

*South Kitsap Christian School provides this handbook to acquaint you with the school's general policies. From time to time, circumstances may require that the school change its policies described in this handbook.*

*The school reserves the right to amend, supplement, or rescind any provision of this handbook at any time.*

*This handbook is simply a statement of the school's general policies and should not be construed as an implied agreement or promise of specific treatment of any person.*

*The administration and staff of South Kitsap Christian School extend a sincere welcome to all new and returning students! We are expecting to do great things this year, and it is our desire that Christ be at the center of all areas of your life.*

*South Kitsap Christian School is a ministry of Christian Life Center in Port Orchard, Washington. We first began in 1976 and are entering our twenty-seventh year. The school is non-denominational in scope but Biblical in authority. We teach no church's doctrine, but rely on the Word of God for truth and inspiration. Our staff and student body is drawn from many of the area's churches.*

*If you have any questions that this handbook does not answer for you, or if you need clarification, do not hesitate to call the school at 360-876-5595.*

*Sincerely,*

*Rev. Raymond Jennings  
Senior Pastor*

*Administrative Team  
Mrs. Sandy Jennings  
Mrs. Donna McGaughey*

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# **SOUTH KITSAP CHRISTIAN SCHOOL**

## **MISSION STATEMENT**

To provide a Christ-centered academic program,  
and to teach and exemplify  
Christian character and leadership qualities.

## **PURPOSE STATEMENT**

Preparing young people to live for God,  
to walk in character,  
and to lead with confidence.

## **CORE VALUES**

- **Leadership**
- **Eternal Reward**
- **Academic Excellence**
- **Disciplined Character**
- **Connecting Character to Conduct**

## **ADMISSION STANDARDS**

- Attend a personal interview (usually with both of the parents and/or guardians and the student/s) with the Administrative Team.
- Follow school rules, policies and procedures.
- Complete and submit the required forms.
- Complete placement testing for kindergarten if deemed necessary.

- Students are expected to strive to do their best work in all areas; to achieve minimum academic standards & character and conduct.
- Transcripts must be received prior to student's attendance.
- All students have a 1 quarter probationary period.

## **Connecting Character to Conduct**

### **R.I.C.E**

- **Respect:** Show respect towards others and ourselves. Avoid violating or interfering with boundaries. Remember these key ideas: The words we use and the actions we choose show how we feel about ourselves. The way we treat people, animals, and objects shows our respect for ourselves.
- **Impulse Control:** Sow the right things for the right reasons automatically, even under stress. Do anything else in our imagination. Make sure that we have at least two ways in and out of any situation.
- **Compassion:** Find things in common with other people, even when they seem very different, to develop empathy and to remind us that everyone and everything deserves respect and care
- **Equity:** Allow everyone to get what he/she needs to succeed. Remember that each of us is equally and differently equipped to succeed. Treat everyone with fairness.

All students, parents and/or guardians seeking admission to SOUTH KITSAP CHRISTIAN SCHOOL must be willing to meet the following:

## **EXPECTATIONS OF OUR STUDENTS**

Students attending South Kitsap Christian School are expected to practice and grow in Christian character. This includes all areas of life, especially with respect and obedience to those in authority, physical and moral cleanliness, and abstinence from things harmful to the body and society such as use of drugs, alcoholic beverages, tobacco, and gambling devices or involvement in the occult and pre-marital sex. Students are expected to conduct themselves in a manner that is not offensive to other Christians. We want our students' lives to show they are choosing to live by godly standards.

A student's academic achievement should be satisfactory. The school complies with all federal and state disability laws (as applicable to the school), and it will make reasonable modifications to otherwise qualified applicant. **However, South Kitsap Christian School does not have the ability to serve as a refuge for students who will not cooperate, who have had behavioral problems in other schools, or who will not apply themselves academically.** South Kitsap Christian School will consider a student's academic standing and social conduct before allowing participation in extra-curricular activities, field trips etc. **If a student is unable to attend a field trip there will not be school that day.**

**The above criteria are not only an assessment for admission, but are part of the basis for the ongoing evaluation of a student's progress.**

## **NON-DISCRIMINATORY POLICY**

South Kitsap Christian School does not discriminate in admissions and access to or treatment in its program or activities on the basis of race, color, sex, national origin, or disability, as required by federal and state laws (to the extent applicable to the school). As a religious organization, the school reserves the right to prefer employees or prospective employees on the basis of religion. Discrimination for these reasons is not in keeping with the teachings of Christ.

## **SCHOOL CERTIFICATION**

South Kitsap Christian School is a state-approved, certified school and has full approval status and recognition in the Washington State Directory for Private Schools. We are also a member of the Association of Christian Schools International and Washington Federation of Independent Schools. Accreditation of schools deals primarily with facilities and amenities, not academics or teacher qualifications. All of our teachers are required to have the appropriate teaching certificates for their grade and subject levels.

## STATEMENT OF FAITH

The strength of South Kitsap Christian School is founded on the basis of the unwavering faith in the following:

*We believe the Bible to be the only inspired, infallible, authoritative Word of God; nothing added or subtracted.*

*We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.*

*We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His victorious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.*

*We believe that being cleansed from sin is absolutely essential for personal salvation.*

*We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly and victorious life each day.*

*We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.*

*We believe in the spiritual unity of believers in our Lord Jesus Christ.<sup>1</sup>*

*<sup>1</sup>. Association of Christian Schools International;  
La Habra, CA*

*Other than the above, matters of specific doctrines should be left to the home and to the church that the student/family attends.*

## **STATEMENT OF PHILOSOPHY**

We believe that the purpose of Christian education is not to reform but to provide the opportunity for each student to develop intellectually, spiritually, morally, physically and socially to the highest degree of which he/she is capable, according to his/her unique potential under God. Our goal is to lead our students in conforming to the likeness of Christ (Rom. 8:29).

We believe that parents/guardians have the primary responsibility for the education of their children. Because education begins in the home, parents are in an effective position to set a Christian example, not only in their moral and social behavior, but also in screening the behavior of and influences on their children.

The purpose of South Kitsap Christian School is to assist parents/guardians who desire to fulfill their responsibility in the provision of Christ-centered education for their children.

Our philosophy of Christian education is based on the belief that truth itself can be fully known and rightly understood in the light of its relationship to God's Word.

## **STATEMENT OF OBJECTIVES**

The school seeks:

- To provide an educational program which reveals Jesus Christ to the pupil through the Christ-centered curriculum and the lives of Christ-honoring teachers and fellow students.
- To teach that God is the Creator and Sustainer of the universe and man.

- To encourage each student in the commitment of his life to God through Christ: To encourage growth in such commitment as reflected in concern for others.
- To provide an educational program that develops Christian character in the pupil, producing a life of victorious Christian living and faithful service.
- To provide an educational program which directs each student in the development of skills, concepts, attitudes, and values essential to his progress in becoming a successful, independent Christian citizen.
- To provide an educational program which is committed to American patriotism and ideals.
- Students who cannot or will not meet these standards will be re-evaluated by the school as to their future academic career at South Kitsap Christian School.

## **CURRICULUM**

At South Kitsap Christian School, we provide a comprehensive education from kindergarten through high school. Our school is directed and staffed by state certified teachers.

Elementary students are taught in classrooms, using primarily *A Beka* materials, but other materials are used as well. This curriculum is A.C.S.I. approved, meeting and exceeding the Washington State Education requirements.

The *A Beka* program features the following:

- Phonics-based reading beginning at the kindergarten level
- Christian truths and values integrated into the curriculum through challenging academic work
- A system of directed teaching methods that allows for individual differences within a structured program
- Curriculum which is accurate, up-to-date, attractive, and free of humanism
- Washington State History is taught at the 4<sup>th</sup> grade level to fulfill the elementary requirements. We use Washington State History textbooks and other teacher selected materials.
- All teachers can and do supplement the program with their own materials with approval and supervision of the Administrative Team. "FAITH in them is rubber stamp approval"

## ***ABOUT A BEKA BOOK...***

*“A Beka Book Publications is the national publishing arm of Pensacola Christian College, known across America for its outstanding training of Christian school educators and other Christian workers. The college offers unique bachelor, master, and doctoral degree programs in education that are scholarly in their academic approach and practical in their application to the local Christian-school ministry. A Beka Book is dedicated to providing quality education from a Christian perspective.*

*The God-given ministry of the Christian School is to lead young people to Christ and to train them in the Bible, Christian character, language, and traditional subject matter. Today’s students need to be taught the accumulated wisdom of the past from God’s point of view and trained in the way they should go (Proverbs 22:6) so they will have a firm foundation from which to evaluate the present and make proper decisions for the future.*

*Two decades ago, God raised up A Beka Book to provide Christian schools with God-honoring, high-quality textbooks and teaching aids to help each school fulfill the goal of its ministry. The hundreds of traditional Christian educational materials developed by A Beka Book have been developed and refined over a period of more than thirty years in the classrooms of Pensacola Christian School. Christian schools throughout the nation recognize that A Beka Book sets the standard of excellence in the publishing of textbooks and other materials for Christian Schools.*

*At A Beka Book, we are unashamedly Christian and traditional in our approach to education. Because of this, we have often had to go against the tide of the academic establishment in order to meet the highest standards of Christian*

*scholarship. For example, we do not use the pseudo-scientific jargon of the secular educationists in our materials; we prefer to use language that can be easily understood by teacher, parent, and student. We have life-changing ideas to communicate, and we do not want these ideas to be lost to our students.*

*Our skilled researchers and writers do not paraphrase progressive education textbooks and add Biblical principles; they do primary research in every subject and look at the subject from God's point of view. ('Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ.' Colossians 2:8.) Our editorial department has rejected the humanistic philosophy and methods of the progressive educators and has turned to original sources and writings of true scholars. Of course, the most original source is always the Word of God, which is the only foundation of Scriptural truth and is written by dedicated and talented Christian scholars who are well grounded in the practical aspects of classroom teaching. You can trust A Beka Book for excellence for your Christian School."<sup>2</sup>*

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<sup>2</sup>Dr. Arlin Horton, *Pensacola Christian College, A Beka Publications, 1991, pp. 3-4.*

## **ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL**

*South Kitsap Christian School is a member of A.C.S.I. The Association of Christian Schools International is a service organization serving Christian Schools across the United States and around the world. Each member school or college retains its individual distinctiveness and operating independence.*

*A.C.S.I. is a professional organization. The services of A.C.S.I. are designed to improve the quality of Christian School education. Some of those services A.C.S.I. provides schools are: grading and scoring of Stanford Achievement Tests (SAT's), providing an A.C.S.I. directory of all its member Christian Schools, sponsoring teacher and administrator conferences and conventions, publishing a monthly Christian School Comment, emphasizing world missions, and monitoring legal and legislative actions as they pertain to Christian schools.*

*A.C.S.I. provides numerous student activities such as speech meets, student leadership conferences, cheerleader camps, science fairs, Math Olympics, spelling bees, etc. All of these are designed to promote student competency in*

*communicating the message of Jesus Christ. Approximately 50,000 students participate in these events annually.*<sup>3</sup>

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*<sup>3</sup>. Association of Christian Schools International; National/International Headquarters; La Habra, CA 90631*

*South Kitsap Christian School attempts to participate in a spelling bee along with other events as they occur.*

## **GENERAL INFORMATION**

### **SCHOOL HOURS:**

South Kitsap Christian School hours are ***Monday through Friday 8:30 A.M. to 3:00 P.M.*** Students **should not arrive before 8:15A.M.** and must be **picked up no later than 3:15 P.M.** We do offer a daycare program—at a monthly flat rate—for our students. All children using the childcare must be currently enrolled and signed in-and-out, every day, by his/her parent/guardian or other authorized person.

***WE DO NOT ASSUME THE RESPONSIBILITY FOR SUPERVISING STUDENTS WHO ARRIVE EARLY OR STAY LATE IF THEY ARE NOT ENROLLED IN THE WEE CARE LEARNING CENTER.***

### **CHURCH ATTENDANCE**

Recognizing the importance of the home, school, and church working and praying together in the training of young people, **we encourage all families with children in South Kitsap Christian School to regularly attend a Bible-believing church of their choice** for fellowship, spiritual growth and reinforcement of Christian truths.

### **SCHOOL ATTENDANCE**

The school recognizes the need for regular attendance so the student can get the most from his/her education. Students who have been absent **must** present a signed and dated note from the parent/guardian to the teacher on the day they

return to class stating the reason for the absence **or** the parent/guardian may phone the school and we will relay the message to the teacher. For prolonged absences, we suggest that you make arrangements with the teacher for makeup of work.

We must follow the State standards for attendance in order to maintain our certification. Often, our teachers or other authorized staff members will make calls to the home or the parent's/guardian's workplace if a child is absent to see how the child is doing and to relay homework assignments, etc.

Attendance patterns formed in one's early years will become the pattern for later years. Going to school is like going to work and should carry the same importance. In junior high, absences may affect a student's grades and whether academic credit can be given.

## **TARDINESS**

It is important for each student to arrive **by 8:30** in the morning so as not to disrupt the classroom activities. A student who is tardy or a late arrival must have a written note from the parent/guardian in order to be "excused".

**All students / parents must stop by the office to receive a tardy slip to enter class.**

## **TELEPHONE USE**

Student phone use is reserved for official school business and emergencies only. If there is an emergency, staff members should place the call. **Students will not be allowed to use the phone for personal reasons such as making after school plans or a forgotten lunch.** If a lunch is forgotten, they may be allowed to charge one. If plans change for a school-sponsored event, the students should be able to call home or the school should call for them. With Christian Life Center, Wee Care Learning Center and South Kitsap Christian School dependent on the phone lines, we must restrict use to official business only. There is a pay phone available for non-emergency phone calls, but the student must have permission from their teacher to go to use the pay phone.

Our phones are electronic and they may go out during power outages. If you should try to call the school during a power outage, this may be why you would not get through or why no one answers.

## **HOMEWORK**

The responsibility for completion of assignments is placed upon the student at South Kitsap Christian School. Homework may be assigned on a regular basis in

Reading, Spelling, Math and occasionally Science and Social Studies for elementary students. The goals set by the teacher are usually consistent with what the student is capable of completing each school day. If the student does not complete his/her work for that day at school, he/she will be required to complete the work at home.

Failure to do assigned work will cause a student to fall behind and may affect his/her academic grades. The student assumes all responsibility for getting his/her assignments and submitting them in a timely manner.

If a student is absent from school, the parent/guardian may call in to request assignments from the teacher. Please be sure to give enough notice so that the teacher has time to prepare the work.

### **REPORT CARDS/PARENT CONFERENCES**

Report cards will be issued after each nine-week period or quarter of school. Parent-Teacher conferences may be scheduled twice a year, fall and spring, or after the first and third quarters, at which time the parents/guardians and teacher may meet to go over the report card and the student's progress together. After the second quarter, the report card will be sent home for parent/guardian inspection and signature and returned to us. When school is out in June, all report cards will be mailed to the home along with any achievement testing results the student might have. **Final Report Cards will not be issued until all tuition and fees have been paid in full.**

Either the parents/guardians or the teacher may request a conference during other times of the year. Our primary goal is to work with the parents/guardians in all areas of their child's education.

### **STANDARDIZED TESTING**

Each spring, usually in April, all students will be given the *Stanford-10 Achievement* tests. The tests are sent to a national scoring service and the results are compared to the national norms as well as to other A.C.S.I. member schools. It is very important that all students be present to take these tests as it measures their performance as well as ours. Please make sure your child gets lots of rest and eats a good breakfast during testing week. Make-ups will be determined by the Administrative Team.

## **NEWSLETTER/CALENDAR/MENU**

A monthly newsletter may be sent home with the monthly billing statement. The newsletter shares the activities, exciting plans, concerns and needs of the school. Included with the newsletter may be a calendar with the month's upcoming events listed and a lunch menu. The menu is planned by the school cook(s) and meets State nutritional requirements.

The teachers may also send home newsletters and listings of classroom calendar events of which you need to be aware. The school letter will not contain all of the information of activities that your child will be involved in.

## **SKCS "UNIFORM" DRESS CODE**

In pursuit of our school's mission statement and in partnership with our families, we expect students to have high standards of personal appearance. Scripture challenges us to observe principles of modesty and the glorification of God. It also states, "Man looks at the outward appearance, but the Lord looks at the heart." (1 Samuel 16:7.) However, since man can only see our outward appearance, our attire should reflect a heart, which, is sensitive and obedient toward God.

The way we dress is a testimony to the community of how we have chosen to live our lives. Attractiveness with conservatism is the guideline to the school's dress code.

South Kitsap Christian School exists to serve families who are sincerely committed to Jesus Christ as Savior and Lord. We accept young people with the understanding that they will cooperate with the standards of dress code and conduct as the school defines them. We believe there is a definite relationship between dress/grooming habits and work habits and behavior. Good taste in dress and grooming are an integral part of shaping a wholesome school climate.

**Students are expected to remain in proper dress code throughout the day from the time of arrival until the time of departure and at all school-related functions.**

The following guidelines are established to create an atmosphere conducive to learning in a Christian academic environment:

<b>Color Code:</b>	Navy & Khaki:	pants, shorts, skirts, jumpers, skorts
	Navy, Lt. Blue, Khaki & White:	dress shirts/blouses, polo shirts, turtlenecks
	Navy; Lt. Blue; White	polar fleece jackets, vests & v-neck cardigan sweater
	Plaid:	jumpers & skirts (Dennis Uniform Co. only)
	Navy or White:	sweaters

#### HOLIDAY

**COLORS:** RED may be added to accentuate uniforms during holiday times. Such replacements should be during the following holidays: Veteran's Day week; Christmas (Week AFTER Thanksgiving until Christmas break); and Valentine's Day, and Presidents Day (or classroom celebration!)

**Tops:** Dress shirts/blouses must have button down or peter pan collar and be tucked in. Turtle-necks are allowed during the winter season.

**Pants:** All pants are to fit properly in waist and length, neither oversized or undersized, and be neat, clean, hemmed, and pleated. Pants will be worn at waist level (on or above the hip bone). Torn, ragged, baggy, rolled, patched (as in teen fads), overly-faded, frayed pants or cargo pants are not acceptable. **Belts must be worn with all pants.**

**Skirts/Skorts:**

Hemlines should be no higher than four inches Jumpers & above the knee when standing and slips are to be worn with all skirts and jumpers. Navy bike shorts may be worn under skirts and Jumpers.

Shorts: Hemline must be no higher than 4-6 inches above the knee when standing.

Sweaters: Sweaters may be worn over shirts & blouse as needed, and must button down the front.

Hair Style: Hair is to be neatly groomed and out of eyes. Extremism such as spiked, razor-shaved, unnaturally colored, long hair over shaved hair, etc. is not permitted. Boy's hair should be no longer than the top of a collared shirt and the bottom of the ear lobes. Ponytails, dread-locks and braided hair is not allowed for boys nor is scruffy facial hair.

Logos: **ONLY** South Kitsap Christian School logo may be worn on any clothing. Logo must be embroidered.

Hats: Hats, caps, etc. may **NOT** be worn during school hours. An exception would be during Spirit Week when such attire would be deemed appropriate.

P.E. Attire: Tennis shoes should be worn on P.E. days.

Belts: Belts must be worn with all pants that have belt loops. Belts are not mandatory for kindergarten or 1<sup>st</sup> grade.

Footwear: Dress shoes must be dark colored and dark soled. Tennis shoes may be white or dark in color, however, families should try not to be multi-colored.

Rubberized sandals, flip flops, thongs and platform shoes **are not** acceptable for school wear. Girls dress shoes must have closed heel or heel strap. Heels should be no higher than 1 ½ inches.

Tights must be navy or white with **NO** pattern.

Socks should be white, black or navy in color. Knee high and ankle socks are allowed.

#### Hair

Accessories: Hair accessories should follow our color code/scheme.

Jewelry: Body piercing is unacceptable. Although girls may have their ear lobes pierced. Use of other jewelry must be in modest form.

Makeup: The use of makeup at the elementary level is not appropriate.

Tattoos: Tattoos, whether permanent or temporary, are **Not** acceptable. If a student already has a tattoo, it must be kept covered.

Chapel

Dress: Attire for chapel days follows the same Guidelines for other school days.

## **CHAPEL DAY**

Wednesday is chapel day, which may feature local pastors, Christian workers, or Christian talent as our special guests or speakers. During the year, each class may also present a chapel service. Parents and friends are welcome to attend our chapel services. The chapel coordinator is usually open to have new speakers come and speak for chapel. Please let the school office know if you have any suggestions. Perhaps your pastor or youth pastor would be willing to speak one Wednesday. Just let us know and we will relay the information to our chapel coordinator.

## **FIELD TRIPS**

Our teachers schedule a number of field trips during the school year. These field trips are designed to enrich classroom learning, although such experiences should, hopefully, also be enjoyable. A natural outgrowth of such trips is that the student learns discipline in the art of self-control.

## **MUSIC/DRAMA**

The school may provide vocal music at the elementary level and as an elective at the secondary level. At times, students may perform plays, skits, and other performance arts. At the secondary level, the fine arts should be treated as an elective, but all students must take one of the fine arts classes. We have performances for family and friends at Christmas and in the spring. Individual classes may have daytime programs to which the parents are invited.

## **PHYSICAL EDUCATION**

P.E. is an integral part of the school's program at each grade level. Failure to participate in P.E. may affect the student's grade.

Elementary students should have comfortable clothes to wear while participating in P.E. All students will need athletic shoes (sneakers) and, because of the different P.E. activities, it is important that the shoes provide support for the foot and ankle.

## TRANSPORTATION

Parents are encouraged to form car pools to cut down on parking lot congestion as well as to save time and money. If you are interested in this type of arrangement, please check the School Directory (usually comes out in early October) or call the school office. We try to provide names of people living in your area that you may contact, but with so many new developments in the area, we may not be familiar with street names in your area. Parents may also check with **Kitsap Transit** for bus schedules and routes. (697-BUSS, ext. 2877)

## INCLEMENT WEATHER

**Before School:** Listen to KTIZ radio, 1400 AM; KING radio, 1000 AM; or KIRO radio, 710 AM. We also try to notify Channels 4, 5 and 7. The school should attempt to have the following announcement on the air by 7:30 A.M. When relying on the television stations, be sure to watch the screen as they sometimes only scroll the message across and do not say it orally. Each day's decision should be announced that day. **No announcement usually means there is school.** We do have to make up time lost to inclement weather so that means we could have days added on at the end of the year or lose some of our scheduled holidays.

**If the weather turns bad after school has started** or another emergency begins after school has started, we should notify you on KIRO or KTIZ radio of the action being taken. We may also try to contact you by phone. Please make arrangements for your children if you cannot be at home. If we do close school early, all children whose parents *cannot be reached* will be taken to the Wee Care Learning Center. In most cases, there should be no extra charge, as the safety of the children is our first concern.

We usually follow the same procedure as the South Kitsap School District if the weather is bad. **You may call the school after 10:00 AM**, if necessary, when there is inclement weather. Please do not call earlier when we are experiencing a weather emergency, as we are usually understaffed as a result. Please do not call

the Administrative Team at their homes. **For safety's sake, if roads are hazardous in *your area*, stay home or come in later.**

## **MEDICATION AND IMMUNIZATIONS**

### **Medication:**

In order to comply with state law, South Kitsap Christian School has adopted the following guidelines:

1. Any Oral Medication, either prescribed or over-the-counter, must be brought to the school office for administration and storage. All medicines are to be administered by authorized Staff members only.
2. In all cases, each request must be in written form and signed by the parent /guardian. All medication must have written instructions for our administration.  
**Appropriate forms are available from the office.**
3. **All medication must be in their original containers.** A prescription container Constitutes a doctor's Signature.

## **IMMUNIZATIONS**

For all students in kindergarten and up, they are required to have had:

- **5 doses of DPT with the last dose on or after the fourth birthday.**  
**(Diphtheria, Pertussis & Tetanus)**
- **4 doses of OPV (Oral Polio Vaccine) or 4 doses of live IPV (Inactive Polio Vaccine) with the last dose on or after the fourth birthday.**
- **2 dose of MMR vaccine (Measles, Mumps & Rubella) one on or after the first birthday and One at age 4 - 6 or age 11 - 12.**
- **4 doses of HIB with the last dose on or after the first birthday.**
- **3 dose series of Hepatitis B vaccine for all children entering school as kindergartners for the first time.**

Children who have not been fully immunized **may be** excluded from school during a disease outbreak.

## **SCHOOL RULES AND DISCIPLINE**

We strive to instill Christ-like behavior in students in all that we do. The ultimate goal of our discipline plan is SELF-discipline and can be summarized by the 3 R's:

### **RESPECT, RESTRAINT, AND RESPONSIBILITY**

We believe that students should learn in an atmosphere that is safe and nurturing. We further believe that teachers should teach students who are prepared to learn and actively practice self-discipline.

Our school rules are few, are simple, and are all encompassing.

- 1. Always do your best.**
- 2. Be in class, on time, ready to work until dismissal.**
- 3. Respect yourself, your classmates, adults, and school property.**
- 4. Avoid disrupting the learning process.**

Teachers should establish, teach and enforce their own classroom rules within this framework. All classroom discipline plans should incorporate a balance of positive reinforcement for appropriate behavior and a consistent method of correcting misbehavior. Misbehavior referred to the office will be documented and may involve parental contact. Patterns of misbehavior will lead to a parent conference and could ultimately necessitate the student's dis-enrollment. The school does NOT use corporal punishment, but severe cases of misbehavior and school rule infractions will be handled decisively and swiftly. Students will be held accountable for their behavior.

Amplification of certain expectations within the framework of our school rules may be helpful. These expectations include but are not limited to:

- 1. Language:** We should aspire to use only words

which glorify the Lord and are becoming to a Christian. Complaining, cursing, telling obscene jokes and stories do not achieve this goal and are disrespectful to our Lord, ourselves and others.

2. Similarly, **waste, vandalism, and willful destruction** of church, school and personal property are a sign of disrespect and may require restitution by the responsible student. Failure to respond to correction or an established pattern of such behavior can be grounds for suspension or expulsion.
3. **Certain items should not be brought to the school** as they represent a safety concern or a disruption to the learning process. These include weapons, knives, matches, lighters, poker cards, radio/cassette/cd players, personal toys and books (i.e. Harry Potter, Pokemon). We are not responsible for things brought to school that are lost or broken.
4. Involvement with **tobacco, alcohol, illegal drugs, immoral or indecent behavior or gang activity** is strictly forbidden and may be grounds for discipline up to and including immediate suspension or expulsion depending upon the circumstances. Involvement with weapons or drugs on the school grounds may result in immediate and permanent expulsion and may require us to report the incident to the authorities.
5. **Kicking, hitting, fighting, wrestling or physical combat** (including “play” fighting) of any nature is forbidden.
6. Students should be under adult supervision at all times during the school day. Students may not leave the school grounds during school hours without the office or teacher first receiving permission from the parent or guardian by written note or phone call. This is for safety concerns as well as enforcement of school rules.

## **DISCIPLINE CATEGORIES & CONSEQUENCES**

Discipline matters that are referred to the school office will be addressed in accordance with the policy set forth below:

**CATEGORY I:** Any minor disturbance that prevents or inhibits classroom order and instruction. Examples include, but are not limited to: disobedience of classroom rules, failure to show self-restraint, dress code violations, excessive

tardiness, etc. Consequences will vary with age of student and frequency of occurrence. Consequences may include, but are not limited to, loss of free time or class privileges, home contact, student-principal conference, lunch detention or after-school detention. Repeated offenses may cumulatively warrant Category II or III consequences as determined in the school's discretion.

**CATEGORY II:** Disrespect for authority, direct disobedience, and contempt of school rules and procedures. Examples include, but are not limited to: harassment, truancy, profanity, vulgar or obscene behavior, abusive behavior (including fighting), irreverent chapel behavior, reckless driving, public display of affection, and insubordination. Consequences may include, but are not limited to, student-administrative team conference, parent-administrative team conference, in-school suspension and/or Category III consequences for recurrent offenses as determined in the school's discretion.

**CATEGORY III:** Violation of federal, state, or local law, threatening the safety of others, flagrant disrespect for authority or property, activities that violate biblical moral codes, and repeated commissions of Category II offenses. Examples include, but are not limited to: the consumption of alcohol, drugs, tobacco, pre-marital sex, weapons at school, vandalism, gang affiliation, cheating, lying, theft, tampering with safety equipment. Consequences may include, but are not limited to, suspension or expulsion from school.

**The school reserves the right to discipline students in its own discretion.**

## **PROBATION**

Probation is assigned in the school's sole discretion, when a student has a serious problem. Probation allows the student the opportunity to correct his/her behavior. Satisfactory completion of the probationary standards should restore the student to good standing. If the student does not improve to a satisfactory level under the conditions of the probation, he/she may be expelled. There are two types of probation, which are discussed below:

- **Disciplinary Probation:** Normally, disciplinary probation will be used as an option by school administration to mitigate an otherwise expulsion-type of offense as described above under Category III offenses.

The terms of any probation will be discussed with the student and the parents and specific objectives and requirements will be in written form along with the

time frames for completion. Upon completion of disciplinary probation, the administrative team will send a recommendation to the senior pastor of Christian Life Center (CLC) for final disposition and the results will be communicated to the family. Academic probation will be automatically decided at the beginning of the subsequent school quarter by the academic board.

## **SUSPENSION**

The Administrative Team has the authority to suspend a student at any time. The length of the suspension can be from 1-10 days. The circumstances that may bring about a suspension include, but are not limited to:

- A serious breach of conduct that has an adverse effect upon the image of the school.
- Continued, deliberate disobedience or disrespect.
- A rebellious spirit that remains unchanged.
- Failure of the student to comply with the disciplinary actions of the school.
- Failure of the parents to seek recommended help for students when warranted.

## **EXPULSION**

The Administrative Team has the authority to expel a student from the school. The terms of expulsions may be for one year or permanently. Circumstances that may cause expulsion include, but are not limited to, a serious breach of conduct, repeated misbehavior, and poor academic performance.

In the event of an expulsion-type offense, the Administrative Team may confer with applicable staff members and with the senior pastor of Christian Life Center and then make a determination regarding retention or expulsion.

If a student is expelled from the school, the parents are responsible for paying the tuition to the end of the month.

If the family involved is not in agreement with the decision for expulsion, they may appeal following the guidelines listed below.

## **APPEALS PROCESS**

This informal process should precede the formal appeal process and should be ongoing to meet any parent/guardian need as it occurs. The formal process should be followed when it is felt the parent/guardian concerns are not answered by the teacher first and the Administrative Team second.

If you, as a parent/guardian, are not in agreement with an action or a decision of a teacher or other employee regarding your child, please make sure you have communicated that disagreement to the person and you have given careful and prayerful thought to their response and reasoning. The teacher should document the substance of the conference for the parent/guardian in writing.

If, after meeting with the person with whom there is disagreement, there is no resolution, the parent/guardian may take it to the Administrative Team. If the matter has not been discussed with the appropriate employee first, the Administrative

Team may ask for that to be done or he/she may assist the parent/guardian in doing this if you so desire. If no agreement can be reached between the Administrative Team and employee, the Administrative Team should render a decision.

We generally discourage formal appeal processes. Often, a school needs the ability to make a decision and move on and the school thoroughly investigates the matter prior to the decision. If you must have an appeal, consider making the appeal more informal to the senior pastor. It is good to have a short time period in which the parents/guardians may appeal.

All written decisions and notices of appeal shall be deemed delivered:

- When hand delivered to the recipient or,
- When received after deposit in the U.S. Mail with correct address and postage.

## **SAMPLE SCHOOL SUPPLIES NEEDED**

Each teacher will have his or her own list of things for your student to have which you should get at the beginning of the school year, but here is a general listing.

**PLEASE CLEARLY LABEL ALL SUPPLIES WITH THE STUDENT'S NAME.**

### **Kindergarten:**

**Crayons** – 16 or 24 ct.

**Erasers and pencils** – teacher will specify thickness and lead type, usually thick pencils at beginning of the year and regular pencils by the end of the year.

**Box** – to hold supplies

**Blanket** – for naptime

**Box of Tissue** – to be replenished as needed

**Scissors** – made for young children. Please try to get one that is for right or left hand, depending on your child. Fiskars makes a good child's scissors.

**Glue Stick**

**Other supplies as the teacher may request.**

### **1<sup>st</sup> and UP:**

**Paper and notebooks** – teachers will determine what is needed for their classes

**Pencils** – 3 (#2 or #2.5)

**Erasers & Ruler** – pencil-end erasers are best, but everyone must have some kind of eraser

**Scissors, crayons, & school glue – (like Elmer's) or glue stick**

**Box** – to hold supplies (age appropriate)

**Bible** – The New International Version is used in coordination with *A Beka* material, but other versions may also be used. This is your choice.

**Tissue** – May need to be replenished as the year goes on.

**Book Covers** – For all books!! (Paper grocery bags work well.) The school also has book covers at no charge that you can get from the teacher.

**Colored Pencils** – for map work in older grades

**Note Cards** – for upper grades as needed for reports

**Other supplies as the teacher may request.**

Before purchasing too many supplies, it is best to check with the teacher to see exactly what is needed.

Students are **NOT** to have or use permanent markers, staplers, or toys at their desks without permission. Supplies on the teacher or aide's desks are off limits without first getting permission to use them. ALL SCHOOL BOOKS MUST HAVE BOOK COVERS ON THEM!

## 2009 – 2010 TUITION & FEES

**APPLICATION FEE:**                    **\$25.00**  
(new students only)

**ENROLLMENT FEE:**                    **\$100.00**  
This fee covers registration. Fees for sports and individual class needs (such as a science lab) are not covered. This fee must be paid upon enrollment and is **non-refundable**. For families with more than two children, this fee is waived for all children after the second child.

**ACTIVITY FEE:**                         **\$200.00**

**CURRICULUM FEE:**  
Elementary School                         **\$200.00**

**TECHNOLOGY FEE:**  
Elementary                                     **\$ 75.00**

### ANNUAL TUITION RATES:

	<b>1<sup>st</sup> Child</b>	<b>2<sup>nd</sup> Child</b>	<b>3<sup>rd</sup>+ Child</b>
K- 5 <sup>th</sup> grade	\$3900.00	\$3440.00	\$2830.00

**Withdrawals during the school year require a minimum of a 30 day, prior written notice, Plus a 1 (One) Month Tuition Withdrawl Fee.**

**SOUTH KITSAP CHRISTIAN SCHOOL FINANCIAL POLICIES**

Tuition Bills are posted and mailed home ant the end of each month to arrive around the first. The first statement sent in August and the final statement in May. **NO** credit will be given for school absences. Please note that the tuition covers nine months, but is broken into ten (10) payments in order to make it easier for the parent to pay.

Accounts are due on the 1<sup>st</sup> and late if paid after the 15<sup>th</sup>. After the 15<sup>th</sup> of the month, a 10% late fee will be assessed. At the time of billing any account that has a balance from the previous month is considered in arrears. **You will be asked to withdraw your child from school until your account is paid in full, at which time you will need to pay the enrollment fee to re-enroll your child.** Your child's spot cannot be guaranteed to stay open. We will call from the waiting list. Our teachers and staff are dependent upon your promptness. Report cards and yearbooks will not be issued until your account is cleared.

Transfer-In student will be charged a pro-rated amount the month your child is enrolled and thereafter the payment will be the same as the normal monthly rate through June.

**PAYMENTS**

When making cash payments, please bring exact amount. We do not keep large amounts of cash on hand to make change. **It is very important to put your child's first and last name on your check or money order.** If the person making the payment has a different last name than the child, it is imperative that the child's name is indicated. Always request a receipt when paying in cash.

## PAYMENT OPTIONS

- Check, cash, or money order are accepted as form of payment.
- If paid in two equal semester installments, In August and January you will receive a 5% discount.
- If billed over a ten-month period, the above rates would be divided by 10 and billed on the 25<sup>th</sup> of each month beginning in August.
- For students who withdraw before the year is over or who enroll after school has begun, the yearly tuition is divided by the number of days of school and are charged or credited according to number of days in attendance.
- **Re-enrolling students** must be current in their accounts in order to re-enroll for the following year. If the account is not kept current, the re-enrollment fee will be applied to the past due account and the enrollment position is forfeited.
- Payments are due on the 1<sup>st</sup> of the month for those opting for the monthly billing method. **Any unpaid balance are assessed a 10% late fee on the 16<sup>th</sup> of the month.**
- All **NSF checks** will have a \$50.00 fee posted to your account and the amount owed will be subject to late fees.
- **No credit is given for vacation time or prolonged absences.**

**Please make tuition checks payable to:  
SOUTH KITSAP CHRISTIAN SCHOOL  
ADDITIONAL FEES**

Lunch fees are payable when ordering or you may purchase lunch credits in advance. Please make checks payable to **South Kitsap School District (SKSD)**

**Do Not** include lunch payment with tuition. There is no charge for lunch when school is not in session of the child is enrolled in Wee Care Learning Center.

Payment will be required for any lost or damaged books. If your student transfers out, books remain the property of SKCS. All books should be returned to the school in good condition or you will be charged.

During the year, additional fees may be charged for specific events, i.e. field trips, pictures, etc. Orders for yearbooks begin in October and must be paid for when the order is placed.

### **EXTENDED CARE**

Wee Care Learning Center provides day care services for those enrolled in South Kitsap Christian School ages 5 - 12, but you must be enrolled in the Wee Care Learning Center in order to attend.

Hours:	6:00 AM to 6:00 PM
Enrollment Fee:	\$50.00
Rates:	\$200.00 per month per child

Those who are only here before school may use the Before School only fee from the regular schedule, but this would not cover vacation times or early dismissal days which would be subject to additional charges.

### **WCLC LATE PICKUP FEES**

There is a \$1.00 late fee for every minute that a child remains in daycare after 6:00pm This applies to five minutes or fifteen minutes. This charge will be added to your bill at the end of the month.

### **LUNCH**

School lunches are available for **\$2.50 for K-5<sup>th</sup> grade** and **\$3.00 for adults** and they include milk. **“Milk only,”** will be **\$0.50**. Lunch fees are payable when ordering.

Please make checks payable to: **South Kitsap School District (SKSD)**

**DO NOT INCLUDE PAYMENTS WITH TUITION PAYMENTS.** You may pay for lunches in advance. We do not encourage charging lunches, but if done, **no more than 5 charges may accumulate.** The teachers keep track of lunch payments and charges, so transactions must be made through them rather than the office. Unpaid lunch charges will be added to your school bill and will be subject to late fees.

## **PARENTS PLEDGE OF SUPPORT**

Parents are required to abide by the Parent Pledge of Support as written on the Enrollment Forms. The fathers and mothers signature is an indicator of their desire to support the principles, goals, and policies of the school. Each family is required to read and sign a copy of the parent agreement for their child's file.

## **PARENT AGREEMENT**

**ACADEMICS:** We will encourage, support and help our child in homework memorization, projects and study habits.

**CONDUCT:** We understand that the standards of South Kitsap Christian School do not tolerate profanity or obscenity by word or action, or disrespect to students, personnel of the school or of the church.

**DAMAGES:** We will pay for damages caused by our child.

**DISCIPLINE:** The school shall have authority to discipline our child (in accordance with applicable Washington State Laws), and we will require our child to comply with all school regulations. We further agree that we will cooperate and discipline our child in the home as needed. We understand that a child who persists in unacceptable conduct will not be permitted to remain in school.

**FINANCES:** We agree to meet all financial obligations promptly. We have read the financial policy.

**GRIEVANCES:** We will endeavor to communicate our grievances honestly and directly to those involved and to forget them quickly. We agree not to pursue outside redress against other Christians or the school or church. Matthew 18:15-17 gives a formula for settling of disputes. First privately, then with the small group, then with the congregation. The same holds true in principle for the school. Speak first with the teacher before going up the ladder of authority. Your child has a continuing disagreement with another child? Call the child's parents. Going to others first is an indication you feel your position in the matter is weak and you want support of others to solve it. Known as third party offense, you have a problem with someone but rather than go to them first, you share it with others. Often the two principals in the problem eventually settle and leave others with unresolved, hard feelings.

**LIABILITY:** We release the school from all liability, except negligence, while our child is under school care and responsibility.

**PHOTOS:** We hereby authorize South Kitsap Christian School to photograph or permit other persons to photograph our child while under their care, and agree that they may use or permit others to use the negatives or prints prepared therefore for such purposes and in such a manner as may be deemed desirable for the support and promotion of South Kitsap Christian School.

**PLACEMENT:** The school has full discretion in the placement of our child.

## **STUDENT AGREEMENT**

We have discussed the student agreement with our child(ren) and have explained its importance to them. He/She agrees to cooperate with the staff as they give guidance. We agree to prayerfully strive to meet the standards of guidance and conduct as set forth.

## **CURRICULUM**

At South Kitsap Christian School, we provide a comprehensive education from kindergarten through twelfth grade. Our teachers are state certified, college graduates and or hold a degree in Early Childhood Education. Listed below are some of the benefits of the program.

Students are taught in traditional classrooms, using primarily A Beka materials in Elementary Students, but supplemented with other teacher materials.

Phonics-based reading, beginning at the kindergarten level.

Christian truths and values integrated in the curriculum through challenging academic work.

A system of directed teaching methods that allows for individual differences within a structured program.

Curriculum which is up-to-date, attractive, and free of humanism

All teachers can and do supplement the program with their own materials with approval and supervision of the Administration.

### **MASCOT & SCHOOL COLORS**

Our mascot is the Eagle. School colors are Navy Blue, White, and Light Blue

### **NON CUSTODIAL PARENTS OR GUARDIANS**

Newsletters, report cards, billing information and information from the teachers will only be released if the enrollment forms indicate a request for this to be done unless there is no court order on file. Conference times will also be scheduled at the request of the non-custodial parent unless there is a court order on file. If we are unable to reach a custodial parent / guardian and they will pick up the child, unless there is a court order in the child's file.

### **JOINT CUSTODY**

All billing information will be given to both parents. If the parent who did not enroll the child wishes to pay on the account, we will accommodate him / her unless it is stated in the court order that only one parent is to pay the bill. Payments are not divided in half and each one sent a different statement. Each parent / guardian receives the same statement and the amount is divided by the parents / guardians, not the school. Joint custody is determined by court order, which is placed in the child's file. If one parent / guardian falls behind it is the responsibility of the other parent / guardian to make sure the bill is kept current if both parents are responsible for the account.

### **FUNDRAISERS**

South Kitsap Christian School will host one or two fundraisers each year. You will be informed in advanced of the fund-raiser what the money will be used for. Although participation is not mandatory, your help, support and cooperation is greatly appreciated.

**ALL SCHOOL RULES ARE REDUCED TO:  
RESPECT \*\*\* RESTRAINT \*\*\* RESPONCIBILITY**

**STUDENT SEXUAL HARASSMENT POLICY**

South Kitsap Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violators of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

**DEFINITION OF SEXUAL HARASSMENT**

**“Sexual harassment” means unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:**

1. Submission to the conduct is explicitly or implicitly make a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic performance, or of creating an intimidating, hostile, or offensive education environment,
3. Submission to, or rejection of, the conduct be the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

## **EXAMPLES OF SEXUAL HARASSMENT**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct, which would violate this policy, are the following:

1. Unwanted sexual advances or propositions;
2. Making or threatening reprisals after a negative response to sexual advances;
3. Offering academic benefits in exchange for sexual favors;
4. Visual conduct such as leering, making sexual gestures; displaying sexual suggestive objects or pictures, cartoons, or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse or a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

### **EMPLOYEE-STUDENT SEXUAL HARASSMENT**

Employee-student sexual harassment is prohibited

### **STUDENT-STUDENT SEXUAL HARASSMENT**

Student-Student sexual harassment is prohibited

### **WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT**

Students who feel that they have been subjected to conduct of harassing nature are encouraged to promptly report the matter to one of the school official designated below.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials designated below.

All complaints will be promptly investigated:

Mr. Tracy Martin, Mrs. Kim Martin & Mrs. Sandy Jennings

360-876-5595

## **CONFIDENTIALITY**

Every effort is made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent / guardian and appropriate government officials as the circumstances warrant.

## **PROTECTION AGAINST RETALIATION**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## **PROCEDURE FOR INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Administration. The Administration will direct the investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination, the severity of the disciplinary action will be based upon the circumstances of the infraction. Confidentiality will be enforced at all times. Parents, students and SKCS faculty are asked to refrain from discussing situations of this nature with anyone other than the people authorized to receive reports of sexual harassment.

***“We not only setting the standard for Christian Education,  
we’re redefining it!”***

