10, where the Dade County Public School status is broadcast. You may also listen to radio station WINZ, 940 AM and follow Dade County Public Schools advisory.

### **II. Emergency Closings During Normal School Hours**

If it becomes necessary to close the school during normal school hours due to an emergency, each class will go into lock-down mode during the first 60 minutes of the emergency and parents will be notified if it is necessary for the students to be taken home. All students are to remain within the classroom they were in at the time of the emergency. After this time, any students remaining at school will be relocated to Leslie Hall and await pick-up.

In the event of a biological or chemical event, we will relocate all students to Leslie Hall if it is safe to do so.

## **SPORTS AND AFTER SCHOOL ACTIVITIES**

### **CANCELLATION PROCEDURES**

KCS will use the following procedures if sports or other after school activities have to be cancelled on short notice due to bad weather or circumstances beyond our control:

1. If you think an after school program might be cancelled, please call the school to confirm.
2. Students will be allowed to call home to arrange pick up.
3. Students should be picked up at normal time or as soon as possible after the activity has been cancelled.
4. Any children remaining on campus will be taken to ESD at no charge due to the inconvenience.

## **NON-RESIDENTIAL PARENTS**

Divorced and separated families are realities of contemporary life which affect the school's responsibilities to its students. The following guidelines have been adopted to assist the school in situations when a non-residential parent wishes to become involved in school-related activities of a child, or wishes to have contact with or take custody of the child while the child is at school.

1. Ordinarily, the school will not resist or interfere with a non-residential parent's involvement in school-related affairs, or access to the parent's child or the child's records, unless the school is presented with a court order, or comparable legal document, which restricts such involvement or access. The school will be governed by these documents.
2. A non-residential parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order, or a written authorization signed by the residential parent, which permits such custody.
3. If the actions of parent(s), residential or non-residential, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonably necessary action.
4. When student activities require parental consent, the school will accept consent only from the residential parent, unless the authority to grant consent is given to the non-residential parent by a court order or comparable legal document.
5. In the event that parents have special legal arrangements for custodial rights of their child(ren), Kendall Christian School requires that the school have on file a copy of the court order(s) affirming these rights. Kendall Christian School cannot honor parent requests for "protection" without these legal forms.

These guidelines will be applied to further the mission of the school and the best interests of its students.

## **CHANGE OF ADDRESS**

The office should be notified immediately regarding **any** change of home address, telephone number, and/or the parents' place of employment and phone number. All pertinent information such as a change in doctor, dentist (their phone numbers), or a student's allergies should be made available to the school office. **Up-to-date information may make a difference in the welfare and care of your child in an emergency.**

## COMMUNICATION PROCESS

KCS wishes to work with the parents and students in a positive manner. Communication is critical to solve problems and concerns. KCS follows the Matthew 18:15-20 teachings.

1. Go directly to the person before involving anyone else.
2. If the situation is not cleared through direct contact, it is then brought to the principal.

KCS has established many ways to keep the lines of communication open for our families.

1. Phone and voicemail
2. E-mail ó see KCS website for addresses
3. Conferences ó Formal (September) and informal (as needed)
4. Monthly Newsletter ó Also posted on KCS website
5. Tuesday Paper Day ó Rather than send home daily papers, Tuesday is the day the majority of weekly communication is done. Paperwork that is timely in nature is usually located at the top of the stack.
6. A small bulletin board outside of each classroom also has sign up sheets and reminders as well.

## CONFERENCES

We encourage parents to stay in regular contact with teachers. School-wide conferences will be conducted during the first grading period. Other conferences will be scheduled at the discretion of the teachers and the parents. Parents who wish to discuss their child's progress during a non-scheduled conference day **must schedule the conference through the KCS office**. **The Principal should always be notified when a parent and a teacher are having a conference regarding an enrolled KCS student**. Parents should not approach any KCS teacher in the parking lot, playground or outdoor areas of the campus to discuss a child's progress without first making an appointment.

KCS reserves the right to have discretion on whether a second teacher (or school administrator) should be present during the scheduled conference.

## FACULTY AND STAFF EMAIL ADDRESSES

All KCS faculty and staff can be reached by their school email address. The emails have been set up to help facilitate communication between parents and teachers regarding their child's progress in the classroom. **Please direct any questions or concerns regarding school policies or procedures to the office staff**.

To reach a faculty/staff member use their first initial, last name, followed by [@kendallchristian.com](mailto:@kendallchristian.com). (For example: [tblanco@kendallchristian.com](mailto:tblanco@kendallchristian.com)). If you have any questions or trouble reaching any of the faculty or staff by email please contact the office.

## LUNCHES AND SNACKS

KCS will be offering hot lunch five days a week. Your child will bring home a monthly lunch order form where you can choose the days he or she will receive hot lunch. You must then return

the signed, filled out form along with a check (no cash please) for the necessary amount. The school menu is posted on the school's website each month.

If you choose to send his/her lunch, please provide your child with a suitable lunch box, preferably one with insulation. The faculty is unable to heat or refrigerate lunches for students.

Children in Preschool and Kindergarten receive a snack provided by the parent. Grades 1st through 5th grade should remember to bring a snack each day to eat during recess time.

Students who are missing or have forgotten their lunch will not go hungry. The office will attempt to reach you. However, if we are unable to contact you, your child will receive the hot lunch served that day. Your account will be billed \$6.00.

## **BIRTHDAYS**

Birthdays are exciting and important times for children. We enjoy celebrating birthdays with our students. In order to make these times memorable for our children, we will adhere to these policies:

1. Parents should notify the teacher at least one day in advance if you wish to bring a special treat to the classroom on your child's birthday.
2. Special treats may include cupcakes, cookies or snack-type items. Parents must arrange with the teacher an appropriate time to serve these items, usually during the last part of the school day. The treats **may not** be served during lunch time.
3. Party bags **are** permitted during class birthdays if every child in the class receives one.
4. The classroom is not the place for birthday parties. If parents desire to have a birthday party at home, we will be glad to provide a class list so you can send invitations to the children in the class.
5. Parents should not plan to distribute invitations to parties through the school but should mail all invitations. Invitations in backpacks get lost and children's feelings get hurt. **Your cooperation with this policy is necessary so no confusion or hurt feelings occur among our students.**

## **BOOK ORDER CLUBS**

KCS participates in several different book clubs. This is provided as a service for parents to enable them to buy many good paperback books for their children at reasonable prices. We want to encourage children to read!

Sometimes the book clubs offer books with a message which is not in agreement with KCS or your family's teachings. We leave the decision of which books to purchase up to your family. This is a good opportunity for you to continue to teach your child(ren) discernment of choosing paths that are pleasing to the Lord.

Books not conducive to KCS mission and philosophy will not be allowed to be read during school time reading or used for book reports.

## **BACKPACKS**

Backpacks for grades K4 through 5<sup>th</sup> are a **must!** For the protection of textbooks, library books, personal belongings, homework papers, and the notes from school, each student is required to have a backpack.

**Because of space and insurance regulations we cannot permit wheeled backpacks in the classrooms or hallways.**

Please **label** each bag with the child's name. Parents are encouraged to check their child's backpack each day for notices and other important information.

## **MESSAGES**

**Please reserve phone messages for emergencies.** If you are going to be delayed be assured that all children will be under the supervision of ESD until they are picked up.

## **FIELD TRIP POLICY**

Field trips are an important part of the Kendall Christian School academic program. It is through field trips that our students learn by doing and seeing first hand activities they may otherwise not be able to experience. However, for the enjoyment and safety of everyone involved in a field trip, the following field trip guidelines should be adhered to.

### **I. Field Trip Procedure**

#### **A. Permission Slips**

1. Permission slips are to be filled out by the teacher as to the day of the trip, time of departure and arrival back at school. Destination and cost information are sent home about two weeks prior to the trip.
2. Parents must sign the permission slip and return it to the school on the stated date or your child will not be able to go on the trip. **There are no exceptions to this policy.**
3. Appropriate funds must accompany the permission slip back to school.

#### **B. Parent Chaperones**

Parents are a vital part of our trips. We need parents to accompany us. Teachers will ask for volunteers for the different trips. We will try to give everyone, who desires to go, a chance to go on a trip during the year.

1. **Parents who chaperone fieldtrips will not be permitted to bring younger children.** Parents will be asked to be responsible for other children in the class and younger children can distract parents from that responsibility.
2. Parents are to follow the instructions and agendas the teacher has planned for the field trip.
3. Parents are **not to buy food, drinks, or souvenirs** for their group or any individual en route to or from the location, or at any time during the duration of, the field trip.
4. Parents who are chaperoning the field trip are required to come to school prior to the field trip and travel with the entire group. Overnight chaperones will be required to obtain fingerprint and background screening.

5. All insurance information, driver's license numbers, permission signatures and other related paperwork must be completed prior to the trip departure.

### **C. Student Rules**

1. An appropriate dress code will be established for each field trip. Teachers will instruct the students prior to the trip.
2. **No money should be brought on the field trip.**

## **HOMEWORK POLICY**

The Kendall Christian School Board and staff recognize the educational value and importance of homework for students in all grades. We believe that meaningful home study is a necessary part of each pupil's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day, which provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives. It promotes self discipline, offers additional reinforcement and the opportunity to strengthen weak areas.

The assignment of homework strives to be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments will be recorded by the teacher and included in the evaluation of the student's progress. Missing homework will result in lower grades. Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework.

### **I. Definition**

Homework is defined as out-of-class preparation in a given subject area which is assigned by a student's teacher. This assignment is of such a nature that the student must complete all or part of the assignment during non-class time. Each assignment may be further defined as one or more of the following four types:

#### **A. Practice**

Given to help students master specific skills; limited to material presented in class.

#### **B. Preparation**

Given to prepare students to gain maximum benefit from subsequent lessons.

#### **C. Extension**

Given to determine if students can transfer a skill or concept to another situation.

#### **D. Creative**

Requires a student to integrate skills and concepts in the process of producing a response or product.

### **II. Student Responsibilities**

It is the responsibility of the student to complete assigned homework and to return the homework to the teacher at the assigned time. In order to accomplish this task, the student must learn to plan and budget the necessary study time. The student must seek additional

clarification and assistance from the teacher if needed. The assignment of homework helps students understand that learning is not just a classroom activity.

### **III. Parent Responsibilities**

Parents should recognize the important role of homework to the total instructional program of their child by:

- A. Making themselves aware of the assignments and expectation of the school and the individual teacher.
- B. Providing a suitable place and environment in the home for the completion of homework assignments.
- C. Helping their child plan and budget the appropriate amount of study time for the completion of the homework assignment.
- D. Consulting with the teacher about any question relating to the homework assignment.

## **STUDENT CONDUCT**

### **I. Rules of Conduct**

Kendall Christian School recognizes that our chief purpose in life is to glorify God and to enjoy our relationship with Him. The rules for student conduct listed below provide a guideline that will encourage children to work toward that goal and promote the establishment of a safe learning environment for all.

#### **A. Respect People**

- 1. Students must, at all times, exhibit speech and behavior that demonstrates respect toward others, including teachers and administrators, school employees, and fellow students.
- 2. Students may not have in their possession any annoying or dangerous items. These and any other items deemed disruptive or inappropriate for a Christian school setting will be confiscated and returned to the parents by the administration.
- 3. **Toys should not be brought to school except on special occasions as determined by the teacher.**
- 4. It is permissible for KCS students to have a cell phone at school. Cell phones can be helpful for the child but also disruptive to the class. All cell phones must be off and in the students backpack. Infractions to this rule will result in phone confiscation. The parent will be required to pick it up in the classroom.
- 5. KCS does not condone harassment on our campus. No bullying is permitted at KCS (electronic, verbal or physical). Possible expulsion may result. All students should report bullying to the KCS administration.

#### **B. Respect Property**

- 1. Students must care for school property and for personal items belonging to others. Students will be responsible for repair, replacement, and repayment for any malicious damage.
- 2. Lost library books and destroyed textbooks will be charged to each student and must be paid for by the end of the school year or at the time of withdrawal.

3. The school cannot accept responsibility for items lost or damaged; therefore, students may not bring to school items such as Nintendo DSes, headsets, radios, or other electronic devices.
4. Students are to walk, not run on school property. Skateboards are not permitted.
5. Students are not to have gum, including Blow Pops or lollipops, at school.
6. School telephones are not available for student use except in the event of an emergency.

Violation of these school rules will result in disciplinary action deemed appropriate by teachers and administrators. **At no time does Kendall Christian School practice corporal punishment.** Disciplinary action may include timeouts, detentions, phone calls to parents, parent conferences, suspensions, and expulsions.

## **STUDENTS' ETHICAL & MORAL CONDUCT**

### **I. Dishonesty**

All forms of dishonesty, such as **lying, cheating, and copying homework**, are unacceptable. Any student who demonstrates dishonesty at KCS will be subject to the following discipline:

1. The teacher will notify the principal.
2. The teacher will inform the parents.
3. The student will lose credit for the assignment, the quiz, or the test.
4. Additional penalties may be determined by the administration.

### **II. Substance Abuse**

Kendall Christian School expects all of its students to strive for good health of body, mind, and spirit because God expects it of all His people. Because all of us are at times tempted to abuse our bodies and minds the school has established the following policy governing student use of controlled substances.

#### **A. Policy and Procedure Regarding Substance Abuse**

The policy covers students when on school premises, during school transportation to and from school and at all school-related events.

1. At any events or on the school premises, students may not use or demonstrate the negative effects of prior use of controlled substances such as alcoholic beverages, illegal drugs, or any other substance whose effects endanger the student or others or reflect negatively on the Christian witness of the student or school.
2. No student may use, carry, or sell tobacco products while on school premises or at school events.
3. The parents of any student suspected of showing the effects of alcohol or illegal drugs will be immediately contacted and asked to come to the school for their child and to meet with the administrator.
4. The administration will inform the Board if there is evidence of a student's substance abuse. This information will be kept in confidence while the administration ascertains the severity of the problem.
5. The administration may immediately suspend and ultimately, after review by the Board, expel a student whose confirmed substance abuse is judged to be detrimental to the mission of the school and health of the student.

### III. Sexual Misconduct / Bullying

Harassment of any student is prohibited and will not be tolerated. KCS/KPC will take the appropriate measures in response to any such reported incidents. Every good faith effort will be taken by KCS/KPC to fulfill the objectives of this policy.

KCS/KPC believes every student has the right to learn in an environment totally free of bullying, sexual harassment, ethnic/racial discrimination, or sex-oriented joking or epithets. Such conduct does not advance the purposes of our school and may subject KCS/KPC to legal exposure. Consequently, any student who engages in these prohibited behaviors will be subject to disciplinary action including suspension.

As a student of KCS, you must be aware that the issue of whether conduct constitutes bullying, sexual harassment or discriminatory conduct may depend on how that conduct is viewed by another student who is subjected to the conduct. The student who initiates or persists in this prohibited conduct assumes the risk in the event that the student who is the object of the conduct views it as offensive. The initiating student will be subject to penalties even if the conduct might not have been intended as offensive.

**ANY STUDENT WHO BELIEVES HE/SHE IS THE SUBJECT OF, OR IS EXPOSED TO, SEXUAL HARASSMENT OR ETHNIC, RACIAL, OR DISCRIMINATORY BEHAVIOR OR SEXUAL JOKING OR EPITHETS, HAS THE RIGHT TO HAVE SUCH ACTIVITY TERMINATED IMMEDIATELY.** Complaints should be directed to the Principal.

### IV. Confiscated Material

Clothing, magazines, books, tapes, games, toys or **websites\*** that contain inappropriate words or symbols, or which promote a lifestyle not consistent with Kendall Christian School teachings, will not be permitted on campus. If a child is found possessing these materials, or viewing and/or printing pages from inappropriate websites, the principal will be notified and a conference will be arranged with the parents. Parents may claim any properties that belong to the child after speaking with the principal. Depending on the severity of the infraction, the student may be issued a detention, suspension, or possibly expelled from Kendall Christian School.

**\*Websites:** KCS has installed Barracuda filtering software program to provide the Computer Lab with selected internet access. His service offers the benefits of the internet to students while protecting them from accessing inappropriate web pages. The internet is available in the Computer Lab, library and the classrooms, and is always under staff supervision.

However, knowing that there could be a remote avenue for a student to find inappropriate material, we have taken into consideration consequences for violating our standards. Opening any inappropriate web page will be handled as we handle any confiscated material.

# DISCIPLINARY ACTION

## **I. Detention**

Infractions of the student conduct code may result in the issuance of detentions. The guidelines noted below will provide parents information on the KCS system of detentions.

### **A. Procedure**

1. Before issuing detentions teachers will attempt to correct student misconduct through the use of verbal corrections or phone calls to parents,
2. After-school detentions will generally be served in the child's classroom. Parents will be notified of detentions.
3. More serious disciplinary infractions may result in detentions being served in the office during or after the school day.
4. Detentions must be served on the date scheduled. **Failure to serve detentions on the assigned date will result in the detention time being doubled.** Failure to serve a detention completely after it has been doubled will result in a **suspension**.

## **II. Suspension**

Flagrant misbehavior will result in a student's suspension from the KCS campus. The duration of the suspension will be determined by the severity of the student's action.

### **A. Procedure**

1. Serious incidents of student misconduct will be brought to the attention of the principal.
2. The principal will collect information from teachers, students, or school parents to determine if a situation warrants a suspension.
3. The principal will notify the parents of the student being suspended and will arrange for a parent conference.

### **B. Consequences of a Suspension**

1. Students are not permitted to complete assignments and to make up any quizzes or tests missed during a suspension.
2. Grade penalties incurred during suspensions will follow these guidelines:

First Suspension -	Grade penalty may be waived.
Second Suspension -	1/3 grade reduction in all subjects.
Third Suspension -	2/3 grade reduction in all subjects.
3. Students incurring more than two suspensions in one academic year may be recommended to the School Board for expulsion.

## **III. Expulsion**

The KCS Board reserves the right to expel any student for repeated conduct that is not conducive to a Christian school environment.

KCS will generally utilize the steps noted under headings "Detentions" and "Suspensions" before recommending a child for expulsion.

Before a student is expelled, the KCS administration will confer with teachers, parents and members of the School Board. **The KCS School Board is the final authority on matters of expulsion.**

#### **IV. Corporal Punishment**

Kendall Christian School does **not** use corporal punishment as a method of disciplinary action. Our discipline guidelines are shaped through the use of verbal communication with the child and the teacher/administrator conference(s) with the child's parents as needed.



## PARENT AGREEMENT

Kendall Christian School requires parents to complete the information requested below and to sign in the places indicated to confirm agreement with school policies and procedures. Please complete this form, detach it from the Handbook, and **return this page to your child's teacher by Tuesday, August 23<sup>rd</sup>, 2011.**

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<u>Name(s) of Child(ren)</u>	<u>Grade</u>	<u>Room#</u>	<u>Teacher</u>
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Signature of Parent/Guardian (Father)	Signature of Parent/Guardian (Mother)	Date
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Signature of Student(s) (required for grades 1st through 5th)

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Signature of Student(s) (required for grades 1st through 5th)

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Signature of Student(s) (required for grades 1st through 5th)

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**BY SIGNING BELOW, I AGREE TO HAVE MY FAMILY'S NAME AND ADDRESS LISTED IN THE KCS SCHOOL DIRECTORY. IN ADDITION, I AGREE TO HAVE MY CHILD'S PHOTOGRAPH USED FOR ANY KCS ADVERTISING AND/OR PROMOTIONS DURING THE 2011-12 SCHOOL YEAR.**

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Signature of Parent/Guardian (Father)	Signature of Parent/Guardian (Mother)	Date
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