

King's Way Christian
High School

Student/Parent Handbook

2019-2020



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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) 574-1614 ext. 4, and they will be glad to assist you.

HISTORY

King's Way Christian Schools began in 1971 with the opening of the Peter Pan Daycare, a ministry of Vancouver Church. As the children who attended reached school age, parents appealed to the leadership to expand the program into kindergarten and first grade. Soon thereafter, classes were added. In 1977 the church and daycare moved to a new facility at their current location of 3606 NE 78th Street. The church agreed to expand the program further, 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. However, King's Way quickly became well known in the community as a quality private school, and requests were expressed to expand more quickly and into higher grade levels.

In 1981, Vancouver Church added on to its building, enabling King's Way to grow more rapidly. Three more times over the course of the next twenty-five years, the church would meet the growing needs of King's Way with expansions and new buildings. This gracious gift of building space without the burden of mortgage debt has enabled King's Way to continue to offer high quality private Christian education at a very affordable price. Today, King's Way offers care and classes from 12 months through 12th grade, serving over 900 children and their families.

In 2015, Vancouver Church took the first steps to bring independence to King's Way by creating an independent 501(c)(3) corporation, providing King's Way with new opportunities to execute its mission. As close partners in ministry, Vancouver Church and King's Way continue to work together to make disciples who, with Jesus, become more like Jesus every day.

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 parents. 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 submit the King's Way online application and sign the contract. 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 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 unenroll 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 serves the greater Clark County community with a program of academic excellence coupled with strong Biblical teaching. Our campus serves over 900 students from preschool through high school. We are the largest private Christian school in southwest Washington and the greater Portland area. KWCS has a School Board which is comprised of the following members: Tim Devine, Arne Kainu, Jerry Kelso, Taryn Markee Moore, Jim Teague, and Lori Volkman. You may view Board member profiles on our website at KWCS.org.

ACCREDITATION

King's Way Christian Schools is fully accredited by the Association of Educational Service Districts (AESD) of the State of Washington and meets the graduation requirements for the State of Washington.

PARENT/SCHOOL PARTNERSHIP

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.

KWCS is committed to sharing responsibility for student supervision with parents - their primary teachers. "Partnering with Parents" is at the core of our school mission statement. In no area does this become more significant than that of nurturing children from the early years through the teens and into young adulthood. Our ultimate shared goal is to develop self-disciplined young people who will exemplify Christ in their behavior and lives. Toward that end, King's Way will partner with parents in this aspect of equipping students for life.

Parental Authority

It is expected that every student enrolled in KWCS shall submit to the direct authority of their parent/guardian. This includes compliance with the parental established rules of behavior. Students who choose to remove themselves from their parental authority will forfeit the privilege of attending KWCS.

School Authority

Students are considered under the school's authority while on school grounds and when in attendance at a school activity regardless of location. In addition, students whose behavior is in direct conflict with school standards (including but not limited to drugs, alcohol, tobacco, weapons, immoral sexual activity, inappropriate use of social media) are subject to disciplinary action by the school regardless of the location where the behavior occurred.

BOARD POLICY REGARDING CONFLICT RESOLUTION

Sometimes as we partner together in this critically important task of educating the whole child, differences of opinions, misunderstandings, frustrations, and offenses may occur. 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). We desire to resolve our differences in the most God honoring way possible to "be at peace with all men." To that end, we observe 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*.

KING'S WAY CHRISTIAN HIGH SCHOOL GENERAL INFORMATION

DAILY SCHEDULE

King's Way Christian High School uses an eight (8) period day. Without a Zero Period, the student will attend 7 periods of instruction with a lunch period. A modified schedule is used for Chapel on Wednesdays and for Academic Enrichment on select 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 **must** check out in the school office. Leaving campus requires parent and school permission ***in advance of leaving***. Those who fail to check out may be considered truant.

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. Students who wish to bring "guests" to school must make arrangements with the High School Principal.

LUNCH

Students may either bring lunches from home or purchase hot and/or 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.

All students are allowed to leave campus when accompanied by a parent, teacher or other adult with parental approval. Juniors and 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 student is in compliance with the agreement (please note the attendance policy as well as the drug/alcohol policy). Juniors and Seniors violating any rules related to off-campus lunch privileges, including not returning to campus by the time the bell rings for 6th period, will either temporarily or permanently lose off-campus lunch privileges.

CONFERENCES

Parent Teacher Conferences are scheduled as requested by the teacher or parent. Conferences are scheduled through the high school office or with the teacher. Conferences may be requested at any time that parents and/or teachers believe it is necessary to a student's success and well-being.

CELL PHONE USE

Cell phone (and “smart” watch) 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. Teachers or other school personnel may confiscate cell phones and/or hold them until a parent comes to get them or until the end of the day should students violate the cell phone use policy.

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. KWCHS parking stickers must be displayed in their vehicle.
3. Students are not permitted to loiter in the parking lot or sit in cars during the school day.
4. Student drivers are representatives 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.
5. Student drivers must use the parking lot designated for them.
6. Students are to park appropriately (i.e., within parking space boundaries).
7. Failure to abide by the directives may result in the loss of driving/parking privileges.

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, closures, and emergencies. All King's Way families must subscribe to this service. You may view posted message 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.
- When possible, the school may enact digital learning days if inclement weather prevents students from attending on campus.

ACADEMIC POLICIES

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 the 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 maintain at least a "C" average (2.0 GPA) with no "F's".

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 Principal 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 "F's", 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 an approved credit recovery course 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.

FULL TIME ENROLLMENT: Students must be enrolled full-time, except by permission on a case-by-case basis for special circumstances.

Academic Integrity: At King's Way Christian Schools, we understand and value intellectual property. Plagiarism or cheating is not only dishonest but also stunts the learning process and teaches students that they can succeed through dishonest means. Therefore, we strive to teach students the importance of documenting the ideas and words of others in all formats. In order to do so, we must not only teach the ethics and mechanics of documentation, but also hold students responsible for the ethical use of the ideas and words of others.

All teachers are expected to provide the instruction and support necessary for students to use research ethically. All students are expected to demonstrate integrity and honesty in the submission of all work and to document accurately, regardless of the information that is ultimately presented (summary, paraphrase or direct quotation) or the medium used (written, oral or visual). Plagiarism or cheating in any form is unacceptable and will result in a "Zero" on the assignment or test. Multiple offenses will result in further discipline.

FORMALIZED TESTING

King's Way offers the following formalized testing: 9th through 11th grades take the PSAT at King's Way in October and MAP testing in the fall and/or spring. King's Way is not 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 **Blackbaud Family Access**. A link to **Blackbaud Family Access** can be found on our King's Way Christian Schools website: www.kwcs.org. User IDs and Passwords can be emailed to you via the system at the login page.

GRADES AND GRADING

The school posts final summative grades at the semester. Parents can expect to see an unofficial transcript posted to **Blackbaud Family Access** approximately 10 days after the end of each grading period. If you have a question concerning a grade, students and parents should contact the teacher who assigned the grade. If you still have questions after communication with the teacher, 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.

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.)

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 Grade
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 semester grades.

HIGH SCHOOL GRADUATION REQUIREMENTS

Students 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 dual enrollment college credit classes must earn an average of 80% or greater to earn dual credit. See our KWCHS Course Catalog for more details.

REQUIRED CREDITS LISTED BY GRADUATION YEAR

Courses	2019 and beyond
Bible	4
Math	3
Social Studies	3
Science (2 labs required)	3
English	4
World Language	2
Fine Arts	2
Career & Technical Ed (CTE)	1
Health	0.5
Fitness	1.5
College Career Readiness	0.5
Electives	0
Total Credits	24.5

INTERNET USAGE

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, revoke, suspend, or close any user account at any time based upon a determination of inappropriate use by an account holder or user.

King's Way Christian High School Bring Your Own Device (BYOD) Policy/Agreement

King's Way Christian High School students are required to bring their own laptops to school provided they meet the minimum requirements provided in this document. This program, known as the BYOD (Bring Your Own Device) Program, is intended to maximize the educational potential of current technologies while ensuring the safety and privacy of the students and staff. **All students in grades 9 through 12 and all parents/guardians of students in grades 9 through 12 must read this BYOD Policy and sign the BYOD Agreement in September of the current school year. (For the sake of convenience and simplicity, this Agreement combines the Acceptable Use of Technology Policy and the Bring Your Own Device (BYOD) Policy on one form. It is to be understood that the BYOD Program is only for students in grades 9 through 12.)**

This BYOD policy/agreement is intended to supplement, and not to replace, the King's Way Acceptable Use of Technology (AU) Policy. Both policies apply to all technological devices brought onto the campus, as well as to the use of King's Way Christian Schools' owned technology.

All students/families participating in the BYOD Program agree to the following:

1. **Network Access** – Access is a wireless connection to the internet using the KWCS guest network. Any and all access through the guest network may be monitored and/or recorded for the purposes of network security, student safety, and compliance with the BYOD and AU policies.
2. **Network Storage** – Access does not include access to the KWCS network resources, such as file shares. KWCHS students will save their documents to Google Drive.
3. **Academic Purposes** – Any device brought to school under this program will be used during class time for academic activities only, unless permission is given for another use by a staff member.
4. **Maintenance & Repair** – The student/family is responsible for the condition of the device brought to school under this policy/agreement, including updates, antivirus software, maintenance and/or repair.
5. **Lost or Stolen** – KWCS is not responsible for any lost, damaged, or stolen personal property, including any device brought to school under this BYOD Program.
6. **Charging** – Any device brought to school under this BYOD Program must have a fully charged battery and must be recharged outside of school, unless specific permission is granted by KWCS personnel. All devices should be capable of lasting a full day without recharging.
7. **Transmission of Content** – No device, whether brought to school as a part of the BYOD Program or owned and provided by KWCS, may be used to record, store, or transmit any type of image, sound, or video from KWCS except for approved projects with the express permission of a teacher or administrator.
8. **Inspection Agreement** – If a reasonable belief exists that a student has used his or her device in a way that violates this policy/agreement or any other school policy, that student's device may be inspected and/or confiscated. Subsequent or additional misuse of technology may result in disciplinary action involving loss of technology privileges or other action as determined by King's Way Christian School.
9. **Laptop Standard** – The device used must meet the following requirements, in order to be included in the BYOD program:
 - a. Laptop with a keyboard (no tablets)
 - b. Have the current version of Google Chrome browser installed
 - c. Wireless connectivity compatible with 802.11g, 802.11n or 802.11ac Wi-Fi

Attendance Policy and Practices

Attendance Policies

Class attendance and punctuality are vital to a student's academic success. Although absence is sometimes unavoidable, students who are absent miss what is taught. Making up assignments, while necessary, is not a substitute for attendance. Cumulative absences (excused and unexcused) of more than 10 periods of any class in a semester, for whatever reason, may result in the loss of credit in that class. Additionally, students may be expected or required to enroll in the King's Way Virtual Academy, a new program that allows students to receive high school credit through online education. Charges for enrollment in the King's Way Virtual Academy are at the current summer school credit recovery or work recovery tuition rate. Chronic illness or an emergency situation causing ten or more absences will be dealt with on an individual basis through the office of the principal. In any case, students must make up all tests, quizzes, and assignments or, in some way designated by the teacher, demonstrate evidence of learning related to the material missed before credit is reinstated.

School-sponsored Activity Absences

Absences because of school-sponsored activities or because of meetings with a counselor, administrator, etc. are not counted in the loss-of-credit policy. Students who are absent from school for four or more periods of a school day (lunch is not a class period) may not participate in games, practices, rehearsals, meetings or other activities and may not attend dances or other school-sponsored events on the day of the absence, unless approved by the principal.

Planned and Unplanned Absences (excused and unexcused)

Unplanned absences may be excused for the following reasons:

- Illness-- a doctor's note is required if a student is ill for five (5) or more days in a month, unless the principal, for good cause, waives the requirement
- Emergencies, including but not limited to a death or illness in the family

Pearranged Absences (in most cases, excused)

For all planned absences a parent/guardian must complete a *Prearranged Absence form*, available in Blackbaud on the *Resource* page, three school days prior to the absence. Parents should carefully plan any activities that would require students to miss school, as many extended absences during a school year can seriously disrupt a child's academic success. Therefore, the administration reserves the right to determine if a prearranged absence is excused or unexcused. Parents will be notified of school approval within 24 hours of the school's receiving of the online absence form.

Students who know they will be absent from school should see their teachers ahead of time in order to keep up with their work and as a courtesy to the teacher (it requires additional work for teachers to support student learning when absences occur). However, students and parents/guardians are reminded that any absence from school, except for school-sponsored activities, will be counted in determining the potential loss of credit. Any assignments due during the time of the pre-approved planned absence are expected to be turned in the first day when the student returns to school, unless the teacher makes other arrangements with the student. Making up missed tests is determined by each teacher's policy.

The following are considered "planned" absences:

- Health care appointments
- Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction
- Participation in a district or school approved activity or instructional program as approved by the principal
- Court, a judicial proceeding, or serving jury duty
- Absence related to the deployment activities of an active duty military parent or guardian
- Absences related to visitations for apprenticeships, technical school, post-secondary education, or scholarship interview
- Vacations or mission trips

Reporting Unplanned Absences

It is important that we know where students are when they are absent. On the day of an unplanned absence, parents/guardians are to contact the school before 8:15am by calling the high school office at 360.574.1614 ext 4.

On the day the student returns from an absence and before reporting to class, he/she is to present a note in the front office from a parent or guardian explaining the absence. A phone call and/or a note must verify all absences. In no situation is a text message an acceptable replacement for a phone call or email with a subsequent note.

Parents/Guardians who will be out of town while school is in session should give the school office the name and phone number of the adult who will be responsible for their sons or daughters in their absence. Please note that the school is the final determinant of what constitutes an excused absence. Parents request that their child be excused by providing a rationale for the absence.

Obtaining Class Work

Students who will be absent from school for three days or more can contact their teachers to obtain work for the days missed. Please request homework 24 hours in advance. Students and parents are responsible to refer to Blackbaud to retrieve and submit classwork, including assignments, handouts, etc.

Unexcused Absence Notification

Per Washington State Law (RCW 28A.225.020) parents will receive notification for every unexcused absence. After three unexcused absences a conference with an administrator will be required, and after five, a behavior contract may be established. Students with unexcused absences for ten consecutive days may be dropped from school enrollment. Parents wishing their child(ren) to return to the school after this ten-day period must meet with the principal to explain the reason for the extended absence; the administration will then decide on readmission. Severe illness or injury, necessary major surgery, and other health-related conditions are examples of reasonable cause for prolonged absences, but the school must be notified of these conditions as soon as they become known. Delay in notifying the school may result in the automatic dropping from school enrollment.

Classroom Attendance Policy

At the beginning of the year, teachers will inform students of their attendance policies regarding make up work in their particular classes. An absence is not an acceptable excuse for incomplete work. Attendance policies are intended to encourage students to put school attendance as a high priority. In general, one day of make-up is allotted for each excused day missed unless other arrangements have been made with the teachers; this does not apply to planned absences or extended projects and tests. It is the student's responsibility to understand and communicate with each teacher about requirements and time-frames for making up missed work.

Tardiness

A student is considered tardy when arriving after the bell. Being late to class disrupts the education of every member of the class. If a student is late to class, they must present a re-admit pass from the front office or a signed pass from a teacher. If no pass is present, they must obtain a re-admit pass from the main office to be readmitted to class. A full class absence is recorded if a student misses more than 15 minutes of the class.

The following consequences for unexcused tardies in one class may occur:

1st unexcused tardy = warning

2nd unexcused tardy = warning

3rd and each subsequent unexcused tardy = detention/official note

5th unexcused tardy = parent meeting with student, parent, teacher, and principal

Excessive tardiness is considered a disciplinary matter and may result in more serious consequences.

Pass to be Out of Class

Students out of class must carry a pass from the office or a pass from their teacher. Students out of class without passes will be sent back to the class from which they came or sent to the office.

Early Dismissals

Parents/guardians must request an early dismissal by note/email. Students present the note to the office before 8:00 a.m. on the morning of the early dismissal. Either parents/guardians must personally sign out students or the

office will verify by phone that the students have permission from their parents/guardians to sign themselves out. It is recommended that parents request early dismissal only for medical or emergency reasons. Signing students out from chapels/academic enrichment or for off campus extended lunch is highly discouraged. Please be aware that any periods missed due to early dismissal are included in the total number of absences for those classes missed.

Illness

A student who becomes ill during the school day must go to the school office. Under no circumstances may a student who is ill or injured leave the campus without reporting to the office. If it is determined that the student is too ill or injured to remain in school, attempts will be made to contact a parent/guardian, or designated emergency contact person. Transportation will be arranged, and steps for appropriate care will be taken. School officials will summon paramedics if medical attention beyond simple first aid is required.

Parents/Guardians must assume all expenses incurred for emergency treatment. Students must present a note for the absence on the day of their return to classes. Parents/Guardians may give their students permission to drive themselves home if the parents/guardians feel their students are capable of driving home. A school official must verify this permission.

Absence Codes for Blackbaud

T - Tardy

*no marking for excused tardy

U - Unexcused Absence

E - Excused Absence--Unplanned

PE-Excused Absence--Planned or Pre-excused

ISS - In school suspension

OSS - Out of school suspension

SR - School Related Absence

Dress Code

KEY WORDS: APPROPRIATE, NEAT, CLEAN, AND MODEST

King's Way Christian High School seeks to exist for God's glory. It is important that we meet those standards in every aspect of our school culture. Appearance should encourage concentrated study and in no way distract from the learning process. Therefore, the KWCHS dress code is defined by the following standards:

At King's Way all clothing must be:

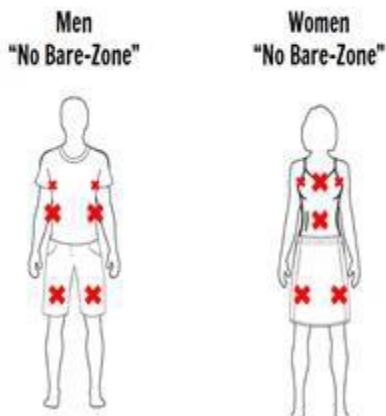
Appropriate - This generally means clothing is to be worn for the purpose for which it was designed. Clothing which is appropriate in one setting may not be appropriate for the school environment (e.g. a bathing suit). Clothing and grooming should not attract undue attention or be disruptive to the educational process of one's self or others. It is important to note that what is "in style" is not always in accordance with the standards we seek to reflect.

Since school can be considered the primary 'work' of a student, students should appropriately dress such that the environment stays focused on productive educational achievements.

Athletic Dress Code - An athlete should be dressed according to the competitive demands of that sport during practice and competition. At all other times an athlete should be following the school dress code.

Neat/Clean - This means clothing that is clean and in good repair.

Modest - First and foremost, a student's appearance should reflect his/her identity as a follower of Christ, created by God as male or female. Everything we do should be an expression of our relationship with God. The Bible makes it clear that we are to be modest, showing respect for self and others. Philippians 4:5 in the KJV says, "Let your moderation be known to all men." We seek to encourage students to consider that admonition when they choose how to present themselves to others in a school setting. "Modesty" can be defined subjectively, differing from family to family or individual to individual. Here at KWCS, we are defining modesty and appropriateness based on our best understanding of those terms for our Christian community within our culture and setting, acknowledging the subjectivity of our perspectives. We set these standards without judgment toward others who define these terms differently, recognizing, however, that we ought to have some common definition to which to collectively hold.



The *No Bare Zone* models (above) are a visual guideline for our "Dress Appropriate" policy. The *No Bare Zone*, although shown from a frontal view in the diagram, also applies to the same areas on the back of the body. The *No Bare Zone* runs continuously from the areas above the knees to the bottom of the arm pits on the front and back of the body.

Refrain from wearing any of the following:

- Men: Muscle shirts, sleeveless shirts or tank tops
- Women: Shirts with low or revealing necklines/backs or tube tops.
 - Any tight clothing such as camis, tank tops, bodysuits, etc. unless it is appropriately covered with a layering piece.
 - Clothing that is sheer or reveals bare midriffs or undergarments, including under your arm. No part of a bra or bralette may be visible at any time. Any style of bra/bralette should not be visible through fabric.
 - Holes in pants/jeans that show skin above the fingertip line, unless covered with a permanent under-layer (such as leggings, spandex, etc.). Temporary cover-ups, such as duct tape, paper towels, etc. are not acceptable.
 - Generally skirts, shorts, and dresses that are shorter than 4" from the top of the kneecap
 - If wearing yoga pants or leggings, the shirt/sweatshirt/sweater must completely cover the front and back without riding up when walking.
- Inappropriate messages or pictures
- A hoodie over your head indoors
- Pajama pants or loungewear
- Visible tattoos that the school administration deems inappropriate
- Ear piercings larger than 16 gauge (i.e. plugs)
- Hoop nose rings

If a student is not in compliance with the dress code policy, a staff member will give the student a dress code slip identifying the area that needs to be fixed. The staff member should notify the Dean for Students of the incident as soon as possible. It is the student's responsibility to turn in the dress code slip at the office or to the Dean for Students. If a parent/guardian is not able to immediately provide appropriate clothing, the office will provide clothing. No student will be allowed to leave campus to get a change of clothes for liability reasons.

Dress Code policy consequences

- 1-3 infractions: warnings
- 4th and beyond: Meeting with Dean for Students or Principal; escalating consequences.

Conduct and 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 in 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 public is a testimony which reflects upon Christians in general and students at King's Way in particular. Ultimately, any behavior or conflict that impacts the educational environment (whether the behavior happened off or on campus) is under the King's Way administrative purview.

We are a drug, alcohol, tobacco, vapor products, and weapons-free campus. Any use, selling, distribution, or possession of these substances, look-a-likes, or other harmful materials will not be tolerated and may result in an automatic suspension of at least 3 school days. Depending on the severity of violation a student may be expelled. This policy includes behavior off campus during the school hours. A second violation of our substance policy will result in the student not being allowed to attend King's Way.

Fighting or physical violence will not be tolerated. Initiating a physical altercation may be an automatic suspension of at least 3 school days, but may be more based on the severity.

Behavior Management Protocol

We view mistakes and bad judgment 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 positively respond will result in progressive discipline, which will expand the consequences for misconduct.

Anti-Bullying Policy

The School Board, administration, and faculty of King's Way Christian School in partnership with parents and their church seek to develop individuals who are growing toward maturity in Jesus Christ. This maturity is demonstrated in the life of a disciple who follows Christ by loving God, loving others, seeking justice, surrendering him/herself, pursuing knowledge and anticipating a future reunion with their Savior.

Defining Bullying and Harassment

At King's Way we have a no-tolerance position on bullying, intimidation and harassment. We strive to maintain a positive culture that promotes a healthy, safe environment in which to live and thrive.

"Harassment, intimidation or bullying" means any intentionally written message or image — including those that are electronically transmitted — verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

1. Physically harms a student or damages the student's property;
2. Has the effect of substantially interfering with a student's education;
3. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation or bullying.

"Other distinguishing characteristics" can include but are not limited to physical appearance, clothing or other apparel, socioeconomic status and weight.

"Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions

Harassment, intimidation, or bullying can take many forms including, but not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation or bullying may still be prohibited.

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

Principles

1. We are made in the image of God; therefore, every person has intrinsic worth, value and dignity. Each believer should assure that others are treated accordingly.
2. Jesus said the most important commandment is to love God with everything and the second is to love your neighbor as yourself (Matthew 22:37-40; John 13:34-35). King's Way Christian School takes bullying seriously and will support victims and their families when bullying is reported and verified.
3. Parents bear the primary responsibility to model and teach their children how to love others as God commands (I John 3:23; Deut. 6:6-7). Parents will equip children to live lives that demonstrate love and encouragement through appropriate training and accountability.
4. We teach that relationships inevitably involve conflict (Luke 6:27-28; James 4:1-3). Each student can expect inappropriate behavior to be confronted.
5. Humility and brokenness are essential to life in a Christ-centered community and will be encouraged and expected of staff, students and parents alike.
6. God calls individuals to overlook minor offenses as we love one another (Proverbs 19:11) and to seek justice (Micah 6:8).
7. Individuals can sin in word and action (Matthew 5 – 7, Ephesians 4 - 5).
8. Words have power and reflect the condition of one's heart (James 3: 1 – 12). When another person sins, the goal of the school is restoration and reconciliation.
9. Prayer accomplishes much (James 5:16).

A Christ-Centered Approach

We understand that it can be hard for school leadership to pinpoint the specific acts of bullying as they usually take place beyond direct supervision. We acknowledge that bullying can occur between classes, in hallways, on playgrounds, at lunch, and before and after school. This will require vigilance by staff and the support of parents in a compassionate pursuit of truth.

Therefore,

1. All staff will lead by example as they seek to love others as image-bearers of God. The school encourages positive interpersonal relations between members of the school community.
2. Every staff member will take an active role and be diligent in observing inappropriate behavior.
3. We expect students to conduct themselves within their level of development and maturity.
4. Staff will partner with parents to bring out the truth of each situation and correct unacceptable behavior of students participating in any bullying act.

Proper Reporting and Response

1. All perceived bullying incidents should immediately be reported to a staff member. These reported incidents will be treated seriously and thoroughly investigated by school staff.
2. Staff members are expected to document verified bullying incidents and share the information with their principal.
3. If the situation warrants, parents of both victim and perpetrator will be informed and summoned to the school for a meeting about the problem.
4. School staff will monitor the students involved to ensure that bullying does not resume or reoccur.
5. In severe instances, local legal authorities may be notified.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Retaliation

Retaliation against a person for reporting or participating in aggressive behavior will result in disciplinary action.

False Reports

Intentional false reporting of aggressive behavior will result in disciplinary action.

Bystanders

Bystanders are encouraged to attempt to constructively stop those involved in bullying and are expected to report the incident to a staff member.

Sexual Harassment

Students who believe they have observed or become aware of a school employee or another student behaving in a sexually harassing manner are required to report the matter promptly to school personnel. All complaints will be investigated.

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 administration regarding the application of consequences. This allows the administration 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-SCHOOL OR OUT-OF-SCHOOL) AND EXPULSION

All suspensions and expulsions will be at the discretion of the Administration. Parents will be notified of the situation and decisions reached. *Enrollment at King's Way will always be a privilege and not a right.*

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 the 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 call the school office if they question whether or not an activity is school sponsored.

High School Student Leadership

Developing student leaders is an important part of the fulfillment of King's Way's mission. At King's Way, high school students interested in developing as leaders have multiple opportunities for engagement. Students can get involved with National Honor Society, serve on school-wide leadership committees shaping and implementing projects, events, and other initiatives, take part in a chapel program leadership support class, and

attend leadership summits and retreats. Students will learn to lead, model, and serve in a variety of ways throughout the year.

MISCELLANEOUS

CHAPELS AND ASSEMBLIES: 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. Please check in at the office.

DISPLAYS OF AFFECTION: We understand that it is natural for young men and women to develop affection 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 and athletic functions, as well as any other extra-curricular activities.

DISTRIBUTION OF MATERIALS: Flyers 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 has the responsibility to protect students from any potential adverse influences as well as to avoid advertising for anything not in alignment with the school's mission.

ILLNESS & MEDICATION: Any student who becomes ill at school should go to the office and make arrangements to go home. All prescription medications are turned in to the school nurse along with a medical authorization signed by a physician. In turn, the nurse will provide each school office with these medications. The high school office will dispense and keep a log of all prescription medications taken at school.

Teachers are not a resource for over-the-counter medicines and should not be asked nor should they dispense any over-the-counter drugs to students. Students may go to the school office for such items as Tylenol, Advil, or cough drops, where, with parent permission, those items can be dispensed.

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.

STUDENT INSURANCE: All students must have 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.

King's Way Christian High School

Student/Parent Handbook Contract

I, _____, have read and understood all that is contained within the King's Way
(student name)
Christian 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. To insure that the school and parents are working together, cooperatively for the sake of the child(ren), the school requires parents to affirmatively support and cooperate with the school.

As a parent, I agree to support the school 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 Biblical principle.

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

Parent/Guardian Signature #1

Date

Parent/Guardian Signature #2

Date