

**KING'S SCHOOLS  
PARENT/STUDENT HANDBOOK  
2023-2024**



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## HISTORY OF KING'S SCHOOLS

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1993 marked the beginning of King's Schools. The school was started because of the commitment of two men, and the wife of one of them, who knew that quality Christian education was desperately needed in the Palm Springs area. One gentleman, Bill Schlesinger, was the trustee of the Anderson Children's Foundation and provided the needed funding to open the school at a high level of quality. The other gentleman, Don DeLair, and his wife, Shery, had a history in Private and Christian School Administration and developed a passion for bringing that same quality to the children of the Coachella Valley. Each of them shared the calling and vision to impact young children's lives with the life changing message of Jesus Christ in an educational setting.

As committed Christians, all three of them gave their lives to the birthing of King's Schools and the doors opened in 1994 with 55 students in kindergarten through 6<sup>th</sup> grade. Each of the first five years brought increased enrollment that encouraged the opening of middle school in 1999. By 2007, there were 280 students who called King's Schools their home. 2003 marked the opening of the King's Preschool which quickly gained a reputation of excellence and within one year reached maximum enrollment of 85 full-time students.

King's Schools now offers an education to students from Preschool through 8<sup>th</sup> grade with a mission of delivering that education in a distinctively Christian manner. The school's evangelistic philosophy welcomes children and families of all backgrounds who desire a King's Schools education. The name of the school (King's) was chosen in order to attract families of all backgrounds and offer their child(ren) a safe and nurturing environment in an atmosphere of Christian love and learning. We have been honored and blessed to see many students and entire families come to a saving knowledge of Jesus Christ through their enrollment at King's Schools.

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## MISSION STATEMENT

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The mission of King's Schools was originally developed in 1993 and is used to determine God's plan of development as it relates to all programs, policies, and procedures.

*The mission of King's Schools is to provide a distinctively Christian education, in cooperation with the parents and the church, with God's Word being central to an education emphasizing academic excellence, strong discipleship, physical and spiritual training of the whole child as they are prepared to have a transforming influence on their communities and society.*

Today, a professional team of qualified and dedicated faculty and staff members continues to carry out the mission that is uniquely King's Schools. We frequently use the phrase "**Education With A Vision,**" and when we do, we reference God's vision and His plan for the future of our school. "**Black & White In A Gray World**" has also been a consistent theme that captures the school's overall viewpoint and philosophical position. All glory is given to the Lord Jesus Christ for His faithfulness to King's Schools.

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## VISION STATEMENT

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King's Schools will seek to create and grow a distinctively Christ-centered educational program in the Coachella Valley of California. Programs for kindergarten through 6<sup>th</sup> grade students will be established first followed by the development of a middle school for students up through 8<sup>th</sup> grade. Following those initial phases of growth, a preschool will be added to create opportunities for children ranging in age from infants (6 weeks) to pre-kindergarten (5 years). Although initially housed at the Bolero Road campus, the vision is to ultimately provide a separate campus for the King's Middle School 6<sup>th</sup> through 8<sup>th</sup> grade.

King's Schools will gain a reputation for providing the highest quality of distinctively Christian education. A substantial financial aid program will provide scholarships to qualified families in need of tuition assistance. Students will be prepared and encouraged to pursue careers requiring vocational, university, or seminary level training upon graduation from King's Schools.

The staff at King's Schools will be committed to Christian education as a central purpose in their lives. King's Schools will seek faculty and staff members with an obvious passion for God, children, learning, and life. They will also have a strong profession of faith, a commitment to educational excellence, and a willingness to share their God-given gifts for the development of their students. The faculty and staff at King's Schools will be life-long learners who are consistently pursuing professional, personal, and spiritual growth.

All programs and policies will reflect strong Biblical standards as they relate to the training and nurturing of the students. They will be designed with the belief that each child is uniquely created as one who bears God's image and has a place in His plan. Students will seek to display a commitment to developing strong spiritual disciplines, high educational pursuits, and an attitude of service within their community.

King's Schools will be known for its active parent involvement in the educational and spiritual development of the students.

A uniqueness of King's Schools will be in its outward evidence of providing a distinctively Christian education to students without regard to race, nationality, or ethnic origin.

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## S T A T E M E N T O F F A I T H

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- ✠ We believe the Bible to be the only inspired, infallible authoritative Word of God. (2 Timothy 3:16, 2 Peter 1:21)
- ✠ We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
- ✠ We believe in the deity of our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), in His sinless life (Hebrews 4:15, 7:26), in His miracles (John 2:11), in His vicarious and atoning death through His shed blood (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, I Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory (Acts 1:11, Revelation 19:11).
- ✠ We believe that for the salvation of lost and sinful man, regeneration sovereignly applied by the Holy Spirit and evidenced by a living faith in Christ is absolutely essential. (John 3:15-19, Romans 3:23, 5:8-9, Ephesians 2:8-10, Titus 3:5)
- ✠ We believe that God has created man and that He created them male and female. We also believe that God instituted monogamous marriage between a male and female as the foundation of the family. For this reason, any sexual relationship outside of marriage between one man and one woman is considered sinful and unacceptable to God. (Genesis 2:22-24, Matthew 19:4-6, Hebrews 13:4, I Corinthians 7:2)
- ✠ We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18)
- ✠ We believe in the resurrection of both the eternal saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of eternal loss. (John 5:28-29)
- ✠ We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 2:12-13)

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## E D U C A T I O N A L V I E W P O I N T

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**King's Schools is dedicated to educating children in a positive Christian way. The school system recognizes:**

- 📖 The Bible as the inspired Word of God, the light of which must permeate both subject matter and method of instruction;
- 📖 That human's highest good is to glorify God;
- 📖 That human's responsibility to man is derived from his responsibility to God;
- 📖 That children must be taught obedience to Divine authority and to all divinely constituted authority;
- 📖 That a living faith in Christ is necessary for salvation and true joy;
- 📖 That the creation is to be studied as God's handiwork;
- 📖 That history is to be studied as "His Story."

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## PRINCIPLES OF CHRISTIAN EDUCATION

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*King's Schools is committed to providing a distinctively Christian education with God's Word being central throughout the curricular subjects. This commitment is founded on the desire for King's students to graduate with a biblical worldview in order that they may be capable of having a transforming influence on their communities and society. In addition to the preceding doctrines, we adhere to the following principles of Christian education:*

### 📖 LANGUAGE ARTS

- I. **GOD IS A COMMUNICATING GOD; HE WANTS US TO KNOW HIS THOUGHTS.** ~Amos 4:13 ~Hebrews 1:1-2
- II. **GOD COMMUNICATED WITH HUMANS THROUGHOUT HISTORY.** ~Genesis 3:8-19 ~Isaiah 1:2, 18, 20
- III. **GOD GAVE HIS MESSAGE OF TRUTH IN WRITTEN FORM THROUGH 66 BOOKS IN THE BIBLE.** ~2 Timothy 3:16
- IV. **GOD'S GREATEST MESSAGE IS HIS SON'S COMING TO EARTH TO LIVE A PERFECT LIFE, DIE FOR OUR SINS, AND RISE AGAIN.** ~John 1:14, 18
- V. **THE ABILITY TO COMMUNICATE WITH ONE ANOTHER AND WITH GOD IS PART OF HIS PLAN FOR OUR LIVES.** ~Genesis 2:20-24 ~Exodus 4:10-12 ~Galatians 4:6
- VI. **WE MUST EVALUATE THE TRUTH OF ALL OTHER COMMUNICATION BY THE BIBLE, SINCE IT ALONE IS ABSOLUTE TRUTH.** ~2 Timothy 3:16-17
- VII. **GOD IS CONCERNED THAT COMMUNICATION BE CLEAR AND EASILY UNDERSTOOD.** ~1 Corinthians 14:33-40

*"Every language is a temple in which the soul of those who speak it is enshrined." ~Oliver Wendell Holmes, 1809-1894*

### 📖 MATHEMATICS

- I. **GOD CARES ABOUT NUMBERS. HE KNOWS THEM ALL; HE HAS RECORDED MANY FOR OUR INFORMATION.** ~Genesis 7, 8 ~Leviticus 25:8-16 ~Psalm 147:4 ~Luke 12:7 ~Matthew 10:30
- II. **GOD IS ALSO CONCERNED THAT HUMANS NOT PLACE TOO MUCH CONFIDENCE IN NUMBERS OR SIZE. NUMBERS ARE NOT EVERYTHING!** ~1 Samuel 14:6 ~1 Kings 18:17-41 ~John 6:9-13
- III. **THE CONSISTENCY OF MATHEMATICAL TRUTHS DEMONSTRATES THE ORDERLINESS AND PRECISION OF GOD. HE IS CONCERNED THAT WE BE ACCURATE AND ORDERLY IN OUR USE OF WEIGHTS, MEASURES, AND NUMBERS.** ~Leviticus 19:35-36 ~Proverbs 11:1 ~Luke 6:38
- IV. **MATHEMATICAL STUDY SHOULD RESULT IN GREATER APPRECIATION OF THE WORKS OF GOD IN HIS CREATION.** ~Psalm 8:3-9 ~Genesis 15:5-6
- V. **GOD CREATED MATHEMATICS TO HELP PEOPLE UNDERSTAND EXPRESSIONS AND EXPLAIN CONCEPTS IN LIFE.** ~Leviticus 5:16; 6:5; 27:13-21 ~Genesis 1:22,28; 8:17

*"Two plus two equals four in spite of the non-Christian's assumption that that is just the way things happen to be in what he considers to be this chance-controlled world. Rather, two plus two equals four because that is the way our God has created and controls this world of His. He is the one who makes it to be so."* ~Thomas A. Thomas, "Christianity and Education"

## SCIENCE

- I. **THE BIBLE AND THE FINDINGS OF SCIENCE DO NOT CONFLICT.**  
~Job 12:7-10 ~Psalm 19:1-7
- II. **THE FACT THAT GOD IS CREATOR IS TAUGHT ALL THROUGH THE SCRIPTURES.**  
~Genesis 1:1 ~Exodus 20:11 ~Nehemiah 9:6 ~Colossians 1:16
- III. **GOD PRESERVES HIS CREATION SO THAT IT CONTINUES TO FUNCTION AS HE PLANNED.**  
~Nehemiah 9:6 ~Genesis 1:11, 22, 28-30
- IV. **GOD CONTROLS EVERY PART OF THE NATURAL WORLD--HIS CREATION--THE WORLD WE STUDY IN SCIENCE.** ~Psalm 104:6-7  
  
(Daniel in the Lions' Den, Jonah and the Whale, Moses and the Red Sea, and Pharaoh and the Ten Plagues are also just a few vivid examples of and God's control over His creation.)
- V. **GOD DESIRES THAT WE STUDY SCIENCE, THE DETAILS OF HIS CREATION AND LEARN FROM IT.**  
~Matthew 6:26-30 ~Genesis 9:13-17 ~Romans 1:20
- VI. **GOD'S CREATION WAS PERFECT IN THE BEGINNING, BUT ALL OF CREATION HAS BEEN AFFECTED BY THE SIN OF HUMAN BEINGS.**  
~Genesis 1:27 ~Romans 5:12 ~Romans 8:20-22
- VII. **ALL OF CREATION IS MEANT TO PRAISE GOD AND BRING GLORY TO HIM.** ~Psalm 111:2, 4 ~Psalm 150:6 ~Colossians 1:16  
  
"Nature is but a name for an effect whose cause is God."  
~William Cowper, 1731-1800

## SOCIAL STUDIES

- I. **GOD'S DEALINGS IN HISTORY SHOW US WHAT HE IS LIKE.**  
~Genesis 6:8, 13, 14, 21; 7:1; 8:1 ~Psalm 107 ~John 3:16
- II. **GOD CONTROLS THE RISE AND FALL OF RULERS AND HE LEADS RULERS WHEN THEY LOOK TO HIM FOR GUIDANCE.**  
~Daniel 4:1 ~Hosea 13:11 ~I Samuel 23:2
- III. **GOD IS INTERESTED IN ALL NATIONS AND IN PERSONS FROM THOSE NATIONS.** ~Matthew 28:19, 20 ~Luke 2:10 ~John 2:2
- IV. **ALL NATIONS ARE RESPONSIBLE TO GOD.**  
~Ezekiel 7:27 ~Obadiah 15
- V. **ALL NATIONS WILL ULTIMATELY WORSHIP GOD.**  
~Psalm 22:27,28 ~Philippians 2:9-11 ~Revelation 15:4

*"Whatever makes men good Christians makes them good citizens."*  
Daniel Webster, 1782-1852

Back Gate Entry

BOLERO ROAD

Entry

Exit

PARKING

Drop-off/Pick-up Tent Area

Dumpster

KMS Math Bathrooms

3rd Grade 4th Grade 5th Grade

Bathrooms

Entrance

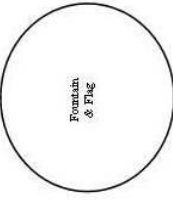
KMS History KMS A.D. & Aide Office KMS English Vice Principal Office

Sports Shed

MPR Music

KMS TENT LUNCH AREA

KMS SCIENCE



Main School Office Headmaster Office Development Office Meeting Room

BASKETBALL COURT



STAFF PARKING



Staff Entrance/Exit

Preschool Blue Room Preschool Red Room Preschool Purple Room (Pre-K) Student Store PRESCHOOL OFFICE PRESCHOOL PLAYGROUND

Yellow Room Green Room Infant/Toddler Center Office

Preschool Purple Room (Pre-K) Student Store PRESCHOOL OFFICE

Maint entrance Bathroom

Kindergarten Classroom

Handball Court

1st Grade Storage Storage

FLAG Opening Ceremony each morning

2nd Grade

PLAY GROUND

FIELD

K-5 TENT LUNCH AREA



## **ADMISSION & REGISTRATION**

**King's Schools** is open to all children regardless of race, color, sex, or national origin, whose parents show evidence of genuine, positive interest in Christian education. All rights and privileges are afforded to all students.

Enrollment of children at King's Schools is a privilege, not a right. Parents must understand that continued enrollment and reenrollment of their child(ren) is dependent on their support of the school, its staff, and its policies.

The application link can be found on our website, [www.kingsschools.com](http://www.kingsschools.com) under the Tuition/Apply tab. If you have any questions, please contact the school office for assistance.

**Admissions and Registration Fees** are the same for the students enrolled for the full term or for part of the term. The annual registration fee for returning students is due at the designated date for the following school year. All fees are **non-refundable**.

**Special Fees** for activities, camps, special events, trips, projects, extracurricular activities, etc. may be required. Parents will be notified in advance. King's makes every attempt to keep these fees minimal and up front during the registration process, recognizing that each family has made sacrifices to place their student(s) at King's.

**Student Emergency Information/Student Field Trip Permission Forms** must be completed ONLINE with the registration forms. This information includes current address, home and work phone numbers for emergency reference, and a list of adults authorized to pick-up the student after school. Parents are responsible for updating ALL personal information online at [Factsmgt.com](http://Factsmgt.com) (within the family portal) in order to keep all school records up to date. Information should be updated as soon as changes take place (such as: address, phone, name change, emergency contact/pick-up, etc.). Call the School Office for assistance.

**Tuition** for King's Schools is assessed each year by the school board and a revised tuition schedule is published. Discounts and financial aid will be available upon receipt of a completed Financial Aid Application online through FACTS. The Finance Committee will review all completed application forms and determine availability. Accounts 10 days in arrears will be assessed a \$35 late fee. Accounts which become delinquent may be subject to collection. All tuition and fees are paid through FACTS, our tuition management company. **Tuition payments must be current for a student to begin a new trimester.**

### **Fees:**

- ◆ **Application Fee:** There is a \$50 fee to submit an application.
- ◆ **Enrollment Fee:** Your enrollment fee is due at the time of enrollment or by the reenrollment deadline. Your fee covers books, field trips, yearbook, student accident insurance, and various administrative costs.
- ◆ **Finance Fee:** This fee is 5% of the annual tuition for each student and is required from families who choose to pay monthly. The fee will be assessed monthly. The fee will also be assessed to families paying annually or semi-annually who fail to pay by the stated deadlines.
- ◆ **Tuition Refund Insurance Fee:** 5.4% of the annual tuition for

families paying tuition on a monthly or semi-annual basis. (See “withdrawals” on page 10.)

- ♦ **Technology Fee:** Your fee includes computer classes that students receive.

*A family’s financial obligation to the school is for the full annual tuition as stated in the school’s Tuition Contract. The school’s expenses are incurred on an annual basis; therefore, the school cannot afford to refund tuition or cancel unpaid obligations if your child withdraws during the academic year. The Tuition Refund Insurance plan will be applicable in the event of early withdrawal or dismissal.*

**Withdrawals** – Students are enrolled for the full academic year and no adjustment of fees can be made by the school for absences, withdrawal, or dismissal. Therefore, we require that all families who do not pay their tuition in full prior to the beginning of school to purchase Tuition Refund Insurance which is 5.4% of your annual tuition for each student due with each month's tuition payment. This does not cover delinquent payments but will provide a partial allowance of tuition in the event of withdrawal of a student for medical reasons, moving to a new school, dismissal by the school, or other withdrawals. Families paying tuition in full have the option of purchasing the Tuition Refund Insurance.

### ➤ AFTER SCHOOL CARE

Afterschool Care is available Monday through Friday until 5:30 p.m. except on minimum days. Supervision begins at 3:15 p.m. for all K-5 students and 3:30 p.m. for middle school students. Children not picked up by those times will automatically be placed under the supervision of the Afterschool Director and charged the daily fee of \$12.

**Parents must sign their child/children out every day, no exceptions!** Charges will be posted to your FACTS account monthly and need to be paid upon posting to your account. **If payment becomes delinquent for 30 days, students will be prohibited from participating in the afterschool program until payment is received.** Children who are not picked up by 5:30 p.m. will be issued an afterschool citation and charged a **late fee of \$2/minute (to your FACTS account).** **Students who receive three (3) Afterschool Care citations for any reason will have their privileges revoked for one week. Students who receive six (6) citations for any reason are subject to having their privileges permanently revoked.**

### ➤ ATTENDANCE

King's students are expected to be in school on designated days. The only legitimate excuse for an absence is illness, injury, doctor or dentist appointments, and attendance at the funeral of someone in the family. All other activities should be scheduled outside of school hours or during normal holiday and vacation times. **If a parent plans to have the student miss school for a short period of time (orthodontist appointment, etc.), a call should be made to the office in advance, or a report an absence form should be submitted in the school App, along with a doctor’s note upon returning to school.**

**Please see guidelines and policies related to ATTENDANCE PROBATION on page 29.**

**A Planned Absence** - Students who will be missing school (even one day) must fill-out a **Student Leave of Absence form in advance of the planned absence**, except in the case of an emergency. These forms are available on the King’s App and must be approved

prior to the absence in order to get credit for make-up work.

**When a child is absent on a particular day, please contact the school office or through the King's App by 9:00 a.m.** Failure to contact the school **on the day of absence** will result in an unexcused absence and the school will determine if make-up work will be allowed for that day.

K-5 students who are absent 3 consecutive days or more, (planned or not), the teacher will give them a “packet” of missed work that parents can pick-up in the front office. Middle School students will have access to their homework through Google Classroom. Any additional materials that are necessary for work missed, will be available for pick-up in the school office. Students are given one day for each day absent to make-up missed work without penalty. Students are given credit for missed work because of **EXCUSED absences only**.

**A student arriving after 8:20 a.m.** must be accompanied by their parent and get a tardy slip from the school office before going to his/her classroom.

**Students who leave before the end of the school day** must be picked up and signed out from the school office. Please do not go directly to the classroom for your child. Early pick-up is detrimental to student learning and disruptive to the class. Every effort to avoid early pick-up is appreciated and beneficial to the student.

**Students who leave school before 9:00 a.m.** will be marked absent for that day.

A good start of the school day sets the tone for the remainder of the day. Habitual **tardiness** to school and class is disruptive to the other students and is detrimental to the academic growth of the child. The school relies on the family to fulfill this responsibility.

**Clarification of “Tardy” Policy** - For reporting purposes, a “tardy” is assigned to any student who is not in line by 8:20 a.m. for the flag ceremony every morning. There is a five-minute warning bell at 8:15 a.m. giving students time to line-up and be ready to go by 8:20 a.m.

There are two types of tardies - excused and unexcused. All tardies are considered unexcused *unless* the child has been to a doctor or dentist appointment. In these cases, a note from the doctor or dentist must be brought into the office, and the student will be given an “excused” tardy slip to take to class. Any tardies that are not accompanied by a note from the doctor will be recorded as unexcused.

**Important note:** Only students with *no unexcused tardies* will be invited to the “No Tardy Party” at the end of the year. Any Middle School students who are late to any class period throughout the day will also be considered tardy and not eligible for the “No Tardy Party.” A student’s attendance record (absences) is not considered in their participation in the “No Tardy Party.”

The school reserves the right to determine what is considered an excused or unexcused tardy in the event of unusual circumstances.

**BEFORE SCHOOL SUPERVISION**

The gates to the school officially open at 7:30 a.m. each day. Students are not to be dropped off prior to that time as there will be no supervisor on duty. Supervision is offered from 7:30-8:15 a.m. every morning with school officially beginning at 8:20 a.m. Students who are prone to being overly active are encouraged to arrive at school in time to play and release energy before settling into the classroom. Weather permitting, the school day will officially begin (around the flagpole) at 8:20 a.m. every day for all K - 8 classes. Parents are encouraged to attend the opening ceremony on those days. **SECURITY POLICY:** The parking lot/playground gate will be locked at 8:20 a.m. each day and all visitors/volunteers will need to check-in to the school office.

### **↳ BIRTHDAY PARTY CELEBRATIONS**

K – 8<sup>th</sup> grades can bring a snack or treat ONLY (with Teacher approval) for birthday celebrations and needs to be dropped off in the school office by the time school begins.

### **↳ CELL PHONE/SMART WATCH USAGE**

King’s Schools (KS) maintains a strict policy of “no cell phones or Smartwatches on campus or at school events/functions” because students will ALWAYS have access to a phone while under the care and authority of a KS staff member, coach, or supervising adult in the event a legitimate need arises to contact parents/guardians. This policy reflects our commitment to maintaining a learning environment that is free from unnecessary distractions and clearly focused on the mission of our school. We understand there are extenuating circumstances that would warrant consideration of an exemption to this policy. Parents AND students who are requesting an exemption must review and sign an agreement, available in the school office, indicating their understanding and support of the policies and procedures governing the use of cell phones and Smartwatches while on campus or at school sponsored events/functions (i.e. field trips, athletic games).

### **↳ CHILD ABUSE**

Professional school personnel are required by law to report to designated school and community authorities any suspected case of child abuse. Failure to make the required report is in itself a gross misdemeanor. It is not a breach of professional confidence or privilege to file a report. The law protects professional school personnel from any liability which might otherwise be incurred for breach of confidence between a professional and his/her student. As staff, faculty, and administrators, we have a double accountability before God to be aware of the great responsibility we have in offending one of God's little ones. Even though under the laws of the State of California the legal age of consent is 16, we will protect all King's students regardless of age.

*Riverside County Suspected Child Abuse Reporting Hotline (1-800-442-4918)*

### **↳ COMMUNICATIONS FROM THE SCHOOL**

School communication (K-5 Teacher Letters, etc) will be sent through FACTS with the exception of Progress Reports, Report Cards, and any forms that will need to be returned with a parent signature. For Middle School, check emails and Google Classroom.

*The Knightline email/video* will be sent out weekly with information on what's happening at King's Schools. Also check the King's app calendar for daily events.

In order to keep up to date with your (K-5) child's homework and classroom activities, please visit your FACTS/Family Portal account. For Middle School, check Google Classroom.

**THE SCHOOL AND STAFF ARE NOT RESPONSIBLE FOR MISCOMMUNICATIONS RESULTING FROM INATTENTION TO THESE COMMUNICATIONS, SO PLEASE MAKE IT A DAILY ROUTINE TO VISIT YOUR FACTS/PARENTSWEB ACCOUNT.**

### **☞ COMMUNICATION GUIDELINES**

In consideration of the Biblical admonition related to the tongue found in James 3, as a school community we will strive to keep our communication pleasing to God at all times. This is important for the health and successful operation of King's Schools, as well as for setting an example to our students. Therefore, it is expected that parents, teachers, school staff, and students will guide their conversation according to Biblical principles and Christian convictions.

The following statement expresses a Biblical view regarding communication between members of the school community. We are asking every member of the King's Schools community to acknowledge this agreement and to abide by these guidelines in order to protect and preserve the integrity of our school and our commitment to bring honor and glory to God on our campus as we work and learn together. These guidelines are included in our handbooks for future reference:

*"In obedience to the Word of God and in support of the King's Schools community, I commit myself to the goal of giving only good reports. When dealing with issues of conflict or when I am in disagreement with someone within the school community, I purpose to remain silent or privately go to the person and explain the offense that would hinder me from giving a good report. When approaching others with my concerns, I also purpose to do so with a spirit of genuine love having first examined and corrected my own attitudes and actions. Only if I am unable to resolve the issue and/or restore the relationship will I share my concerns with others according to the principles of scripture. If decisions are made that I am in disagreement with after following the commands in scripture, I will vow to support those decisions, and those making the decisions, for as long as I am a member of the King's Schools community. If I breach this goal, I purpose to ask forgiveness from all parties involved as an expression of my commitment to God and the ministry of King's Schools."*

In communicating matters of concern at King's Schools, the following principles are expectations of all of the members of the school community, including parents:

1. All information and communication is to be kept confidential. Speaking about matters regarding individuals who are not present during a conversation is considered gossip and unhealthy to the school community.

2. No information should be shared by anyone except with appropriate persons who have a definite and identifiable need to know and those who are directly involved.
3. No comments of a critical or derogatory nature should be expressed publicly (on or off campus with school personnel, employees, or between parents) when the content involves teachers, administration, staff, students, or parents.
4. Opinions regarding private matters involving school issues, school business, faculty or staff members, students or fellow parents should not be shared in such a manner that would create an unfavorable attitude or opinion of the school or any person within the school community.
5. The relationship between each family and King's Schools is a partnership where parents have entrusted the school to support their God-given role of being the primary educators of their children, thereby defending and protecting the school's policies, procedures, standards, and decisions.
6. When communication of a serious nature is necessary, an attitude of courtesy, respect, sincerity, and a willingness to be both graceful and understanding is of primary concern.
7. Matters involving critical statements made of the school, its teachers, staff, administration, or families, should be addressed directly to the Headmaster or Preschool Director. Administrative action is not possible if concerns are not shared or if concerns have only been heard about through hearsay or gossip. Don't assume "they already know," or "they have chosen not to do anything about it."
8. When issues have been brought to the attention of the administration, the resolution is not always made to the satisfaction of everyone. This does not mean that opinions and concerns were not listened to or considered by the administration. Likewise, issues do not always become public knowledge. All parties are expected to protect the confidentiality of every issue and person involved and to support the final decisions made by the administration.

### **CONFLICT RESOLUTION**

In keeping with the Matthew 18 principle, specific questions should be directed to the appropriate person immediately responsible for the concern.

- ✓ Issues related to academics, discipline, or classroom situations should be directed to the respective teacher;
- ✓ Issues related to Administrative operations should be directed to the appropriate office personnel;
- ✓ Issues related to tuition and general finances should be directed to the Accountant;
- ✓ Issues relating to student activities, fundraising, or special events should be directed to the Director of Development & Events;
- ✓ Issues relating to building and grounds should be directed to the Director of Facilities Engineering.

If initial efforts with the appropriate faculty or staff member are not resolved to the satisfaction of the parent, an appropriate member of the Administrative Team should be

approached. If additional resolution is needed, the Headmaster should then be contacted. **Following the proper chain of command in conflict resolution is vital to the healthy operations of our school.** Matthew 18 is a passage of scripture that provides a clear biblical guideline for all conflict resolution.

### **DEVELOPMENT DEPARTMENT**

As an integral part of any independent school, the Development Department plays a critical role in shaping the community's overall perception of the school and is responsible for communicating the school's mission through all forms of media. The Department will respond to community needs and concerns, organize and promote activities and fundraisers throughout the school year, work closely with dedicated volunteers, educate the community about what King's Schools has to offer through public relations and outreaches, coordinate all student recruitment, solicit major donors, and network and connect with all the communities within the Coachella Valley.

The Development Department is partially responsible for raising funds to make up the difference between the base tuition and the cost of educating each student. This difference is approximately \$4,000 per year/per child.

Parents are looked to for support and the generous giving of their time and unique talents toward the special events that are planned throughout the year. (See the Service Hours section of this Handbook for further information on fulfilling the mandatory number of hours for each family.)

*ALL information* concerning King's Schools or its activities that is shared with the media is to be coordinated in advance through the Development Department.

### **DIRECTORY**

A school directory including family names, addresses and phone numbers, class lists, school faculty, and staff can be found on FACTS/Family Portal. This directory is available to serve King's Schools families and is intended for their exclusive use.

### **DAILY DISMISSAL**

Students are required to acknowledge their teacher before dismissal each day. This assures the teacher that the child is being released to an appropriate adult. Anyone picking up a student must be listed on that student's approved pick-up list which is located on FACTS/Family Portal. Students will not be released to adults who are not listed without special written or verbal consent of the parent. If verbal or written consent is given, the pick-up person will be required to show photo identification at time of pick-up. **NO EXCEPTIONS! Elementary school will be dismissed at 3:00 p.m. and pick-up will be no later than 3:15 p.m., Half day dismissal 11:15 (NO AFTERCARE). Middle school will be dismissed at 3:15 p.m. and pick-up will be no later than 3:30 p.m., Half day dismissal 11:30 (NO AFTERCARE). Students not picked up by 3:15 p.m. (K-5) or 3:30 p.m. (MS) will be escorted to the Afterschool Director and the family will be charged the daily \$12 fee.**

## FIELD TRIPS

### ◆ Vehicle Driver Responsibilities

The driver is in full charge of the vehicle and pupils. In all field trips using the school vehicle, the appropriate rules and regulations will be enforced. There is no eating on the vehicle at any time. All litter is to be picked up and the vehicle cleaned upon return. Students should remember that they are representing King's Schools in everything they do. They should conduct themselves in a manner befitting our Lord Jesus Christ.

### ◆ Student Responsibilities

Students are required to remain silent for all field trips taken within the Coachella Valley. Students must sit with their backs completely against the designated seat and may not stand up at any time.

### ◆ Teacher Responsibilities

The teacher's responsibility is to maintain proper group discipline and support the driver. The teacher should be seated in the back of the vehicle so as to have a clear view of all the students. The vehicle driver's primary responsibility is driving the vehicle, not maintaining discipline. In the event the vehicle has been delayed and will be late in returning, the teacher will place a telephone call to the school and inform an appropriate person of the problem and estimated arrival time.

### ◆ Chaperone Responsibilities

The chaperone's primary responsibility is to assist the teacher. In some cases, there may be no teacher on the vehicle and the chaperone thus becomes the adult supervisor. Under these conditions his/her responsibility is to take charge of the discipline.

The assistance of chaperones is highly desirable on field trips. This enables the driver to give his/her complete attention to driving the vehicle. This element of safety is especially vital because these trips may be over unfamiliar roads. Proper student behavior helps make any trip safer, more pleasant, and successful. **Only children enrolled in King's Schools (not infants, preschoolers, siblings, or children attending school elsewhere) may travel in the school vehicle for liability purposes. Students designated to ride the vehicle at the beginning of a field trip are required to return back to school in the vehicle, unless prior arrangements have been approved by the teacher and with the permission of parents.**

All chaperones are treated as "volunteer staff" members and are expected to dress and act accordingly. Please note the dress standard for volunteers as outlined on page 21. **Consumption of alcohol/tobacco is strictly prohibited on any and all school related trips or events.**

### ◆ Volunteer Driver Responsibilities

All volunteers that might be driving **ANYBODY** other than their own child for fieldtrips must get a DMV driver history report and fill out the proper insurance paperwork. Because this is not a quick process, we need drivers to go to the school



office and begin the process if planning to be a volunteer driver sometime during the year. This needs to be completed each year to drive.

The parent must complete a form in the school office and show proof of adequate insurance as well as a current driver's license. Minimum coverage of \$100,000/\$300,000 bodily injury liability and \$50,000 property damage or \$300,000 combined single limits bodily property coverage are required.

### ◆ Parent Responsibilities

Parents should arrange to pick-up students at the school immediately upon arrival if a scheduled field trip returns after school hours. Students not picked up within 15 minutes of arrival will be checked in the Aftercare Program and charged the **\$12.00 daily fee.**

### ◆ Uniforms

**IF FOR SOME REASON THE STUDENT ISN'T IN PROPER UNIFORM BY 8:20 A.M., HE/SHE WILL BE ISSUED A UNIFORM NOTICE/Written WARNING. THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN FIELD TRIPS, SPECIAL EVENTS OR ACTIVITIES UNTIL THEY ARE IN THE PROPER UNIFORM. IF IT IS NOT POSSIBLE FOR THE STUDENT TO GET THE APPROPRIATE UNIFORM, THE ADMINISTRATION WILL DECIDE THE PROPER CONSEQUENCE WHICH MAY INCLUDE SENDING THE STUDENT HOME FOR THE DAY.**

Three (3) out-of-uniform notices = 1 detention (K – 5<sup>th</sup>); Three (3) written warnings = 1 detention (Middle School)

### ☞ HOMEWORK

The suggested average daily homework load given to students are as follows:

Kindergarten:	20 – 30 minutes
Grades 1-3:	30 – 45 minutes
Grades 4-5:	45 – 60 minutes
Grades 6-8:	60 + minutes

### ☞ ILLNESS

A child feeling or appearing ill in the morning should not be sent to school. A sick child will be placed in the sick room (in the office) and remain there until a parent or designee arrives to take the child home. Students must be free from vomit, fever, and diarrhea for 24 hours before returning to school. **Please contact the school office or use the King's App by 9:00 a.m. if your child is sick on a particular day. Refer to page 10 for further information regarding absences.**

### ☞ INSURANCE

King's Schools pays for each child to be covered under a Student Accident Insurance plan. This plan provides coverage for all school related activities but is **secondary** to any primary insurance.

### **LASTING LEGACY ACCOUNT**

A “Lasting Legacy Account” will be established for every student beginning in the Preschool (Red Room) up through 8<sup>th</sup> grade that awards a \$250/year (accumulative) CREDIT that will be applied as a tuition DISCOUNT at K, 3<sup>rd</sup>, 6<sup>th</sup>, and 8<sup>th</sup> grade. Participation in the program is contingent on families meeting all of the stated criteria as outlined in the “Lasting Legacy Account” brochure that is available online or in the school office.

### **LOST & FOUND**

Clothing and other items (i.e. lunch bags) that may be left on campus should be labeled with the student's name. For K-5, found articles are placed in the front office. For Middle School, found articles are in a container on the Middle School side. Students and parents are encouraged to check for lost or misplaced items. All unclaimed items will be disposed of appropriately on a monthly basis.

### **LUNCH PROGRAM**

A child may sign-up monthly for any or all hot lunch days offered. Lunches are pre-ordered and may not be purchased on a day-to-day basis. If your child is absent on a hot lunch day, we are not able to refund the cost. The prices, type of food, and designated days will be sent home with your child monthly. Any student who does not bring a lunch and is not able to have one brought to school by their allotted lunch time will be given an emergency lunch and charged the designated fee to their FACTS account. **No food deliveries will be allowed via Uber Eats, Door Dash, etc. in order to keep our safety protocol in place.**

### **MEDIA RELEASE FORM**

King’s Schools conducts an ongoing marketing program that includes advertisement on television, website, newspaper and other forms of media. Parents who **do not** want their children included in these advertisements must select the NO option on the Media Release Form within your online enrollment packet.

### **MEDICAL EMERGENCY**

For any serious illness, or injury judged to be an emergency by school personnel, 911 will be called. Known allergies for conditions that might result in a medical emergency must be reported to the school office at registration. You should also mention this to the teacher.

### **MEDICATION**

**A. Band Aids** and simple first aid supplies are available in each classroom as well as in the school office.

#### **B. Oral Medication**

If it is necessary for a student to receive oral medication during school hours, the following procedures **must be** followed and updated annually:

**Prescription Medication:**

1. An original current doctor's authorization must be brought into the office prior to the student receiving his/her medication (form available in the office).
2. Medication must be in its original container.
3. Medication will be administered only by the trained office staff.
4. Any time there is a change of any kind (dosage, etc.) procedures #1 and #2 must be followed.

**Non-Prescription Medication:**

1. NO non-prescription medication is provided by the school (Tylenol, cough drops, etc.)
2. Any non-prescription medication that is to be administered to a student during school hours must be provided by the parent and have the proper school paperwork completed.
3. **All medications (Tylenol, Benadryl, etc.) must be brought into the school office and may not be kept in the student's backpack, lunch box, desk, or in the classroom. It is a student's responsibility to report to the office at the set time to receive medication. Student cough drops will be kept in the classroom with either the Teacher or TA.**

**C. Injectable Medications** – Normally no injectable medications are kept on campus. Any allergies or conditions requiring administration of injectable medications must be reported to the school during the registration process or as soon as the condition becomes known so that individual arrangements can be made.

*Note: All medical supplies, including medications, will be disposed of after the expiration date.*

**OFFICE HOURS**

**7:30 a.m. – 4:00 p.m.** – Monday through Friday (see school calendar for half-days). Please observe the proper protocol and respect the working environment when in the office. The staff lounge and designated office areas are off limits to parents and students.

**PARENT AMBASSADOR PROGRAM**

The Parent Ambassador Program (PAP) is designed to engage and equip parents to work in cooperation with the administration to accomplish the mission of the school. The PAP seeks to utilize various gifts and talents to lead and support the school with consistency in message, once voice, and excellence that represents the God we serve. Opportunities to serve will be made available to all parents throughout the course of the year.

**PARENT - TEACHER CONFERENCES**

Parents are expected to attend a regularly scheduled fall conference with their child's teacher(s) to discuss needs, progress, and ways in which the home and school can work together. Additional conferences may be arranged with individual teachers as needed.

**PARKING AND PICK-UP**

**Parking in drive-thru lanes is strictly prohibited. Dropping off or parking in the**

back staff parking lot is strictly prohibited before, during, and after school including all sports events. **Please park in the front parking lot of the school or along Bolero Road in designated areas.** Only one lane of cars is allowed on Bolero Rd. while waiting for the school gates to open.

### **PHYSICAL REQUIREMENTS**

All students are required to have a health form on file in the school office. Each student is required to submit a physician-certified immunization form prescribed by the California State Board of Health prior to enrollment. The school reserves the right to request a parent to obtain a health physical any time there is a question regarding the child's health and its reflection on his/her schoolwork. For any questionable disease, the school reserves the right to consider attendance on an individual basis.

### **PRAYER**

Prayer is indispensable in the life of the Christian school. While most prayer takes place individually, or spontaneously in classes or groups, scheduled times of corporate prayer are also essential. Faculty and staff have regularly scheduled prayer times. Every school day is opened with prayer at the flagpole. The school hosts a *Mom's In Prayer* group that meets weekly (see school calendar for dates). The *National Day of Prayer* and *See You At The Pole* are annual events that students lead and participate in centered around prayer.

### **REPORT CARDS/PROGRESS REPORTS**

**Report Cards** and Progress Reports are available on-line and will be sent home mid-way and at the end of each trimester. Parents may go on **Factsmgt.com** using their personal password at any time to access their child's academic progress. For information needed for FACTS, please contact the school office. When you receive these reports, please carefully review the information, sign, and return them to your child's classroom teacher by the designated deadline. **In order for students to begin the next trimester or to receive their report card, all outstanding tuition/fees must be paid in full.**

### **SAFETY & SECURITY**

King's Schools has a SAFETY & SECURITY COMMITTEE that meets quarterly to review all reported accidents and injuries, review and establish policies, and keep safety as a high priority on campus. We work closely with local police and fire departments in assuring that our preparation is appropriate and adequate at all levels in various emergencies. In the event of an actual emergency, do not call the school directly as this will inhibit our contact with outside emergency help. Parents should come directly to the school to retrieve their child under the direction of the school authorities.

Fire drills, earthquake drills, and lock down drills are held on a regular basis to help students learn appropriate responses in the event a real emergency should occur and also for insurance purposes. For all scheduled drills, students must conduct themselves as though a real emergency was occurring. Students are expected to give strict obedience to teachers, assemble and proceed in single-file lines, and walk briskly in a quiet manner to their designated locations. Teachers will explain procedures and the route to be used in exiting the classroom prior to the first drill. In an effort to be adequately prepared to

serve students in the event of a disaster or during an extended loss of power, students will be supplied with EMERGENCY supplies designed to provide comfort and first aid. These are kept in the Facilities & Engineering Office. All parents, guests, and visitors who are on campus during a scheduled drill are required to follow the same procedures as our staff and students.

### **➤SCHOOL BOARD**

The King's Schools Board of Directors meets regularly to formulate policy and to provide direction for the school. The directors are elected by members of the school corporation for three-year terms. A listing of the board members is available in the school office. Meetings are open to parents, staff, and students.

### **➤SCHOOL BOOKS/SUPPLIES & PROPERTY**

**For safety reasons, all students will be issued a student ID for their backpacks.** Textbooks are furnished for students in the elementary grades. Textbooks will be uploaded to each student's iPad. Some basic supplies are provided, but students need to bring various items as required by the teacher.

Careless or deliberate damage to or loss of textbooks or iPads will be charged to the student on a replacement value basis. Parents will be charged for destruction of school property such as desks, chairs, etc. Final report cards and Standardized Testing results will be withheld until all charges are paid. *If any student damages another student's personal property (iPad, clothing, etc.) it will be the responsibility of the students and parents to work out an agreeable solution.*

### **➤SERVICE HOURS**

Every K-8 family is required to give a minimum of 30 hours of service time over the course of the year. However, Middle School students will contribute 15 of those hours (5 per trimester). Parents with multiple Middle School students are still required to contribute 15 hours of service. This equates to an average of less than one (1) hour per week of time given to the operational or developmental needs of the school. Parents are responsible to turn in a signed "Service Hour" form after completion of service. Families failing to fulfill their service commitment by the designated deadline will be assessed \$25 for each hour they fall short of the minimum. ***Earning opportunity: For every \$250 spent in RAISERIGHT purchases (Gift Cards), parents will receive 1 hour credit toward their service hours.***

Numerous service opportunities exist to meet the unique working schedules and skills of all parents. Sign-up sheets are introduced at Back to School Night and/or via email; however, families may serve for events throughout the year even if they didn't sign-up in advance. Please follow the guidelines shown under "Visitors" when serving during school hours. All serving adults are treated as "unpaid staff" members and are expected to dress and act accordingly. When possible, please make prior arrangements with the teacher in order to serve in the classroom. All adults must sign and date Service Guidelines located on FACTS/Parent Portal.

### **Dress Standards**

**FOR PARENTS/GRANDPARENTS SERVING ON CAMPUS, OR GOING ON FIELD TRIPS:**

**BE MODEST & AESTHETIC**

- No strapless, spaghetti strap, off-the-shoulder, or very tight tops; no cleavage or bra straps showing.
- Skorts, walking shorts, dresses and skirts must be below the finger tips.
- Yoga pants or leggings are to be worn under a dress or extra-long top.

Remember...what may be appropriate for working at home or working out at the gym is not appropriate here on campus while working with the students.

**THANK YOU FOR YOUR COOPERATION!**

**SEXUAL HARASSMENT**

Sexual harassment of students or employees by other students or by employees of King's Schools is unlawful and is contrary to our Christian belief and the commitment of this school to provide a stable learning and working environment.

School authorities will not tolerate any sexual harassment of students and staff. All contact between students, teachers, and other adult employees should be in keeping with respect for the individual students, be of a nature which does not make a student feel uncomfortable and be conducive to creating a stable environment.

Sexual harassment includes, but is not limited to, making unwelcome sexual advances, engaging in improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

**NO INAPPROPRIATE PHYSICAL TOUCH** – This refers to any physical contact that (potentially) violates the emotional, relational, or physical safety of another student. Even if a student is comfortable or welcomes physical contact, expressions such as hugging, handholding, or laying/leaning on or against another student would be considered inappropriate physical touch. A handshake, high five, pat on the shoulder, etc. would not be considered inappropriate unless deemed so by the recipient or a teacher and, as such, must be respected as being inappropriate.

**TELEPHONES**

Because of the volume of calls, school phones must be limited to school business. A student must receive permission from the classroom teacher (must have a note from the teacher) before being allowed to go to the office to make a telephone call. There are many valid reasons for use of the telephone by students; however, there are also calls that are unnecessary (i.e. calling for homework and/or social arrangements) which we seek to discourage.

**TRANSPORTATION**

King's Schools will provide transportation (FREE) to and from Southwest Church to families living within the Coachella Valley who are enrolled full-time in Kindergarten through 8<sup>th</sup> grade. No siblings, friends, or other family members may ride in the King's

Schools vehicle without authorized written consent from the parents and approval from the School. We will depend on our school parents to reinforce the vehicle rules with their children. Vehicle transportation will be provided to our parents as a convenience and it is a privilege, not a right, to ride in the vehicle. Citations will be issued for inappropriate behavior in the vehicle. Students receiving 3 citations will have their privileges suspended for one week. If a student receives 6 citations, they are subject to losing their privileges indefinitely. Students must be picked-up within ten (10) minutes of the designated arrival time at SWC. Students not picked up by 4:10 p.m. (12:25 p.m. on minimum days) will be issued a citation and charged a late fee of \$2/minute and charged to your FACTS account. Please refer to the “King’s Transportation Program Rules & Guidelines” form for all details relating to transportation.

## **UNIFORMS**

**Uniforms are required for both elementary and middle school and must be purchased from Norman's Uniforms.** The casual uniform must be worn five days a week and the dress uniform will be worn when going off-campus for field trips or for special events at school. The school will notify students in advance when the dress uniform is to be worn. Please check teacher newsletters and the monthly calendar (via the KING’S APP). Students may wear the dress uniform in place of the casual uniform any day if they so desire. If your child comes to school in the incorrect uniform, parents will be called to bring replacement clothing.

**IF FOR SOME REASON THE STUDENT ISN’T IN PROPER UNIFORM BY 8:20 A.M., HE/SHE WILL BE ISSUED A UNIFORM NOTICE/WRITTEN WARNING. THE STUDENT WILL NOT BE ALLOWED TO PARTICIPATE IN FIELD TRIPS, SPECIAL EVENTS, OR ACTIVITIES UNTIL THEY ARE IN THE PROPER UNIFORM. IF IT IS NOT POSSIBLE FOR THE STUDENT TO GET THE APPROPRIATE UNIFORM, THE ADMINISTRATION WILL DETERMINE THE PROPER COURSE OF ACTION.**

### **Uniform Policies – ALL STUDENTS**

- All uniforms must be the student’s proper size. Please be sure that clothing is not too baggy, tight, too short or too long. Uniforms must be in good condition and free from all holes, rips, stains, and fading.
- Socks must be only white. **Small logos** are acceptable.
- **For safety reasons, students are to wear tennis shoes and socks at all times.** When worn with either the casual/everyday or dress uniform, **shoes colors can be: White, Black, Navy, or Gray only.** They are to be predominantly one of the before mentioned colors (75% +); shoelaces must blend with the shoe.
- Long-sleeve shirts may **not** be worn under the short-sleeve uniform shirts.
- Any t-shirts worn under the uniform shirts must be all white and may not hang below the uniform shirt.
- **Hats and beanies, which must be a King’s Schools hat or beanie, are not to be worn in the classroom, but can be worn during outdoor chapel, and after morning flag ceremony and prayer.** When worn outside, hats must be worn with the bills forward. They may be worn during P.E. at the teacher’s discretion.
- Only King’s Schools sweaters, sweatshirts, jackets, or hats/beanies may be worn. **No other sweaters/jackets/hats/beanies are permitted.**
- Students must wear a King’s shirt under any spirit sweatshirt/jacket.
- All students should have clean, cared for hair. **No hair color changes of any kind**

**for K-5 students.** If hair is colored, you will be required to return it to its natural color. Middle School Students: subtle hair highlights are permitted.

- Please take the time to make sure you have your child's complete uniform each day.
- **No jewelry allowed for K-5 students.** (Post earrings for girls are allowed).

#### GIRLS:

- Hair accessories must be moderate and of school colors that blend in with the uniform (yellow, hunter green, white, navy, brown, and black are acceptable). **NO** bright colors (fluorescent, etc.), hair scarves, large head bands, large cheer bows, etc., please. Hair accessories may be purchased anywhere. All staff/faculty have permission to determine whether or not an item is approved.
- All girls are not to "roll down" their skirts or shorts at the waist to make them shorter.
- Dresses, shorts, and skirts must be no shorter than 5" above the knee (lift arms to see if long enough) and/or below the fingertips.
- In the event of colder weather, girls are allowed to wear white footed tights or white knee socks. No leggings, footless tights, or tights of any other color are allowed.
- K-8 girls must wear white, navy, or black bike shorts under all skirts/dresses.
- K-8 girls may wear nail polish.
- **K-8 No fake nails allowed**
- K-5 girls are not to wear make-up.
- K-5 girls may wear *stud* earrings; no other jewelry is permitted.

**We reserve the right to revoke these privileges if deemed to become an issue or distraction.**

#### *In addition, Middle School girls:*

- KMS girls are not to wear colored undergarments under their white school shirts.
- KMS girls may wear moderate make-up, but **make-up must not be brought to school.**
- KMS girls may wear modest, not excessive, jewelry; only *stud* earrings may be worn.
- School personnel will define "modest." Please respect staff determination of what is deemed as "modest" or "moderate." We expect your willful compliance with staff decisions.

#### BOYS

- Boys must wear their shorts and/or pants pulled up to their waist. Boxers or other underwear must not be exposed. If waist is too large, they must wear a brown, black, or navy belt. Belts must be of proper length and fit into belt loops.
- **Boys' hair may not touch the top of the collar and hair must be off the face. Hair must be combed or styled and look presentable.** No facial hair such as beards and mustaches will be allowed.
- Boys are not allowed to wear earrings.

#### *In addition, Middle School boys:*

KMS boys are allowed to wear moderate jewelry; no earrings may be worn.

#### Dress Uniform Day

Dress uniform days require students to wear all pieces of their dress uniform. Sweaters and sweater vests must always accompany student, even in hot months; *they will not always be required to wear it.* This policy eliminates the question of should we or shouldn't we bring our sweater today.



### **Spirit Days**

- School spirit days give students the opportunity to show their school spirit by wearing King's Spirit Wear (shirts, sweatshirts, hats, etc.)
- Students may wear King's Spirit Wear on Fridays with the exception of special events or school activities. King's Spirit Wear must be worn with uniform bottoms, white socks, and one of the 4 colors available for shoes.
- Students may wear their current school theme/Bowl-A-Rama t-shirt on Spirit Days.
- King's Spirit Wear must be purchased in advance through the Student Activities Department. Order forms can be found in the front office.

### **Free Dress Days**

- Free Dress Day is generally the last Friday of each month and on the student's birthday.
- All K-8 students must earn the "free dress" privilege every month by meeting the academic and behavioral requirements.
- Any K-8 student, who receives a detention will lose free dress privileges for that month.
- TENNIS SHOES ARE REQUIRED ON FREE DRESS DAYS. Tennis shoes may be your color of choice. Please **no** boots, sandals, slip-on, or dress shoes.
- **Must adhere to the jewelry policies above.**
- Dresses, shorts, and skirts must be no shorter than 5" above the knee (**lift arms to see if long enough**) and/or below the fingertips.
- Shirts and tops must be capable of being tucked in – NO bare **midriffs (lift arms to see if long enough)**, NO low cut tops, tank tops, racer back tops, tube-tops, halter-tops, spaghetti straps, sheer blouses, open knit sweaters without blouses, or inappropriate logos. Sports jerseys must have a shirt worn underneath.
- **Dress modestly and age appropriate.**
- No clothing with skulls or offensive logos.
- Yoga pants or leggings may be worn under a dress or extra-long top.
- **NO PAJAMAS**
- **NO RIPPED, TORN, OR PANTS WITH HOLES.**

**The school faculty/staff will always have the right to determine what is acceptable or unacceptable. If your child comes in inappropriate attire, parents will be called to bring replacement clothing.**

### **☞ VIOLENCE/BULLYING**

King's Schools has a "zero tolerance policy" regarding violence as defined by:

*"Any act, or use of words, that hurts or is intended to hurt another person's feelings, body, or possessions."*

Students who choose to violate the standard (i.e. verbal or physical bullying) will be dealt with in accordance with our overall school discipline policy.

### **☞ VISITORS**

ALL VISITORS MUST REPORT TO THE FRONT OFFICE AND SIGN-IN TO RECEIVE A VISITOR'S BADGE.

We welcome parents and visitors to our school at any time. The students benefit in many

ways if parents keep in close contact with the school. The following is a guide to ensure successful visitation for parents, teachers, and students:

1. Please call or email the teacher and make arrangements for a time and date of your visit.
2. For conferences, please arrange a period of time that will not interfere with normal classroom hours. **No children/siblings allowed during conferences.**
3. **Parents may not bring children/siblings with them when visiting a class during instructional time.**

### ➤VOLUNTEERS

ALL VOLUNTEERS MUST REPORT TO THE FRONT OFFICE AND SIGN-IN TO RECEIVE A VISITOR'S BADGE.

### ➤WATCH D.O.G.S.

Watch D.O.G.S. is a nation-wide program designed to encourage dads to be involved in their child's education. D.O.G.S. stands for Dads Of Great Students. Watch D.O.G.S. dads are invited to spend a day on campus, as often as their schedule permits, to assist with daily school routines. These hours will count toward the required service hours. All participants with no prior Watch D.O.G.S. experience must meet with a school representative to become an "Official Watchdog" through the school. Dads who serve as a Watchdog must sign-in/out each day. WatchDOGS must wear their red WatchDOGS tee shirts so they are easily identifiable on campus.

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## S C H O O L   R U L E S   &   D I S C I P L I N E   P O L I C Y

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### ➤PHILOSOPHY

As a school staff, we are responsible to do our best to develop fair rules and enforce them in a just and equitable manner. We believe in holding students responsible for their behavior. Discipline can and should be a learning experience for the individual and should protect the rights of the group.

As parents, you are encouraged to support our efforts to have each student behave responsibly. **If parental questions arise relative to specific disciplinary action** in which their children were involved, these guidelines should be followed:

1. Parents are encouraged to speak *directly with the teacher or teacher's aide involved* to gain a clear explanation of the situation.
2. If further parental clarification is necessary, the appropriate Administrator should be contacted, followed by the Headmaster (Matthew 18).

The following guidelines help students understand the basis for class and school rules:

- ♦ "A new command I (Jesus) give you: Love one another. As I have loved you, so you must love one another. All men will know that you are my disciples if you love one another." (John 13:34-35)
- ♦ Have respect for yourself

- ◆ Have respect for others
- ◆ Have respect for school and personal property

Students are praised and receive positive reinforcement for appropriate behavior. By emphasizing student accomplishments and encouraging positive interaction with others, we hope to set an example that students will want to follow.

## **DISCIPLINE PROCEDURES**

Most problems are minor and infrequent and can be corrected by the teacher, the T.A., and/or staff member together with the student. A warning will be given for minor infractions of campus-wide, classroom, or playground rules. However, because one of the primary concerns of King's is to provide an environment that promotes the spiritual, emotional, and physical safety, well being, and happiness of its students, the following consequences for infractions to school rules have been established.

Detention is the universal system used from Kindergarten through 8th Grade for student offenses that cannot be resolved within the respective classroom and/or on the playground for both academic and behavioral infractions. Teachers and T.A.'s will exhaust all other possible methods of resolving an issue before resorting to the detention system.

1. Citations (After School Care & Transportation)
2. Written Warnings
3. Detentions
4. Academic Probation/Behavioral Probation/Attendance Probation
5. Suspensions
6. Expulsion

### Kindergarten through 5<sup>th</sup> Grade

1<sup>st</sup> & 2<sup>nd</sup> Detentions – notice sent home and detention served at a designated time with their teacher.

3<sup>rd</sup> Detention – Conference with the student, parent, teacher, and Administration.

4<sup>th</sup> & 5<sup>th</sup> Detentions – same process as for 1<sup>st</sup> & 2<sup>nd</sup> detentions.

6<sup>th</sup> Detention – same process as 3<sup>rd</sup> detention plus one day of suspension either at home or in school at the discretion of the school.

7<sup>th</sup> Detention – same process as 6<sup>th</sup> detention plus two (2) days of suspension.

8<sup>th</sup> Detention – same process as 7<sup>th</sup> detention plus three (3) days of suspension.

9<sup>th</sup> Detention – grounds for expulsion at the discretion of the school.

### Middle School

1<sup>st</sup> Detention – notice sent home

2<sup>nd</sup> Detention – A conference with the student, parent, teacher, and Administration

3<sup>rd</sup> Detention – Same as 1<sup>st</sup>

4<sup>th</sup> Detention – Same as 2<sup>nd</sup> with a one (1) day suspension

5<sup>th</sup> Detention – Same as 4<sup>th</sup> with a two (2) day suspension

6<sup>th</sup> Detention – grounds for expulsion or a minimum of three (3) days of suspension.

## **ACADEMIC & BEHAVIORAL WRITTEN WARNINGS & DETENTIONS**

ACADEMIC & BEHAVIOR WWs will be tracked separately, but DETENTIONS for either academic or behavior infractions will be counted toward the total allotted per school policies.

- 3 Academic WWs = DETENTION
- 3 Behavior WWs = DETENTION
- 3 Uniform WWs = DETENTION
- 3 CITATIONS in aftercare or on the bus = privileges suspended or revoked

CITATIONS (hard copies) will be issued for infractions that occur in aftercare or on the bus and recorded in FACTS on the day of the infraction.

CONSEQUENCES for **ACADEMIC** WWs & DETENTIONS = negative impact on student's grade + loss of FREE DRESS on last Friday of the month if/when a student receives 3 academic WWs resulting in a DETENTION...or if a student receives a DETENTION that doesn't warrant a WW.

- *WWs issued for missing or incomplete (at Teacher's discretion) homework, classwork, or projects with the option for partial credit (maximum 75% = C grade) if turned in the following day. If not turned in the following day, the student will take a zero...and still has to complete the assignment by the following school day in order to avoid another WW.*
- *WW also issued for not having necessary books and/or materials readily available – no impact on student's grade – all HW, classwork, projects, etc. are still due by the assigned deadline.*
- *WW also issued for breaking the Technology User Agreement (TUA) – no impact on student's grade – subject to losing privileges .*
- *Automatic DETENTION issued for cheating or plagiarism...student takes a zero on the assignment with no option to receive partial credit...and student still has to complete the assignment or project.*

CONSEQUENCES for **BEHAVIOR** WWs & DETENTIONS = negative impact on student's record + loss of FREE DRESS on last Friday of the month if/when a student receives 3 behavioral WWs resulting in a DETENTION...or if a student receives a DETENTION that doesn't warrant a WW.

- *WW will be issued for behaviors not resulting in automatic DETENTION*
- *Automatic DETENTION issued for infractions outlined in student handbook*
- *K-5 students will meet with their HR Teacher for every DETENTION on the designated day.*
- *MS students will be assigned a 500 word hand-written essay for every DETENTION they receive – assigned and tracked by Assistant Principal – due the following school day or by designated deadline.*
- *All K-8 Teachers reserve the right to administer additional consequences for behavior resulting in a WW (i.e. missed recess, time-outs, assigned duties, etc.) as deemed necessary and appropriate.*
- *All DETENTIONS will be sent via FACTS on the day of the infraction and a hard copy sent home requiring a parent signature to be returned the following day.*
- *K-5 Teachers will be responsible for conducting all detention meetings. All WWs will be sent via FACTS ONLY (no hard copies) on the day of the infraction.*

- Teachers, TAs, or Administrators will ask parents (custodial and correspondence) to acknowledge receipt of all WW and DETENTION emails sent via FACTS.

MERIT emails will be sent via FACTS to parents when warranted to recognize and record positive behavior.

DEMERITS for each infraction will be entered into FACTS and reflected on parent emails as follows:

- All WW's = 1 DEMERIT
- All CITATIONS = 1 DEMERIT
- All DETENTIONS = 3 DEMERITS

### **ACADEMIC & BEHAVIORAL PROBATION**

All K-8 students are subject to being placed on academic or behavior probation for the following reasons:

- Reaching designated number of DETENTIONS
  - K-5 = combination of 6 DETENTIONS (academic and/or behavior)
  - MS = combinations of 4 DETENTIONS (academic and/or behavior)
- At the discretion of the Administration based on the nature of the infractions or the academic/behavioral history of the student.

All middle school students must maintain a 2.5 GPA to avoid academic probation. Students who fall below a 2.5 GPA as measured by either their Progress Report or Report Card must raise their grades to the minimum 2.5 GPA by the following grading period in order to have the academic probation status lifted. This standard applies to students who fall below a 2.5 GPA in the third trimester who desire to return the following year. Students who fall below a 2.5 GPA for two consecutive grading periods are subject to expulsion. Students on academic probation, or students who receive an "F" in any subject are ineligible to play on athletic teams until the GPA is 2.5 or higher and the student has no "F's." Students with "D's" are subject to being ineligible for athletics at the discretion of school administration.

### **ATTENDANCE PROBATION**

Students are expected to be in school and on time every day unless they are absent or tardy for reasons that would be considered excused as stated in the Student/Parent Handbook.

Excessive absences and/or tardies (excused and unexcused) will be tracked and processed according to the following guidelines and policies:

- o Excessive = 10% or more of the total school days = 6 days/trimester = 18 days/year
- o Absence/Tardy check points will be at the mid-term point and conclusion of each trimester
- o Absences approved through a "Leave of Absence Form" will not count toward excessive absences

Any student reaching 10% excused or unexcused absences or tardies will be subject to the following:

- 1<sup>st</sup> time = parent and student meeting with Admin to discuss implications, potential consequences, and strategies for improvement
- 2<sup>nd</sup> time = parent and student meeting with Admin to discuss implications, applicable consequences, strategies, and placed on Attendance Probation for the balance of the school year
- 3<sup>rd</sup> time = meeting with Admin and application of further consequences

*Implications:*

- Disruption to the classroom
- Impact on student learning
- Formation of poor habits

*Consequences:*

- Put on Attendance Probation (2<sup>nd</sup> time)
- Loss of privileges (field trips, special events, etc.)
- Loss of LLA credits
- Loss of ECD scholarship and/or reduced scholarship for following year(s)
- Possible retention
- Possible expulsion

## **STUDENT EXPECTATIONS**

- ⇒ Students may arrive on campus *no more than 45 minutes* before school begins each day as supervision does not begin until the gates are opened at 7:30 a.m.
- ⇒ When students in K-5 arrive at school, they may play on the playground until the bell rings, at which time the students must freeze and wait for directions to line-up for the flag ceremony. When dismissed from flag, students must follow their teacher to their classroom.
- ⇒ When Middle School students arrive at school, they are to remain on the east side of campus. When the bell rings they will be escorted to the flag ceremony. At the completion of the flag ceremony, all MS students will be escorted to first period.
- ⇒ Any student arriving after the start of school must report to the school office accompanied by a parent for a tardy slip. School officially begins at 8:20 a.m. and gates are locked at that time.
- ⇒ Students may not leave the school grounds after they have arrived unless they have teacher or office permission. (Parents wishing to pick-up their child(ren) before dismissal must sign them out in the school office.)
- ⇒ Elementary school will be dismissed at 3:00 p.m. and pick-up will be no later than 3:15 p.m. Middle school will be dismissed at 3:15 p.m. and pick-up will be no later than 3:30 p.m. Students not picked up by 3:15 p.m. (K-5) or 3:30 p.m. (MS) will be escorted to the Afterschool Director and the family will be charged the daily \$12 fee.
- ⇒ Walkways are to WALK on, not run.
- ⇒ No toys or electronic items brought from home are allowed on campus.

- ⇒ Skateboards, roller blades, roller shoes, and scooters not allowed on campus.
- ⇒ All recreational activities must be conducted in the designated areas.
- ⇒ Students must have permission and, for K-5, a pass to leave the classroom for any reason. Lanyards must be worn by students using the bathroom.
- ⇒ Food is not to be eaten in the classroom (unless permission is given), restroom, playground, or school office. The designated area for eating is under the tent only.
- ⇒ No sharing of food is allowed during snack or lunch times.
- ⇒ Gum and candy are not allowed at school.
- ⇒ Students may not walk across the roadway or go to a vehicle without teacher supervision.
- ⇒ Additional class rules may be established by the teacher and must be followed.
- ⇒ No marking or drawing on bodies – Students are not allowed to mark or draw on their bodies for any reason. This will eliminate any expressions that could be considered exclusive, suggestive, representative, or disrespectful and will encourage students to guard/protect their bodies.

### **PLAYGROUND RULES**

- ⇒ Students will obey and respect all supervising adults.
- ⇒ Students will observe the school boundaries and appointed play areas. If they need to retrieve a ball or other equipment from an off-limits area, they must have the permission of a playground supervisor. The area near the back of the fence including the back ditch is off limits.
- ⇒ Spitting, kicking, hitting, or pushing other students will not be allowed.
- ⇒ Students are not to swear or use any other disrespectful or inappropriate language.
- ⇒ Students will not play tackling or similar contact games; rough or dangerous play will not be allowed.
- ⇒ Cheating, stealing, or immoral behavior will not be tolerated.
- ⇒ Students will respect the rights of others by not intimidating or interfering with the play of others.
- ⇒ Students will not climb trees, buildings, walls, or fences.
- ⇒ All games must be played in appropriate areas. No game playing in the bathrooms.
- ⇒ Gravel, sticks, bugs, rocks, etc., will be left on the ground and not taken out of the school premises.

- ⇒ When the bell rings, K-5 students are to stop play immediately and “freeze” until the supervisor dismisses them to class lines.
- ⇒ Students will not engage in any illegal activity (including usage or possession of alcohol, weapons, drugs, tobacco, or use of obscene material).
- ⇒ Verbal abuse and bullying of any kind will not be tolerated.
- ⇒ No screaming or harsh yelling on the playground; raising your voice to this level should be reserved for emergency situations only.
- ⇒ Students may not damage or destroy property of the school, neighbors, or other students.
- ⇒ Students will take care of all playground equipment, and share it with other students, and return to its proper place.
- ⇒ If a student brings playground equipment to school, the item(s) must be clearly marked and the student must be willing to share the item(s) with all students. The owner is responsible for the item(s).
- ⇒ Playground equipment should be played with properly. Swings are not to be twisted. No “under doggies” or side-to-side swinging and swings may be used by only one person at a time. The slide is made for going *down – not up*. Climbing on top of the monkey bars, hanging upside down on the monkey bars, or playing tag on any of the equipment will not be permitted.
- ⇒ The tent poles are not to be pulled on or played with.
- ⇒ The parking lot is off-limits. There should be no one on or in any of the cars, or school vehicles, unless there is a field trip at which time students will receive direction from their teacher.