

KING'S WAY
CHRISTIAN MIDDLE
SCHOOL STUDENT
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 middle school office at (360) 574-1613, 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 3300 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 nearly 850 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, like Jesus, more 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 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 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 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 MIDDLE SCHOOL
GENERAL INFORMATION
DAILY SCHEDULE

King's Way Christian Middle 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 as needed for special events. Middle 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.

VISITORS ON CAMPUS

All visitors must immediately sign in at the school office and obtain a "Guest" name tag which is to be worn while on campus.

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. MS students are expected to be in the location they are assigned during the school day, including during their lunch period.

CONFERENCES

Parent/Teacher Conferences are scheduled for the fall. Additional conferences may be scheduled at the request of parents or teacher. All parents are encouraged to attend conferences

CELL PHONE USE

Cell phone use (including "smart" watches) is not permitted for Middle School students between 8:20 am and 3:00 pm. Phones must be kept in backpacks or in cell phone caddy as directed by teacher and must be powered off. They are not allowed to be kept on their person. **If parents need to contact their son/daughter in case of emergency, the protocol is to call the office and they will communicate with their child immediately.** This is fastest and most efficient way to contact your child immediately. Teachers or other school personnel may confiscate cell phones/smart watches 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.

CARPOOL TRANSPORTATION

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

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 6:00am 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 POLICIES

King's Way places a high value on the learning experience and students are **expected to pursue academic excellence**. Any student admitted into the regular academic program of King's Way should be 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 term, the student may be placed on *Academic Probation*. A letter or email sent by the Dean or Principal will notify parents when their student has been placed on Academic Probation, as well as having a meeting with the parents, student, and administration. The student has the following term 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.

- If a student remains on Academic Probation longer than one term, **he/she may be dismissed**. Parents may monitor their child's progress online and through contact with the teacher.

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.

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

FORMALIZED TESTING

King's Way utilizes the Measures of Academic Progress (MAP) assessments as one method to measure growth, project proficiency in the subjects assessed and inform how educators differentiate instruction, evaluate programs and structure curriculum. Computer adaptive MAP assessments reveal precisely which academic skills and concepts the student has acquired and what they are ready to learn. These assessments are grade independent and adapt to each student's instructional level.

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 web site: 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 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 Academic Director for more time can be filed.

The following grading scale is used at King's Way Christian Middle 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

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

ATTENDANCE POLICIES AND PRACTICES

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, will result in an attendance contract. A component of that contract may include a requirement to enroll in the King's Way Virtual Academy, a program that allows students to complete their work through online education.

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/grade 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:

- o 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
- o Emergencies, including but not limited to a death or illness in the family

Prearranged Absences (in most cases, excused)

For all planned absences a parent/guardian must complete the *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:

- o Health care appointments
- o Religious or cultural activities, including observance of a religious or cultural holiday or participation in religious or cultural instruction
- o Participation in a district or school approved activity or instructional program as approved by the principal
- o Court, a judicial proceeding, or serving jury duty
- o Absence related to the deployment activities of an active duty military parent or guardian
- o Absences related to visitations for apprenticeships, technical school, post-secondary education, or scholarship interview
- o 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 8:15 am by calling the middle school office at 360.574.1614. 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 by 5 minutes or more 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 OR RECESS

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. Students leaving the lunch room or recess must have a pass from the teacher they are headed to work with.

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 is only appropriate if there is a medical or family emergency. 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 nurse. 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 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 KWCS dress code is defined by the following standards, and 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.

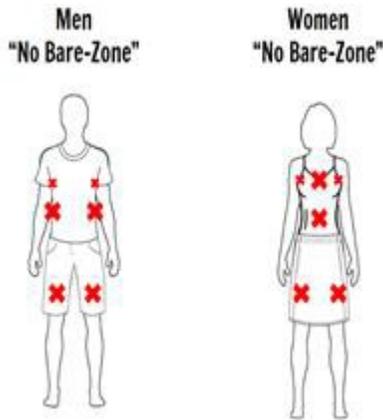
Since school can be considered the primary 'work' of a student, students should appropriately dress such that the environment stays focused on productive educational achievements.

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 (on following page) 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 immodestly low or revealing necklines/back 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 bra-lette may be visible at any time. Any style of bra/bra-lette 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.
- Inappropriate messages or pictures
- A hoodie over your head indoors
- Generally skirts, shorts, and dresses that are shorter than 4” from the top of the kneecap
- 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 wearing yoga pants or leggings, the shirt/sweatshirt/sweater must completely cover the front and back without riding up when walking.

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

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 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. 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.

DRUG, ALCOHOL, TOBACCO, WEAPON POLICY

We are a drug, alcohol, tobacco, and weapons free campus. Any use or possession of these substances, look-a-likes, or other harmful materials will not be tolerated and will result in an automatic suspension of at least 3 school days. Depending on the severity of violation (please refer to drug schedule in athletic handbook), 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.

PHYSICAL VIOLENCE

Fighting or physical violence will not be tolerated. Initiating a physical altercation will be an automatic suspension of at least 2 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:

- Severity of infractions
- Frequency/History (how often this or similar behavior has occurred)
- 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.

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 person 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 (1 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 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. *Attendance at the 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 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.

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 affections for each other. Displays of affection are not appropriate on campus.

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 desires to have positive influence in the things advertised to the students and to eliminate any cross purposes to the nature of the school.

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

LOCKERS: Lockers are the property of KWCMS 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.

STUDENT HANDBOOK CONTRACT

I, _____, have read and understood all that is contained with the King's Way Christian
(student name)
Middle 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/Chromebook 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. There 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.

Any damage caused by a student to any Chromebook or school device is the responsibility of the student's family. The IT department will determine the financial reimbursement required to restore the device to its original condition, which may include needing to buy a new one.

For safety reasons, when using the internet:

1. I will not give out personal information such as myhome 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: _____