

KVCS Parent-Student Handbook

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God (2 Tim 3:16, John 17:17).
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Rom 1:20, Matt 28:19, 2 Cor 1:21-22, Jn 1:1-8, Jn 16:5-16).
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Jn 14:6).
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. That salvation is solely by Grace, through faith, totally apart from works (Jn 16:5-16, Rom 3:23, Rom 6:23, 2 Cor 1:21-22).
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Acts 19:2, Acts 2,4, Luke 11:13, 1 Cor 2:13, 1 Peter 1:12).
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (Deut 30: 19-20, Rom 6:23).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (Eph 4:4, 1 Cor 11:12).
8. We believe in the creation of man by God in His own image (Gen 1:26-28, 5:1-2, Matt 19:4, Eph 2:10).
9. We believe that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27, Mark 10:6).
10. We believe that God created marriage to be exclusively the union of one man and one woman (Gen 2:18-25, Rom 1: 21-27, Heb 13:4).
11. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies (Psalm 139: 14-16).

Statement of Doctrine

The school views itself as an indispensable part of the three major forces on the life of each child: the home, the school, and the church. The school intends to be an extension of the home and, therefore, a responsive listener to the home. It intends to be cooperative with the churches represented among the student body and to be supportive of activities within the tenets of the Statement of Faith. The Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position.

Due to our inter-denominational position and our awareness that the Church, the bride of Christ, is composed of saints from all denominations, we desire to have a doctrinal position that will not offend that Body but will rather edify regardless of denominational preference. Therefore, the Board has seen the following four doctrinal areas could lead to division among us and they will be left primarily to the teaching of the home and church, though Kootenai Valley Christian School reserves the right to teach about these topics without taking a position:

1. Time and method of water baptism and communion.
2. Eternal security of the believer.
3. End times teaching.
4. Spiritual gifts.

In honoring this desire concerning the purpose and outreach of the school, there shall be no attempt by students, teachers, or parents to promote these denominational positions. We desire to remain united in the salvation and love of Christ, avoiding the dissension which may be caused by denominational distinctives.

Statement on the Sanctity of Human Life

We believe all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

Statement on Same-Sex Marriage and Gender Identity

We believe the term "Marriage" has only one meaning: The uniting of one man and one woman in a single, exclusive union, as stated in Genesis 2:18-25. Because there is long-standing Biblical evidence that a homosexual lifestyle is perverse and destructive to individuals and to society, Kootenai Valley Christian School

is committed to Biblical holiness and holds in high regard Scriptural injunctions related to homosexuality. KVCS cannot accept, endorse, or condone homosexual behavior.

KVCS stands firmly opposed to the licensing, ordination, or approval for leadership of those who are involved in this lifestyle. KVCS supports instruction that brings understanding to issues related to homosexuality but opposes instruction that endorses or promotes homosexual behavior as an acceptable, alternate, or Christian lifestyle.

Regardless of parental living situations, children who abide by these scriptural beliefs will be allowed to attend, as long as these scriptural beliefs are upheld. We will express concern for those who struggle with sexual identity, or homosexual orientation, and will support a chaste relationship in Christ. KVCS will demonstrate love toward all people and we will urge all to seek the grace of God and Biblical counsel. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21, Romans 10:9-10, 1 Corinthians 9-11). We believe that every person must be afforded love, compassion, kindness, respect and dignity (Mark 12:28-31, Luke 6:31).

KVCS believes that the Lord has designed men and women specifically and in His image. Rejection of one's biological gender is a rejection of the image of God within that person. KVCS recognizes individuals by their God-given gender at the time of their birth.

Philosophy

We believe children should receive a complete course of instruction in all the common branches of learning as prescribed by the State of Montana, but such instruction should be given from a Biblical point of view (Ps 1).

We believe children can, and should be, taught to treat others with love and respect (John 13:34-35, John 15:12, Rom 12:10, Rom 13:8, Gal 5:13, Eph 4:2).

We believe in maintaining high standards of character development, academic education, fine arts, vocational and student activities (Col 3:23).

The opposite of Christ-centered education is man-centered education or humanism - declaring man, instead of God, as the authority for truth. We lift up Christ and the Bible as the ultimate authority for truth (Rom 13:1-7, John 14:6, 2 Tim 3:16).

Purpose

Kootenai Valley Christian School is founded to provide an inter-denominational Christian center for academic excellence, to provide a community to model godly lives and principles for the students, to assist the families and churches in challenging the students to grow and mature into Christ-centered people. **We believe children should receive a complete course instruction in all the common branches of learning as**

prescribed by the State of Montana, but such instruction should be given from a Biblical point of view. The desired goal of the school is to train disciples; to help students become independent thinkers and to be confident in their faith.

God's word is the foundation for the education and instruction to be provided. It is apparent, then, that the types of activities we employ or permit in the classroom are critical in facilitating our basic philosophy. Certain objectives have been established to implement this philosophy:

OBJECTIVES AND GOALS

Reason for Existence

1. The Bible delegates to two agencies the responsibility for training young people - the family and the church (Eph 6:4, Deut 4:9-10, Deut 6:7 & 11-19).
2. The Bible commands us to obey God (Matt 22:37-40, John 14:23) and the authorities (Romans 13).
3. The State of Montana requires all children to attend an organized education program.
4. Therefore, Kootenai Valley Christian School will assist the family and the church in their responsibilities of training up godly young people while satisfying government requirements as long as they do not conflict with God's commands.

Responsibilities

1. Family - Teach God's Word (Deuteronomy 6); Train up a child (Proverbs 22:6)
2. Church (Body of Christ) - Prepare God's people for works of service to build up the Body of Christ. (Eph 4:12)
3. School -
 - a. To assist parents in teaching God's Word to children, to train them in godly living, and to educate them in accordance with Montana state law.
 - b. To assist the church in the training and maturing of Christian young people for a fruitful life of service to God and man.
 - c. To fulfill Christ's commandment to, "Let the children come to Me." (Matt 19:14).

Educational Process

"I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God." Romans 12:1,2

To instill the Christian mind in all who attend based on the principles in these verses:

1. Dedication of themselves to God - belief and commitment (2 Peter 1:3ff, 1 Tim 4:13-16, 2 Tim 2:14-15).
2. Not conforming to the world, i.e. - humanism, the exaltation of man, and gratification of self (1 Jn 2:15-17).
3. Transformed by the renewing of their minds - to be Christ-like in all they think and do (Rom 12:1-2).
4. Result - So they may fulfill God's will in their lives, that which is good and acceptable and perfect (Rom 12:1-2).

Goals

1. To provide Biblical training that will teach the basic Christian beliefs and principles while leaving specific teaching, outworking, and areas of disagreement to parents and churches.
2. To provide a strong academic program that satisfies state academic requirements and prepares young people to live successfully in this world. This program will be based on a Biblical educational philosophy, not a human one. Students will be given a strong background in the basics of reading, language, mathematics, science, and history.
3. To instill patriotism, love of country, and the conservative ideals which have made our country great.
4. To provide godly Christian teachers who will be role models for the students they teach.
5. To develop in the child Christ-likeness in the following areas as an outgrowth of the development of the Christian mindset (consistent life view with Christ preeminent):

- a. Spiritually - teach the basis of successful Christian living based on faith in Jesus Christ, knowledge of God's Word, development of godly character traits, and maturity in the Christian walk (2 Thessalonians 3:3).
- b. Mentally - develop a Christian way of thinking that places Christ preeminent in all of life, stressing that all of life is spiritual (Philippians 2:5) based on the belief that the Bible is the infallible Word of God (2 Tim 3:16-17).
- c. Physically - our body is the vehicle given to us by God in which we live our lives to bring glory to God. Therefore, we need to learn to care for and develop it so that we may serve God to the fullest (2 Cor 6:16).
- d. Socially - to learn to develop Biblical human relationships in which we serve people rather than use them (Matt 20:25-28).
- e. Emotionally - to develop a stable personality that is based on one's self-worth in God's sight, and that emphasizes self-control and the fruits of the Spirit (Isaiah 43:4, 1 Peter 3:3-4, Gal 5:21-22).

Academically, the School Endeavors:

1. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his/her full academic potential.
2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others; such as reading, writing, speaking, listening, and mathematics.
3. To teach and encourage the use of good study habits.
4. To teach the student how to do independent research and to reason logically.
5. To motivate the student to pursue independent study in areas of personal interest.
6. To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
7. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
8. To discuss current affairs in all fields and relate them to God's plan for man.
9. To produce a knowledgeable appreciation for God's world, and an awareness of man's God-given role in his environment to use and conserve it wisely.

10. To develop a practical reason for learning the content of mathematics, English, history, science, physical education, etc., and, allow the student to see a purpose in his/her education and how it can be used.

ADMISSION POLICY

Admission Procedures

1. Upon the return of an application, an appointment for a family interview will be made.
2. After the interview, a determination will be made as to whether or not the student is accepted for enrollment.
3. The parent will be notified through the school office concerning the decision regarding acceptance.
4. Sign enrollment contract at this time and pay applicable fees.
5. Records release signed from former school if applicable.

The school admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. This Christian ministry does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, scholarship programs, athletic, or other school-administered programs.

Admission Requirements for Students

1. Minimum Age: Because of the nature of the Kindergarten program, it is strongly recommended that a child be 5 years old by May 31. (See below).
2. Each student's academic and behavioral record from previous school will be taken into consideration. (KVCS will not accept a student who has been expelled from another school).
3. The student must be willing to abide by all the procedures and rules of Kootenai Valley Christian School.
4. Students with learning disabilities will be evaluated carefully, considering the type of disability, severity of the disability and the staff capability to accommodate the disability.
5. New students will need to complete a readiness assessment to ensure proper grade placement.
6. Preschool students need to be potty trained before admission.

Consideration for Admission into Kindergarten

Kootenai Valley Christian School believes Kindergarten readiness is not dependent on the age of 5; but rather on the development of each individual child.

The Kindergarten teacher strives to:

- 1.) Assist the parents in the spiritual growth of their child
- 2.) Give the child a love of reading
- 3.) Give the child a zeal for school

Through God's wisdom, Kindergarten readiness testing, and parent/teacher discussions, each child is evaluated for developmental readiness prior to admittance. Keeping in mind these factors and because of the nature of the curriculum at Kootenai Valley Christian School, it is strongly recommended that children be 5 years old by May 31. We firmly believe giving the child the gift of time is a priceless gift that will travel with him/her throughout his/her school life and into adulthood.

Admission Expectations for Parents

1. Attend two Parent/Teacher/Student conferences: one during the 1st quarter and the other during the 3rd quarter.
2. Stay current with financial obligations to Kootenai Valley Christian School.
3. The parents must be supportive of building character qualities from a Christian perspective and have a desire for Christian education for their children.
4. Parents must agree to support and cooperate with all school policies, procedures, and actions without spreading dissension or strife and to confront the issue of disagreement openly with the faculty or administration. (Reference the flow chart of organizational structure and authority for the biblical chain of command in conflict resolution.)
5. Parents must agree with Kootenai Valley Christian School discipline procedures as listed in this handbook.

Withdrawal

If a student should leave Kootenai Valley Christian School to attend another school, it is necessary that the school office be notified as soon as possible. An exit form must be filled out and returned to the office as soon as possible. Tuition, and other charges as well as any fines, must be paid and all materials returned before records are transferred. The withdrawal fee will be one month of tuition. If at least two weeks' notice is given, and all family requirements are fulfilled (account must be current on service fees & tuition) the fee will be prorated to one half of the month.

TUITION, FEES & PAYMENT POLICY

General Policy

Current tuition and fee rates are published each spring at re-enrollment time. Parents or guardians are furnished with an Enrollment Contract upon their child's acceptance for entrance. This provides tuition payments prorated on a nine-month pay schedule. Please follow the payment schedule. Tuition payments are due from September 1st - May 1st of each school year. Enrollment fees are due on June 1st. These dates are effective as of February 2025.

Your timely and regular payments are necessary to keep our bills current. Please call the school if you are experiencing any difficulty in making your payment.

Payments for tuition are due on the first business day of each month. Any payments not received by the tenth of the month will be considered past due and assessed a late fee of \$10 per month. If it is not possible that payment be made at that time, it is the responsibility of the parents to notify the school in writing or by phone and work out an agreeable arrangement. If your account becomes past due two (2) payments, we will allow you 10 days to make arrangements for payment or to clear your account. If it is not cleared, you will be called to meet with the school board.

As God meets your financial needs for tuition this year, share these answers to prayer with us. We can rejoice together!

Tuition and Fee Refund Policy

No tuition or registration fee refunds will be given unless special conditions warrant such consideration. New students enrolling at mid-term will pay full registration. Tuition payments schedules may be adjusted as necessary, depending on the date of enrollment.

Donations made for the tuition are non-refundable. Should the sponsored student leave KVCS for any reason those donations will remain in the scholarship fund for the continuation of God’s work through the school.

Tuition and Payment Schedule

GRADE	YEARLY TUITION	9 MONTHLY PAYMENTS SEPT. 1ST - MAY 1ST	CLASS DAYS AND TIMES
3 & 4 Yr Old Pre-school & Pre-k	\$2,997.00	\$333.00	Monday - Friday
Kindergarten	\$2,997.00	\$333.00	Monday - Friday
1st - 6th Grade	\$2,997.00	\$333.00	Monday - Friday
7th - 12th Grade	\$3,429.00	\$381.00	Monday - Friday

Textbooks and Curriculum

The enrollment fee for Preschool through High School students will be charged according to the following scale:

Yearly Fee Schedule

Grade	Existing Families Enrollment fee (non-refundable)	New Families Enrollment fee (non-refundable)	Service Hours
Pre-School & Pre-K	\$195.00	\$210.00	\$50/quarter
K-6th	\$245.00	\$260.00	\$50/quarter
7th-12th	\$270.00	\$285.00	\$50/quarter

COMMUNICATIONS

Communications: Between Home and School

If your child comes home complaining about a policy, discipline, or situation at school, please follow this procedure:

1. Remember we are committed to training children in the nurture and admonition of the Lord. We have reasons for all rules and they are enforced without favor.
2. Realize the student's reporting may be emotionally based and all the facts may not be presented.
3. Support the school if possible and call us for all the facts. Matt 18:15-17 "Go to one another so that every matter may be established."
4. Griping should not be tolerated. Phil 2:14 "Do all things without grumbling or disputing."
5. Your child may have a valid concern and your task will be to guide them through a biblical response to their concern. After praying with them about the situation we recommend that you consult the KVCS Organizational flow chart to help determine who they (or you) will need to speak with for a healthy resolution.

Weekly Bulletin

A weekly bulletin is published and sent home with students every Thursday afternoon. The bulletin includes important school information and announcements concerning school activities. The bulletin is official and constitutes "due notice". Parents and students will be held responsible for matters covered in it. An announcement for the bulletin must be submitted to the main office secretary by 12:00 noon the Monday prior to publication. The front foyer bulletin board and the KVCS web page are also good sources of information.

Messages

The main office will deliver urgent or emergency messages from family and employers.

School Hours

Preschool and Kindergarten - 8:15 AM to 3:00 PM, Monday-Friday

1st/2nd - 8:15 AM to 3:05 PM, Monday-Friday

3rd/4th - 8:15 AM to 3:10 PM Monday-Friday

5th-8th - 8:15 AM to 3:15 PM Monday-Friday

9th-12th - 8:25 AM to 3:25 PM Monday-Friday

- Half Days will be released at noon.

Campus

All students are allowed admittance to buildings at 8:05 AM. Staff personnel will be in morning devotions until 8:05 AM and will not be available for supervision of children prior to this time. Only children of staff members may enter the school prior to 8:05. Until then, the doors will be locked. It is recommended that students arrive at school between 8:10 and 8:15 AM and head straight to the gym. On Wednesdays, the gym is unavailable because of Chapel setup, so students may head to their classrooms when they arrive. Students (preschool excluded) meet in the gym at 8:20 for morning pledges and prayer.

Classrooms and hallways are off-limits until they are opened for the day @ 8:25. Other areas which are off-limits include the playgrounds, the parking lot, and any automobiles.

After school, students are to be off campus by 3:30 PM. Only by special permission from a teacher or the administration may a student remain on campus after 3:30 PM.

School Closure

During bad weather Kootenai Valley Christian School will determine school closures, late starts, and early dismissals by the decision of the Administrator; based on the information received from area contact persons. These decisions will be broadcasted via text, email, and on our Facebook page.

Class Transportation

The school has no official responsibility for transporting to and from school. Arranging such transportation is the responsibility of the parent/guardian, not the school.

ATTENDANCE AND TARDY PROCEDURES

KVCS is committed to the philosophy and practice of classroom academic instruction. Each school day provides new learning experiences and opportunities to grow. In addition, the social and relational aspects of the learning process are as significant as the content and subject matter. While some elements of a missed classroom experience may be repeated or recovered, certain facets are lost, to the student's detriment. Therefore, you are expected to attend and participate in all classes.

Regular school attendance is required by law and is necessary for good scholarship. There are four valid excuses for absence from this school:

1. Personal illness: the school will require a note from the parents/guardians or a certificate of a doctor on return to school.
2. Serious illness or death in the family.
3. Impassable roads or emergency situation due to inclement weather.
4. Pre-arranged absence: Students are required to notify their teacher before being absent and complete work that is missed.

For an excused absence (i.e. illness), a phone call to the office would be appreciated so the teacher can be informed and make-up work gathered, otherwise, a call may be made to the home. A written excuse from parents or guardians is required for all cases of absence, tardiness, or dismissal before the close of the school day. Parental excuse is expected to conform to the above-listed valid excuses. Upon returning to school, students must present a written parental excuse to the teacher before the beginning of school. A student who leaves school early must attend until 11:30 to be given credit for a full day of school.

Students are tardy when they fail to be in the classroom engaged or ready to work at 8:30 AM. It is their responsibility to be on time for classes. Each student is granted five unexcused tardies per semester. For the sixth unexcused tardy, and each subsequent tardy, the student will serve lunch detention. Each semester begins a new tardy account.

UNAPPROVED ABSENCE

Student absence is inevitable, but not always excusable. Personal illness, family emergencies, and approved school activities are considered excused absences. If at all possible, medical, dental, and other appointments should be made outside of school hours. These need to be prearranged if they are during school time. Sleeping in, shopping, or hair appointments are examples of unexcused absences. Students may jeopardize course credit if absent more than 10 days during a semester unless a major illness resulted in an extended absence.

Chronic Absenteeism

Kootenai Valley Christian School's academic program is designed to support in-person instruction. When a student is frequently absent, undue strain is placed on the learning experience for the student, the class, and the teacher. Students who are absent more than 20 days in one academic year (or 20 periods from the same class) for any reason other than school-sanctioned events will either:

- Be required to repeat the grade level in which he/she is currently enrolled.
- Forfeit the credit for class(es) in which absences exceeded the limit defined by chronic absenteeism.
- Loss of scholarship if applicable.

PHYSICAL EDUCATION

Physical Education is provided for each student on a regular basis. It is important to the development of good physical and mental health. All activities are planned in the best interests of the children's safety.

Students will be required to wear appropriate clothing for PE. Gym shoes are recommended, no sandals or flip-flops. Wearing dresses on PE days is strongly discouraged.

Every student is required to participate during PE, unless there is a note from a physician, or parent, indicating that a student is not able to participate. If such a note is received, the student will be excused from PE class until a note from the physician or parent indicates otherwise.

Recess, and possibly PE, will be outdoors unless the thermometer drops below 10 degrees F for 1st-12th grade and below 20 degrees F for Preschool and Kindergarten. Please send your children in proper attire.

STUDENT ACTIVITIES

Chapel

Chapel will be held regularly every Wednesday from 8:30 AM to 9:30 AM.

Chapel is a time of all school worship and praise with an atmosphere of reverence toward God. It is intended to build Christian character within the lives of each student. Please bring your Bible with you to all chapels and come in quietly. Special chapel speakers will be scheduled. We encourage parents to attend chapel whenever possible.

Field Trips

Before a field trip is taken, a notice will be sent home. Parents will be notified concerning clothing to wear on the trip, type of transportation, volunteers needed to chaperone the activity, and type of trip. An annual permission slip authorizing the student to attend must be signed by a parent. This parental consent form must be returned to school before the student can take part in a field trip. If an annual permission slip has not been signed by the parent, a permission slip must be signed for the individual trip.

PARENT INVOLVEMENT

Service Hours

Service hours enable us to minimize tuition increases and provide a better educational environment for our students. Each family is strongly encouraged to provide 18 hours of labor (service hours) each quarter or they must pay an extra \$50.00. Areas of service could be: classroom assistants, reading tutors, office assistants, yard work, baking, and cleaning help.

DRESS CODE

The purpose of Kootenai Valley Christian School in formulating and imposing a dress standard is to characterize modesty (1 Tim 2:8-10, 1 Cor 6:19-20, 1 Pet 3:3-4), focus on appropriate and sensible appearance, emphasize inner qualities (1 Pet 3:3-4), and establish an attitude at school that is different from play; thus, we dress to facilitate that attitude. Being a school with the word "Christ" in its title stresses that we stand for principles different from what the world emphasizes (Rom 12:2). Wearing certain apparel does not

determine our level of spirituality, but it does denote to observers our self-discipline, our commitment to excellence and our obedience to authority (1 Sam 16:7).

Neat and Clean

- Shoes with laces must be laced and tied.
- No ragged or torn shoes or clothing.
- Hair must be clean and well groomed. Hair must not fall across the eyes.
- Boys' hair may not be longer than collar length and must be free from hair accessories (i.e.- bows, ties, headbands, etc.)
- Clothing should fit modestly and appropriately; not excessively tight fitting, oversized, or ragged.
- Hats may not be worn in the building except when preparing to go outside.

Modest

“For the grace of God that brings salvation has appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in the present age...” Titus 2:11-12

Pants

- Shorts must fall past the tips of the fingers, no matter what is underneath. They must not show the underwear line and not be excessively tight.
- Long pants must not show the underwear line and not be excessively tight.
- Leggings must be worn with long shirts or skirts that fall past the tips of the fingers

Skirts

- Skirts must fall past the tips of the fingers. They must not show the underwear line and not be excessively tight.
- Slits in skirts must be no higher than the tips of the fingers when placed flat at the student's sides.
- Modesty shorts or leggings must be worn under all skirts and dresses

Blouses/Shirts

- No shirts that expose any midriff or cleavage when hands are raised above the head or bending over.
- No spaghetti straps or tank tops, sleeveless tops with close-cut arm openings are ok.
- No mesh shirts or blouses.
- No T-shirts or other items of clothing with questionable or objectionable messages that are not God honoring (Phil. 4:8).

Jewelry/Cosmetics/Accessories

- All students will dress according to their God-given gender at birth.
- Boys may not wear nail polish.
- No pierced jewelry on girls other than earrings. Boys are not permitted to have any piercings.
- No questionable jewelry with questionable symbols, such as new age or occult.
- No extreme makeup or excessive jewelry.
- Boys' clothing must be free of glitter, gems, or other jeweled embellishments.
- If inappropriate clothing comes to school, the student will be sent to the office, and a parent will be called for a change of clothes.

Appropriate Attire for Activities

School activities include any program, sports event, or other school-sponsored activity that requires student involvement. In most cases, the activity dictates the dress. By an official announcement from the principal's office, dress attire may be assigned for special events or activities.

Kootenai Valley Christian School reserves the right to prohibit any clothing, hairstyle, cosmetics, or jewelry whether specifically mentioned in the guidelines or not, which seems to be immodest or inappropriate.

Grading and Report Cards

First and third quarters will include Parent/Teacher/Student conferences for all grades. Parents are encouraged to meet with their child's teacher(s). Report cards are issued every 9 weeks. The student cumulative file is available for parent review at all times. A teacher or the Administrator will assist in the file review as necessary.

Parents have access to quickschool to see their child's grades at any point in time. Talk to someone in the office to find out more.

The grading scale is as follows:

Kindergarten	Grades 1-12
+ = Excellent	A 100-90
\ = Satisfactory	B 89-80
N = Needs Improvement	C 79-70
NA = Not Applicable	D 69-60
	F 59 & below

Late Work Policy

- Day 1: 10% Deduction
- Day 2: 25% deduction - parent notification
- Day 3: 50% deduction
- Day 4: No credit given - missing assignment

Exceptions will be made for absent students who are ill or for pre-approved absences. They will be given the same number of days present students received to complete the work.

MEDICAL CONSIDERATIONS

When a child is ill, please keep them at home. Children must be kept home if they have a fever (100.4°F), are vomiting, have diarrhea, have a rash, or have eye issues. They must be fever-free for 24 hours without the aid of medications and symptoms must be improving before they return to school.

Upon having the following diseases, a child must have written consent from either a physician or the Health Department to return to school, or be subject to school office approval for re-admittance:

Chicken Pox	Measles	Pinworms
Pneumonia	Whooping Cough	Impetigo
Scabies	Ringworm	Head Lice
Pink Eye	Mumps	COVID

Medical Appointments

If it is absolutely necessary for a child to leave early for a medical appointment, a written or verbal request must be made to the child's teacher in advance. No child will be released to anyone other than those authorized in writing, or in person by the parent. If the individual picking up the child, who is other than the parent, is unknown to the school secretary, a picture identification card will be required before the release of the child to that person.

Medication Policy for Prescribed and Non-Prescribed Drugs

1. Students are not to bring any medication to school unless it is absolutely necessary. They must give it to the classroom teacher or the office.

2. The classroom teacher must be given instructions and the dosage for the day, and he/she will administer the medicine at the proper time.
3. No student may at any time give or sell medication to another student. If a student does give or sell medication to another student, disciplinary action will be taken.

Medical Emergency Procedure

At the beginning of each school year, all parents are asked to fill in the information on a Medical Emergency Form which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternative person to be notified if the need should arise. It is the responsibility of the parent to see that this information is on file. In case of serious injury or illness, this information may be used before consultation with the family if it is necessary.

At this time, Kootenai Valley Christian School is not equipped with a school clinic or an on-staff school nurse. If a teacher feels a student needs medical attention, he/she will send the student to the school office or call the school office for assistance with the student. The school secretary will notify the parents in the case of minor illness or injury for their attention to the matter. In more serious cases, the school will phone the proper medical assistance. In no case will a student be allowed to go home unless there is proof that there is a responsible person present in the home at the time.

First Aid Procedures

1. First aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
2. Parents will then be notified. If they can be consulted immediately, efforts will be made to find out which physician is to be secured or where the child should be taken.
3. If a parent is not available, then the information contained on the Medical Emergency Release form will be consulted.

Behavior Expectations

General Expectations

Each student is expected to bring a nutritious lunch every day. Lunches that are low in sugar content are preferred. Good manners in eating, talking, and in cleaning up after oneself are required of each student.

No students are to throw snowballs at any time. Throwing snowballs is a very serious infraction of the rules since there is a potential hazard.

Weapons of any kind are not allowed at KVCS. This includes, but is not limited to, guns, knives, and bats.

All articles of clothing, lunch boxes, and other personal property should be clearly marked for identification. A lost and found shelf will be kept by the gym. Unclaimed items will be donated periodically.

Running or wrestling in the school facility is not allowed.

There is to be no gum chewing in our school.

No students may, for any reason, climb up onto the roof of any school building unless authorized and supervised by a staff member. If a student loses anything on the roof of a school building, they must report the same to a staff member, who will arrange to retrieve the lost item. They must also stay off the ten commandments sign.

Students may not be in a classroom, computer lab, or gym, or storage area unsupervised even with the door open.

Students are not allowed to adjust the temperature in the building.

Electronic Devices

Electronic devices will be turned off and not used during school hours. Phones are not to be seen. If in violation, the device will be confiscated by the administrator and the parents will be called.

School Equipment

It is our desire that each student realizes that everything we have at Kootenai Valley Christian School - books, tables, projectors, etc. - has been given to us by the Lord. With that in mind we desire for each student and staff member to treat all school materials with great care.

Students are responsible for all materials they use and will be required to pay for repairs or damages to those materials. Though accidents happen and are understandable, intentional damage to what the Lord has given us is a serious matter, and will be dealt with as such.

Inappropriate Physical Affection

Scriptural precepts warn us against the lust of the flesh. “But put on the Lord Jesus Christ, and make no provision for the flesh in regard to its lusts.” (Romans 13:14) We would be out of God’s will if we permitted or overlooked inappropriate actions with regard to romantic relationships. It is our objective to remove the temptation and not give Satan a foothold. For this reason, there will be absolutely no hand holding or other physical displays of affection, either in school or at school events. Neither shall students seclude themselves in classrooms or other places in the school facility in an attempt to be secretive and unsupervised.

Requirements and Expectations for KVCS Library Use

The library is available for students, teachers and parents to enjoy. Books/DVDs may be checked out for one week at a time; two books per student and up to five books per teacher or parent. We ask parents to ensure all borrowed items are well-cared for while in your home. To keep library materials from being overdue or lost, we encourage children to store borrowed items in their backpacks. If a book/DVD is damaged, please notify the librarian for repair. If irreparably damaged or lost, the item(s) must be paid for. The librarian will determine the amount, depending upon the condition of the book/DVD and its original price. Should a student move to another School, all library books/DVDs must be returned to KVCS, and accounts settled, before School records will be released.

Visiting

Parents are invited to visit the school at any time. For mutual convenience, please make an appointment for your visit. All visitors are required to check in at the front office. Students will be brought to the office, unless a classroom visit has been scheduled with the teacher. All outside doors will be locked during school hours, so please ring the doorbell on the front door to enter the building.

If you will be checking your child out, you must sign them out in the office and the office staff will let the classroom teacher know to send them down.

DISCIPLINE

Introduction

We desire the discipline at Kootenai Valley Christian School to be characterized by three things:

1. Genuine love for our students
2. Firm, but fair enforcement of rules
3. Good communication between home and school

Discipline refers to the two central elements of the school: teaching and learning. Discipline needs to be a part of all that is done in the school both for the teacher and the learners. The teacher is in the position of seeing that students grow in the ability to demonstrate self-discipline. This includes learning to help others, learning to work harmoniously as a member of a group, following directions explicitly, and learning to ask forgiveness of God and of others.

Universal School Rules

1. Keep all communications honoring the Lord (Eph 4:29).
2. Keep your hands and feet to yourselves.
3. No notes passed in the classroom.
4. Respect and obey all supervising adults. Using “Mr.,” “Mrs.,” and “Miss” will always be expected when addressing adults (Rom 13:7).
5. Be a good steward of all things. Writing or marking on walls and desks will result in consequences (Rom 11:36).
6. Always be prepared. Students are expected to take all supplies daily to class, i.e., books, paper, and pencils.
7. All students must walk in the school building.

Courtesy and Respect

Students at Kootenai Valley Christian School should be respectful and courteous at all times to those with whom they come in contact. Each student will be expected to cooperate with his teachers, the administration,

and other members of the school staff and cheerfully observe all regulations set by the school. It is important for every student to demonstrate by attitude, words, and deeds, the greatest respect for God and His Word (Rom 15:2, Luke 14:11, Heb 13:7, 17, and Heb 5:8,9).

Misconduct and Punishment

There are five basic behaviors that will automatically necessitate discipline from the administrator (vs. the teacher). The student's age and circumstances will be taken into consideration. Those behaviors are:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown (Eph 6:1, Col 3:22, Rom 6:12).
2. Dishonesty in any situation while at school, includes lying, cheating, or stealing - see Cheating section below (Prov. 26:8, Prov. 21:6, Prov. 6:17).
3. Defiance or rebellion, outright disobedience in response to instructions (Prov 24:21).
4. Fighting or violence in any form (Rom 12:19).
5. Obscene language used, including taking the name of the Lord in vain (James 1:26).

Students will be sent home immediately for violence or defiance. If there are three dismissals for violence or defiance, the student's enrollment will be terminated.

Cheating

Cheating is a serious offense because it involves both the components of stealing and lying. Adults are prosecuted and sent to prison for such crimes. Therefore, students must come to understand the seriousness of cheating. Teachers are ready to take precautions in terms of test security and the structure of the classroom testing environment in order to protect students from unnecessary temptation. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes.

If it is determined that a student has indeed cheated or plagiarized 10%, or more, on an assignment, the following action will be taken:

1. The student will receive a zero on the assignment.

2. The Administrator will be notified and the student will confer with him/her.
3. The parents will be called for a conference with the Administrator, teacher and student.
4. A second offense will lead to a one-day suspension.
5. If there is a third offense, suspension from school for one week may result.
6. Expulsion.

Specific Standards

1. Our staff does not administer corporal punishment. Parents may discipline at home as they choose. Physical force is to be used by our staff only to restrain a child who is a danger to themselves or others or remove a disruptive child who refuses to move.
2. For behavior violations judged to be minor infractions, normal classroom discipline will apply.
3. Students will not be placed out from under supervision, such as outside classroom doors.
4. Teachers will avoid anger, yelling, and sarcasm; nor will they humiliate or embarrass students in front of others; will not punish a group or class for the offense of one or two.
5. The student will be allowed to present his/her side of the story before action is taken.
6. Misbehavior judged to be more than minor, (i.e. rebellious, tardiness) will be dealt with in the following manner:
 1. Lunch detention. (*See below*)
 2. A Disciplinary Report will be given to parents whenever there is significant misbehavior requiring action. (*See Disciplinary Report section*)

Detention Policy

Lunch detention is one discipline procedure that may be used by any staff member in an effort to motivate students to improve in an area of personal weakness. Lunch detention is assigned for the length of one to five days.

Any infraction that warrants detention longer than one week necessitates the student being placed on conduct probation. A conference with the student, parent, and a staff member will be arranged to determine the course of conduct probation.

While serving detention the student will be under the supervision of a staff member and confined to a specific area at the beginning of the lunch break. The student will lose the privilege of socializing during lunch. The student will be allowed to eat lunch and study. No talking is allowed.

Detention may be issued for any of the following reasons (not a comprehensive list):

1. Upon the 6th unexcused tardy per semester and for each subsequent tardy until the end of the semester. The tardy record starts fresh with each new semester. A student is considered tardy if they are not seated at their desk and ready to work when the teacher is ready to begin.
 - a. Upon dismissal to the classroom from morning opening exercises in the gym.
 - b. When returning to class after break/recess.
2. Minor infractions that warrant correction beyond the normal classroom discipline.
3. As part of correction for major infractions that also warrant a disciplinary report sent home to parents. (See below)
4. Work that is not turned in on time according to the teacher's classroom policy.

The parent will be notified each time their student serves detention for disciplinary reason and an explanation will be given as to why their student received detention.

Disciplinary Report to Parents

1. If a student is sent to the office for a serious offense, a Disciplinary Report will be sent home to the parents . Two Disciplinary Reports will be sent home before moving on to step 2.
2. A conference with the parents will be scheduled after multiple offenses in the same quarter.
3. If a major offense occurs, parents will be called to pick up their child and the child will be suspended for the remainder of that day and the following day. The child will return to school on a probationary period for the purpose of giving the student an opportunity to display true repentance for the offense.
4. A fourth offense will result in a one-week suspension.
5. The child will be expelled from KVCS if any further major offense occurs.

*School work completed during the suspension will be accepted with a 50% reduction in credit points.

Because it is our desire for the goal of discipline to bring repentance and restore the child to right relationship with God and the authorities in his/her life, we do have a readmission policy as follows:

An expelled student may apply for readmission by

1. Application in writing, by the student to the Administrator. Student's written application must explain:
 - a. Why he/she wants a second chance
 - b. What he/she is doing to correct the behavior problem

This letter will be distributed to the entire professional staff for comments and input. The Administrator and /or board will meet with the student and parents to consider the application for readmission.

If KVCS declines to re-enroll a child, it does not mean we are withholding forgiveness. It is simply a decision that we cannot successfully continue to work with the child at this time. Any such decision will be made prayerfully and with the child's best interest in mind. We hope that a strict policy will be effective and we will not have to go to these lengths with any student.

Confidential records of all these transactions should be placed in the Administrator's file. The Administrator and/or staff committee may or may not choose, for instance, to consider the student's past disciplinary record, but all students have a fresh start each year in terms of "first offense", etc.

Conduct Probation

Under certain circumstances, a student may be placed on conduct probation. Probation gives the student the opportunity to display true repentance for offenses. If he/she does not improve to a satisfactory level during the time specified, the student may be expelled or asked to withdraw.

1. Reason for Probation:

- a. Continued deliberate disobedience.
- b. Rebellious spirit which is unchanged following counsel.
- c. Continued negative attitude and a bad influence on other students.
- d. Insufficient academic progress (academic probation).
- e. Serious breach of conduct, inside or outside the school, which has an adverse effect upon the testimony of the school.

2. Length of Probation:

- a. Usually, one school quarter is assigned by the School Administration or the School Board.

3. Consequences of Probation:

- a. The probationary student will not be permitted to engage in, or be a part of, the ongoing extracurricular activities of the School for a period of time to be determined by the Administration or the School board.
- b. The probationary student is not denied the privilege of attending classes, but they may be denied participation in school social functions and cannot assume any leadership or other participatory role in the planning or completion of programs while on probation.
- c. The probationary student will be responsible for his behavior on a daily basis. He will be subject to frequent evaluations and corrective criteria.

Academic Probation

It is our purpose at Kootenai Valley Christian School to challenge each student to strive for his full potential academically.

New Student: Recognizing the curriculum standards and the need for transition time into KVCS, each new student enters school with one quarter for a grace period. At the end of the grace period, a grade percentile below 70% in the core academic subjects (Bible, Mathematics, English, History, Science, and Foreign Language) necessitates a conference with the administrator, teacher(s), and parents for the purpose of placing the student on academic probation. An explanation of the probation and suggestions for remediation will be specified at this conference. The length of academic probation will be four and one-half weeks (until mid-term of the next 9 week quarter).

Returning Student: Because a returning student already knows the academic standard of KVCS, a grade percentile below 70% in the core academic subjects (Bible, Mathematics, English, History, Science, and Foreign Language) at mid-term constitutes the student being placed on academic probation. A conference with the administrator, teacher(s), and parents will be held for the purpose of explaining the terms of the probation and suggestions for remediation. The length of the academic probation will be four and one-half weeks (until the end of the quarter).

The student on academic probation may be subject to one or all of the following correctional offerings:

1. Required study guide and study schedule signed daily or weekly by parent;
2. Weekly progress report sent home which must be signed by the parent and returned to the teacher the next day;
3. Restriction of athletic activities;
4. Isolation in study time;
5. Increase in study time, decrease in activity time;
6. Require study skills lesson;
7. Mutually agreed upon action between the teacher and parent. The student must recover academically, raising their percentile back to a minimum of 70% or to the goal mutually agreed upon by the parent and teacher(s) in the academic probation conference. If this goal is not attained by the specified time frame, the student is subject to withdrawal.

By special permission of the administrator and the school board, a student who does not seem to have sufficient academic skill initially, but maintains high integrity and academic hunger, may be readmitted semester by semester.

If a student does not take the positive attitude and effort toward learning, we feel it is a misuse of the school's resources, parent's money, and student's time to retain the student.

EXPULSION

The following offenses are justification for expulsion from school, whether they occur on or off campus: profanity, immorality, cheating, possessing obscene literature, lying, drinking alcoholic beverages, disobedience, smoking, gambling, stealing of other's personal belongings, destruction of school property, disrespect for faculty or staff members, violence and involvement with drugs or narcotics.

The administration and faculty will seek to work out these problems with the student; however, expulsion will be inevitable if no progress toward improvement is evident

STUDENT RECORDS

The school shall keep records which will provide for the registration and attendance of students and shall maintain an up-to-date program of permanent cumulative records of individual students showing personal data and progress through school, including academic achievement, health information, and test results.

Cumulative Record Files (CR File) will be kept in the main office of the school.

Psychological Files will be kept in the Administrator's Office. The Cumulative Record File should have a note indicating that there is a psychological file.

Discipline Files will be kept in the Administrator's Office.

Parents who wish to review the records of their children should make an appointment with the Administrator. Upon inspection of their children's files, any authorized parent may question the content of the records. If it is agreed to, the questioned material will be removed, or the parent may place a rebuttal with the material in question. A log will be placed in each child's records which records the name, date, and reason for any person, other than school officials and employees, who inspect any part of the child's records.

MEMO TO PARENTS

You are all familiar with our position at Kootenai Valley Christian School on separation from the world, and that we would never sponsor or condone any activity or entertainment that falls in direct conflict with God's call to holiness (2 Corinthians, 6:17, 1 John 2:15-17). We appeal to you not to let your children become polluted by

the world. Rather, encourage and command them to walk in the Light. Ask the question, "If Jesus were sitting beside you, would you watch the movie or TV program or listen to that music?"

This responsibility, however, is entirely yours and we pray for wisdom from above for you as you make these decisions. We pray your desire will be for your child, and your family, to not be ashamed before the Lord at His coming. Do not get weary in well-doing! Remember, the goal is to glorify God, and enjoy Him now and into eternity! (Psalm 86:9, Philippians 4:4-7, 1 Corinthians 10:31, Revelation 21:3-4)

The school board would be happy to discuss this matter further with any parent who may have additional questions or concerns. May God bless you!

In Christ's Service,

The KVCS Board

Conflict Resolution

Unfortunately, due to our sinful human nature conflicts can sometimes occur. In dealing with a conflict, please remember to always act in a Christian manner. Colossians 3:16. Treat each other with love and respect. Please follow the procedures set here, keeping in mind Matthew 18:15-17.

Dealing with Conflict Resolution

Many relational conflicts may develop within the school community, including teacher-student, teacher-teacher, teacher-parent, principal-teacher, and staff-families. Despite the variety of potential conflicts, the basic process for resolving these conflicts remains constant. The Lord in his wisdom provides clear guidelines in Matthew 18.

Consider the following suggestions for dealing with people in conflict:

1. **Be decisive.** Gather enough information to understand the conflict or potential conflict, and then act quickly.
2. **Encourage people to resolve their own differences,** but help to get the process started. Direct individuals to resolve conflicts one-on-one, thus reinforce the first step in Matthew 18.

3. **Use others in authority for assistance.** Use KVCS's organizational chart to identify who to go to for assistance when a lack of resolution may damage the school's ministry. Those in authority should:
 - **Focus disagreeing parties on the importance of the school's ministry.**
Encourage individuals to remain calm, present their cases in a non-confrontational manner, listen to one another, compromise, and practice Christian love.
 - **Help individuals who cannot agree** on an issue to "agree to disagree" and to continue to treat each other with respect and consideration
 - **Remain emotionally detached** when working through conflict resolution. A calm, concerned, professional approach can defuse a potentially volatile situation. Keep personal anger in check. Remain positive and enthusiastic about the school's ministry, keeping members of the community focused on the blessings God has given rather than on the negative situation.
4. **School discipline procedure** will be enforced when one party refuses to resolve a conflict and uses the conflict to undermine the school's ministry.
5. **When a child is having a conflict with another student**, they will be expected to try and resolve the situation themselves with guidance from the teacher when necessary. It is not appropriate for parents to confront a student about conflicts in place of their child. If the conflict cannot be resolved between the two students, they will need to follow KVCS's organizational chart to identify the next step.

Organizational Oversight Chart

Level 1: Students

Level 2: Teachers

Level 3: Administrator

Level 4: School Board

Conflict Resolution Flowchart

Directly speak to the individual with whom you have the conflict



If the conflict cannot be resolved between the two individuals, go to the person's senior (See KVCS's Organizational Chart). Document the conflict using the Grievance Form.



If the issue remains unresolved see KVCS's Organizational Chart to involve the next level of supervision. Document the conflict using the Grievance Form.

Date: _____

People present: _____

The problem as identified by the group:

The solution and/or action to be taken. Be specific about who will do what

Follow – up and specific items to determine progress and/or resolution

(be specific about time frames and objective measures)

Signatures of Parent and Faculty member(s) _____

_____	_____
_____	_____