

# *Kerman Christian School Handbook*



*"Be the Light"*

2019-2020

# Table of Contents

Philosophy of Education.....	1
Vision.....	1
Goals.....	2
Education Goals.....	4
Daily Schedules.....	4
After School Care.....	5
Parent Information.....	5
Attendance Information.....	7
Emergency Information.....	9
Pupil Records.....	10
Financial Information.....	10
Dress Code.....	11
Transportation.....	13
Academic Information.....	14
Parent/Teacher Conferences.....	17
Discipline Policy.....	18
Discipline Step Procedures.....	20
Explanation of Consequences.....	21

# Philosophy of Education

Kerman Christian School's purpose is to train each student in the way of life presented in the Bible and to provide a foundation for a prosperous and productive life.

Kerman Christian accepts students of any race, color, or ethnic origin. Every effort is made to bring all students to a saving knowledge of Jesus Christ. They are encouraged to learn the meaning of commitment and demonstrate discipleship in serving God and man. The school is designed to assist each student to grow morally and academically.

Kerman Christian has a commitment to excellence in academic preparation for its students. Mastery of the fundamentals of the content areas necessary for higher level reasoning and thinking is emphasized. Recognizing differences in abilities, each student is encouraged to perform at a level representative of his best efforts. Teaching methods that have proven successful in the past are utilized, while constantly seeking new ways to improve and enhance the learning process are sought.

Kerman Christian School views its mission as one which provides a quality education in an atmosphere that enhances the teaching of the Christian home and evangelizes the non-Christian. Discipline, which is administered firmly but fairly, encourages the student to obey those in authority over him, love God, home and country, seek God's will in every decision, and always measure one's attitudes against the principles laid out in God's word.

Kerman Christian School believes that in an atmosphere of strong academic planning, positive spiritual conduct and personal interest and involvement between staff and students, strong leaders will be cultivated for our community's future.

## Vision

Kerman Christian School is dedicated to building an effective team of educators, parents, and students that grow together in the love and grace of Jesus Christ our Savior. A devotion to serving Christ and the God of the Universe through our acts of service and willingness to seeing Kerman Christian School is the best place for children from Preschool to 6<sup>th</sup> grade.

(1 Peter 2:21-22 NIV) To this you were called, because Christ suffered for you, leaving you an example that you should follow in his steps. "He committed no sin, and no deceit was found in his mouth."

## Goals

### Curriculum

The staff will use the best possible practices with the best curriculum and materials to bring a

Christian based education to all students. We will integrate technology to best meet the instructional needs of students to include increasing knowledge of the internet and how it is used.

(Deu 4:5-6 NIV) See, I have taught you decrees and laws as the LORD my God commanded me, so that you may follow them in the land you are entering to take possession of it. Observe them carefully, for this will show your wisdom and understanding to the nations, who will hear about all these decrees and say, "Surely this great nation is a wise and understanding people."

### **Parents**

The staff will strive to communicate regularly with parents to ensure positive, public relations and maintain a school to home partnership which includes phoning, email, and parent-teacher conferences.

(Eph 4:29-39 NIV) Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. And do not grieve the Holy Spirit of God, with whom you were sealed for the day of redemption. Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.

### **Character Development**

The staff will encourage students to read the Bible because it is the source of all the character traits that we want to encourage our students to have. By looking at specific biblical heroes we pray that their example will encourage students to look to them and see their strengths and weaknesses and learn how to deal with troubles and hard times as we go through the year. The characteristics that will be modeled by all students in the classroom will be called Kingdom Traits.

### **Kingdom Traits**

Responsibility, Integrity, Kindness, Respect, and Citizenship.

(1 Cor 15:33-34 NIV) Do not be misled: "Bad company corrupts good character." Come back to your senses as you ought and stop sinning; for there are some who are ignorant of God – I say this to your shame.

### **Attendance**

The staff hopes and prays that all students will be at school every day. If by some chance they are not, then the parents need to contact the office and the teacher and get the Homework and/or assignments that were done during that time, so that the student will keep up with the assignments. Tardiness is understandable, but still not acceptable. We all have reasons for tardiness, but it should never be a habit, it sets a bad example to the child. Constant tardiness will be treated directly and promptly.

(Psa 51:1-7 NIV- A psalm of David: When the prophet Nathan came to him after David had committed adultery with Bathsheba) Have mercy on me, O God, according to your unfailing love; according to your great compassion blot out my transgressions. Wash away all my iniquity and cleanse me from my sin. For I know my transgressions, and my sin is always before me. Against you, you only, have I sinned and done what is evil in your sight, so that you are proved right when you speak and justified when you judge. Surely, I was sinful at birth, sinful from the time my mother conceived me. Surely you desire truth in the inner parts; you teach me wisdom in the inmost place. Cleanse me with hyssop, and I will be clean; wash me, and I will be whiter than snow.

### **Homework**

Homework will consist of any unfinished class work. There will not be any assigned homework given. Sometimes homework is a long-term project that is checked by the teacher periodically. In these cases, a letter will be sent home with the scope and sequence of the project and how it relates to what is being studied. A timeline will be included and check in times will help the student to stay on task through the entire process. It can be arranged with the teacher to receive support worksheets for content a student has already learned and needs to review what was taught.

(1 Thes. 1:3 NIV) We continually remember before our God and Father your work produced by faith, your labor prompted by love, and your endurance inspired by hope in our Lord Jesus Christ.

### **Learning Environment**

The staff hopes to create an exciting, stimulating, motivating, yet disciplined learning environment that will allow the maximum amount of academic growth in all subjects. Students need to come with the attitude that they are not to be entertained at school, but rather to interact with their teachers so that they will do the best and be the best in a world outside of Kerman Christian School. Accepting responsibility for learning by all students will make teaching that much better. When students see themselves as part of the answer to a problem that may arise, then students become more responsible to themselves, their teachers, and to their parents.

It is our goal to (Prov 22:6 NIV) Train a child in the way he should go, and when he is old, he will not turn from it.

## **Educational Goals**

The Christian educated person begins knowing God is the source of all wisdom but the highest knowledge of all is to know Jesus Christ. A Christian educated person must try to understand and appreciate all peoples and cultures. He begins knowing all people are objects of God's love, to be brought to personal knowledge of Jesus Christ. A Christian educated person must be able to read well, speak and write clearly, and handle comfortably both logical concepts and basic mathematical

skills. He begins knowing that the highest call is to communicate the message of Jesus Christ to others.

## Daily Schedule

7:30:	Gates Open
7:55:	First Bell
8:00:	School Begins
9:30 – 9:45:	Morning Recess
11:30 – 12:15:	Lunch
2:30 – K -3 <sup>rd</sup> :	Dismissal
3:00 – 4 <sup>th</sup> -6 <sup>th</sup> :	Dismissal (M-Th, 2:30 - Fridays)

## PE Schedule

Monday, Wednesday, Thursday

K/1 <sup>st</sup> /2 <sup>nd</sup> :	1:00 to 1:35
3 <sup>rd</sup> /4 <sup>th</sup> :	1:45 to 2:20
5 <sup>th</sup> /6 <sup>th</sup> :	2:25 to 3:00

\*Music will be from August-December and Art will be from January-May. (Tuesday's)

## After School Care

After school care is provided from 2:30-5:30 and costs \$5.00 per hour. Elementary students not picked up within 10 minutes of dismissal time will be taken to after school care. If a student has older siblings being dismissed at 3:00 and need to attend after school care until then, no charge will be added for that half hour. Any student picked up after 5:30 will be charged \$20.00 plus \$10.00 for every ten minutes late. All charges will be added to your tuition billing.

Children are required to be signed out upon leaving each day. Parents and those on the emergency card may sign out a child. If you would like someone who is not on the emergency card to pick up your child, please send a note to or call the school to give permission. Any unknown person will need to show a driver's license. After school care is only for those students currently enrolled in our elementary school program.

## Parent Teacher Fellowship (PTF)

The Parent-Teacher Fellowship (PTF) was organized to improve the relationship between the families and the school, to enhance the students' experience, and to encourage "fellowship between parents and teachers" at KCS. The purpose of the PTF is to facilitate the exchange of ideas between parents and staff members. Our meetings give both parents and teachers a forum to express ideas and needs for the school. Every parent and faculty member are a voting member of the PTF.

### Purpose

- To promote unity in our school through coordination of student and parent programs, communication, fellowship, and encouragement of one another, our administration, and faculty.
- To continually improve and enhance the quality of our school.
- To present a positive "face" to our community.
- To develop relations between educators and parents to ensure the highest in physical, mental, social, and spiritual education.

## Parent Volunteers

One of the blessings of Kerman Christian School is how our parents support our teachers in creating an outstanding learning environment. Students grow when they see parents and teachers cooperatively

working together. Parents are encouraged to volunteer their time at KCS in various ways: in the classroom, on the playground, on field trips, for the Dinner Auction, and other school events.

Families are required to serve a minimum of 30 volunteer hours per year (per family). **Four** (4) of those hours are required for the Auction. No more than **four** (4) hours may be used for field trips in the year. Volunteer hours must be completed by the last day of school unless other arrangements have been made with the principal. A \$30.00 fee per every hour not served will be added to your tuition bill in June. Turn in volunteer hours to the office as they are completed to avoid these charges. Please follow the following guidelines when volunteering:

- Volunteers must check in at the office to receive a visitor's pass. The office staff will call the teacher in order to let you in. Please sign out and turn in a volunteer form when leaving.
- When helping in an academic setting, please do not bring any children with you. Students need to focus on what is being taught with minimal distractions. Siblings are allowed during class parties, school events, etc.
- When volunteering in a classroom, you are in a unique position to have information that is not to be shared with other families. Please do not talk about students you observe in the classroom or playground with other parents or staff. If a teacher asks you to correct children's papers, they are placing a great deal of faith in your ability to keep that information confidential.
- Volunteering in the classroom must be pre-arranged and scheduled with the classroom teacher. Please do not drop into the classrooms unannounced or stay beyond your scheduled time except by invitation of the classroom teacher. Our teachers put a great deal of time planning lessons and it is difficult to switch things around.
- Volunteers are never to be alone in the classroom. They must always be under the supervision of the assigned teacher.
- Please conduct all private conversations outside of classroom time. If you need to discuss an issue with the teacher, please make an appointment with the teacher. While in the classroom, our teachers need to be focused on his/her students.
- Please put phones on a mode that will not disturb the classroom.

## Attendance Policies

The following policies and procedures are written with your child's safety and best interest in mind. Please read carefully.

### **Transmittable Diseases**

A student who is ill is expected to remain at home. If a student is found to have a transmittable disease such as impetigo, pink eye, etc., he/she must be taken from school and not return until seen by a doctor. Upon returning, the student must have a note from the doctor stating that they have been seen, treated, and are ready to return to class.

### **Head Lice**

When it comes to the school's attention that a student may have head lice, someone on the staff checks the child's head. If the child has live lice or nits, the child is excluded from school until he or she is treated with an effective pediculicide and all the nits have been removed from the hair. Once a child has been treated, he or she must have another head check before being allowed to return to the classroom. The school recommends that:

- All family members must be treated at the same time.
- All sheets, blankets, bedspreads, towels and affected clothing should be washed.
- Everything should be vacuumed carefully.
- Car seats, pillows, etc. be treated with a medicated spray.

### **Illness at School**

If a child becomes ill during school hours, it is imperative that the child be picked up as soon as possible. The school asks each family to have a backup plan, especially if both parents work. The school is not equipped to supervise children who are ill. State health laws require that children be sent home when they have a temperature or symptoms of illness. All children must be fever or vomit free without medication for 24 hours before returning to school. Any child that is sent home with an illness may not be back on campus after school hours or attend school functions until they are able to return to school.

### **Excessive Absences**

Attendance is tracked by the administration. Excessive absences cause learning gaps which may result in a student being retained in their current grade.

Kerman Christian School is an active participant in Kerman Unified School District's Truancy Intervention Program ("TIP"). Participation in the Truancy Intervention Program means that we are working directly with the Fresno County District Attorney's Office and the Fresno County Juvenile Probation Office to address issues related to chronic truancy.

The California Education Code states that children between the ages of six and eighteen years old are legally required to attend school and be on time (Section 48200). It has been proven that when chronic truancy continues, it hampers academic progress and leads to delinquency.

Any student who misses more than 7 unexcused days in a school year will be referred to Kerman Unified School District's Truancy Intervention Program.

### **Unexcused Absences**

Unexcused absences are:

- Those absences not listed in the excused section.
- No notice given for absences requiring two (2) weeks prior notice (i.e. vacations).
- Absences for "family convenience".

If parents choose for their child not to participate in a field trip, the child will be expected to stay at school; if they are not a school the child is unexcused.

### **Excused Absences**

Excused absences are:

- Personal illness of student – please call the school or have your child bring a note explaining the absences. When a student is absent for more than three days due to illness, a doctor’s note must be sent when the student returns to school.
- Death within the family – A note from home explaining the absence must be brought to the office upon returning to school.
- Vacations of family trips and special activities – students may be excused for a family trip or special activity with a two (2) week notice given to the office. Makeup work will be handled as in any excused absences.
- Professional and Doctor Appointments – Doctor appointments should be made after school hours if possible. If an appointment is needed during the school day, the parent must sign their child in and out in the office. Students must be in school for half of the day (four hours) in order to be considered present that day. Please let the office and/or teacher know ahead of time if your child will be picked up early so we may have your child ready and lessen your wait time.

### **Make-ups**

A student will have one school day for every day missed due to illness to complete the make-up work. Any work not made up within the normal time period allotted for excused absence makeup work will receive a zero grade.

### **Tardiness**

Morning tardiness is the major cause of disruption during the devotional period. Classrooms begin each day with prayer, worship and praise. Students who come late not only miss the most important minutes of the day, but also cause disruption for the rest of the class. If a child is frequently tardy, parents will be made aware of the situation and asked to correct it. Parents are responsible to get students to school on time.

## **Emergencies and Emergency Information**

Emergency information for students is submitted by parents/guardians and maintained in the office using our “Emergency Card”.

### **Injuries and Illnesses**

If a student becomes ill or is injured at school, they are sent to the campus secretary for assessment. The student is cared for in one or more of the following ways: ice is applied to injuries, abrasions are

cleaned and bandaged, they are allowed to rest in the office, temperature is taken if needed, and parents are called for consultation.

If the supervising adult determines that the injury is very serious, emergency services and parents will be called immediately. The student will not be moved from the site of the accident unless advised to do so by emergency personnel. The student will be made as comfortable as possible.

### **Medication**

If your child is directed by the doctor to take medication during school hours, it is very important that you follow these procedures:

- The medication must be clearly labeled by the pharmacist with your child's name and dosage.
- Have the doctor fill out the medication form with complete instructions for administering the medication. A parent must sign the medication form with the start and stop date included on the medication form.
- Bring the medication and medication form to the school office and personally discuss the above information with the school secretary.

It is important that medication prescribed by your physician be administered by school office personnel only and only with written permission from the doctor. All other medication must be administered at home before the student arrives at school. A medication form must be on file for each drug to be administered.

### **Child Abuse**

Any employee of a school is required by law to report any suspicion of child abuse to Child Protective Services.

### **Emergency Evacuation**

Emergency procedures are practiced at unannounced intervals. Instructions will be given by teachers as to procedures to be followed.

### **Foggy Days**

The safety of our students is our most important consideration on foggy days. Classes will not be delayed on such days; however, any student arriving late will be excused. Parents are asked to use their best judgment as to the safety of transporting their students in the fog.

## **PUPIL RECORDS**

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

student moves to a different school, KCS will release records directly to the student's new school. Records will not be given to parents for transfer.

## Financials

### **Admission**

A registration fee and book and supply fee are due when registering. Each student pays a book and supply fee for the cost of educational materials needed by the students. Extra charges may be made in some instances for unusual costs of specific programs (outdoor camp, science fair, etc.).

### **Payment Policy**

There are many payment options available. Choose the one that best fits your family budget. Special arrangements may be requested by the responsible party when unforeseen circumstances arise, otherwise fees that are 60 days overdue must be paid to continue enrollment. Students cannot be enrolled if there is an outstanding balance from the previous school year.

### **Withdraw**

When it is necessary to withdraw a child, the parent should initiate procedures with the office, who will indicate further steps to be followed. A two (2) week notice is required to withdraw a child for billing purposes. When all necessary procedures have been completed, records will be released to the new school.

## Dress Code

It is the desire of Kerman Christian School, that our students live and conduct themselves in a manner that will be pleasing to God and glorifying to the name of our Savior, Jesus Christ. Standards for appearance are a means of building character and distinction in the lives of our students. The code is not intended to measure spirituality, but rather as a tool in fostering the academic and character development of the students as they participate in the business of education.

Students in violation of the KCS dress code will be a warning with a notice sent home. Obvious violations or if an offence is repeated, parents will be called to bring a change of clothes in order to correct the violation. Parents will be immediately called when flip flops/sandals without straps are worn due to safety. Areas of subjectivity are left to the discretion of the teachers and administration.

Field trips or dress up days may be an exception to the dress code. Any exceptions will be determined by school administration and announced by the classroom teacher.

### **Boys**

- Modesty is always required. Pants and shorts must cover undergarments. A belt may be required.
- Boys are to wear their hair so that it is attractively maintained and groomed. Hair should not fall below the bottom of the collar of a standard dress shirt or below the earlobe. Hair should not be so long in front that it obstructs vision. Exotic haircuts, hair sculpting, writing/lines or designs in hair are not acceptable. Extreme hair color is not allowed.
- Shirts must always be worn during school hours. Tank tops and tight-fitting shirts should not be worn. Shirts should not have negative symbols or logos. Fad styles such as hospital scrubs, military uniforms, fish netting, rock culture, etc. are not allowed.
- Sunglasses, hats, or caps should not be worn indoors.
- Shoes must always be worn. Sandals with a closed back may be worn. Flip flops are not allowed. Tennis shoes should be worn/brought on P.E. days.
- Tight fitting frayed or worn out jeans/pants and overalls are not acceptable attire for the classroom.
- Jewelry should be modest and safe for active play. No tattoos, earrings, or body piercing of any kind.

### **Girls**

- Modesty is always required. Clothing must be worn that cover undergarments and should not be see-through.
- Dress and short length should be modest (no more than approximately 4" above the knee or no shorter than where your fingertip meets your upper leg).
- Clothing may not have an open back, a low neckline, exposing arm holes, or is a halter top, bare midriff, too tight, etc. Sundress styles are not allowed unless a blouse is worn underneath it, or a jacket/sweater worn over the top. Shoulder straps should be approximately 2" wide. Shirts should not have negative symbols or logos. Fad styles such as hospital scrubs, military uniforms, fish netting, rock culture, etc. are not allowed.
- Leggings/yoga pants may be worn as long as the bottom is covered.
- Hair should be a uniform or blended, naturally occurring color. Exotic haircuts, hair sculpting, writing/lines or designs in hair are not acceptable. Vision should not be interrupted. Extreme hair color is not allowed
- Sunglasses, hats, or caps should not be worn indoors.
- Shoes must always be worn. Sandals with a closed back may be worn. Flip flops are not allowed. Tennis shoes should be worn/brought on P.E. days.
- Tight fitting frayed or worn out jeans/pants and overalls are not acceptable attire for the classroom.
- Jewelry should be modest and safe for active play. No tattoos or body piercing of any kind. Small earrings are okay.
- Make up is not allowed.

### **Discouraged Items**

The following items are not allowed at school: gum, seeds, games, or toys of any kind (unless they are requested by the teacher for a specific activity).

Electronics are not allowed at KCS unless it has previously been approved and a waiver of liability has been signed and is on file. If approved, these items are to remain in the classroom. Any student that becomes distracted with an item will be asked to leave it at home.

We understand that some students may need cell phones/cell phone watches for after school activities. These are allowed at school if they remain turned off during the day. If students are using such items in class or on the playground, they will be asked to put them away. If used a second time teachers will confiscate it and return it to the parents at the end of the day. If an item becomes a distraction, it will not be allowed at school.

All items brought from home are the responsibility of the student. The school will not be held responsible for an item that is lost, broken, or stolen.

## Transportation

Kerman Christian School relies on the parents of the students to transport them to and from school. Below are the procedures for safe traffic at school.

### **Arrival**

Students may arrive at school no earlier than 7:30 am at the KCS campus. Parents may enter in the west driveway to drop off their students at the no-parking zone in front of the gate, and exit using the east driveway or drive back by the church to exit. If you must stop your vehicle, use parking spots and walk your student(s) to the gate. Please make the stop as quickly and safely as possible. Students may not walk across the parking lot on their own.

### **Leaving**

Parents must park in a designated parking spot after school and walk to the gate to pick up their student(s). No student will be excused to the parking lot until the parent or approved individual for pick-up, has been seen by the teacher. The students are to be escorted across the parking lot by an adult for safety purposes. Please enter by the west side of the church and exit on the east in front of the school.

### **Bicycles or Scooters**

A designated area complete with a parking rack will be made available on campus for students who ride their bikes to school. Bicycles should not be ridden on campus. Those bringing bikes must provide their own means of securing their bicycle. The school cannot be responsible for the theft or vandalism. Written permission from the parents, for the students to come and go on a bike or scooter, must be turned into the office.

## **Field Trips and Special Events**

Transportation help from parents and friends may be required for off campus trips. On these occasions every possible precaution is taken to ensure the safety of students. The following regulations apply:

- A student participating in an off-campus event must have permission on file at school, allowing that the students is to be transported by a driver which a school employee has designated.
- Parents or others taking vehicles must be school authorized drivers. These drivers must have consented to the use of their vehicle for transporting students on field trips. A valid copy of insurance and driver's license must be on file. A seatbelt must be available and used for each passenger in the vehicle.

## **Academic Standards**

It is the belief of KCS that a quality education is the result of (1) a curriculum that integrates God's Truth into all courses and adequately prepares the student for future educational endeavor (2) credentialed teachers that are Christian in philosophy and (3) classes of 20 or less which enable the student to derive maximum benefit from their academic exposure.

Each student is expected to use all available school and home resources and to perform at their highest level in order to take full advantage of the educational program. His or her originality and creativity are encouraged within the organized framework of the classroom.

The key element in our quest for academic excellence is the teacher. All teachers meet, exceed, or are completing the requirements for State and Association of Christian Schools International (ACSI) certification. This means that in addition to the undergraduate degree most have completed an additional 30 units of graduate work. Several teachers hold master's degrees. Teachers at KCS must also communicate and motivate students as well as be spiritually qualified to work with students during formative years.

## **Student Grading**

Students in grades K-8 will follow a twelve-week reporting program in which report cards will be issued one time each trimester, and three times annually. In computing the final grade in a twelve-week period, grades will be determined in the following manner:

Daily work =  $\frac{1}{2}$

Test grades and special projects =  $\frac{1}{2}$

Kindergarten students will receive a report card designed specifically for their curriculum. They will use the following grading system:

1 = Making limited progress toward end of year grade-level standards.

2 = Making expected progress toward end of year grade level standards.

3 = Meeting end of year grade-level standards.

4 = Exceeding end of year grade-level standards.

### **Portfolios**

All students will develop a portfolio. This portfolio will provide samples of the student's work throughout the year exemplifying outstanding achievements and progress. Students will take pride in their work. They have the opportunity to display it during "Open House" and parent/teacher conferences in the form of a portfolio. It is the desire of the KCS staff to motivate students to produce high quality work daily, therefore, a separate portfolio grade will not be given. All grades will be computed into the final grade.

### **Conduct Marks:**

Parents will also be informed of their child's conduct at the twelve-week conference, which will have an evaluation of conduct for each of the courses in which the student is enrolled. The following marks will be used in grades 1-8.

E = Exemplary

G = Good

N = Needs to Improve

P = Progressing

I = Incomplete/Failure to meet minimum requirements

### **Incomplete Grade:**

An "Incomplete" is given only when the teacher feels there are justifiable reasons for the work to be late. Such a grade changes to F if the work is not completed within two weeks.

### **Extra Work Requests:**

Students often ask for extra work in order to improve their grades. There is a fallacy in this request. If the student is not doing well with the regular work, how can the student do better with a greater quantity of work? Therefore, extra work is not permitted for the purpose of improving grades. Teachers may, at their discretion, allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment in order to replace a low grade. The repetition of an assignment, however, must be completed within a short time of the original assignment. It is not permissible at the end of the trimester as a desperate effort to improve a low grade in the subject.

### **Grading Standards**

The following chart lists the grading standard to be used in the school program:

Letter Grade	Percentage Range	Numerical Equivalent
A+	97 – 100	4.00
A	94 – 96	3.67
A-	90 – 93	3.33
B+	87 – 89	3.00
B	84 – 86	2.67
B-	80 – 83	2.33
C+	77 – 79	2.00
C	74 – 76	1.67
C-	70 – 73	1.33
D+	67 – 69	1.00
D	64 – 66	0.67
D-	60 – 63	0.33
F	59 and below	0.0

### **Cheating & Plagiarism**

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both components of stealing and lying. Students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and structure to the classroom testing environment in order to protect students from unnecessary temptation. Classes should always be reminded by the teacher of the consequences of cheating. 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 actions will be taken:

- The administrator will be notified, and the student will confer with the administrator.
- The parents will be called.
- A zero grade will be given for the assignment or test.
- There will be no opportunity for making up the grade.

### **Retention Policies**

Kerman Christian School will consider several factors when deciding whether it is appropriate to retain a child: the number of years retained, chronological age, scholastic achievement, cognitive ability, and developmental and social maturity.

Kerman Christian School teachers will document and warn parents in writing during a conference if retention is being considered. The teacher will list ways the student will be given extra help to try to prevent the need for retention.

If retention is still recommended, a second conference will be held. Parents will be asked to sign a form agreeing to retention or stating, “we realize we’re putting our child at academic risk but agree to pass them on”.

Retention will be based on the following conditions:

- Test scores 40% or lower
- Math chapter tests
- Reading level
- Portfolios of student’s work
- Homework completed/returned

If Students are coming into Kerman Christian School from public or home schooling, they will be placed in the grade parents say they’ve been in, but on probation for an assessment period of three weeks. After three weeks in school the KCS teacher will let the new parent know if the student needs to move down a grade.

## Parent/Teacher Conferences

KCS believes it is very important for school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

- Parents will have the privilege of meeting with their child’s teacher in a personal conference at the end of the first and second trimester.
- Teachers will also use letters, phone calls and regular progress reports as needed to communicate with the parents.
- It is important that each parent schedules a conference with a teacher whenever a need or concern is evident. Parents should not feel limited to the trimester conference. Many needs can be met through a simple conference between parent and teacher.
- Concerns need to be shared first between parent and teacher. The administrator is interested in all areas concerning students and the school and will be available for parent-teacher conferences following the initial parent/teacher contact.
- Parent/Teacher communication is most successful if handled in a professional manner. We encourage parents to express concerns in a manner which reflects respect for the teacher as a trained educator.

## Discipline Policy

### **Philosophy**

Christian education takes a distinct direction in discipline, curriculum, and methods. The cord that ties discipline, curriculum, and methods together is human nature. Only Biblical discipline is strong enough to support the essential external environment for education. Law and order constitute the minimum condition for learning or any other civilized activity.

Through character building, Biblical discipline also upholds law and order within the soul and establishes a suitable internal environment for learning. The means of discipline is external rewards and punishments; the end is formation of moral habits and permanent character traits for self-discipline. Even though character building puts essential supports under academics, the discipline of external rewards and punishments can never cease. Biblical discipline cannot cease at any point in education; it must carry over into teaching methods and curriculum.

Reward the good and punish the bad-the first rule of Biblical discipline-is also the first rule of effective teaching methods. Setting high standards that are the same for everyone and insisting that they be met pays off in academics just as it does in morals.

The Christian educator has appreciation not only for the abstract 'individualism' but for concrete, individuals as well. There is an understanding that it is no expression of love for children to teach them anything other than to be self-reliant individuals and always strive for the highest excellences. Above all, the Christian educator opposes the leveling instinct which disguises itself as compassion, opposes individual excellence and superior accomplishment and would, if allowed, bring all mankind to the level of mediocrity. The Christian individual, too, must run the race. If he does not win, he must rejoice with victor and find not a cause for envy but a model for emulation.

## **Schoolwide Discipline Step Policy**

**Conduct Report** violations of expected behavior include:

- defiance of authority
- failure to follow directions
- disrespect for others
- chewing gum/food in the classroom
- tardiness
- non-compliance of dress code
- disruption of the educational process

Students will:

- demonstrate respect for others and others' property
- avoid causing disruptions to the educational process
- follow directions and respect authority of teachers and staff
- be prompt to all classes, avoiding tardiness
- refrain from chewing gum on campus
- follow the dress code

Student behavior will be monitored by the classroom teachers. Students choosing to violate school rules and procedures face the consequences as set forth in the schoolwide discipline policy. Teachers may refer students to the Administration Office immediately for behavior that endangers the safety of another.

Other infractions, which will require an immediate **Discipline Referral Form** to the Administration Office with specific step and/or suspension or expulsion recommendation, include:

- assault, threats, hate crimes, sexual harassment, sexual assault
- possession of electronic devices (pagers, laser pens, cell phones, IPODs, etc.
- possession of explosives (including imitation), imitation weapons
- disruption through group or gang activities
- Fighting
- responding to, observing, inciting fights, verbal or physical altercations
- computer tampering
- drug or drug paraphernalia - students who are in first-time possession of drugs and/or drug paraphernalia will be required to enroll and complete in a alcohol and drug diversion program.
- false fire alarm
- receiving stolen property

## Discipline Step Process

### Classroom/Yard Steps (Weekly)

Step One	Verbal Warning
Step Two	Conduct Report/Phone Call Home
Step Three	Conduct Report/Phone Call Home/Lunch Detention
Step Four	Discipline Referral/Office Step/Parent Meeting w/ Principal

\*Classroom/Playground steps start over weekly

\*\*Three (3) conduct reports in a week will result in a discipline referral and an office step

## **Office Steps (Yearly)**

Step One	Parent Meeting with Principal/After School Detention
Step Two	Parent Meeting with Principal/One Week of After School Detention
Step Three	Parent Meeting with Principal/One Day Suspension
Step Four	Parent Meeting with Principal/Three Days Suspension
Step Five	Parent Meeting with Principal/Five Days Suspension and Campus Beautification
Step Six	Parent Meeting with Principal/Five Days Suspension/Recommendation for Expulsion

\*Office steps are cumulative

### **Explanation of Consequences**

#### **Recess Detention:**

5-10 minutes spent sitting quietly during recess.

Loss of Privileges:

Not able to serve as line leader, teacher's helper, etc.

#### **Lunch Detention:**

Student will be confined to a specific room during the normal lunch break. The student will be allowed to eat or study. They will not be allowed to talk.

#### **After School Detention:**

Student will spend one hour after school with school personnel. Student must have work or can read.

#### **Suspension:**

A student may be suspended from school, only after a parent-administrator disciplinary conference. Very specific changes in attitudes and actions will be expected prior to readmission. A parent-

administrator conference will be necessary for the student to return to school. Work missed during any suspension will be treated as an unexcused absence.

**Expulsion:**

Expulsion will be recommended after student reaches step 6 and/or it becomes apparent the school will not be able to meet the needs of a student. When expulsion is recommended, a date of withdrawal from school will be set and withdrawal procedure followed. Recommendations for expulsion will require the approval of the KCS Board.

**Expelled Students:**

Students having been expelled from Kerman Christian School will be considered for acceptance back into KCS based on their reason for expulsion, their repentant attitude, and how they would affect their classmates and the atmosphere of the classroom they're coming into. All is at the discretion of the school board.

Teachers have created a behavior system tailored to their teaching style and needs of the class. Each system is designed to minimize distractions in the classroom in a loving environment. These rules are sent home at the beginning of the school year, but teachers may adjust behavior systems throughout the year as needed. Parents will be notified of any adjustments made.

It is the goal of Kerman Christian School to correct misbehavior in a loving and firm way. We consider each situation and background of students. We will work with students in every possible way to correct behaviors that are not acceptable at school. In every possible way, we will work alongside parents to create a pleasant atmosphere where all students can learn.