

PARENT/STUDENT HANDBOOK
2016-2017



KING'S WAY CHRISTIAN
HIGH SCHOOL

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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 high school office at (360) 816-1215, and they will be glad to assist you.

ABOUT US

King's Way Christian Schools began in 1971 with the opening of the *Peter Pan Daycare*, a ministry of Vancouver Church. 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 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 under the leadership of Administrator Sally Clark. 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 received requests to expand more quickly to a higher grade level.

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 nearly 900 children.

OUR PURPOSE

King's Way Christian Schools is 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: King's Way partners with families to provide a Christ-centered education for the whole child leading to life change in each student.

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 which 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 which may be caused by denominational distinctives.

SCHOOL GOVERNANCE

King's Way Christian Schools is a ministry of Vancouver Church. 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 nearly 900 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 is fully accredited by the AdvancED Accreditation Commission and 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 *School Board* 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 HIGH SCHOOL

GENERAL INFORMATION

DAILY SCHEDULE

King's Way Christian High School uses an eight (8) period day, two of which are used for lunch scheduling. Without a Zero Period, the student will attend 7 periods of instruction with lunch during either 5th or 6th period. A modified schedule is used for chapel on Wednesdays and for academic exploration on Fridays. High school classes begin at 8:20 a.m. and end at 3:00 p.m. "Zero Period" is in session from 7:30 am - 8:10 am.

CLOSED CAMPUS

King's Way is a **closed campus**. Students, who need 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.

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. Juniors with a 3.5 GPA in the previous quarter and all Seniors are allowed to go off campus for lunch as long as a signed "Off-Campus Lunch Contract" form is on file, approved by an administrator, and the Senior is in compliance with the agreement.

CONFERENCES

Parent Teacher Conferences are scheduled for the fall and the spring or as requested by the teacher or parent. Conferences are scheduled through the high school office. All parents are encouraged to attend conferences.

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 on pages 11.)

PHONE USE

Cell phone use by students is up to the discretion of the teacher for each class and each class period. Non-compliance with the teacher's rules and policies regarding cell phone use will result in disciplinary action.

TRANSPORTATION

AUTOMOBILES: Licensed students are permitted to drive to and from the campus and to use the parking spaces designated for students in the **southeast** section of the **front** parking lot. Students who drive to school are responsible for the following:

1. Students are to register their vehicles in the office by lunch on their first day of driving to school.
2. Students are not permitted to loiter in the parking lot or sit in cars during the school day.
3. Student drivers are a representative of King's Way. Safety concerns, speeding, and other driving violations which are reported to the office shall be discussed with the student and may be reported to the parents.
4. Student drivers must use the parking lot designated for them.
5. Students are to park appropriately (i.e., within parking space boundaries).
6. Failure to abide by the directives may result in the loss of driving/parking privileges.

VISITORS ON CAMPUS

All visitors must immediately sign in at the high school office and obtain a "Guest" name tag which is to be worn while on campus. Visitors will usually be restricted to those interested in attending King's Way or conducting business with the school.

1. There will be no visitors on semester test days.
2. Visitors are expected to comply with King's Way Christian Schools' standards for conduct and dress while on campus. Specific situations will be addressed on a case-by-case basis.
3. Any exceptions to the above require administrative approval.

WEATHER 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 AND EXPECTATIONS

King's Way places a high value on the learning experience. Graduation from King's Way is a privilege and not an automatic guarantee. The graduate from King's Way Christian High School receives a diploma signifying completion of a rigorous academic agenda coupled with an integration of the Bible. A minimum of 24 credits is required for graduation.

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 Fs.

If a student receives a failing grade in any class **or** achieves below a 2.0 grade point average during any semester, the student may be placed on *Academic Probation*.

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.

FORMALIZED TESTING

King's Way intends to offer the following formalized testing: All Freshmen (9th graders,) Sophomores (10th graders), and Juniors (11th graders) take the PSAT at King's Way in October, King's Way will not be a testing center for the ACT (American College Testing), or the SAT (Scholastic Aptitude Test). Students will make plans to take these tests at local testing centers. King's Way also administers AP exams during dates that are pre-determined by the College Board.

STUDENT PROGRESS

Parents can monitor the progress of their student's school work via NetClassroom. NetClassroom's link can be found on our King's Way Christian Schools web site: www.kwcs.org. User IDs and Passwords are available through the high school office.

GRADES AND GRADING

The school posts grades online each quarter (9 weeks). Parents can expect a report card to be posted approximately 10 days after the end of each grading period. 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 King's Way Christian High School:

Student's Percentage Grade	Student Letter Grade Based on the Percentage Earned	Grade Points Earned per Credit Based on the Letter
93 – 100%	A	4.0
90 - 92%	A-	3.7
87 - 89%	B+	3.3
83 - 86%	B	3.0
80 - 82%	B-	2.7
77 - 79%	C+	2.3
73 - 76%	C	2.0
70 - 72%	C-	1.7
67 - 69%	D+	1.3
60 - 66%	D	1.0
0 - 59%	F	0.0

The only grades permanently recorded on the high school transcript are the semester grades.

ACADEMIC PROBATION AND DISMISSAL

Student performance is examined every semester to determine academic probation. If a student receives a failing grade in any class, **or** achieves below a 2.0 grade point average on final semester grades, the student may be placed on *Academic Probation*. A letter sent by the Director of student services will notify parents when their student has been placed on Academic Probation. The student has the following semester to correct the deficiency and shall be removed from probationary status when he/she has no Fs, and has a 2.0 grade point average or higher.

- High School students who for any reason are deficient in credits at the end of a year or who have failed a course at the end of a semester must complete a credit recovery course that meets with the approval of King's Way to make up that deficiency prior to fall enrollment. A minimum of 6 credits is expected each year through grade 12. If there are any questions regarding this policy, contact the school office.
- If a student remains on Academic Probation longer than one semester, he/she may be dismissed. Parents may monitor their child's progress online and through contact with the teacher.

HIGH SCHOOL GRADUATION REQUIREMENTS

Student must earn 24 credits to graduate. One-half credit is given for each semester class. Credit for course completion is earned by passing with a “D” grade or above. Some King’s Way high school courses require a higher grade to fulfill enrollment prerequisites. Colleges may require a higher grade when evaluating for admission. Students enrolled in Warner Pacific College credit classes must earn an average of 80% or greater to earn concurrent college credit.

REQUIRED CREDITS LISTED BY GRADUATION YEAR

Courses	2019	2018	2017	2016
Bible	4	4	4	4
Math	3	3	3	3
Social Studies	3	3	3	3
Science (2 labs required)	3	3	3	3
English	4	4	4	4
World Language	2	2	2	2
Fine Arts	2	2	1	1
Technology	1	1	1	1
Health	.5	.5	.5	.5
Fitness	1.5	1.5	1.5	1
Electives (non-TA)			1	1.5
TOTAL CREDITS	24	24	24	24

COURSES OF STUDY

9th grade	10th grade
Bible 9 English 9 or Honors English 9 Algebra 1 or Geometry Study Skills/Computer Fundamentals Integrated Science or Biology World Language PE/Health or Music	Bible 10 English 10 or Honors English 10 Geometry or Algebra 2 World History Biology or Pre-AP Chemistry World Language PE, Music or Technology
11th grade	12th grade
Bible 11 English 11 or AP English Language Algebra 2 , Pre-Calculus or Business Math US History or AP US History Pre-AP Chemistry, Biology, Horticulture or AP Chemistry World Language Elective	Bible 12 English 12 or AP English Literature Pre-Calculus, Business Math or AP Calculus AB American Government or AP American Government (.5), Contemporary World Issues (.5) Science Elective AP Computer Science Elective

Elective options may include: Choir, Band, Art, Theatre Arts, Technology Courses, PE, World Language, Science Elective and other offerings as available.

ADVANCED PLACEMENT GRADING AND EXPECTATIONS

1. Students who enroll in Advanced Placement classes should be seeking an academic challenge, should be self-motivated and should have a sincere interest in the subject that they are learning.
2. Students are expected to have excellent attendance with very few absences and no tardies. Students with excessive absences or tardies may be asked to leave the class at the end of first or second terms.
3. Students are expected to bring all materials to class everyday. Students who repeatedly fail to bring necessary materials to class, may be asked to leave the class at the end of first or second terms.
4. Students are expected to do ALL assignments to the best of their abilities. Students who repeatedly fail to turn in assignments on time, may be asked to leave the class at the end of first or second terms.
5. AP Students are expected to take the Advanced Placement exam in May. Students who opt not to take the exam for financial reasons must take a sample exam provided by the instructor. The sample exam will count as 10% of the 2nd semester grade. Students who take the actual AP will not have a grade for the final exam for semester 2.
6. Students who take the official AP exam can receive a grade bump. Any student who receives a score of 3 will have both their first and second semester grades raised by one full letter grade. Students who earn a score of 4 or 5 on the exam will receive a two letter bump for both semesters.
7. Students are expected to maintain an average of 70% or higher in AP classes. Students who's average is below a 70% may be asked to leave the class at the end of the first or second terms.
8. Must meet all prerequisites for the AP class. Any appeals require principal approval.

CONCURRENT COLLEGE CREDITS

King's Way offers students the opportunity to take specified classes and receive concurrent college credit through Warner Pacific College. The cost of the concurrent credits is \$65 per credit. In order to earn the credit, a student must average a grade of 80% or better for the entire year. The credit counts as a one semester (spring) college course. WPC registration in that course is done in January. The concurrent credit courses will be taken at KW and listed on the student's high school transcript. The college equivalent course will be listed on a Warner Pacific transcript. To request a copy of the WPC transcript, please see their website or pick up a request form from the KW office. Currently, the following courses are offered for concurrent credits:

Concurrent College Credit Course Equivalencies

KW Course Name (one year course)	WPC Course Title (Spring semester course)	WPC Course No.	Credits
AP English Lang & Comp.	College Composition	EN 101	3
AP English Lit & Comp.	Introduction to Literature	EN 120	3
AP US History	US History	HIS 201	3
AP US Gov't & Politics	American Government	PS 140	3
AP Chemistry	Chemistry	PHS 211	4
AP Calculus AB	Calculus 1	MA 251	4
Precalculus	Precalculus	MA 115	4
Anatomy & Physiology	Intro to Anatomy & Physiology	BIO 121	4

TEXTBOOKS

High School textbooks are purchased by students and are the student's responsibility.

STUDENT SCHEDULES

Student class schedules will be available on the first day of each semester. Add/Drop class changes may occur during the first two weeks of each semester.

REPEATING A CLASS

Any student at King's Way Christian High School who fails a required course for a semester will be required to repeat that semester of the course. Students with a grade below a "C" will be permitted to repeat a course in an effort to improve their course knowledge. Credit will be issued for repeating the class to the extent of replacing a grade, however, only one course will count for credit. (Note: Colleges will typically not replace a grade but rather include both grades in the GPA calculation.)

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 which have been established by King's Way Christian Schools. Any student wishing to use computers at school must sign an "Acceptable Use Contract" which is available in the HS Media Center and 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 trade mark. 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

GENERAL ATTENDANCE PROCEDURES

To assure KWCHS of the safety of your student, please call 360-816-1215 to let the school know that he/she will be absent that day. If a student surpasses 10 absences in a semester, a parent/student meeting will be scheduled with the Principal to determine the nature of the absences and make a plan for increased attendance.

Students who are absent should **consult NetClassroom**, email teachers, or contact classmates for class and homework assignments. Teachers' email addresses are available on our web site: www.kwcs.org under the "Schools" tab: Schools>High School>Faculty and Staff.

The general guideline is to allow a student the same number of days to do the make-up work as the number of days they were absent, while simultaneously keeping up with the current daily work. Specific arrangements are to be made with the teacher.

Absences during semester finals are strongly discouraged.

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

1. The student is expected to have parents report each absence prior to 8:30 am.
2. If a student is absent without notification the school will call parents.
3. The student should 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 or to reteach what the others in attendance already covered.
 - d. To receive extra review help, a student is likely to have to meet with the teacher during non-class time if a suitable time within the teacher's regular work hours can be established.

SKIP DAY

The school does **not** recognize any type of skip day and parents should be advised that such an absence will be considered an unexcused absence.

PREARRANGED ABSENCES

If a parent knows in advance that his/her child will be absent, the HS office should be notified. A timeline for making up assignments should be arranged with the student's teachers. Final Exams are scheduled before the beginning of each academic year and take place during the last week of each semester. No students will be permitted to take early or late finals without permission from the teacher and principal. Absences for vacation during finals may result in an "F" grade on the final exam.

PARTIAL DAY ABSENCE & STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

To be eligible to participate in extra-curricular activities that afternoon or evening (i.e. sports, music, etc.) **the student must be in attendance for (4) class periods during that day**. If a student is absent more than half a day, he/she will not be allowed to participate in extra-curricular activities that day. **Exception:** Special permission from the Principal or Athletic Director in cases of family emergencies or medical visits may be requested. This waiver must be granted prior to school being dismissed on the day of the absence.

FORGED NOTES

Forging someone else's signature is an illegal activity and as such, appropriate action will be taken by the principal.

FINAL EXAMS

Final Exams are scheduled before the beginning of each academic year and take place during the last week of each semester. No students will be permitted to take early or late finals without permission from the teacher and principal. Absences for vacation during finals may result in an "F" grade on the final exam.

TARDY POLICY

Each student is expected to be inside the room and in his or her seat and ready to work when the tardy bell rings. Each teacher will define what constitutes the rule in his/her classroom.

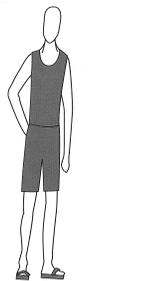
- A student arriving at school after 8:20 a.m. is to report to the office for a tardy slip.
- Arrival after 8:35 constitutes an absence. At 8:40, the school checks the absent notifications against the students whom teachers have marked absent from class.
 - **Parents, please call by 8:40 if you are en route.**
- Any tardy for which the student is 15 minutes or more late is automatically counted as an absence for that period.
- Students are responsible for all work missed because of their tardiness.
- When a student accumulates three tardies in the same class within one quarterly marking period, disciplinary action of one lunch detention will be assigned. Each subsequent tardy in that class will result in similar but progressive consequences. Tardy records will reset each quarter.
- Any tardy under staff supervision will be expunged.

SCHOOL 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.
- **Athletic Dress Code.** An athlete while competing or practicing, has a different code than for school time or other school activities. The athlete should be dressed according to the competitive demands of that sport.
- **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.



“NO BARE ZONE”

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

Shirts are required.

Refrain from wearing any of the following:

- Men: Muscle shirts, sleeveless shirts or tank tops
- Women: Shirts with immodestly low or revealing necklines/back, tank tops or camis
- Any immodestly tight clothing that is revealing or appears vulgar
- Clothing that would reveal bare midriffs or undergarments
- Pants/jeans with holes in the "No-Bare Zone"
- Inappropriate messages or pictures
- Hats during Chapel
- Hoodies are unacceptable **if** the hood is worn up indoors
- Hair color should not be a distraction (If contemplating a questionable color, the safest practice would be to preview it with a principal.)
- Immodestly short skirts (sitting, standing, walking)
- 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 will be sent to the office and remain there until acceptable clothing is available. If King's Way clothing is borrowed it must be washed and returned to the office in a timely fashion. Your account may be charged for any unreturned King's Way clothing that was borrowed (\$10 per item). Excessive violations will be considered defiance and will incur additional disciplinary action.

DRESS CODE FOR FORMAL EVENTS

Formal wear must meet the following standards of modesty. Girls will be allowed to wear strapless dresses or dresses with spaghetti straps, provided that it fits the wearer properly and presents no danger of falling down. Students will not be allowed to wear dresses that have plunging necklines or show any cleavage. Dresses that are cut low in the back may not be cut below the middle of the wearer's back. The hemlines for all dresses must meet the standards of King's Way's daily dress code; dress hems and any slits must be no higher than 4" above the knee.

OPTION: Ensure Your Dress is Appropriate

Girls may have their dresses preapproved to be 100% sure their dress meets the above guidelines. Bring the dress to school and model it for the ladies in the High School office. They will give you a private room in which to change. When you step out they will give you a "passed" or suggest possible adjustments, or suggest you exchange the dress.

CONDUCT & EXPECTATIONS

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 which 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 on the school vehicles. In general, student behavior should promote respect, academic and spiritual growth, and enthusiasm for the school.

Although we recognize that we have no direct control over the students when they are away from school, any major conduct violations 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.

BEHAVIOR MANAGEMENT PROTOCOL

We view mistakes and bad judgement as learning opportunities for students as they grow and develop as people. In the case of misconduct, students will be given an opportunity to describe their actions and perspective to the teacher or administrator. Students are expected to be forthright and honest. In turn, the teacher or administrator will gather relevant facts, data, and information from others involved. Part of the consequences may involve discipline. Several factors will determine what disciplinary action is chosen by the teacher or administrator:

1. Severity of infractions
2. Frequency/History (how often this or similar behavior has occurred)
3. Student response to their misconduct as it relates to attitude/remorse/accountability

Disciplinary actions can include, but are not limited to, the following: loss of free time, detention, extra work, school/community service projects, non-participation in extra-curricular activities (field trips, sporting events), probation, in-school suspension, out-of-school suspension, or expulsion. The goal of these disciplinary measures is to produce a changed heart that results in changed behavior. Failure to modify behaviors will result in progressive discipline, which will expand the consequences for misconduct. For example, discipline could progress on a spectrum such as: one lunch detention > three lunch detentions > school service, etc.

Examples of misconduct include but are not limited to: deliberate or accidental vandalism, bullying, harassment (sexual or intimidating), cheating, forgery, plagiarism, etc.

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/removal from the extracurricular activity.

NOTE: In all disciplinary situations, latitude is given to the administrator regarding the application of consequences. This allows the administrator to best fit the consequences to each individual case. In addition, each incidence of misconduct will be recorded in the student's file.

SUSPENSION (IN OR OUT-OF-SCHOOL) AND EXPULSION

All suspensions and expulsions will be at the discretion of the Discipline Review Board. Their decision will be presented to the superintendent for final consent. Parents will be notified of the situation and decisions reached. *Attendance at the King's Way will always be a privilege and not a right.*

MISCELLANEOUS

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.

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 which 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. Attendance is required. Parents are invited and always welcome to attend chapels. No prior arrangements need to be made for parent attendance.

DAILY ANNOUNCEMENTS: Announcements will be read over the intercom in the high school. This is considered official notification for deadlines, schedule changes, and special events. Students wishing to have an announcement read aloud must turn in their announcement, with teacher approval, to the office the day before the announcement is to be read.

DISPLAYS OF AFFECTION: We understand that it is natural for young men and women to develop affections for each other. Students need to understand, however, that displays of affection are generally not appropriate in public places. Any display of affection beyond hand holding, arm-linking or a brief hug is unacceptable anywhere on campus and at all school functions.

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, e-readers, laptops) shall be for legitimate educational purposes at the discretion of a teacher or administrator. Consent for cell phone use must be given by a teacher. Offenses to this policy will result in progressive discipline.

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.

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..

ILLNESS & PRESCRIPTION MEDICATION: Any student who becomes ill at school should go to the office and make arrangements to go home. All prescription medications are to be kept by the school nurse along with a medical authorization signed by a physician. The high school office will dispense and keep a log of all prescription medications taken at school.

LOCKERS: Lockers are the property of KWCHS and the school reserves all rights to inspection, search of contents, maintenance, etc. Money and valuables should not be kept in the lockers. No trash or open food or drink should be left in lockers due to the risk of attracting ants. Lockers are at no time to be used for storage of objects that are illegal or that could be harmful to individuals in the school. The school cannot be responsible for articles taken out of lockers. Students must provide their own combination locks.

Students will be assigned lockers. Students are assured of their rights as individuals and that these rights will always be balanced with the needs of the school to ensure a climate in our schools which assures safety and welfare for all. In a search and seizure situation, the following procedure will be observed:

- A. A search of a student's person/property is limited to a situation where there is reasonable suspicion that the student is hiding evidence of an illegal act or school violation.
- B. Illegal items (firearms, tobacco, drugs, weapons, etc.) or other dangerous possessions may be seized by school officials.
- C. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

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

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

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.

SCHOOL SPONSORED FUNCTIONS

Extra-curricular activities are a part of school life, particularly for high school students.

1. Any class or student activity sponsored by the school shall be planned by student leaders with their advisors and must be approved by administration.
2. NO MEETING OF ANY SCHOOL ORGANIZATION IS TO BE HELD WITHOUT THE KNOWLEDGE OF THE ADVISOR!

All school-sponsored activities will have school-provided supervisory staff in attendance. Parents may telephone the school office if they question whether or not an activity is school sponsored.

HIGH SCHOOL ASSOCIATED STUDENT BODY (ASB)

Student government at King's Way is an important part of school life. It is an opportunity to have a voice in school activities, programs, and management. Students are encouraged to run for office or otherwise become active in student government at King's Way. Any student has the right to request an appearance before the Student Council to present ideas, to express concerns about school problems, or to suggest changes. Student Council needs the help, the ideas, and the support of the student body so that it can function successfully and so that all students can have a genuine voice in the affairs of the school. The Student Council is comprised of the Executive Council and the class representatives.

Upon completion of reading the KWCHS Parent-Student Handbook, please acknowledge acceptance of these policies and conditions by eSignature (online format) or return signed sheets to office.

STUDENT HANDBOOK CONTRACT

I, _____, have read and understood all that is contained with the King's Way Christian
(student name)
High School Handbook. As a student 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 Signature

Date

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.

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: _____