

# 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 that 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 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)

## 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 that 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 student, teacher, or parent to promote these denominational positions. We desire to remain united in the salvation and love of Christ, avoiding the dissention which may be caused by denominational distinctive.

## Statement on the Sanctity of Human Life

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, 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**

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. We believe that God ordained marriage between one man and one woman.

We seek to express love, compassion, and concern for those who struggle with sexual identity, or homosexual orientation, and to 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. KVCS affirms our conviction that based on the Biblical standard we believe homosexual behavior is sin. KVCS stands firmly opposed to the licensing, ordination, or approving for leadership of those who are involved in this lifestyle. KVCS supports instruction which brings understanding to issues related to homosexuality, but opposes instruction which endorses or promotes homosexual behavior as an acceptable, alternate or Christian lifestyle.

## **Philosophy**

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

We believe that 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.

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

## Educational Process - Romans 12:1, 2

*"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."*

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 conformed 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 that they think and do. (Rom 12:1-2)
4. Result - So that 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 mind set (consistent life view with Christ preeminent):
  1. 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 maturing in the Christian walk (II Thessalonians 3:3).
  2. 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).
  3. 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 (II Cor 6:16).
  4. Socially - to learn to develop Biblical human relationships in which we serve people rather than use them (Matt 20:25-28).
  5. Emotionally - develop a stable personality which 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 to**

1. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his 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 an understanding and appreciation for God's world, and an awareness of man's role in his environment and his God-given responsibilities to use and preserve them wisely.
10. To develop a practical reason for learning the content of mathematics, English, history, science, physical education, etc., and to allow the student to see a purpose in his/her education and how it can be used.

## **ADMISSION POLICY**

### **Admission Procedures**

1. Upon 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. Sign enrollment contract at this time and pay applicable fees.
4. Records release signed from former school if applicable.

### **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 in 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.

### **Consideration for Admission into Kindergarten**

Kootenai Valley Christian School believes Kindergarten readiness is not dependent on the age of 5; rather 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; and
- 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 that giving the child the gift of time is a priceless gift that will travel with him/her throughout their 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.

### **Enrollment**

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.

### **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, to schedule a withdrawal interview with the administrator. Please be advised there is a \$100 early withdrawal fee as per the enrollment contract. Tuition, and other charges as well as any fines, must be paid and all materials returned before records are transferred.

## **TUITION, FEES & PAYMENT POLICY**

### **General Policy**

Current tuition and fee rates are published each spring at re-enrollment time. Each parent is furnished with an Enrollment Contract upon their child's acceptance for entrance. This provides tuition payments prorated on a ten-month pay schedule. Please follow the payment schedule. Tuition payments are due on August 1st - May 1st of each school year. These dates are effective as of August 2015. Registration and supply fees are due August 1st.

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.

## **Textbooks and Curriculum**

The book and supply fee for each Kindergarten through High School student will be charged according to the following scale:

Kindergarten \$100

Grades 1-6 \$150

Grades 7-12 \$150

## **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. Gripping 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 hand deliver urgent or emergency messages from family and employers.

### **School Hours**

Preschool 8:30 AM to 11:30 AM Tuesday, Wednesday & Thursday

Pre-K & Kindergarten 8:30 AM to 3:15 PM Monday-Friday

Grades 1 - High School 8:30 AM to 3:15 PM Monday-Friday

Half Days will release at noon.

### **Campus**

All students are allowed admittance to buildings at 8:05 AM. It is recommended that students arrive to school between 8:10 and 8:15 AM. 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. Students meet in the gym at 8:20 for morning pledges and prayer.

## **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 broadcast over KLC.1230 AM and Facebook.

## **Class Transportation**

The school has no official responsibility for transporting to and from school. For those who wish help in carpooling, please contact the office for names of families in your area. The school will not arrange transportation for you, you must do that part.

## **ATTENDANCE AND TARDY PROCEDURES**

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 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 that 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 guardian 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.

## **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 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. Please send your children with 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 local or type of trip. A 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.

## PARENT INVOLVEMENT

### Parent Teacher Fellowship

PTF is an informational and extremely important avenue of communication between the board and the school families. Parental attendance is encouraged. Please refer to your school bulletin for scheduled meetings.

### Service Hours

For families with students in Kindergarten through High School, service hours are mandatory for the purposes of minimizing tuition increases and to provide a better educational environment for our students. Each family must provide 18 hours of labor (service hours) each quarter or pay an extra \$50.00. Areas of service could be; classroom assistants, reading tutors, office assistants, hot lunch program, and cleaning help.

## GRADING

### Grading and Report Cards

First and third quarters will include Parent/Teacher/Student conferences for all grades. Parents are encouraged to meet with their 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.

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



KVCS's policy will be to give no homework on Wednesdays so young people may attend their church's youth activities.

## **DRESS CODE**

The purpose for 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 of 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.
- Hair must be clean and well groomed. Hair must not fall across the eyes.
- Clothing should fit modestly and appropriately; not excessively tight fitting, oversized, or ragged.
- Boys may not wear hats in the classroom.

### **Modest**

#### **Pants**

- Shorts must be no more than three inches above the knee, and not excessively tight.
- Leggings must be worn with long shirts or skirts.

#### **Skirts**

- Skirts must be no more than three inches above the knee, including culottes.
- Slits in skirts must be no more than three inches above the knee.

#### **Blouses/Shirts**

- No shirts that expose any midriff.
- 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

#### **Jewelry/Cosmetics**

- Boys may not wear earrings.
- No pierced jewelry on girls other than earrings
- No questionable jewelry with questionable symbols, such as new age or occult
- No extreme makeup or excessive jewelry

If inappropriate clothing comes to school, teachers will provide an appropriate cover up or call parents to bring appropriate clothing to school.

### **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, hair style, cosmetics, or jewelry whether specifically mentioned in the guidelines or not, which seems to be immodest or inappropriate.

### **MEDICAL CONSIDERATIONS**

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	

#### **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.
2. If a student must bring a non-prescribed medication to school, i.e., aspirin, antihistamine, the student may only bring one dose.
3. The classroom teacher must be given instructions and the dosage for the day; and, he/she will administer the medicine at the proper time.
4. 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 of 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 that 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**

### **Lunch**

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.

### **Personal Property (Lost and Found)**

All articles of clothing including 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 disposed of at the end of each month.

### **Visiting**

Parents are invited to visit the school at any time. For mutual convenience, please make an appointment for your visit.

### **Chewing Gum**

There is to be no gum chewing in our school. Gum destroys our facilities and furniture.

### **Electronic Devices**

Electronic devices must be turned in to the office at the beginning of the school day, and can be retrieved after school.

### **Early Arrival – Classrooms Off Limits**

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. Classrooms are off limits until they are opened for the day @ 8:30. Other areas which are off limits include the playgrounds, the parking lot and any automobiles.

### **Climbing on School Buildings**

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, hacky sacks included, he must report the same to a staff member, who will arrange to retrieve the lost item.

### **School Equipment**

It is our desire that each student realize that everything we have at Kootenai Valley Christian School - books, tables, projectors, etc. - has been given to us by the Lord. Knowing that, we desire that each student and staff member 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. Accidents happen and are understandable. Intentional damage to what the Lord has given us is a serious matter, however, and will be dealt with as such.

Running or wrestling in the school facility is not allowed.

### **Snowballs**

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.

### **No Weapons**

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

### **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 boy-girl relationships. It is our objective to remove 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.

## **DISCIPLINE**

### **Introduction**

We desire for 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, and
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. It refers to the orderly attention to details such as keeping a neat desk, using waste baskets for trash, keeping floors clear of books, papers, and pencils, using outside trash cans, participating in grounds cleanup, demonstrating courtesy in the hallways and classrooms, playing fair in games, doing assignments neatly and in the prescribed form, etc. 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.

### **General School Rules**

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

## **Reward for Consistent Behavior**

The school and teachers will, as seems appropriate, reward those students who demonstrate consistent obedience to all authority.

## **Misconduct and Punishment**

There are five basic behaviors that will automatically necessitate discipline from the administrator (vs. the teacher). 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, 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 i.e., 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 these kinds of crimes. Therefore, students must come to understand the seriousness of an act 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, 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. When words fail, action will be taken.
2. 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 an unruly child or remove a disruptive child who refuses to move.
3. For behavior violations judged to be minor infractions, normal classroom discipline will apply.

4. Students will not be placed out from under supervision, such as outside classroom doors.
5. Teachers will avoid anger, yelling and sarcasm; will not humiliate or embarrass students in front of others; will not punish a group or class for the offense of one or two.
6. The student will be allowed to present his/her side of the story before action is taken.
7. 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 mailed to parents whenever there is a 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 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 room 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 at semester time. 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. this means 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. Homework that is not turned in on time according to the teacher's classroom policy.

The parent will be notified each time their student serves a detention 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 as described on page 21, a Disciplinary Report will be sent home to the parents and must be signed and returned to the school. Two Disciplinary Reports will be sent home before moving on to step 2.
2. A conference with the parents will be scheduled at the time the second letter is sent home.
3. If a third offense occurs, parents will be called to pick up their child and that 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. If any further offense occurs, the child will be expelled from KVCS.

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 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 interest in mind. We hope that a strict policy will be effective and that 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 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, 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 on-going 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 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:

- a. Required study guide and study schedule signed daily or weekly by parent;

- b. Weekly progress report sent home which must be signed by the parent and returned to the teacher the next day;
- c. Restriction of athletic activities;
- d. Isolation in study time;
- e. Increase in study time, decrease in activity time;
- f. Require study skills lesson;
- g. 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 principal 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 correct attitude and effort toward learning, we feel it 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 pupils 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 file, 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 record 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 should not even “touch” anything that is unclean. (“We would never sponsor or condone any activity or entertainment that falls in direct conflict with God’s call to holiness) 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 that your desire will be for your child, and your family, to not be ashamed before the Lord at His coming. Don’t get weary in well doing! Remember, the goal is eternity!

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.