

PARENT/STUDENT HANDBOOK
2014-2015



KING'S WAY CHRISTIAN
ELEMENTARY SCHOOL

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THE NEXT TWO ITEMS WILL BE SENT HOME FOR PARENT SIGNATURE, THEN RETURNED TO SCHOOL.

HANDBOOK AGREEMENT PAGE (PARENT SIGNS & RETURNS TO HOMEROOM TEACHER)

INTERNET STUDENT CONTRACT (PARENT SIGNS & RETURNS TO COMPUTER TEACHER)

WELCOME

Welcome to King's Way Christian Schools. It is our desire to provide you with information that will help you understand the policies and procedures by which we function. Therefore, it is expected that parents and students read and understand the contents of this handbook. Referring to this handbook when you have a question will most often provide you with an answer. However, if you need clarification or further help, please contact the school office and they will be glad to assist you (360) 574-1613 ext. 3.

HISTORY

King's Way Christian Schools began in 1971 with the opening of the *Peter Pan Daycare*, a ministry of Vancouver First Church of God. As the children reached school age, parents appealed to the leadership of the school asking them to expand the kindergarten and first grade. In 1977, the church and daycare had moved to a brand new facility at 3300 NE 78th Street. The church decided it was time to expand the school and King's Way Christian School was launched. The school opened that year with two kindergarten classes and one first grade class. The plan was to grow the school a grade at a time up to the fourth grade. King's Way, however, quickly became well known in the community as a quality Christian school and requests to expand more quickly and to a higher grade level began to be expressed.

In 1981, the church added on to its building, enabling King's Way to grow more rapidly. Three more times over the course of the next fifteen years, the church would meet the growing needs of King's Way with expansions and new buildings. Today, King's Way offers pre-school through high school classes and educates over 850 students each year.

OUR PURPOSE

King's Way Christian Schools are dedicated to the task of providing a distinctively Christian academic environment for its students. A Christian school is more than just adding Bible classes to a regular school curriculum. It is a totally different concept of education. The emphasis is on the fact that all knowledge and truth is Divine in origin and must be taught within the context of continual recognition of that Divine origin. Therefore, it is our desire to help students grow personally in their relationship with the Lord, their peers and with those in authority. To this end, King's Way has the following statement of mission:

MISSION STATEMENT: The ministry of King's Way Christian Schools is to partner with parents to provide a Christ-centered education, which instills spiritual and academic excellence.

Like any other institution having its own special purpose, King's Way Christian Schools must maintain conditions conducive to the effective performance of its function. Therefore, the school does have special expectations regarding the conduct of its students and teachers. Conduct that distracts from or interferes with the purpose of the school is not acceptable.

Admission to King's Way carries with it the assumption that students will conduct themselves as responsible members of the community. Parents affirm this when they sign the King's Way application form, and the annual re-enrollment form. In order to provide students with a full understanding of the standards that will enable the school to maintain conditions conducive to the effective performance of its goal and functions, this student handbook is published and revised periodically.

The school reserves the right to modify and amplify the standards and dates set forth in the Student Handbook and to use its discretion in the interpretation and enforcement of all ideals and standards of conduct. ***The School Administration also reserves the right to require any student to withdraw who is considered to be out of harmony with the goals and the spirit of King's Way Christian Schools.***

KING'S WAY CHRISTIAN SCHOOLS STATEMENT OF FAITH

WE BELIEVE... that the Bible is the verbally inspired Word of God and without mistakes as originally written. It is the complete revelation of His will for salvation and the only unfailing rule of faith and practice for the Christian life.

WE BELIEVE ... in one God, Creator of all things, eternally existing in three persons: Father, Son, and Holy Spirit, and that these three are co-eternal and possess all attributes of Deity.

WE BELIEVE ... in the deity of Jesus Christ; His miraculous conception by the Holy Spirit; His virgin birth; His sinless life; His substitutionary death on a cross; His bodily resurrection; His ascension to the right hand of the Father; and His personal, imminent return.

WE BELIEVE ... that man was created by and for God; that by man's disobeying God, every person incurred spiritual death, which is separation from God, and physical death as a consequence; and that all people are sinners by nature and practice.

WE BELIEVE ... the Lord Jesus Christ died for our sins and that all who believe in Him are declared righteous because of His sacrificial death and are, therefore, in the right relationship with God.

WE BELIEVE ... in the present ministry of the Holy Spirit indwelling all believers and thus enabling and empowering the life and ministry of the believer.

WE BELIEVE ... in the bodily resurrection of everyone who has lived, the everlasting reward of those in right relationship with God, and the everlasting punishment of those who have rejected God's forgiveness in His Son.

INTER-DENOMINATIONAL POSITION AND UNITY OF BELIEVERS

Our Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. We also recognize that there are specific doctrinal areas that are unique to the varied denominations making up our school community. Since it is our desire to maintain a non-denominational position, it is necessary that we remind faculty, staff, parents, and students that in the following areas there are differences of opinion among Christian believers:

- Styles of church government, authority, and discipline
- Time and mode of water baptism
- Security of the believer
- Timing of future events
- Second work of grace - baptism of the Holy Spirit
- Sinless perfection
- Gifts of the Spirit, i.e., tongues, interpretation of tongues, etc.

In honoring this desire concerning the purpose and outreach of the school, there shall be no attempt by student, teacher, or parent to promote a specific denominational position as the "correct" or "only" position a believer can have. We desire to remain united in the salvation and love of Christ, thus avoiding the dissension that may be caused by denominational distinctives.

SCHOOL GOVERNANCE

King's Way Christian Schools are ministries of the Vancouver First Church of God. Since 1977, King's Way Christian Schools has served the greater Clark County community with a program of academic excellence coupled with strong Biblical teaching. Our campus serves 878 students from preschool through high school. We are the largest private Christian school in southwest Washington and the greater Portland area. King's Way is also an ACSI (Association of Christian Schools International) member school.

The partnership with parents and the local church cements the foundation of faith that is embedded in daily instruction. Opportunities for students to excel in academics, athletics, and the arts instill a sense of accomplishment and leadership in every child attending King's Way Christian Schools.

ACCREDITATION

King's Way Christian Schools are fully accredited by the Northwest Accreditation Commission (NWAC), and meet the graduation requirements for the State of Washington.

PARENT/SCHOOL PARTNERSHIP

BOARD POLICY REGARDING CONFLICT RESOLUTION

As Christians we believe that the Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian Church (1 Cor. 6:1-8; Matt. 18:15-20). At King's Way, this is referred to as the **Matthew 18 Principle**. The Bible describes the following sequence for resolving disputes:

1. Matters of concern should first be handled *individual to individual* in accordance with the Lord's commands in Matthew 18.
2. The second level, if necessary, is to involve the appropriate *building principal* or *supervisor*.
3. If resolution is not possible at this level, the third level is to bring the matter to the attention of the *Superintendent*.
4. Final review may be requested from the *Executive Pastor* in cases where steps 1-3 have failed to bring resolution. Step #4 is appropriate only when Steps #1-3 have failed.

KING'S WAY CHRISTIAN ELEMENTARY SCHOOL

GENERAL INFORMATION

SCHOOL HOURS

AM Kindergarten 8:30 a.m. – 11:15 a.m. (students may enter classroom at 8:15 a.m.)
PM Kindergarten 12:15 p.m. – 3:00 p.m. (students may enter classroom at 12:00 p.m.)
Full Day Kindergarten – 5th Grade students
8:30 a.m – 3:00 p.m. (students may enter classroom at 8:15 a.m.)

All students will be released by their teacher in car line after school. NO STUDENT should be picked up at their classroom, in a hallway, or on the way to car line. Student attending the afterschool program at KWLC will be taken directly there on the way to car line.

Students left after 3:20 p.m. will be admitted to the Learning Center and charged an hourly rate.

CLOSED CAMPUS

King's Way is a closed campus. If a student needs to leave the school grounds for any reason, including illness, must check out in the school office. Leaving campus requires parent permission *in advance of leaving*. Those who fail to check out may be considered truant.

SIGN - IN POLICY

All campus guests/visitors, including parents, relatives, friends, and former students must sign in the ES Office. A guest sticker must be worn by all guests/visitors while on campus.

SIGN - OUT POLICY

Students leaving during the school day must sign out or be signed out at the office by those approved on their pick-up list.

LUNCH

Students may either bring lunches from home or purchase hot and cold food items through our food service in the cafeteria. Purchases in the cafeteria may be pre-paid through the business office or students may pay by cash.

Lunch off campus is only permissible when accompanied by a parent, teacher or other adult with parental approval.

Students are expected to be in the location they are supposed to be at during the school day, including during their lunch period.

CONFERENCES

All parents are asked to attend the Parent Teacher Conferences are scheduled in October. Additional conferences may be scheduled at the request of parents or teachers. All parents are encouraged to attend conferences.

HOMEWORK REQUESTS

All homework requests need to be made prior to 11:00 a.m. When requesting homework it is best to email both the homeroom teacher (email addresses are available on our web site: www.kwcs.org under the "Quicklinks" tab) and the office (carrierohrer@kwcs.org).

MAKE-UP WORK

If a student is ill (or for some other reason is away from school on an excused absence), the general guideline is to allow a student the same number of days as the days absent to do the make-up work while simultaneously keeping up with the current daily work. Specific arrangements are to be made with the teacher.

PRE-ARRANGED ABSENCES

For pre-arranged absences, homework requests require advance notification with the understanding that for planning purposes some assignments may be assigned after the student returns to school or the student may be given alternative assignments. Pre-arranged absences during finals are strongly discouraged. (Please refer to General Attendance Procedures and Excused Absences.)

CELL PHONES AND ELECTRONIC DEVICES

Cell phones, digital cameras, personal music players and other electronic devices are to be POWERED OFF (NOT silenced or in sleep mode) while a student is at school. If a student needs to contact a parent, he/she must do so through the school office. Should a student use his/her electronic device during school hours, the following courses of action will take place:

- The first offense will result in confiscation of the device for the student to pick up in the Elementary School office after school. Parent will be notified.
- The second offense will result in confiscation of the device for the student's parent to pick up in the Elementary School office.
- If the offense is a Category 3 Major Offense, 3-J, the consequence will be in alignment with the infraction.

CARPOOL TRANSPORTATION

Students/Parents who use a private carpool are responsible to make all travel arrangements to and from school.

VISITORS ON CAMPUS

All visitors must immediately sign in at the elementary school office and obtain a "Guest" nametag that is to be worn while on campus.

1. Visitors are expected to comply with KWCS standards for conduct and dress while on campus. Specific situations will be addressed on a case-by-case basis.
2. All observations of classes must be prearranged with the office.
3. Any exceptions to the above require administrative approval.

CLOSURES AND EMERGENCY INFORMATION

King's Way Christian Schools is a member of the FlashAlert Network. School delays and closures will be reported on area radio and television stations. In addition, a regional web page has been established for area schools to use for publishing school delays and closures. You may choose to subscribe to this service where you may view posted messages, and or receive this information as emails and/or cell phone text messages. There is no cost for viewing the information or subscribing to messages, but be aware that since the emails and text messages travel the Internet, they may be delayed or deleted by various spam filters along the way. The web site is as follows:

<http://www.flashalert.net/news.html?id=49>

This information should be available by 6:00 am on the day school may be closed or delayed; however, the time of posting may vary with changing weather conditions.

Because of the diverse weather conditions that can exist within the area from which our students come, our policy will be:

- If local hazardous road conditions jeopardize the safety of students, their absence from school will be excused on the basis of parental decision.
- If the educational welfare of our students requires a make-up day, it will be scheduled with ample advance information. All drivers are urged to give first consideration to the safety of their students. Questions regarding the operation of this policy are to be referred to the school superintendent.
- Decisions concerning scheduled athletic contests will be addressed separately.

ACADEMIC POLICY

ACADEMIC EXPECTATIONS

King's Way places a high value on the learning experience and all King's Way students are ***expected to pursue academic excellence***. Any student admitted into the regular academic program of King's Way should be able to maintain at least a "C" average (2.0 GPA) with no F's or the equivalent.

FULL TIME ENROLLMENT: Students must be enrolled full-time. Exception: King's Way is always willing to discuss nontraditional schedules to help students meet their educational and career goals.

ATHLETIC/ACTIVITIES ACADEMIC ELIGIBILITY:

- A student/athlete must maintain a quarterly 2.0 GPA and have no F's or the equivalent to be eligible for King's Way athletics.
- Please see the KWCS Athletic Handbook for additional requirements for athletic/activity academic eligibility.

FORMALIZED TESTING

King's Way offers formalized testing for all elementary school students through MAP (Measures of Academic Progress) testing.

HOMWORK

Homework will be given consistent with the student's ability and placement. Expect 10 minutes of homework per grade each night (ex. 2nd grade – 20 minutes, etc.) Time is often given during class to complete homework assignments. Not counting their at home reading.

STUDENT PROGRESS

4th and 5th Grade Parents can monitor the progress of their student's schoolwork via NetClassroom. NetClassroom's link can be found on our King's Way Christian Schools web site: www.kwcs.org.

GRADES AND GRADING

Kindergarten through 3rd Grade = Report cards issued by trimester (three times a year).

4th & 5th Grade = Report cards issued by quarter (four times a year).

The school posts grades online at the end of each term. Parents can expect a report card to be posted approximately 10 days after the end of each grading period (see 2014-15 KWCS Calendar under Parent Links on our website for grading periods). If you have a question concerning a grade, student and parents should **contact the teacher who assigned the grade**. If you are not satisfied at this point, you can then discuss the matter with the principal.

No credit is earned for a "Failure" or "Withdrawal" grade. A teacher may give an "INC" (incomplete) when course work is not finished because of illness or other unusual circumstances. A student will have two weeks to complete the work required to change the "INC" to a permanent grade. If extenuating circumstances exist, an appeal to the principal for more time can be filed.

The following grading scale is used at KWCS for Kindergarten:

† = Strong √ = Satisfactory 0 = Improving
N = Needs Improvement X = Not Introduced ASD = Academic Support Department

The following grading scale is used at KWCS for First Grade:

† = Excellent Strength √† = Good √ = Satisfactory
√- = Needs Improvement - = Unsatisfactory NI = Not Introduced/Assessed
ASD = Academic Support Department

The following grading scale is used at KWCS for Second and Third Grade:

5 = Outstanding 4 = Above Average 3 = Average 2 = Below Average 1 = Failing
† = Excellent Strength √† = Good √ = Satisfactory
√- = Needs Improvement - = Unsatisfactory NI = Not Introduced/Assessed
ASD = Academic Support Department

The following grading scale is used at KWCS for Fourth and Fifth Grade:

Student Percentage Grade	Student Letter Grade Based on the Percentage Earned
93 – 100%	A
90 - 92%	A-
87 - 89%	B+
83 - 86%	B
80 - 82%	B-
77 - 79%	C+
73 - 76%	C
70 - 72%	C-
67 - 69%	D+
60 - 66%	D
0 - 59%	F

COMPUTER USAGE

CONDITIONS AND RULES FOR USE

The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of a student's account must be in support of and consistent with the educational objectives of King's Way Christian Schools. Access to Internet is made possible through an appropriate provider designated by King's Way at its sole discretion. All users of the Internet must comply with existing rules and Acceptable Use Policies that have been established by King's Way Christian Schools. Any student wishing to use computers at school must sign an "Acceptable Use Contract" - a copy is at the end of this handbook.

Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trademark. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

The use of the Internet is a privilege, not a right. Inappropriate use including any violation of these conditions and rules may result in cancellation of the privilege. King's Way Christian Schools under this agreement, is delegated the authority to determine appropriate use and may deny, evoke, suspend, or close any user account at any time based upon a determination of inappropriate use by an account holder or user.

ATTENDANCE POLICY

Student attendance is a critical component to student achievement. As such, students are expected to attend school on a regular basis. However, circumstances occasionally warrant students to miss school. If a parent decides their child should not attend school, we ask them to notify the middle school of the student's pending absence either by phone at 360-816-1219 or by email to CarrieRohrer@kwcs.org.

Parent, student, and King's Way responsibilities in case of an absence:

1. Parents are expected to report each absence prior to 8:40 AM.
2. If a student is absent without notification the homeroom teacher will email the parent.
3. The student is expected to take the initiative to make up all missing work.
 - a. The student must contact the teacher within 24 hours of his/her return to that particular class to arrange for the make-up work and establish a timeline to completion.
 - b. If a student does not contact the teacher within 24 hours, the teacher is no longer obligated to accept the work.
 - c. Teachers are not obliged to review in class to reteach what the others in attendance already covered.
 - d. To receive extra review help, the student will most likely need to meet with the teacher during non-class time if a suitable time within the teacher's regular work hours cannot be established.

PREARRANGED ABSENCES

If a parent knows in advance that his/her child will be absent, the Elementary School Office should be notified. A timeline for making up assignments should be arranged with the student's teachers. Parents are asked to schedule vacations during school breaks.

TARDY POLICY

A student who arrives in class after the tardy bell has rung and has no authorization from a staff member shall be recorded as tardy. The student is expected to be inside the room and in his or her seat and ready to work when the bell rings.

- A student arriving at school after 8:30 a.m. is to report to the office for a tardy slip and to order hot lunch. All lunch orders must be made by 9:30 a.m.
- A tardy is recorded when a student is not in the classroom with the appropriate materials on time.
- Students are responsible for all work missed because of their tardiness.
- When a student accumulates more than five tardies their parent will be notified by homeroom teacher.

SCHOOL DAY ATTIRE

KEY WORDS: APPROPRIATE, NEAT, CLEAN AND MODEST

At King's Way all clothing must be:

- **Appropriate.** This generally means clothing is to be worn for the purpose for which it was designed. Clothing which is appropriate in one setting may not be appropriate for the school environment. Clothing and grooming should not attract undue attention or be disruptive to school procedures. All appearance should represent a likeness to modest, business setting apparel.
- **Neat/Clean.** This means clothing that is clean and in good repair.
- **Modest.** This generally means moderation. For all types of dress, the fabric, style, cut, figure of the wearer, occasion, etc. are to be taken into consideration so that the final result is that of modest dress for both young men and women. Refer to the "No Bare Zone". Length of dresses, skirts, shorts should be no shorter than mid-thigh.



“NO BARE ZONE”

The “No Bare Zone” model (above) is a visual guideline for our Dress Code policy.

Because styles change, the administration reserves the right to define more specifically what is in good taste. Final interpretation as to the appropriateness of a student's attire and grooming rests in the hands of the school.

PERSONAL APPEARANCE

Dress, whether on or off campus, must be in good taste, appropriate and suitable to each occasion without being extreme. Students are expected to dress modestly and respectfully at all times.

ON CAMPUS AND AT SCHOOL EVENTS

Shoes or sandals are required for safety and hygiene reasons. Please consider recess safety.

Shirts are required.

Dress appropriately for the weather. We have recess even when it is cold outside.

Refrain from wearing any of the following:

- Boys: Muscle shirts or tank tops
- Girls: Shirts with immodestly low or revealing necklines/backs, tank tops or camis
- Any immodestly tight clothing that appears vulgar (In style snug without a vulgar appearance is okay.)
- Clothing that would reveal bare midribs or undergarments i.e. some lace/see through” material on parts of the blouse
- Pants/jeans with holes in the “No-Bare Zone”
- Inappropriate messages or pictures
- Hats during Chapel or hoodies worn up on the head
- Hoodies are unacceptable **if** the hood is up indoors
- Hair color should not be a distraction but similar to what most businesses would want
- Immodestly short skirts (sitting, standing, walking) – higher than mid-thigh
- Pajama pants or cotton sweats pants
- Visible tattoos
- Ear piercings larger than 16 gauge (i.e. plugs) and any body piercings

If attire is not appropriate, the student may be sent to the office and remain there until acceptable clothing is available or the student may be given an appropriate consequence and allowed to finish the day. This will be an administrative decision. Consequences may apply.

CONDUCT & DISCIPLINE POLICY

INTRODUCTION

Good conduct is expected of all students at King's Way Christian Schools. Each student is expected to adhere to the rules and regulations that are in keeping with the purpose of an educational institution. Each student is a representative of our school wherever he or she may be. Our student body prides itself on good sportsmanship, good scholarship, and good manners. Students are also expected to display proper conduct going to and from school, on the school grounds and in the school vehicles.

Although we recognize that we have no direct control over the students when they are away from school, any major violation of accepted behavior for King's Way students may still be considered grounds for disciplinary action. The testimony of your conduct when out in the public is a testimony which reflects upon Christians in general and students at King's Way in particular.

This is the positive behavior we want our students to have:

- H** = Honor God, others, self
- E** = Excellence....in all we do
- A** = Acceptance with Action
- R** = Responsible and safe
- T** = Teachable

BASIC EXPECTATIONS

King's Way students are expected to:

- Perform to the best of their ability in all areas.
- Willingly abide by attendance policies, dress code, and any classroom or athletic team rules.
- Respect others and their property.
- Conduct themselves in a manner that will promote their own health and safety, as well as the health and safety of others.

DISCIPLINE PHILOSOPHY

Teachers and school administrators will use a number of disciplinary methods. Each case of misconduct will be handled on an individual basis. If a student causes a problem, he or she will be held responsible for his or her behavior. It will be up to the student to take steps to work it out. A student will always be given the opportunity to explain his or her version of the problem. The corrective measures to be employed to help the student work out the problem and correct the misconduct will be determined by the teacher or administrator involved.

The discipline process is to provide intervention, then give the student an opportunity to change or modify their behavior. Failure to modify behavior will result in the next level of intervention. The goal of discipline is to produce a changed heart that results in changed behavior. Disciplinary alternatives can include, but are not limited to, the following: parent conferences, loss of free time, detention, extra work, non-participation in extra-curricular activities (i.e., field trips), probation, suspension, and expulsion.

DISCIPLINE PROCESS

When an alleged offense occurs, the procedure below will be followed:

1. The student will be informed of the conduct involved and the nature of the charge and will be given the opportunity to present his/her view of the occurrence.
2. If consequences are to follow, the student will be informed of the immediate action, reasons for its administration, and subsequent procedures to be followed.
3. When a suspension or stronger consequences are contemplated, the student's parents will be notified as soon as possible.

If at any point in the discipline process the student involved displays an attitude of defiance or disrespect, the situation may move to the next higher category of offense.

DISCIPLINE CATEGORIES & CORRECTIVE ACTION FOR KINDERGARTEN – 12TH GRADE

Misconduct has been classified into three categories, depending on the severity of the violation.

CATEGORY 1 OFFENSES

- **MINOR OFFENSES** - These offenses are those that are minor in nature, including but not limited to, continued neglect of responsibilities, excessive talking, failure to turn in homework, writing and passing notes, repeated inattention, inappropriate behaviors in the classroom, accidental damage of property, disrespect for adults, violation of dress code, excessive tardiness, inappropriate behavior toward other students, minor cases of bullying, low level of cheating, minor cases of leaving the assigned area, lack of self-control in the classroom, all of which may prevent order and disrupt instruction.

Corrective Action: Most disciplinary situations will be handled in the classroom or in the venue where

the offense occurs. Offenses may result in one or more of the following: additional work, loss of privileges, detention, parent-teacher conference, student-principal conference, or work experience. Recurrent offenses would result in Category 2 consequences.

CATEGORY 2 OFFENSES

- **INTERMEDIATE OFFENSES** - These are activities and attitudes that show a lack of respect for authority or for others, or may be frequent violations of Category 1 rules. These include but are not limited to disruptive classroom behavior, vulgarity, profanity (written, gestured, or spoken), vandalism, continued rude or inconsiderate actions or language toward another student, moderate or repeat cases of bullying, or unacceptable public displays of affection (PDA).

Corrective Action:

VIOLATION #1- A teacher and/or administrator conference will be held with the student. A disciplinary report will go on file. Teacher or administrator initiated disciplinary consequences may be in effect.

VIOLATION #2 - Parents are contacted, a second disciplinary report will go on file, along with a detention and/or short term (in-school or at home) suspension.

VIOLATION #3 - Repeated offenses will result in short term or long term suspension and possible dismissal.

CATEGORY 3 OFFENSES

- **MAJOR OFFENSES:** These are very serious offenses and they may violate the law. They seriously threaten the safety of other students or show flagrant lack of respect for authority or property. For example, theft, forgery, cheating, plagiarism, possession of tobacco, illegal drugs or drug paraphernalia (including look-a-likes), inappropriate public displays of affection/lewd behavior/immorality, intimidation, severe or multiple cases of bullying or harassment, fighting, pornography, blatant disrespect for authority, possessing and/or using weapons or explosive devices, closed campus violation, unauthorized use of technology, assault or threat of assault, destruction or the threat of destroying school property/devices, possession or consumption of illegal substances/alcoholic beverages, whether occurring on or off the school campus, or being under the influence of same while on campus is prohibited. Students are not to remain at any activity where alcohol is being illegally consumed. Frequent and repeated violations of Category 2 rules would also be considered a major offense.

Corrective Action: These offenses will generally result in some type of suspension and may result in immediate expulsion. The length of suspension may vary with the severity of the offense, attitude of person, repentant spirit, frequency of problem and previous school records such as citizenship, attendance, tardy infractions, detentions, etc. Parents will be notified immediately of the nature of the offense. Vandalism may result in paying all repair/clean-up costs. Cheating will result in automatic loss of credit on the test/assignment in question, a student caught cheating may be kept out of the class to determine whether the student will lose credit for the course for the semester, or the conditions under which he/she may continue enrollment in the course. Forgery may result in, but is not limited to, removal from participation or loss of credit in the activity in question. Plagiarism may result in, but is not limited to, a reduced grade, loss of credit, suspension, and/or removal from extra-curricular activities.

DISCIPLINE OF STUDENTS INVOLVED IN EXTRA CURRICULAR ACTIVITIES

Participation in school activities is always a privilege to be earned and never an entitlement. Students in athletics, music, leadership or other extra curricular activities are representatives of our school and are expected to act in compliance with all disciplinary policies as stated in the Parent/Student Handbook. Discipline infractions are serious and for those involved in extra curricular activities part of the corrective action process may result in suspension from extra curricular activities for Category 1 offenses, suspension from these activities for Category 2 offenses, or suspension/removal from the extra curricular activity for Category 3 offenses.

OFFENSE DEFINITIONS:

DELIBERATE OR ACCIDENTAL VANDALISM: Students who abuse school property in any way (e.g., kicking in locker doors, punching holes in the walls, writing graffiti on desks and walls, toilet-papering the grounds, etc.).

BULLYING: Bullying and harassment is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. There are four types of bullying: (a) *verbal* bullying (teasing, name-calling, inappropriate comments, inappropriate images (created or borrowed), taunting, threatening to cause harm; (b) *social* bullying (leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, embarrassing someone in public); (c) *physical* bullying (hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, making mean or rude hand gestures) d. using electronic/social media to bully (inappropriate comments or images about individuals or groups which do not represent King's Way's Christian standards) Even though most of these messages or social communications do not occur on campus, the drama that they inevitably bring to the school day is disruptive to our learning and social environment; Therefore, these electronic events rob students of the beneficial reasons they may have chosen King's Way Elementary School.

CHEATING: Cheating occurs whenever a student copies another student's work, allows his/her own work to be copied, does another student's work for him or her, turns in, as his/her own, material copied from another source without proper documentation or engages in other conduct deemed cheating by King's Way. At King's Way, cheating is viewed as a serious offense.

FORGERY: Forgery occurs when a student falsifies a signature on an official document, such as health or athletic forms, contracts of various kinds, on any home and school correspondence including email correspondence in a parent's name.

PLAGIARISM: "Plagiarism is the presentation of another writer's ideas, (organization) or words as if they were (one's) own, without acknowledging the source" (Write for College: A Student Handbook). Using someone else's intellectual property and presenting it as personal work, whether by copying word for word, restating with only an occasional "borrowed" phrase, or simply incorporating ideas or concepts, is stealing, UNLESS the author or source of the information is appropriately cited. Research, analysis, and the word choices used in the presentation of information are the property of the people who did the work, so scrupulous care must be taken to faithfully document their data and insights. Plagiarism is a form of cheating. The theft of intellectual property is a serious offense that may result in discipline, including, but not limited to, a reduced grade, loss of credit, suspension, and/or possible removal from extra-curricular activities.

	OFFENSE	DESCRIPTION	OPTIONS FOR CORRECTIVE ACTION
CATEGORY 1	<ul style="list-style-type: none"> • 1-A Continued neglect of responsibilities • 1-B Excessive talking • 1-C Failure to turn in homework • 1-D Writing and passing notes • 1-E Repeated inattention • 1-F Inappropriate behaviors in the classroom • 1-G Accidental damage of property • 1-H Disrespect for adults • 1-J Violation of dress code • 1-K Excessive tardiness • 1-L Inappropriate behavior or speech toward other students • 1-M Lack of self-control in classroom • 1-N Truancy • 1-P Leaving the assigned area without permission • 1-Q Minor cases of bullying or harassment • 1-R Low level cheating • 1-S Low level form of any harassment, bullying, or slander through conversation, electronic means, images, or written material • 1-T Refusal to obey a reasonable request by any staff • 1-U Low level lying or spinning the truth • 1-V Small plagiarism offenses affecting in minor ways the points to be earned • 1-W Reckless endangerment at minor level • 1-X Personal electronic w/power on or in use during class, passing, or break times (lunch time use only) • 1-Y Hooded garments worn with the hood up indoors are unacceptable. • 1-Z Apparel displaying drugs, alcohol, tobacco, or improper connotation. • 1-AA Minor vandalism • 1-BB assault or threat of assault 	<p>These offenses are those that are minor in nature but which may prevent order and disrupt instruction.</p>	<ul style="list-style-type: none"> • detention • additional work • loss of privileges • parent/teacher conference • student-principal conference • work experience • all referrals at all levels go in students discipline file • missed recess • time-out in office • school service • teacher assigned consequence

<p>CATEGORY 2</p>	<ul style="list-style-type: none"> ● 2-A Disruptive classroom behavior ● 2-B Vulgarity ● 2-C Profanity (written or spoken, electronic, or signed) ● 2-D Vandalism ● 2-E Continued rude or inconsiderate actions or language toward another student ● 2-F Unacceptable public displays of affection (PDA) ● 2-G Invasion of another's private property (i.e. lockers, backpacks) ● 2-H Reoccurring truancy ● 2-M Leaving the assigned area without permission ● 2-P Moderate level cheating ● 2-Q Refusal to obey a reasonable request by any staff ● 2-R Moderate level lying or spinning the truth ● 2-S Moderate reckless endangerment ● 2-T Plagiarism offenses affecting in moderate ways the points to be earned ● 2-U Moderate level of any harassment, bullying, or slander through physical means, conversation, electronic means, signed, or written material ● 2-V Electronic device use in the restroom unless during lunch period ● 2-W Apparel displaying drugs, alcohol, tobacco, or improper connotation. ● 2-X Assault or threat to assault ● 2-Y Drama, inconsiderate words to or about another student (gossip) ● 2-Z Failure to arrange permission to bring a student visitor ● 2-AA Possession of combustible materials or devices ● 2-BB Assault or threat of assault 	<p>These are activities and attitudes that show a lack of respect for authority, or may be frequent violations of Category I offenses.</p>	<ul style="list-style-type: none"> ● Parental contact ● Suspension from school or class ● A disciplinary report will go on file. ● Teacher or administrator initiated disciplinary consequences ● Vandalism may result in paying all repair/clean-up costs. ● Teacher – Parent Conference ● Referral to Principal
<p>CATEGORY 3</p>	<ul style="list-style-type: none"> ● 3-A Theft ● 3-B Possession of tobacco/use of ● 3-C Inappropriate public displays of affection/lewd behavior 	<p>These are very serious offenses and they may violate the law. They may threaten the safety or dignity of others or may show flagrant disrespect for authority or property.</p>	<ul style="list-style-type: none"> ● These problems will generally result in some type of suspension and may result in immediate expulsion. ● Parents will be notified left out Immediately ● Vandalism may result in

<p>CATEGORY 3 (CONTINUED)</p>	<ul style="list-style-type: none"> • 3-D Severe cases of intimidation, bullying or harassment • 3-E Fighting • 3-F Pornography • 3-G Blatant disrespect for authority • 3-H Possessing and/or using weapons, explosive devices, or look-alikes • 3-J Unauthorized use of technology • 3-K Assault or threat of assault • 3-L Possession or consumption of alcoholic beverages • 3-M Vandalism or destruction of school property/devices • 3-N Cheating • 3-P Plagiarism offenses affecting in major ways the points to be earned • 3-Q Excessive truancy • 3-R Possession/use of illegal drugs or drug paraphernalia (including look-a-likes) • 3-S Refusal to obey a reasonable request by <u>any</u> staff during a critical situation • 3-T High level harassment, bullying, or slander through conversation, electronic means, or written material • 3-U High level lying or spinning the truth • 3-V Reckless endangerment at major level • 3-W Leaving assigned area without permission during a critical safety situation • 3-X Closed campus violation • 3-Y Forgery • 3-Z Apparel displaying drugs, alcohol, tobacco, or improper connotation. • 3-AA Failure to arrange permission to bring a student visitor • 3-BB Possession of combustible materials or devices 		<p>paying all repair/clean-up costs</p> <ul style="list-style-type: none"> • Cheating may result in automatic loss of credit on the test/assignment in question. A student caught cheating may be kept out of the class to determine whether the student will lose credit for the course for the semester, or the conditions under which he/she may continue enrollment in the course • Forgery may result in, but is not limited to, removal from participation or loss of credit in the activity in question. • Plagiarism may result in, but is not limited to a reduced grade, loss of credit, suspension, and/or removal from extra-curricular activities.
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VOLUNTARY CONFESSION PRIOR TO INVESTIGATION

A voluntary confession may result in modifying the consequences one step below the customary consequences. In such cases, adjustments in corrective action would be at the discretion of the administrator.

HARASSMENT POLICY:

Harassment behavior will not be tolerated in any form (adult to student, student to student, or student to adult). Infractions of this policy should be reported to a teacher, staff member, or building principal.

A. **Sexual Harassment:** This specific form of discrimination can be verbal or non-verbal. It is a means of degrading the sexuality and or the dignity of an individual. Sexual harassment can also be a means of making unwanted statements with sexual connotations to another person.

Sexual Harassment includes, but it is not limited to:

- Unwanted sexual advances;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters;
- Verbal conduct: making or using derogatory comments, epithets, slurs, or jokes;
- Verbal abuse of a sexual nature, graphic verbal communications about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene words or pictures given through letters, notes, invitations, suggestive forms of electronic communication.
- Physical conduct: touching, assault, impeding, or blocking movement.

B. **Intimidation:** This specific form of behavior can also be verbal or non-verbal in nature. It undermines or attacks the feelings of personal safety and security. It may be displayed in the form of threats, bullying, posturing, cyber communication, etc.

HARASSMENT OF SUBSTITUTE TEACHERS

Because of the difficult task of stepping into class at the last minute, the job of a substitute teacher is one of the most challenging in education. In some schools there is a feeling that substitute teachers are to be targets of harassment. Such is not the case at King's Way. Substitute teachers are to be treated with respect, cooperation, and helpfulness. Failure to respond in this manner or to attempt to take advantage of the teachers' lack of knowledge of our rules and will be considered a Category 2 Disciplinary offense and will be dealt with accordingly.

NOTE: In all disciplinary situations, some latitude is given to the administrator regarding the application of consequences. This allows the administrator to best fit the consequences to each individual case.
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SUSPENSION

The length of a suspension (either in-school or out-of-school) will be determined by a school administrator according to the severity of the offense. Very specific changes in attitude and behavior will be expected prior to re-admission. The administration recommends monitoring of the suspension period by the parents. Periods of isolation from friends, removal of privileges, or other disciplinary action at home may be appropriate.

IN-SCHOOL SUSPENSION:

An in-school suspension may be used to separate a student from peer contact by placing the student in a supervised area separate from other students. This allows for reflection and quiet study without interruption. An in-school suspension is used when lack of adult supervision at home is available because of working parents or when, in the opinion of the administration, it is an appropriate disciplinary consequence.

GENERAL GUIDELINES FOR SUSPENSION

1. If the student has been previously suspended from school for any offense, or is on probation at the time of this offense, he/she may be required to withdraw from school.
2. In the case of drug or alcohol related offenses, the following procedures will be in effect. If the student has no previous suspension and is not on probation, he/she may be re-admitted to school on probation at the discretion of the principal. Conditions to consider may include the following: (a) parents have demonstrated a cooperative attitude; (b) the student is involved in the appropriate counseling; (c) the student is enrolled in and participating in a drug or alcohol awareness/treatment program. In the case of drug abuse, random drug tests (minimum of one per month), paid by the parents, may be required for the remainder of the school year. If at any time during the remainder of the school year the student and/or parents cease to cooperate with the aforementioned requirements, the student will be required to withdraw from school.
3. An administrator will determine the length of the suspension.
4. Suspensions shall include the regular school day, after school sports practices and games, and all other extra or co-curricular activities, including class trips, etc. If the suspension occurs on a Friday, the student shall not participate in any activities on that weekend.
5. Students on short-term suspension (10 days or less) shall be given class work to complete during the suspension. These assignments are due upon return to school.
6. Re-entry following a suspension will require a parent/student conference.
7. Following a suspension, a student is automatically placed on probation so that behaviors, attitudes, academic performance, etc., can be monitored for any positive changes.
8. If, after suspension, the student does not comply with school policies, does not show submissiveness to authority, or show signs of not turning his or her heart to follow God, the student will be dismissed from King's Way.
9. While on probation, the commission of minor offenses would take the student to Corrective Action for Category 2 - Intermediate Offenses.
10. While on probation, the commission of a major offense would result in immediate suspension. The commission of a second major offense while on suspension will result in immediate expulsion from King's Way.

EXPULSION

The final step in the disciplinary process is expulsion. A student may be expelled from school for a serious breach of conduct (violation of Category 3 rules), and/or repeated problems with behavior or academic performance, and/or failure to correct the deficiencies specified under a probation.

1. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. In certain situations the expulsion date may be immediate. Recommendations for expulsion will require the approval of the Superintendent.
2. The Principal has the authority to expel any student for flagrant Category 3 violations, or at the conclusion of the disciplinary process for probation or suspension.
3. If a student is expelled from King's Way Christian School, the parents are still obligated to pay the tuition to the end of the month.
4. Attendance at King's Way Christian Schools will always be a privilege and not a right.

NOTE: In some situations, a family may be given the opportunity to withdraw their child rather than face expulsion.

INVOLVEMENT

The KWCS board and staff encourage parents to visit the classrooms and to be involved in the school. It is our philosophy that we are an extension of the home, not a replacement. Parent involvement is crucial for your child to be successful at King's Way Christian Schools. Background checks are required for all regular volunteers and those attending field trips.

As a courtesy, we request that the teacher be informed by a note or phone call prior to any visit. Visitors are expected to adhere to all school policies including dress code.

MISCELLANEOUS

In order to help you get the most out of school and to keep King's Way operating smoothly, there are some routine procedures with which you should be familiar.

ACCIDENTS: A student who witnesses an accident, or who is injured on campus, should report it immediately to a teacher who will make a written report to the office. If no teacher is available, the accident should immediately be reported to the office, Students should not attempt first aid on their own unless no staff member is available.

ADDRESS, EMAIL AND TELEPHONE NUMBER CHANGES: It is extremely important that a student notify the office immediately *if* their address or telephone number changes. It is essential that all information be kept up-to-date.

AFTER SCHOOL: All ES students will be released by teacher in car line after school. NO STUDENT should be picked up at their classroom, in a hallway or on the way to car line. At 3:20 p.m. any remaining students will be brought to the ES Office and taken to the Learning Center where parents will be charged an hourly rate.

BIRTHDAY INVITATIONS: Everybody loves a birthday party, and no one likes to be left out. Please do not hand out invitation at school unless the whole class is invited.

BUILDING APPEARANCE: The King's Way campus is one of which every student can be proud. To

maintain this appearance, every student should help to keep the buildings and grounds neat and clean. In the event that a student breaks, damages, or defaces something, they will be held responsible. Students will be charged according to the damage that they have done, or its replacement cost.

CHAPELS AND ASSEMBLIES: King's Way Christian Schools is vitally interested in the spiritual development of its students. Chapel is a gathering of the King's Way family specifically for times of spiritual growth, sharing of needs, hearing different guest ministers and speakers. Some chapels will be used for assemblies, student orientation, etc., to meet the organizational and informational purposes of the school and its students. Attendance is required. Parents are invited and always welcome to attend chapels after signing in at the ES Office. No prior arrangements need to be made for parent attendance.

DISPLAYS OF AFFECTION: Students are not to display affection in a physical way by holding hands, embracing, etc. This applies both at school and during any school sponsored activity. We encourage students to have a number of friends of both genders and not limit themselves to one individual.

DISTRIBUTION OF MATERIALS: Handbills, leaflets, and other material may not be distributed or posted by students or non-students on the King's Way campus without the expressed permission of the school administration. All such materials must bear identification as to the publishing agency, distributing organization, church, or individual. This precaution is taken because the administration desires to have positive influence in the things advertised to the students and to eliminate any cross-purposes to the nature of the school.

ELECTRONIC DEVICES: Use of personal electronic devices (e.g. smart phones, cell phones, tablets, e-readers, laptops) shall be for legitimate educational purposes at the discretion of a teacher or administrator. Offenses to this policy will result in progressive discipline. Cell phones are to be POWERED OFF while a student is at school.

EMERGENCY CLOSURE: Please refer to the Weather Closures & Emergency Information section.

EQUIPMENT: No school equipment is to be used without the specific permission of those who are in charge of that equipment. It should always be used in accordance with school policies. Any malfunction during use should be reported when the equipment is returned.

FIELD TRIP: Student must have written permission from parents to be allowed to leave campus.

FIRE DRILLS & OTHER EMERGENCY EVACUATIONS: When the building fire siren sounds, students should walk immediately to the nearest outside exit. **All students must leave the building regardless of what they are doing.** Students will move to the designated areas with their teacher and stand quietly until the bell signals "all clear" at which time they will return to their classroom.

GRANDPARENT'S DAY: Thursday, March 19, 2015 is set aside for grandparents to visit a special assembly and classroom activities prepared by the students and teachers.

GUM CHEWING: Chewing gum is allowed unless it specifically violates a teacher's classroom rules. However, there will be NO gum chewing in Chapel or outside of the classroom for elementary students.

GYM SHOES: Every student is required to wear non-marking sole tennis shoes for PE. Students not wearing appropriate shoes will not be allowed to participate.

HALL PASSES: All students in the hallways when classes are in session are required to have a visible hall pass or tardy slip issued by a teacher or the office staff.

HALLWAYS: Hallway floors are to be kept clear of backpacks, bags, clothing, books, and other material that may otherwise cause a safety hazard, particularly in the event of an evacuation. Such objects will be taken to the lost and found. If materials continue to be left on the hallway floor they will be taken to the assistant principal's office and the student will be subject to disciplinary action.

ILLNESS & PRESCRIPTION MEDICATION: Any student who becomes ill at school should go to the nurse's office. All prescription medications are to be kept by the school nurse along with a medical authorization signed by a physician.

KINDERGARTEN PROMOTION: The climax to an exciting year of learning is the kindergarten promotion. The ceremony is typically held in the evening. Parents, guest, and graduates are invited to attend.

LOST & FOUND: Unclaimed items left at school are kept in the Lost & Found located in the Elementary School hallway. Any items left at the end of the quarter will be given to the Giving Closet at Vancouver First Church of God.

LUNCHROOM HELPERS: Students may be assigned cleanup duty on a rotating basis during lunch.

MESSAGES TO STUDENTS: Telephone messages from parents will be delivered to students in an emergency situation. Please try to make arrangements ahead of time.

MUSICAL PROGRAMS: Each grade presents a musical program that is designed to glorify Christ and sing His praises. The program is open to the public.

OFFICE HOURS: The Elementary School Office is open from 8:00 a.m. to 3:30 p.m. on school days. Unless a student is meeting with a staff member, parents are expected to have their student(s) picked-up prior to 3:20 p.m.

OPEN HOUSE: An Open House is hosted for parents and students in May.

PARENT INPUT FOR CLASSROOM PLACEMENT: Teachers and the principal meet at the end of the school year to consider the best educational placement for each student for the upcoming year. Parents may provide information about their child on the Parent Input Form that is emailed to families by the middle of May. This information will be taken into consideration when making classroom placements. This form must be completed and turned into the elementary office (not the teacher) by the date on the form.

PETS: Students are not allowed to bring pets to school except with the permission of the office, then the teacher. The exception to this is an official service animal.

STUDENT INSURANCE: All students must have adequate medical insurance coverage.

TOYS: Toys, games, skateboards, heely shoes and trading cards are not allowed at school.

WEAPONS: Weapons are forbidden on school property. No student shall make a threat, carry, exhibit, display, or draw any weapon capable of producing bodily harm in a manner and at a time and place that shows an intent to intimidate another, or that warrants alarm for the safety of persons in the immediate vicinity. Weapons taken from students will be reported to the student's parents and may be reported to the police. Appropriate disciplinary and/or legal action may be pursued. Weapons shall include, but not be limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating, and/or poisonous gases, poisons, and drugs or any look-a-likes.

PARENTAL AGREEMENT

King's Way Christian Schools' educational mission involves working with the home in the overall Christian education of students. On occasion this cooperation between the school and home may become difficult. To avoid such situations, the school requires parents enrolling their children, or to maintain enrollment, to affirmatively support and cooperate with the school.

As a parent, I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with my child or other people, following the Matthew 18 principle.

As a parent, I understand that enrollment of children in King's Way Christian School is a privilege, not a right. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.

I, _____, have read and understood all that is contained with the King's Way Christian Elementary School Handbook. I will share this information with my student. As a parent at King's Way and a member of the King's Way school community, I agree to abide by all of the rules, policies, and regulations dictated within and to endeavor to honor God in all I say and do.

Student Name / Grade (Print)

Parent Signature / Date

Parent Signature / Date

(The following Internet Student Contract is included for your information.)

King's Way Christian School Internet Student Contract

Dear Parents,

We encourage teachers to allow students to use the vast resource available on the internet to enhance lessons. Although King's Way has implemented a filtering system to prevent objectionable material from being accessed, there are no absolute guarantees. For this reason we require teachers to supervise students that access the internet. Your signature above indicates you have given the permission for your student to access the internet.

Below are policies that will regulate our use of the Internet. These rules have been designed to keep our computers and classroom functioning at the highest of standards. In order to have access to the internet, please read the following and sign below.

For safety reasons, when using the internet:

1. I will not give out personal information such as my home address, parental information, or school name or location without the permission of my teacher.
2. I will never forward my picture or anything else without first getting my teachers approval.
3. I will not send, receive, or check my email account while on a school computer unless I have prior approval from my teacher or administrator on a per-use basis.
4. I will not engage in Instant Messaging or enter into or access chat rooms, social websites, or blogs while I am on school computers.
5. I will not engage, encourage, or respond to any cyber bullying.
6. I will immediately notify my teacher if I come across any information that makes me feel awkward or that is unacceptable to our Christ-like character.

The following activities are illegal, and I will not willingly participate in them.

1. Gaining unauthorized access to any place I am not supposed to be.
2. Disrupting any computer system
3. Contributing to help spread electronic viruses.
4. Engaging in any illegal activity on-line.

I will not access, download, or distribute:

1. Any pornographic, obscene, or sexually explicit material.
2. Inappropriate information or graphics.
3. I will not access any inappropriate areas on the Internet such as but are not limited to sites that have inappropriate language, Inappropriate jokes, or the like any site that could be socially threatening.

I will adhere to these policies and procedures, and I realize that any violation of these policies and procedures will be met with zero tolerance.

- Students must abide by their signed contract.
- The use of the computer is a privilege, not a right
- If this contract is broken, the student's privilege will be revoked.

I have read the "Student Internet Contract" above. By signing below, I fully agree with and understand the contents of this contract. If I breach any rules, I understand my Internet and computer privileges may be revoked.

Signed by:

Student: _____

Date: _____

Parent: _____

Date: _____