

KANSAS CITY CHRISTIAN SCHOOL



2018-2019

Parent and Student Handbook

VISION

Kansas City Christian School is a Christ-centered community where faith is exercised to maturity; where students rigorously pursue knowledge; and where Godly character is honored.

MISSION

The mission of Kansas City Christian School is to assist Christian families in training their children (a) to exemplify an integrated and unified biblical worldview; (b) to demonstrate Christ-like attitude, character, and wisdom; and (c) to possess academic, vocational and life skills to transform the culture in which they live.

CORE VALUES

Character

We desire to promote meaningful, Christ-like character in the lives of our students. As KCC students embrace an inner life of biblical values and morals they will express Christlikeness in the way they behave towards one another, those in authority and those outside our community. We seek to support the development of this value through both instruction and incremental and age appropriate opportunities to exercise these characteristics.

Faith

As people living in the “already and not yet” Kingdom of God, we seek to promote the pursuit of an intentionally honest, authentically meaningful life with Jesus. Our faith is expressed in our reliance on God, in our exploration of the truth of God – even in our questions, and in our pursuit of holy living.

Knowledge

This value for exploring the truth of God and His world causes us to strive to promote the highest levels of achievement at all grade levels, to encourage challenging questions, and to engage our culture in an age appropriate and culturally relevant way. We promote academic rigor in our educational program to develop minds that move from facts, to application, to synthesis. The development of knowledge is done in a biblical framework with the goal of developing life-long learners who are lovers of Jesus.

Community

Community at KCC is formed around the shared goals of excellent academics and deeply held faith in Jesus Christ. Through our community, both parents and students develop meaningful relationships that provide friendship, mentoring and support that make real life impact. Having common values and goals with a group of likeminded parents creates a safe place for our students to grow and develop over the course of their 12 years at KCC. As a result, we seek to promote and support solid friendships and growth opportunities for students to explore their lives and their faith through lively, deeply enjoyable events that support our mission.

Excellence

As beings who bear the image of our creator, we are called to an ongoing pursuit of the redemption of the entire world. As a result, we seek to promote high value and effectiveness in all of our systems, honesty in our interactions, and to be intentional in our decisions. Perfection is not a valid expression of the Christian pursuit. Instead, we seek holistic quality throughout our school.

BIBLICAL WORLDVIEW

Worldview at KCC

Serving as our guiding philosophy, KCC pursues a lively, integrated worldview approach to our entire system. In simplest terms, this means that we are actively focused on helping our entire community connect how our Christian beliefs drive our values, which in turn drive our actions - in all areas of life. Practically this means that we offer high level academics, athletic, and student life opportunities because these are ways that we express the fact that as humans, we are made in the image of God who calls us to steward the world with creativity, diligence, and grace. A truly Christian education is one that helps to train our students in a deeply Christian approach to academics, vocation, and cultural transformation.

Educational Philosophy

Education at Kansas City Christian School is approached from a biblical perspective that recognizes the sovereignty and authority of God. Attendant with this belief are a number of truths affirmed by the school:

- God is transcendent, is spirit, and always acts in accordance with His loving and just nature. In addition God (and His word) places an eternal emphasis upon life.
- Humans are created in the image of God and have unbounded potential to mirror the qualities and character of Jesus Christ. Further, humans are born with a sin nature that has marred but not ruined God's image of humanity. Finally we believe that man's greatest need is redemption through Jesus Christ and not education.
- Jesus Christ reflects truth: truth about the nature of God, truth of humanity's need to be rightly related to God, truth about the world He created.
- The Bible is inerrant and authoritative. Because God both created the universe and superintended the writing of scripture, no academic truth (man discovered truth) can be at variance with God's word.
- Although man may not perceive truth in particular circumstances, truth is unchangeable and not relativistic.
- Biblical education rightly focuses on what a person becomes rather than on what he knows. Therefore knowledge is only the basis for the development of wisdom and character. Further, the end of education is not the acquisition of status, but to glorify God and fulfill His mandate to subdue and have dominion over God's creation.
- Education is the prerogative and responsibility of parents. The Christian school is in partnership with the home to provide support and assistance in shaping a Christ-like view of truth and reality.

GOVERNANCE

The school is owned by the KCC Association, which meets twice annually to conduct the business of the school. Two main functions of the Association are to approve the school's annual budget and to elect board members who serve as trustees of the school's mission.

The board of directors consists of individuals from a variety of professions and from various evangelical churches in the community. The board operates under a set of written board policies that establish parameters, provide stability in board operations, and empower the decision-making ability for the administrative team.

The head of school is hired by the board of directors to oversee the daily operation of the school. Written administrative policies provide direction to the faculty and staff of the school related to daily operations. The head of school delegates responsibility over various aspects of the school.

The Association membership consists of currently enrolled parents, KCC faculty, and other school partners who have applied for membership.

ACADEMIC POLICIES AND PROCEDURES

Achievement Testing

In order to assess our academic program and to provide comparative data to the school community, standardized testing is conducted in the spring of each year in grades K-8. A nationally normed test is used. Tests missed due to student absence will only be given as time permits.

Advanced Placement Classes – High School

Application requirements will be published and explained during each year's course selection process. All students who are accepted into an AP class are strongly encouraged to take the AP exam in that course.* These classes add an additional 5% to a student's final semester grade. If the student chooses to take the AP exam in the spring, there will be an additional 7% added to the student's final semester grade. Costs for the exam is set by the College Board and must be paid prior to exam by participant.

*All seniors are required to take the AP Language and Composition exam in the spring

Cheating

Both cheating and plagiarism are serious offenses. Among other things, they involve taking information from another source, including the internet, and presenting it as one's own information. Thus, it involves both the components of stealing and lying.

K-8 Consequences for Cheating

If it has been determined that a student has cheated, the assignment will receive a zero and the student will be required to resubmit the assignment. The zero and the resubmitted assignment grade will be averaged and will stand as the final grade for that particular assignment. If the student fails to resubmit the assignment within a week, the assignment will stand as a zero. Additionally, the parents will be notified and suspension level disciplinary action may be taken. Students who participate in helping another student cheat may be subject to suspension level disciplinary action.

High School Consequences for Cheating

First Offense: Student is assigned a half-day ISS (In School Suspension), a zero for the assignment and the requirement to redo the assignment and turn in to the teacher. Resubmitted assignments will be averaged with the zero for the final grade.

Second Offense: Student is assigned a full day ISS, a zero for the assignment and the requirement to redo the assignment and turn in to the teacher. Resubmitted assignments will be averaged with the zero for the final grade.

Third Offense: Meeting with Administration for discussion of dismissal.

Class Change/Withdrawal Procedure – High School

All schedule changes must be requested through the school counselor and approved by the high school principal. Schedule changes may be made only within the two weeks of the semester, and only in cases of academic necessity. In the event that a student withdraws from a class after the first week of the semester, the student's grade in the course at the time of withdrawal will determine if a withdraw fail (WF) or a withdraw pass (WP) will be recorded on the student's transcript. The WP will not be used in the calculation

of the student's grade point average but it will appear on the student's transcript. The WF will be translated as 0.00 when calculating the student's grand point average and the WF will appear on the student's transcript.

Class Load Requirements – High School

The high school program is a four-year program which must include full-time attendance. KCC does not allow early graduation. All students are required to be enrolled in at least six courses. Enrollment in college classes during the normal school day may be considered towards the six courses, with prior approval by the high school principal. Night on-line classes may not count towards the six required courses.

Dual Credit Classes – High School

Grading scales and procedures for dual credit classes are governed by the college, but may be adapted by KCC. Dual credit courses will require the payment of fees. In the case of dual credit classes, the fee is established by the institution and is mandatory. Dual credit classes will receive an additional 5% added to a student's final semester grade. Only students taking college algebra for college credit will receive the additional 5% added to their final semester grade.

Eligibility – Upper School

Students who have earned 59% or below in one class or two scores of 69% or below during the periods stated below will be declared ineligible and will not be allowed to participate in extra-curricular events:

- The Athletic Director manages the eligibility process.
- Eligibility will begin being checked for ALL students at mid quarter and then every week after that until the end of each quarter as determined by the KCC school calendar for ALL students.
- A student placed on the ineligibility list will have his/her grades checked on the first day of each week until the end of the quarter. If the student becomes eligible, he or she will be notified by the Athletic Director.
- A student placed on the ineligibility list at the conclusion of any quarter (including fourth quarter) will be ineligible for two consecutive weeks beginning on the first day of the next quarter (including first quarter of the next school year). They will have their grades checked at two weeks and every week after until they have sufficiently met eligibility requirements.
- The ineligibility report will be generated on the first day of the week following mid quarter and the end of quarter, and ineligibility will begin on that day and will conclude on that same day the following week (i.e. Monday to Monday).
- Students who have sufficiently raised their grades on the check-points stated above will regain eligibility on that day.
- Quarterly grades will always be used for eligibility purposes. Final exam and semester grades will not be used to determine academic ineligibility.

Students who are ineligible are subject to the following:

- Students participating in extra-curricular activities are expected to practice with the squad and sit with the team at games/performances.
- No ineligible student will be permitted to miss any part of a class to participate in an extra-curricular event.
- A student must be eligible at the time of tryouts for a drama presentation. If a student is selected and then becomes ineligible, he/she may be allowed to perform at the discretion of the Upper School Principal.

- Students must be eligible to run for office during election time.
- A student who is ineligible at the end of two consecutive quarters will relinquish all elected offices and positions of leadership for the balance of the year.

External Credits

Any course taken outside of KCC must be approved prior to enrollment in that course. Credit, not a grade, may be applied to students’ transcripts. Administration reserves the right to determine which courses may receive credit based on accreditation and other factors.

Grade Point Average

Kansas City Christian School functions on a unweighted 4.0 grading scale. During grade calculations, only whole number grades will be recorded with all calculations rounded up.

Grade Promotion – Grades K-8

Students will be promoted to the next grade based on the following criteria:

Students who fail two or more core courses (English, Math, Science, Social Studies, and Bible) may only be promoted at the discretion of Administration. Promotion in this situation places the student on academic probation for the following semester.

Grade Reporting

Parents may view grades on RenWeb at any time during the school year. Grade cards will be available on RenWeb within one week after the completion of each nine-week quarter.

High School Only: Each quarter of each semester is worth 45% of the student’s overall semester grade, with final exams forming the final 10%. Grades received at the end of each semester become part of the student’s high school transcript.

All Grades: We encourage parent follow-up calls or conferences concerning grades. If a parent or student wishes to challenge a grade, it must be done within one week after the posting of the disputed grade on RenWeb. This includes all grades given, i.e., homework, quizzes, tests, mid-quarter, quarter and semester. Parent/Teacher conferences are scheduled twice a year to encourage communication between parents and teachers.

Grading Scale

Grading Scale for Kindergarten

- + = Indicates satisfactory progress
- = Indicates improvement needed
- * = Outstanding (Bible memory and handwriting)

Grading Scale for Grades 1-12

- Exemplary = 90-100%
- Proficient = 80-89%
- Average = 70-79%
- Below Average = 60-69%
- Failing = 59% or below

Graduation Requirements – High School

The following has been established as the minimum requirements for graduation:

Bible	4	Computer	1
English	4	Fine Arts	1*
Math	3	Foreign Language	1
Science	3	PE/Health	1
Social Studies	3	Electives	4

Additionally, the following specific classes are required for graduation: Geometry, Biology, and Spanish I. A total of **25** credits are required for graduation.

* No more than four total units from Fine Arts can be applied towards the **25** total credits required for graduation. All correspondence or summer school work for high school credit must be requested in advance through the high school principal. It is the student's responsibility to ensure that any credits/transcripts are sent to the School Counselor's office. Please Note: Only course work taken from an accredited institution may be considered for credit.

When a student transfers after the ninth, tenth or eleventh grades, credits earned at the previous high school(s) may count toward graduation requirements. Transfer students are not required to make up Bible courses missed while not enrolled at KCC, but they still must earn **25** credits to graduate.

Any exceptions to the transfer or graduation policies may only be requested through the high school principal.

Honor Rolls

Students in grades 4-12 who excel in their courses and consistently demonstrate high academic excellence will be recognized on the honor rolls. If a student ends the semester with an incomplete grade, he/she is not eligible for honor roll for that semester. The honor rolls are published after each semester:

High Honors

Determined by a semester average of at least 92% with no grade below a 90%

Honors

Determined by a semester average of at least 87% with no grade below a 80%

Honors Classes – High School

Honors courses will receive an additional 5% added to each student's final semester grade.

Incomplete Work

Students who have not completed their work by the end of a grading period as a result of significant, extenuating circumstances, as determined by the administration, may be issued an “I” (incomplete) for that subject. The teacher and principal will establish a written plan for the student to complete work due and the time allotted for completion, and which will be communicated to the student. The grade will then be changed and a new report card and/or transcript may be printed.

Late Work

Work that is submitted past the due date will receive reduced credit. A zero “0” will be entered in RenWeb until an earned score is received. This policy is subject to the attendance policy.

- One day late- student may receive up to 90% credit
- Two days late- student may receive up to 80% credit
- Three days late-student may receive up to 70% credit
- Work received beyond three days- student may receive up to 50% credit

No grades will be given for any late work past any given quarter. It is entirely up to the student/family to assume the responsibility for missed instruction and completion of work.

Extended Absence Work Policy

In the event that your student will be missing an extended period of school (two weeks or more) due to illness, vacation, mission trip, etc., the school is not responsible to provide education services during that time. Teachers and administration will work to create a plan to help the parents provide a level of continued education during this time, by providing resources and outlining a general plan to follow. The teacher and administration will agree upon a level of support for the student during this time, but in general the execution of the plan will be the responsibility of the parent during this period of absence.

Student Records/Withdrawal

There are two categories of school records. The first is the student’s cumulative file and the second is the student’s health file. These records are kept in the school office. All information in these records is confidential.

Procedure for requesting records

1. Submit a written request to the divisional office.
2. Records will be sent within 5 school days.

Procedure for student withdrawal/transfer

1. Complete and return a Withdrawal Form available through the business office and submit to the school's business office.
2. Complete and return an exit survey form and return the form to the school business office
3. School notification should occur as soon as the withdrawal/transfer decision has been made. Tuition accounts will continue to be charged subject to the Family Contract.

Supplemental Supports

KCC strives to meet the educational and spiritual needs of its students. Families with children who have health, psychological, social, and special learning needs will need to pursue outside resources. KCC will work to coordinate with other professionals for the best interest of the student, if the administration deems it possible to do so within the scope of available staff.

The Discovery Program is a program that serves students with diagnosed learning disabilities at an additional cost. Students are recommended for this program by the teacher/administration.

Valedictorian and Salutatorian Requirements

The valedictorian will be the senior with the highest cumulative grade point average. To be eligible for valedictorian, a student must complete the last four semesters at KCC and must have completed the following courses:

- Mathematics: Trig/Pre-Calculus and AP Calculus (or college equivalent)
- Science: Physics, AP Biology/Anatomy, or AP Chemistry
- Language: AP English Literature, AP English Language, or Dual Credit Spanish
- History: Junior or Senior Honors or AP history option

Additionally, over the course of a student's freshman and sophomore years, four semesters of honors credit must be taken.

ATTENDANCE POLICIES

Absences

It is the parent's responsibility to notify the office of a student absence no later than 8:20 a.m. on the day of the absence. If the office has not heard from a student's parents by 8:30 a.m., the school will attempt to contact the parents as soon as possible.

Students are always required to sign in and out with the front office whenever leaving or arriving other than before 8:10 a.m. and after 3:15 p.m. Students who are scheduled for college classes or early release do not need to sign out at the office since this is a part of their normal daily schedule.

Excessive Absences

Absences (excused plus unexcused) totaling more than ten class periods (the equivalent of two weeks of class) in any subject per semester may prohibit a student from being promoted to the next grade level. The school highly values class time as a significant part of the curriculum in awarding credit for any course.

When a student has missed more than 10 class periods in any course per semester, he/she is required to meet BOTH of the following conditions in order to pass the class for the semester:

- Complete all class requirements assigned and earn a passing grade.
- Provide official medical documentation that the student was unable to attend school.

Checking In/Out of the Front Office

If you are coming to pick up your child during the school day (appointment, trip, etc.), check in at the front office and your child will be paged to the office from his/her classroom.

If you are bringing a forgotten item from home, please leave it at the front office, and it will be delivered to your child.

By observing these procedures, the teachers will be able to maximize their lessons with few interruptions. Parents are always required to sign their child in and out with the front office whenever leaving or arriving other than before 8:10 a.m. and after 3:15 p.m.

Attendance Categories

The school has six attendance categories.

- 1) Tardy Start of School (TSOS)
- 2) Tardy - rest of school day (T)
- 3) School-related Absence (AS)
- 4) Excused Absence (AE)
- 5) Unexcused Absence (AU)
- 6) Skipping (AU)

1) Tardy Start of School (TSOS)

While problems occur in getting to school on time (8:10 a.m.), such as traffic tie-ups, every effort should be made to be in class before the bell rings. Students arriving after 8:10 a.m. will be sent to the front office to receive an admit slip from the secretary. Arrival any time after 8:10 a.m. will be considered TSOS for first hour. If the student does not report to his/her class upon arrival, it will be considered an unexcused absence.

Grade 6-12 TSOS Consequences

Each student will be allowed five TSOS per **semester**.

Six to ten TSOS will result in morning detention

Any additional TSOS beyond ten will result in referral to Administration.

2) Tardy - rest of school day (T)

Tardiness will be recorded by each teacher when unexcused. An unexcused tardy will be given by the teacher if a student is not in his/her room when the bell rings. To be excused for these periods the student must have a signed pass from a faculty or staff member, verifying that his/her tardiness was unavoidable.

Grade 6-8 T Consequences

Each student will be given passes per semester to use regarding tardiness, restroom, locker and water fountain usage during class.

Grade 9-12 T Consequences

Each student will be allowed FIVE TARDIES per quarter (Hr.2-7 accumulative) .

Any student who accumulates 6 or more tardies will need to serve a morning detention.

Any additional T beyond will result in referral to Administration.

3) **Excused Absence (AE)**

Illness
Professional and Medical appointments
Family related matters – emergencies/trips/illness/etc.
Court appearances
Unusual circumstances determined by Administration

Makeup Work for Excused Absences

How much makeup work is necessary and when it is due is left to the discretion of the teacher. It is the student's responsibility to complete the makeup assignments within the specified time limit given by the instructor. If a student misses a test day, the test will be taken the day the student returns to class. It is the student's responsibility to know each teacher's procedures and contact the teacher promptly to complete his/her responsibilities. Missed assignments and class work can be obtained from RenWeb.

4) **Unexcused Absence (AU)**

Unexcused absences are typically avoidable absences for reasons other than previously stated as excused.

Please note that the failure to follow the above absence procedure will require the school to identify the absence as unexcused. The school permits the family two weeks to document that an absence recorded as unexcused should be excused. After that period of time, the absence will remain unexcused.

Although we respect the parent's right to choose whether or not to have their student in school for a particular day, we do not extend the same opportunity to make up missed academic work as we would for excused absences. Parents are urged to use great discretion when considering avoidable absences.

All late work will be handled in accordance with the course syllabus for each class missed because of an unexcused absence. Students missing school for unexcused reasons may not participate in any extra-curricular activities on that day. A student with multiple unexcused absences will be referred to Administration that may result in a morning detention or suspension.

5) **School-related Absence (AS) – High School Only**

A student who is absent due to a school-related reason is not considered excused or unexcused because the student is considered "attending school" during the related activity.

Juniors are permitted to miss two days per year but no more than one day per semester for college visits. Seniors are permitted to miss three days per year but no more than two days per semester.

When the absence is known in advance – this could either be excused or school related – it is the responsibility of the student to obtain and coordinate the assignments in advance.

It cannot be emphasized enough that it is the student's responsibility to know each teacher's procedures and contact the teacher promptly to complete his/her responsibilities.

6) **Skipping (AU)**

Intentional class cuts or leaving school without permission will result in school discipline which may include suspension. If the behavior persists, the student may be expelled.

CAMPUS LIFE

Accidents and Illness

Limited first aid is available through the front office. Illnesses and/or injuries should be reported to the teacher in charge. The front office will assist in contacting parents when necessary. Students should not leave the school or miss a class due to illness without notifying the office.

Students must be fever-free without fever reducing medicines for twenty-four hours before returning to school. Children who become sick while at school will be sent to the front desk and a parent will be called to pick up the child. If we cannot reach the parent, we will call those on the emergency contact list. A child with a fever of 100 degrees or higher will be sent home.

KCC desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student to verify the diagnosis of communicable disease. The administration reserves the right to make all final decisions necessary to enforce this policy and to take all necessary action to control the spread of communicable diseases within the school.

If head lice is identified at school, the front office will notice the parent or guardian the need for treatment. Students will not be allowed to return to school if live lice is present. The front office will need confirmation from the parent or outside lice treatment indicating that treatment has taken place. The student may be rechecked by front office for up to two weeks, until nits are not present. Administration may contact the grade level in which lice is present but all efforts will be made to maintain privacy.

After School Programming

Elementary Afterschool Care (K-6)

KCC is extending the afterschool care for elementary students from 3:20pm until 5:30pm. In this program a KCC staff member will supervise afterschool activities including games, quiet reading time, play and snacks. An enrollment form and fees may be found on the KCC website.

After School Supervision

Elementary and middle school students need supervision and may not be left on their own to wander the building after school hours. Sixth through twelfth school teachers are released from student supervision responsibilities at 3:30 pm. Elementary teachers are released from student supervision duties at 3:50 pm. Elementary students who are not paged for their ride by 3:50 p.m. will be escorted to the After School Care Area. Students who are not picked up by 3:50 will be charged \$4.00 per 15 minutes. Elementary parents are responsible for the supervision of their child after 3:50. KCC is not responsible for supervision of students left after this time.

Allergies (Food)

At KCC, creating an environment that is safe for all of our students is one of our highest priorities. Due to an increasing number of students in our program who have life threatening food allergies, KCC is a

completely *nut free campus*. Please refrain from packing lunches, bringing snacks, and/or food for parties or other celebrations that contain any kind of nut. This would include peanuts (including peanut butter), hazelnuts (including Nutella™ and similar products), almonds, cashews, pecans, pistachios, walnuts, etc. We ask all of our constituents to be aware that nuts and nut products are a standard part of trail mixes and many cookies/crackers. Thank you for helping to ensure the safety of our students.

Book Bags – Upper School

Book bags may be used to transport books to and from school. Book bags must be kept in a locker or designated area during the school day. In order to be in compliance with safety regulations, book bags and other personal belongings may not be left in the hallway, bathrooms, or other public areas.

Car Seats and Field Trips

All children aged four to seven are required to ride in a booster seat unless the child weighs more than 80 pounds and is taller than 4 feet 9 inches.

Parents must send the car seat to school for all field trips. If the car seat is forgotten, the school will attempt to phone a parent so the seat can be brought to school before the class leaves for the field trip. If the parent cannot be reached, the child will be sent to the office to await parent pick up.

Cell Phones and Electronic Devices

KCC, faculty, and staff do not assume liability for theft or damage to any electronic device. Student and parents are encouraged to consider this carefully when bringing any item of value to school.

K-5

Cell phones and electronic devices are not to be brought to school at the elementary level and will be confiscated. Only parents will be allowed to pick up confiscated devices from the front office.

6-8

It is acceptable to have cell phones and electronic devices during the school day as long as they are in “silent mode” in a locker. Phones can be used before and after school but not during passing periods or during the school day. If this policy is violated, the device will be confiscated and may be returned to the student at the end of the day. If a student reaches a second offense, the parent will be notified to pick up the phone.

Teachers reserve the right to ask students to remove smart watches during the school day.

9-12

It is acceptable to have cell phones or similar communication devices as long as they are in “silent mode”. Personal electronic devices are not allowed to be utilized in the classroom. Students may not use phones or electronic devices to take pictures or video during school hours. Violators will have their device confiscated and returned at the end of the school day.

Each student will be permitted one electronic device violation per quarter. The student will serve a morning detention for the 2nd violation, a double detention for the 3rd violation, and a triple detention plus a meeting with the high school principal for the 4th violation.

Teachers reserve the right to ask students to remove smart watches during the school.

Chapel

KCC holds weekly chapel by division to promote the spiritual life of our students. Parents are welcome to attend.

Confidentiality Policy

KCC holds to the rights of confidentiality for students and families. The staff will adhere to the following policy of confidentiality.

Most communication between a student and counselor or staff member *will* be held in strict confidence. The following are *required* to be reported:

- Any threat of harm to self or others will be reported to the administration. The school administration will be notified and the parent/guardian may be called if necessary.
- Any suicide threat shall not be kept in confidence in order to provide appropriate intervention for the student. The school administration will be notified and the parent/guardian called immediately. The individual is not to be left unattended until a parent or another authority has taken custody of the student.
- Any violation of the school's published standards of conduct that takes place at school or a school sponsored function is required to be reported to the administration. This includes alcohol/drug abuse and matters of sexual impurity.
- KCC will comply with state laws which specify reporting to the appropriate authorities any recent, on-going, or suspected abuse or neglect of a student. All school staff are mandated reporters.

Non-custodial parents will not receive confidential information or access to student records unless KCC has written authorization from the custodial parent or guardian.

All records and notes made concerning the personal lives of students and their families will be personally processed and filed. These files are restricted.

A parent or family member is guaranteed the same rights and exceptions to confidentiality as stated for students in this policy.

The publication of these policies in the parent/student handbook, as well as on the Parental Commitment Form, constitutes notification to students and parents of the school's policies regarding counseling and confidentiality.

Computer Use

KCC offers students computer and network resources designed to promote excellence in teaching and learning. All people using the school networks and school-owned computers or personal computers on school grounds or in school events are required to agree to and abide by this Acceptable Use Policy. Use of the school's computer resource is a privilege and should reflect good ethics and stewardship and be honoring to God.

Computer Care

- Students must refrain from abusing, tampering with, or damaging any computer equipment. Any intentional or unintentional acts of theft or vandalism will result in discipline, and students will be held responsible for replacement or repairs.

- Students must refrain from modifying the settings of hardware and operating systems and other software without permission.
- Students must refrain from having food or drink next to the computers and bringing food or drink into the computer labs without permission.

Discipline for Violations

- The first violation of any of the above rules will be documented in RenWeb and will result in a loss of computer privileges for the remainder of the period.
- The second violation of any of the above rules will be documented in RenWeb and will result in a loss of computer privileges for the remainder of the week.
- The third violation of any of the above rules will be documented in RenWeb and will result in a meeting with Administration.
- Any serious violation of the above rules will be documented in RenWeb and may result in a meeting with Administration.

Email and Social Networking

- Students must agree to use appropriate and respectful language or *netiquette* for all electronic communications.
- Students must refrain from accessing social networking sites, such as Facebook, Instagram, Google+, SnapChat, etc. without permission. KCC's filtering software has been set to block such sites, and their use on campus without permission is prohibited.
- Students must agree to notify the school if they have been harassed or threatened in any way by any means of communication at school.

Internet

- Students must refrain from blocking or circumventing the Internet filter and services. Students are to inform staff if they access a website with objectionable content so that the school can add the site to the filtering service. Students are to inform staff if they observe another student intentionally circumventing network services.
- Students must exercise good judgment when visiting websites and refrain from accessing sites that contain objectionable or non-educational content. If unsure, students are to ask a staff member if a website is appropriate.
- Students must refrain from plagiarizing content from online resources. KCC reserves the right to inspect student work for plagiarism and, if deemed necessary, take disciplinary action as described in the School Handbook.

Network and User Accounts

- Students must refrain from accessing or tampering with the electronic accounts and files of staff or other students. This includes sharing user login and password information and accessing personal network, email, and other accounts of others.
- Students must refrain from impairing network services or bypassing network restrictions set by the school. KCC reserves the right to inspect student accounts and folders for inappropriate settings or files.

- Students must agree to inform their parent/guardian and applicable teacher of any online accounts created in school for educational purposes. Students may need to create accounts at Google, IXL, etc. for use in classroom projects.
- Students must refrain from providing personal information when online and without supervision on school grounds.

Statement on Liability: KCC is not liable for any misuse of technology by the student.

Software

- Students must refrain from using or installing software on school-owned computers that the school has not licensed.
- Students must refrain from pirating or using pirated commercial software on school property. KCC will not in any way be held responsible for student-obtained software brought to school for educational or other uses.

Viruses and other Malware

- Students must agree to refrain from installing or transmitting any type of malware in any school computer.
- Students are to inform staff if they believe that a computer, file, or website is affected by malware.

Crisis

If a student threatens or attempts suicide, he/she will not be allowed to attend school until the parent contacts the head of school to schedule a conference to determine when and under what conditions the student will be able to return.

Custody Documentation

Should changes in family status and custody occur, parents need to inform the school, complete a Change in Marital Status form if applicable, and provide court/legal/state documentation. This form is available from the administrative offices.

Dances and Student Events (High School)

KCC students attending these events must be in grades 9-12. Non-KCC students who attend must be approved by the high school principal through a form filled out and returned by the school the student attends. These forms are available in the high school office.

Drop Off and Pick Up

Drop Off and Pick Up	Start Times	Regular Dismissal	Early Dismissal
K-5	8:10 am	3:20 pm	11:50 am
6-12	8:10 am	3:15 pm	11:45 am

Drop-off Procedures - Morning

Supervision of students begins at 7:45 each morning. Students should not be dropped off any earlier. Kindergarten-5th grade students should be dropped off at the east door which is supervised by a staff member. Sixth through twelfth grade students should be dropped off at the west entrance. No students are

to be dropped off on the street, in the parking lot, or at the front doors. Please do not drop off students at front entrance before 8:00am.

Pick-up Procedures - Afternoon

K-5 elementary students will be picked up on the east side of the building. Each family with elementary students is given a carpool number to facilitate loading students into their cars safely and efficiently. Please keep that number displayed on the back of your passenger side sun visor while in the pick-up line.

All 6th – 8th grade students will be picked up on the south side of the building. Families needing to pick-up students from both elementary and middle school, should pick up their 6th grade and middle school students on the east side of the building.

When arriving on campus to pick up your children, if the school drive lane is full extending out to the school entrance, please go around the block and wait for the opportunity to enter the school lot. Please do not block 79th Street. Please do not exit the premises using the entrance.

Defacement and/or Destruction of School Property

Respect for school property should be nurtured and promoted by all students. Students who deface, damage, or destroy school property will be required to make restitution. Defacement and/or destruction of school property maybe considered a suspension-level offense.

Emergency Drills

Students are expected to respond to an alarm as if it were an actual emergency. Tampering with the alarm system is considered a serious disciplinary infraction. Students who fail to follow safety procedures will be subject to consequences.

Fire Drills

Fire drills are signaled by the school fire alarm system. When this happens, students should exit the building by walking quickly and quietly to their designated areas. They will line up by classes and wait for the teacher to take attendance and give the signal to return to the building.

Tornado Drills

Tornado drills are signaled by an announcement over the school intercom/phone system. Students are to proceed quickly and quietly to the designated areas of the building.

Intruder Drills

Lock-down drills are signaled by a designated tone through the school bell system. Students are to quickly follow the teacher's instructions and are not allowed outside the classroom until clearance has been given by Administration.

Flyers/Announcements

Public display of posters, announcements of upcoming events, etc. must be approved by a member of the administrative team prior to display. The school's doors and entry glass may not be used to display items. All such items, when approved, must have the administrator's initial indicating posting approval.

Food/Gum

For Gr.6-8 students, snacks may be kept in the lockers and eaten between classes. Eating at lunch time is restricted to the lunchroom and during the assigned lunch period. Gum is not allowed in the elementary

wing. Any teacher reserves the right to restrict gum chewing in his/her class. The student must remove their gum if asked to do so by the teacher.

High school students are not to order food to be delivered to them at the school. Food in the classroom is based on teacher discretion. Any teacher reserves the right to restrict gum chewing in his/her class. The student must remove their gum if asked to do so by the teacher.

Fundraising

Each class at KCC has fundraising opportunities approved and established by Administration. We do not allow fundraising beyond these activities.

Grievance

As a school we strive to follow Matthew 18: 15-17 in resolving conflict. This process begins by communication with the teacher or staff member directly involved. All meetings with teachers and staff must be prearranged.

Hallway Passes

Students are required to have teacher permission in order to be in the hallways or in an area other than their scheduled class, during school hours.

Immunizations

If a student does not have immunization records or a letter of exemption on file, he or she cannot come to school. Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during the recognized periods of communicability. Students with communicable disease for which immunization is not available shall be excluded from school while ill.

Lockers

At the beginning of the year 6-12 students will be assigned a locker. Lockers should be kept neat and clean. Questionable pictures may not be placed on the inside or outside of lockers. Lockers are school property and may be checked and searched periodically.

If a high school student chooses to bring a lock from home, he/she is required to give a copy of the combination or a key to the high school office. If the lock is found on anyone else's locker, it will be confiscated. Students should not keep valuables of any kind in their lockers. Students may not change lockers without permission.

Lost And Found

To keep the halls clean and uncluttered, items found lying on the floors or in the restrooms at the end of the school day will be taken to lost and found. After a reasonable time, the school will dispose of items still unclaimed.

Lunchroom Guidelines

Students are expected to use good manners and pleasant conversation in the lunchroom. Students are expected to refrain from throwing trash, boisterous talking, and sitting on tables. Students are responsible for cleaning up after themselves.

KCC has a closed campus policy, and students may not leave campus for lunch unless accompanied by his/her own parent. Parents are welcome to join their children for lunch, after receiving a visitor's badge from the front school office. If space permits, elementary parents may sit at the reserved table with their child, but other students may not join them. Further, due to space, safety and liability issues, lunch and recess are not open to students not enrolled in KCC. For elementary and middle school, all other visitors must be approved ahead of time by a student's parent or guardian with the front office.

Middle School students are required to report to the lunchroom when the bell rings. Students must have permission from the lunchroom supervisor in order to leave prior to the end of lunch. Students may not eat lunch in the classrooms, library, bathrooms or offices. Students may not eat lunch in the classrooms without permission from the adult in charge of lunch and the receiving teacher.

High school students who wish to go off campus for lunch must be accompanied by a parent. Lunch Visitors outside of Youth Pastors/Pastors, Immediate Family Members, or Alumni of KCC (in good standing) will not be allowed. If a high school student wishes to have a visitor join them for lunch, they must fill out a visitor form 24 hours in advance that includes their parent's permission as well as the Upper School Principal's approval. Phone calls from parents on the day of will not be accepted for permission. Further, due to space, safety and liability issues, lunch is closed to students not enrolled in KCC for K-8 students.

Medications

Administration of medication at school is discouraged. Taking medication should be scheduled at times other than school hours whenever possible. The school recognizes that this is not always feasible. In order for the school to legally administer medications, the following guidelines are followed:

1. For long-term doctor-prescribed medications: Use the medication form that is available online or at the front office. This form must convey written orders from a physician detailing the name of the prescription medication, dosage and time interval it is to be taken (note that a Physician's signature is required). Signature of parent or guardian on this form requesting that the school comply with the physician's order is also required.
The medication must be brought to the school in its original container **by the parent or guardian, not the student.** The pharmacy or physician must appropriately label prescription medications. It is sometimes helpful to ask for a second properly labeled bottle so you can have one at school and the other at home.
2. For short-term doctor-prescribed medications (7-14 days): If it is not possible to schedule dosages before or after school, the medication must be brought to the school in its original container by the parent or guardian, not the student. The pharmacy or physician must appropriately label prescription medications.
3. The school will not provide or administer any over-the-counter medications without a medical form on file. The medications need to be supplied by the parents of the student.
4. Behavioral assessments requested by a physician or counselor will be mailed or faxed directly to the physician's or counselor's office for all students.

Non-curricular materials

Non-curricular material brought to school must meet standards of appropriateness, which will be determined by administration. Confiscated materials must be picked up by the student's parents.

Non-School Events

Students will be expected to maintain KCC standards even at non-school sponsored events. In the event inappropriate actions are brought to the attention of Administration, disciplinary steps may be taken. The school's name is not to be used in conjunction with non-school sponsored activities.

Off-Limit Areas

Certain areas and items are off-limits to students without permission by teachers or staff members. They include:

- Office areas, including desks, computers, telephones
- Personal property belonging to others (including lockers)
- Maintenance equipment and janitorial supplies
- Copy room (unless working as a teacher's aide)
- Locked buildings, rooms, storage areas, and roof
- Boiler room and electrical circuit boxes
- Gymnasium and weight room unless under direct supervision of a KCC staff person
- Stage unless under the direct supervision of a KCC staff person
- Faculty lounge – including children of faculty and staff

Failure to comply may result in a meeting with Administration and possible suspension.

Parties - Elementary

School-sponsored parties and events are scheduled throughout the year. Elementary teachers organize classroom parties that coincide with special holidays such as Christmas and Valentine's Day. Valentine's Day may include the exchange of Valentine cards, provided students bring them for all class members.

When parents bring food to parties, which they will not be attending, they should leave it with the front office. Students may bring a treat on their birthday to share with the students and teacher. In order to avoid possible conflicts with other planned treats, please schedule with the teacher prior to bringing in a birthday treat.

Pets

No pets should be brought into the school building unless prearranged.

RenWeb

This system, accessible through the KCC website, is a key method of communication for KCC. RenWeb provides 24/7 access to the calendar, student attendance, discipline and student progress. Homework assignments, while the responsibility of the student, are also available. RenWeb is used for providing report cards.

School Closings

School closings will be announced over TV stations, on the school website, KCC social media and through automated text messages. Please sign up at the front office to receive automated text messages. Parents may pick up their children early in case of inclement weather with no attendance penalty.

Student Drivers

The following are guidelines governing student drivers:

- Students are not permitted to ride with other students to and from school-sponsored functions during the school day.
- Students may use the parking lot on the west side of campus.
- Students who fail to register their vehicle with the high school office may lose their on campus parking privileges.
- Any student operating a vehicle on school property must have a valid driver's license as well as insurance.
- When arriving at school, students are to immediately leave their vehicles and not return to them for the remainder of the school day. This includes breaks between classes and at lunch.
- Students must secure permission from the high school office before going to the parking lot.
- All students must drive safely. Any student who drives dangerously (screeches tires, speeds, etc.) or carelessly will lose his/her parking privilege for a minimum of nine weeks. A second offense in the same year would warrant the loss of one's parking privileges for the remainder of the school year.

Student Insurance

Parents are encouraged to make certain that they have sufficient medical insurance to cover their student in the event of an injury or illness. This is particularly important for student athletes.

Substitute Teachers

Occasionally due to a teacher absence, substitute teachers will be needed in the classroom. Students are expected to treat the substitute teacher with the utmost respect. Failure to do so may result in disciplinary action.

Textbooks

The school furnishes books as a part of tuition and fees. If a book is lost, receives more than normal wear through mistreatment, or has extensive writing in it, students will be required to pay an appropriate amount. Students may not write in textbook other than writing their name on the front cover as allowed by the teacher. Students may not borrow textbooks from other students/lockers without permission.

Valuables

The school is not responsible for items left or taken on school property. If you have valuables you are concerned about, do not bring them to school. Unlocked lockers are not secure for valuables.

Visitors

For the safety of our students, KCC has a closed campus. Students are not to allow visitors to gain entrance into the building during the school day. Outsiders coming on campus during school hours must report to the front office for a visitor's pass, subject to approval procedures. See front desk for details.

Parents may request permission for a prospective student to visit the campus. Arrangements are to be made in advance with the Admissions Coordinator.

DRESS CODE POLICIES

Kansas City Christian dress guidelines have been established to give students freedom with responsibility that is consistent with the values of our school and to aid in allowing students to pursue instruction and learning without distraction. As in every area of our lives, clothing and the way we wear it should represent our desire to please God and honor Him.

The Administration reserves the right to interpret the dress code to insure modesty and appropriateness. It is also important to realize that parents, as the primary educators of their children, play a key role in this area of dress code. It is incumbent upon parents to guide and supervise their children in the selection of appropriate clothing based on our guidelines.

General Guidelines for All Students

Clothing: Our goal at KCC is to dress to honor Christ with a modest and neat appearance. Clothing should not be a distraction and should fit appropriately. Pictures and words on shirts that could be offensive to others should not be worn. Undergarments may not be exposed or visible through clothing (including bralettes). Shirts should not have low necklines (front or back).

Process for Accountability and Non-Compliance

Dress Code Violation Policy for Elementary School

All dress code violations will be communicated to parents by an email sent by the student's teacher. Continued violation of dress code will be handled by Administration.

*Sixth grade students will follow dress code violation policy for Upper School.

Dress Code Violation Policy for Upper School (infractions per semester)

- First Infraction: written warning and parents will be emailed the day of the dress code violation to be made aware of the infraction
- Second Infraction: student will receive a morning detention
- Third Infraction: student will receive a morning detention and they will conference with administration
- Fourth Infraction: student will be sent to the office to call their parents to bring in a change of clothes. The student will remain in the office until a change of dress code appropriate clothing is brought to the student.

Grades K – 12	Girls	Boys
Shirts	<ul style="list-style-type: none"> No sleeveless No midriffs shown No halter top, tube top, off the shoulder, cold shoulder Hooded sweatshirts must be worn with the hood down while inside the school 	<ul style="list-style-type: none"> No sleeveless Hooded sweatshirts must be worn with the hood down while inside the school
Pants	<ul style="list-style-type: none"> No sweatpants, athletic pants or athletic leggings Pants should be free of holes and rips Leggings are appropriate as long as they are worn with tunics, dresses or skirts Jeggings are appropriate when worn with tops that encircle the front and the back and are at least fingertip length 	<ul style="list-style-type: none"> No Sweatpants or athletic pants Pants should be free of holes and rips
Skirts/Dresses/Jumpers	<ul style="list-style-type: none"> Fingertip length or longer 	N/A
Shorts	<ul style="list-style-type: none"> Fingertip length or longer No athletic shorts 	<ul style="list-style-type: none"> No athletic shorts
Shoes	<ul style="list-style-type: none"> K-5 - Dress shoes, athletic shoes, and sandals with a strap on the back are required. No slippers or footwear with wheels. Gr.6-12 - Shoes or sandals should be worn at all times. No slippers or footwear with wheels. 	
Outerwear (Coats/Jackets)	<ul style="list-style-type: none"> Coats and jackets are not allowed in the classroom. Please dress appropriately for the weather. 	
Hats	<ul style="list-style-type: none"> No caps or hats may be worn in school. 	
Hair	<ul style="list-style-type: none"> Extreme hairstyles are not allowed. Hair color must be natural. 	<ul style="list-style-type: none"> Extreme hairstyles are not allowed. Must be kept above the shoulder Hair color must be natural. Sideburns may not be lower than the bottom of the ear. Facial hair is not allowed
Accessories	<ul style="list-style-type: none"> Body piercings (other than ears or a single small nose stud) are not allowed. 	<ul style="list-style-type: none"> Body piercings (other than small studs in ears) are not allowed.

Field Trips, Athletic Trips, Fine Arts, Competition, Etc.

Sponsors, teachers and/or coaches are responsible for communicating expected dress for each activity/trip.

Athletic Uniforms

During school hours, all athletic uniforms must meet dress code guidelines if worn in the building. Uniforms may not be worn in the building without permission from the Athletic Director.

Formal Occasion Guidelines – High School

Dresses for ladies and coats and ties for gentlemen are highly encouraged at formal events. Modesty is paramount when making selections for formal occasions. Ladies may not wear garments that have a low neckline, are backless, reveal midriff or are made of sheer material. Dresses must be knee length or longer. If you are concerned regarding a specific article of dress, please contact the high school office.

School Sponsored/Extra-Curricular Events

All students at school events (including all athletic events) are to be mindful of discretion and modesty in their dress. Students who choose to arrive at a school sponsored event in attire that does not comply with this standard will be asked to either rectify the situation or leave the event.

Shorts must be either in dress code or athletic shorts that follow these guidelines:

- Must be longer than your shirt
- No soffe shorts or spandex
- Recommended brands: Champion, Adidas, Nike
- Must be loose fitting (not skin tight)

Shirts:

- Must be at the collarbone
- No tank tops or crop tops
- No inappropriate sayings or designs

PE Classes

Students in 5th-12th grade must wear school-purchased PE shorts and shirts. Students may wear their PE uniforms home if PE is their last hour.

STUDENT BEHAVIOR AND CONDUCT

An essential component of the student's total education is related to behavior. Since character training is a goal of KCC, conduct and behavior of all students is important, both at school and away from school. The purpose of discipline is to disciple students, and it is a task that must be undertaken in complete cooperation with the home and the church. While the specifics of the school's behavioral standards may differ from those of the home or the church, the ultimate goal for the student should be the same. Cooperation between the home, church and school is only as effective as the communication between these three groups. Whenever student behavior problems arise, all efforts should be made to focus on the actual problem rather than the disciplinary process.

The desire of the administration and faculty of KCC is to make sure that a student's experience at our school is one where learning takes place and the students are protected. Our goal is to disciple students to love God with their whole heart, soul, and mind and love their neighbor as themselves.

Discipline Procedures for Lower School

Our goal in the Lower School is to empower students to take responsibility for their actions. Our teachers K-6th grade have a common goal and approach they will take with the students and this approach focuses on; supporting the student, reminding them of classroom expectations, sharing with students how they broke those expectations, sharing the benefit of keeping classroom expectations, and finally a resolution to the broken expectations.

Teachers will communicate their classroom plan to the students the first week of school and to the parents at Back to School Night. The classroom plan will be implemented for "less serious offenses". Teachers will notify parents via a behavior notification from RenWeb if students reach the end of the daily classroom discipline system, i.e. they are sent to the Principal's office.

Some examples of "less serious offenses" are:

- Disobeying general classroom rules (talking, out of seat, etc.)
- Inappropriate hallway, restroom or playground behavior
- Chewing gum at any time or eating at inappropriate times
- Improper speech (name calling, borderline profanity, etc.)
- Irreverent behavior during chapel or class prayer
- Improper display of affection, and horseplay or rough housing

Students who require further discipline or commit offenses of a serious nature may be referred to the administration. Some examples of "offenses of a serious nature" include:

- Repeated less serious offenses
- Defiance or disrespect of any authority
- Vulgar, or obscene language or gestures
- Consistently negative attitude
- Disrupting the classroom learning environment repeatedly
- Lying, stealing, spitting, fighting or cheating
- Leaving school or leaving campus without permission
- Bringing guns, knives or dangerous weapons to school

If a student reaches 3 office referrals for more serious offenses, it will result in a one day out of school suspension. For each additional day a student reaches the end of the daily classroom discipline system, he/she will serve an additional day out of school suspension for the remainder of the semester. Each semester, the discipline process starts over.

Elementary Disciplinary Probation

A conference with the parents, teacher(s), student, and administration will be required at the beginning of the probation period. The student's progress will be monitored on a regular basis. Parents will be notified of their child's progress. At the end of the probation period, the administration shall make an evaluation and recommendation.

Elementary Disciplinary Suspension

A disciplinary suspension, as determined by the administration, may be given for any of the following reasons:

- Continued deliberate disobedience/disrespect is displayed
- An on-going, negative attitude that is having an adverse effect upon the school or student body
- A serious breach of conduct which has a negative impact
- A failure, on the part of the student, to comply with the disciplinary actions of the school
- A serious infraction of the school's rules or comments made verbally or in a written fashion specifying danger or threat to a student or teacher
- Inappropriate bus behavior

Elementary Student Review/Expulsion

When necessary, the head of school will become involved in the situation in an attempt to bring a Christ-honoring resolution to the problem. Each situation will be dealt with on a case-by-case basis. Expulsion is given only by the head of school and his decision shall be final. A student may not re-apply for a minimum of one school year following expulsion from KCC or another school.

Discipline Procedures for Middle School Students

Students begin to enjoy new freedoms and responsibilities when they enter the middle school years. Because students move from class to class, it becomes increasingly more important for them to take on responsibility for their school work, their locker contents, their belongings, and their behavior. It also becomes increasingly challenging for numerous teachers to communicate with the parents of a large number of students consistently. The middle school discipline policy includes the following components.

Pass System for all Middle School Classes

Students are expected to come to each class prepared with the needed supplies, homework completed, and appropriate books, etc. Students will receive 8 passes per semester which can be used for bathroom, water breaks, and retrieve forgotten items relative to class or grace for late homework and 4 passes per semester which can be used for tardies. This process serves to encourage students to remember their responsibilities as well as inform the parent if the student is unable to carry out his/her responsibilities in one or all of his/her classes. After using these passes, the following training consequences will apply:

- Email sent to parents making them aware the student has used all of their passes. This is considered the student's warning.

- Continued issues after using all passes will result in a morning detention for each occurrence thereafter.
- Two or more morning detentions will result in referral to Administration.

Discipline Conference

Students who choose to become disruptive to the learning process in the classroom, that warrants their removal, will be sent to the Middle School Coordinator (or Upper School Principal if unavailable). The student will conference with the Middle School Coordinator regarding his/her misbehavior. The purpose for this conference is to help the student take responsibility for his/her own behavior and think through alternative behaviors that will help him/her function appropriately in the classroom in the future. Students will remain with the Middle School Coordinator until the sending teacher can “close out” the student, (usually during passing time), and restoration can occur.

- 1st Conference—Warning
- 2nd Conference—Morning Detention
- 3rd Conference—Morning Detention and referral to Administration

Other Disciplinary Actions

If necessary the middle school administration will devise a plan for individual discipline situations that occur. The administration reserves the right to assess the situation and assign appropriate consequences for the incident or behavior.

Morning Detention

Morning detentions are held Wednesday and Friday mornings starting promptly at 7:15-7:55 am. If a detention is missed, it becomes a double detention, the original is rescheduled for a later date and an additional detention is assigned. Continuous failure to attend a scheduled morning detention will result in a referral to administration. Any middle school student with outstanding detentions by the end of the quarter will not be able to participate in end of quarter parties.

Discipline Policy for High School

Failure to observe the rules and guidelines stated in this handbook, and/or specific program or classroom policies will result in an intervention by the high school administration.

Where specific consequences are not otherwise stated, discretion is given to the high school administration to determine appropriate action. This will usually begin with a morning detention and will escalate in accordance to the infraction.

If a student is so disruptive in class that teaching time is being lost (i.e., excessive/needless talking, disrespect for teachers or others, lack of participation so as to disrupt learning), the student will receive one verbal warning. If the student indicates that he or she is not willing to cooperate or continues the offending behavior, the student will be sent to the high school office. The high school administration will determine appropriate discipline, which may include detention or other action.

A third discipline dismissal to the high school office in any semester will result in an elevated intervention. The parents will be notified. All warnings and class dismissals will be recorded.

Morning Detention

Morning detentions are held Wednesday and Friday mornings starting promptly at 7:15-7:55 am. If a detention is missed, it becomes a double detention, the original is rescheduled for a later date and an additional detention is assigned. Continuous failure to attend a scheduled morning detention will result in a referral to administration.

Student Review/Expulsion – High School

When necessary, the head of school may become involved in the situation in an attempt to bring a Christ-honoring resolution to the problem. Each situation will be dealt with on a case-by-case basis. Expulsion is given only by the head of school, and his decision will be final. A student may not re-apply for a minimum of one school year following expulsion from KCC or another school.

Searches

Lockers, desks, and other school areas are subject to search by Administration or their designees when there is reasonable cause to suspect the presence of prohibited items or a violation of school rules.

A student's backpack, wallet/purse, bags, or clothing may be subject to search when there is reasonable cause to suspect the presence of prohibited items or a violation of school rules.

A motor vehicle parked on school property is subject to search by Administration or their designee if there is reasonable cause to suspect that controlled substances or other prohibited materials are contained within the vehicle. Upon request by Administration, the local police may be called.

Sexual Purity

Students attending KCC are to abstain from all forms of sexual misconduct according to Scriptural mandates as determined by the Doctrinal Teaching Position. Failure to do so may result in disciplinary action and could result in dismissal.

Student Bullying/Harassment Policy

The policy of Kansas City Christian School is to provide an academic environment free from all forms of harassment and bullying. Harassment and bullying both involve behavior which harms, intimidates, threatens, victimizes, undermines, offends, degrades, or humiliates. However, harassment is always linked to Anti-discrimination Laws and thus will focus on gender, race, ethnic background, color, religion or belief, or disability. Harassment may be a single incident or a series of incidents.

Under the law of harassment or bullying, a student does not have to openly object to others actions or words to prove that the actions or words are unwelcome. Harassment and bullying may occur even if the student originally remains silent or fails to show disapproval.

Bullying

Bullying consists of negative, mean behavior that occurs repeatedly (usually over a certain period of time) in a relationship that is characterized by an imbalance of power or strength (the person who is bullied has a hard time defending himself or herself). Some examples of bullying are when a student, or several other students:

- Say mean and hurtful things or make fun of him/her or call him/her mean and hurtful names
- Completely ignore or exclude him/her from their group of friends or leave him/her out of things on purpose
- Hit, kick, push, shove around, or lock him/her inside a room

- Tell lies or spreads false rumors about him/her verbally, by notes or electronically (text, IM, email, social networking) to make other students dislike him/her

The above is not an exhaustive list. Bullying is a type of harassment and will be dealt with as such.

Harassment

Examples of harassment include:

- Physical sexual harassment: Touching a student in a sexually suggestive way, or touching another so as to invade their personal privacy, touching or intentional movements made in order to observe another in a sexual manner.
- Race, color, national or ethnic origin, age, and disability harassment: Unwelcome statements, name calling, or other verbal or physical conduct based upon a student's race, color, national or ethnic origin, age, or disability.
- Verbal harassment: Derogatory or vulgar comments regarding a person's gender, sexually vulgar language, and remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, statements that demean or display of written or graphic materials, stereotypical classifications concerning race, national or ethnic origin, color, age or disability or a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.
- General harassment: Display of signs, pictures, cartoons, written statements or other material that denigrates, intimidates, bullies or otherwise discriminates against any student based on race, color, national or ethnic origin, age or disability.
- Physical harassment: General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age or disability.

Bullying and harassment are considered extremely serious offences and will be dealt with directly by the administration in an appropriate and timely manner.

Reporting

Students should report bullying or harassment to the teacher or adult on duty who will take appropriate action. Formal complaints should be addressed to the Head of School, Todd Zylstra.

Confidentiality

Efforts should be made to increase the confidence and trust of the person making the complaint. However, complainants should not be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result.

Protection

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment or bullying, and it will not be tolerated. However, if in the course of an investigation or subsequently, the school learns that the student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action.

Sanctions for Bullying

Sanctions related to bullying behavior are determined through a school-wide rubric. The rubric provides clear, consistent, escalating, inevitable, and predictable sanctions to address bullying behaviors. Sanctions include privilege loss, parent notification, detention, suspension, and notification of police. The rubric will be available in the administrator's office at the beginning of the school year.

Substance Abuse Policy

Kansas City Christian School values the opportunity to promote a safe, healthy, and mutually affirming student culture, where students are able to explore their gifts and callings in a manner that deeply reflects God's call to kingdom vocations. As such, KCC students are expected to conform their choices regarding controlled substances to the following standards. These standards are set as expectations and norms for all students.

Drugs, Alcohol, Tobacco, and Other Controlled Substances:

Out of a concern for their health and safety, students are to abstain from the use of intoxicants, tobacco, and other controlled substances at all times whether on or off the school property and year round, as long as they are enrolled at KCC. Students who are in the presence of substances discussed in this policy but do not leave that environment in a reasonable amount of time may be subject to disciplinary action as well. Failure to follow this policy may result in disciplinary action, to be determined in collaboration with the Administration, Parents, Coaches, and Sponsors, where appropriate.

Definition of "Controlled Substance":

A controlled substance is an intentionally vague term, intended to encompass a wide variety of items. As a general guideline, if the primary purpose of a substance is for altering a mood, mindset, or otherwise changing a person's outlook on life, and/or it has an age limit attached to who may purchase it, that substance falls under this policy. A specific example of this would be e-cigarettes and other forms of chemical stimulants or depressants. All illegal and banned substances (chemical and organic) equally fall under this category. Though prescribed medications do not necessarily fall under the purview of this policy, if medication is used in a manner other than as directed by a physician, such actions may fall under this definition.

Disciplinary Consequences:

It is the consistent desire of KCC's Administration that all consequences associated with a school policy be disciplinary and redemptive rather than punitive in nature. The goal of discipline is to promote a deepening of a student's Christ-like character with the goal of re-affirming the image of God, which is innate to all people. As such, the following consequences are intended as reflections of the Administration's goal to promote opportunities for personal reflection and growth of a student whose choices have brought him or her into contact with this policy.

First Offense: In the event of a first offense of this policy, a student may expect the following consequences.

- **Self-Reporting:** If a student self-reports his or her breach of school expectations, the matter will be handled on a more individualized basis. The specific disciplinary action taken will be determined in conjunction with the student's parent(s) or guardian(s), and it will, at minimum, include an educational component that will help the student understand the implications of substance abuse.
- **Otherwise Reported:** When the administration becomes aware of a student's breach of school expectations through a manner other than a student's self-report, the matter will still be handled in collaboration with the student's parent(s) or guardian(s), and it will, at minimum include: (1) an

educational component that will help the student understand the implications of substance abuse through a manner to be determined by the school and (2) suspension from extracurricular programs/school events for 10% of a sports season or event. “Event” is defined as games, competitions, meets, STUCO events, dances etc., (3) any student who violates this policy on campus or at a school sponsored event will also get a one day out-of-school suspension

Second Offense: In the event of a second offense of this policy, a student may expect the following consequences. At this level, self-reporting is highly encouraged, though disciplinary actions remain the same for any kind of report.

When the administration becomes aware of the student’s continued breach of school expectations, the matter will still be handled in collaboration with the student’s parent(s) or guardian(s), and it will, at minimum include: (1) an opportunity for further education about substance abuse, (2) out-of-school suspension for two days, (3) and students participating in extracurricular programs will be suspended for 50% of a sports season or school event. “Event” is defined as games, competitions, meets, STUCO events, dances etc., (4) if a student violates this policy on campus or at a school sponsored event a second time, the student will be required to meet with his or her parent(s)/guardian(s) with the divisional principal and head of school to determine the viability of a student’s continued enrollment at KCC. If the head of school determines that continued enrollment is an option, additional disciplinary consequences will be assigned in the form of disciplinary **probation**.

Suspensions

Disciplinary suspension is given by the Administrative Team for a period of one to five days either in-school or out-of-school. These suspensions are for very serious situations and may include:

- Skipping class or leaving campus without permission
- Continued deliberate disobedience/disrespect
- A serious breach of conduct
- Harassment of another student
- Failure on the part of the student to comply with the disciplinary actions of the school
- A serious infraction of the school’s rules
- Comments made verbally or in a written fashion specifying danger or threat to a student or teacher
- A serious case of defacement or destruction of school property
- Any action of the student that shows a serious lack of cooperation with the goals and purposes of KCC.

For in-school suspension, work may be completed and full credit given. The absence from class is excused but is not considered school-related. For out-of-school suspensions, students should expect to receive reduced credit (typically 50%). The absence will be recorded as unexcused.

Weapons

Pocket knives, safety pins, thumb tacks, lighters, laser pointers, guns, play guns or swords, etc. are not appropriate and should not be brought to school or to school activities. If this policy is violated, the student could be subject to expulsion. These items will not be returned.

EXTRA-CURRICULAR ACTIVITIES

Athletics Program – High School

We believe a strong athletic program provides many opportunities for students to grow physically, mentally, emotionally, and spiritually. Sports programs create a healthy social outlet for our students and opportunities to build school spirit. At KCC we emphasize developing Christ-like character through athletics. Displaying sportsmanship in competition is a great way to be a witness for Christ to opponents, officials, and fans in attendance at the game. The enjoyment gained from victory, the patience gained from loss, and the lessons learned from striving for individual and personal goals are invaluable tools that God can use in the lives of our students.

Competition exists in the following areas:

FALL

Cross Country (Boys & Girls)
Soccer (Boys)
Tennis (Girls)
Volleyball (Girls)
Golf (Girls)

WINTER

Basketball (Boys and Girls)
Cheerleading (Girls)

SPRING

Baseball (Boys)
Golf (Boys)
Tennis (Boys)
Track (Co-ed)
Soccer (Girls)

Athletics Program – Grades 6-8

Boys and Girls Soccer, Basketball, Cross Country, Track, Tennis and Girls Volleyball

Athletics Program – Grade 5

Boys and Girls Basketball

Class Responsibilities – High School

Each class at KCC has specific privileges and responsibilities each year. Some of these are:

Seniors

The Senior Missions' Trip is planned each year for all seniors. The cost of this trip is borne by the senior class in its entirety. The school is not financially responsible for covering the cost of the trip.

Juniors

- The junior class operates and receives revenue by working concessions sold during athletic events.
- The junior class is responsible for a Junior-Senior Banquet. This is a special event that honors the seniors of KCC.

All High-School Classes

Student funds: An account will be established for each class for the purpose of holding funds for the senior mission trip. Funds are overseen by class sponsors. No class may authorize expenditures greater than the balance of their current funds. No class or organization may sign or enter into a contract without the approval of the administration. To insure accountability, all fundraising monies must be counted in the presence of the class sponsor.

National Honor Society

The National Honor Society recognizes students who demonstrate superior academic achievement and upstanding character. New members are added once a year in accordance with the national organization's guidelines. Community service is part of the requirement for membership and there is a good conduct policy contract that is signed by students and parents that is required for active membership.

Student Council (STUCO) and Student Activities – Middle School

Middle school students may participate in leadership positions at the middle-school level through student council. These activities will be supervised by a faculty member and officers/participants will be determined at the beginning of each school year.

No student shall be elected to serve, or will be allowed to continue to serve, in any position who:

- a) Is on probation or suspended for any reason
- b) Is ineligible due to grades

Student Council (STUCO) – High School

The student body elects executive officers each May; the executive officers select their cabinet. Each grade selects class representatives to represent their grade.

- Student Council representatives from each class help plan a high school retreat at the beginning of the school year, a fall and spring activity, and other events.
- Other activities may be planned by Student Council and approved by the Upper School Principal. They are to take place after school hours as extra-curricular activities.
- Students are required to attend Wednesday morning meetings to help plan and coordinate activities. Attendance will be taken at each meeting.
- The faculty advisors must attend all meetings where official business is conducted. Official business refers to meetings where decisions are made on items of business.
- Each class and organization functions under the Student Council by-laws.
- Each member, and their parents, will be required to sign a good conduct policy for active membership.

The student retreats occur at or near the beginning of the school year. The purpose of this activity is to set the theme for the school year and to help the new students acclimate into the school community.

The fall and spring activities may take on a variety of forms. Examples of previous activities include, but are not limited to: Powder Puff Football/Old Spice Volleyball, Talent Show, and Serve Day.

No student shall be elected to serve, or will be allowed to continue to serve, in any position who:

- a) Is on probation or suspended for any reason
- b) Is ineligible due to grades