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Kerman Christian Schools Philosophy of Education

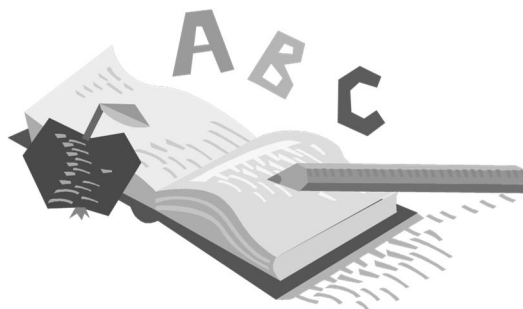
Kerman Christian Schools purpose is to train each student in the way of life presented in the Bible and to provide a foundation for a prosperous and productive life.

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

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

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

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



Vision

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

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

Goals

Curriculum

The staff will use the best possible practices with the best curriculum and materials to bring a Christian based education to all students. We will integrate technology to best meet the instructional needs of students to include increasing knowledge of the internet and how it is used.

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

Parents

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

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

Character Development

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

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

Attendance

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

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

Homework

The staff hopes to develop a sense of responsibility through the assigning of homework. Homework will be something the child has already learned and is asked to review what was taught. Sometimes homework is a long term project that is checked by the teacher periodically. In these cases, a letter will be sent home with the scope and sequence of the project and how it relates to what is being studied. A timeline will be included and check in times will help the student to stay on task through the entire process.

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

Learning Environment

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

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

Educational Goals

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



Faculty and Staff

Administrator	Madeline Rahal
Finance Director/Secretary	Desiree Burrows
Secretary	Anne Lemus
Pre School/Pre-K Director	Josie Garcia
Kindergarten Teacher	Madeline Rahal
Afternoon Kindergarten Support	Julie Armstrong
Kindergarten Aide	Veronica Temorres
First/Second Grade Teacher	Ashley Brincefield
First/Second Grade Aide	Lisette Barrios
Third/Fourth Grade Teacher	Kristie Newman
Fifth/Sixth Grade Teacher	Elli Hamm
Fifth/Sixth Grade Aide	Hailey Baptista
After School Care	Kristen Schaffer
Custodian	Zeta Warmington

KCS Board

Chairman	í í í .í .í í ..	Steve Slumberger
Secretary	í í .í .í í í ...	Nancy Weis
Treasurer	í .í .í .í .í í	Susan Hornor
Member	í .í í í .í ...í ..	Lenore Barnes
Member	í .í í í .í ...í ..	Bob Felker
Member	í .í í í .í ...í ..	David Koretoff
PTF Representative	í í	Chris White

PTF Board

President	í í í í í í í	Chris White
Vice President	í í í í í	Crystal Arvance
Secretary	í í í í í í í	Marcia Quaresma
Treasurer	í í í í í í í	Desiree Burrows
Hospitality	í í í í í í	Hilary Miller
Historian	í í í í í í í	Desiree Burrows
Librarian	í í í í í í í	Denise Gulian
Fundraising	í í í í í í	Allison Hughes
Spiritual Coordinator	í í	Erica Hornor

Kerman Christian School

2011-2012 Calendar

August 15	Kindergarten Orientation at 6:30
August 17	First Day of School
August 25	Back to School Night at 6:30
September 5	No School ó Labor Day
September 26-30	Book Fair
September 30	GrandparentsøDay (1/2 day preschool ó 6 th grade, no extended care)
October 5	Progress Reports (1-6)
November 5	Auction
November 8	End of First Trimester (K-6)
November 11	No School ó VeteransøDay
November 16-18	Parent Teacher Conferences (1/2 day K-6 only)
November 18	Awards Assembly at 8:15 (K-6)
November 21-25	No School ó Thanksgiving Vacation
December 8	Preschool Christmas Program at 6:30
December 15	K-6 Christmas Program at 6:30
December 16	1/2 Day (K-6)
Dec. 19 ó Jan. 6	No School ó Christmas Vacation
January 16	No School ó Dr. Martin Luther King Jr. Day
January 19	Progress Reports (1-6)
February 20-24	No School ó PresidentsøDay
March 5	Returning Student Registration
March 7	End of Second Trimester (K-6)
March 14-16	Parent Teacher Conferences (1/2 day K-6 only)
March 16	Awards Assembly at 8:15 (K-6)
March 26	Open Enrollment
March 30	1/2 Day (K-6)
April 2-9	No School ó Easter Vacation
April 17-25	Testing (1-6)
April 26	Progress Reports (1-6)
May 7	Deposit Due to Keep 2007/2008 Rate
May 17	Open House at 6:30
May 28	No School ó Memorial Day
June 7	Awards Assembly at 8:15 (K-6)
June 7	Pre-Kindergarten Graduation at 10:00
June 7	Last Day of School (1/2 Day, K-6)
June 7	6 th Grade Graduation at 6:30

DAILY SCHEDULE

7:30 am	Before School Care
7:55 am	First Bell
8:00 am	Class Begins
9:30-9:45	Morning Break
11:30-12:10	Lunch/Recess
2:30 pm	Dismiss: Kind. ó Third
3:00 pm	Dismiss: Fourth ó Sixth (Fridays 2:30)

AFTER SCHOOL PROGRAMS

After School Care

After school care is provided from 2:30 to 5:30 and costs \$5.00 per hour. Elementary students not picked up within 10 minutes of dismissal time will be taken to after school care. If a student has older siblings being dismissed at 3:00 and need to attend after school care until then, no charge will be added for that half hour. Any student picked up after 5:30 will be charged \$10.00 plus a \$1.00 per minute. All charges will be added to your tuition billing.

Daily after school care activities include outdoor play, homework time, and indoor games. Parents are required to sign out their child(ren) or have a note on file with the staff person in charge as to who is designated as the sign out person.

Athletics

All organized sports teams (Basketball, Soccer, T-Ball, etc.) will sign up with the city league and request to be on the KCS team. Call Mark Salvador at the City Recreation Department.



PARENT INVOLVEMENT

Parent Volunteers

Parents are encouraged to volunteer their time at KCS in the classroom, on the playground, on field trips, for the Dinner Auction, and other school events. In order to continually maintain an optimum learning environment all volunteers must be cleared through the office prior to service. The time you are willing to share at KCS does not have to be on regular schedule, periodic participation is valuable to the school and your child.

You are required to serve a minimum of 30 volunteer hours per year (per family). **Four** of those hours are required for the Auction. No more than **four** hours may be used for field trips, the rest is to be used helping with events, such as water day, track and field day, luncheons, etc. and helping in the classroom. Volunteer hours must be completed by May 1st unless other arrangements have been made with the office. A \$30.00 fee per every hour not served will be added to your tuition bill in June. Turn in volunteer hours to the office and sign in at the office to avoid these charges.

Guidelines for volunteering:

Volunteers are required to sign in and out at the office. Volunteer forms need to be turned in to the office when signing out.

When helping in an academic setting, please do not bring preschool children or siblings with you. Students need to focus on what is being taught with minimal distractions. Siblings are allowed during class parties, school events, etc.

Please put phones and pagers in a mode that will not disturb the classroom.

Please check the student dress code and model that dress code for the students when you are working with or supervising them.

For your own protection, never find yourself alone in a room with a child unless he/she is your own child.

If a teacher asks you to mark children's papers or record grades, they are placing a great deal of faith in your ability to keep that information confidential.

Please do not enter a classroom during the school day unless the teacher is expecting you. Please check with the office at all other times and the campus secretary will be happy to assist you in delivering messages, lunches, etc.

Parent Teacher Fellowship (PTF)

The primary purpose of PTF is to promote Christian fellowship, communication and understanding between parents, faculty and the administration. PTF strives to bring a closer relationship between the home and the school so that parents and teachers may work together in the education of our children.

They strive to achieve these goals by:

- Providing parents a wide spectrum for service and input on committees ranging from athletic programs to fund-raising.
- Encouraging and providing organized opportunities for prayer support of the school faculty, staff, administrators, and families.
- Keeping parents informed of school activities through flyers, monthly meetings and newsletters.
- Organizing social events to provide fellowship and establish strong relationships between school families and staff.

The PTF encourages each family to explore their own areas of interest and service and to be supportive of KCS. We encourage all parents to participate by supporting fund raising efforts as well as attending events. All parents are invited to attend the once a month PTF meetings. Volunteer time is given for attendance!

ATTENDANCE POLICIES

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

Transmittable Diseases:

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

Head lice:

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

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

Illness at School:

If a child becomes ill during school hours it is imperative that the child be picked up as soon as possible. The school asks each family to have a backup plan, especially if both parents work. The school is not equipped to supervise children who are ill. State health laws require that children be sent home when they have a temperature or symptoms of illness.

Excessive Absences:

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

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

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

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

Unexcused Absences:

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

Make ups: Class work and assignments due on the day(s) of unexcused absences will receive no credit for each day of class missed.

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

Excused Absences:

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

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

Tardiness:

Morning tardiness is the major cause of disruption during the devotional period. Classrooms begin each day with prayer, worship and praise. Students who come late not only miss the most important minutes of the day, but also cause disruption. If a child is frequently tardy, parents will be made aware of the situation and asked to correct it. Three (3) tardies are counted as an (1) absence. Parents are responsible to get students to school on time.

Truancy:

Truancy is an absence without the knowledge and consent of parents and/or staff. This includes leaving school without permission before the end of the school day, or staying out of an activity without permission. Such action will be considered a major offense.

Emergencies and Emergency Information

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

Injuries and Illnesses:

If a student becomes ill or is injured at school, they are sent to the campus secretary for assessment. The student is cared for in one or more of the following ways: Ice is applied to injuries, abrasions are cleaned and bandaged, they are allowed to rest in the office, temperature is taken if needed, and parents are called for consultation.

If the supervising adult determines that the injury is very serious, emergency services and parents will be called immediately. The student will not be moved from the site of the accident unless advised to do so by emergency personnel. The student will be made as comfortable as possible. In dealing with an injured or ill child, staff will often pray with or for the student's healing.

Medication:

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

- Clearly label the medication with the child's name and the correct dosage.
- Write complete instructions for administering the medication with your signature on a medication card, including the date to start and stop the medication.
- Bring the medication and medication card to the school office and personally discuss the above information with the school secretary.

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

Child Abuse:

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

Emergency Evacuation:

Emergency evacuation procedures are practiced at unannounced intervals. Instruction will be given by teachers as to procedures to be followed. Students will follow the teacher's instructions and move to designated safe areas.

Foggy Days:

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



PUPIL RECORDS

KCS shall keep records which will provide for the registration and attendance of students, and shall maintain an up-to-date permanent cumulative record of individual students showing personal data and progress through school, including academic achievement, health information and test results. Parents may request to review their child's cumulative records and KCS will review the cumulative records with the parents.

FINANCIALS

Admission ó A registration fee and book and supply fee are due when registering. Each student pays a supply fee for the cost of educational materials needed by the students. An annual billing fee will be given at the beginning of each fiscal year for those signed up for monthly billing. Extra charges may be made in some instances for unusual costs of specific programs (outdoor camp, notebooks, etc.).

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

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

DRESS CODE



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

Code I: Regular School Dress

Boys:

- I. All boys are to wear their hair so that it is attractively maintained and groomed. It may not:
 - a. fall below the bottom of the collar of a standard dress shirt or below the earlobe.
 - b. obstruct or interferes with vision.
 - c. be of extreme styles that may distract from the educational atmosphere of the classroom.
 - d. be dyed or colored of any kind (exception: crazy hair day).
- II. Shirts for school typically are knit pullovers, cotton button downs or crew type T-shirts. Shirts may not be worn that:
 - a. are tight tank tops, muscle shirts, undershirts, etc.
 - b. have flashy or negative symbols or logos.
 - c. are unbuttoned below the first neck button.
 - d. represent fad styles such as hospital scrubs, military uniforms, fish netting, rock culture, gangster, etc.
- III. Boys are not to wear sunglasses, hats, caps, or headbands in the school/church buildings.
- IV. Sandals (closed back, not flip flops) may be worn without socks. All shoes must be in good repair. Tennis shoes are required on P.E. days.
- V. Jackets, coats, sweaters, sweatshirts must be worn in good taste. These generally are appropriate for outside wear and not in the classroom.
- VI. Tight fitting, frayed, or worn-out sloppy faded jeans/pants and overalls are not acceptable attire for the classroom.
- VII. No tattoos, earrings, or body piercing of any kind.

Girls:

- I. Girls may wear dresses, skirts, culottes, pants or shorts.
- II. Dress and short length should be modest (no more than 4ö above the knee or no shorter than where your fingertip meets your upper leg).
- III. Clothing may not be worn that:
 - a. have an open back, a low neck line, exposing arm holes, or is a halter top, bare midriff, too tight, fish netting, etc.
 - b. is a sundress style unless worn with a blouse underneath or a jacket over the top which may not be removed during the day. Shoulder straps must be modest (around 2ö wide).
 - c. represents fad styles such as gangster, punk, pop star, etc.
 - d. is not properly buttoned/fastened.
- IV. Hair should be neat and attractively maintained and must be worn so that the eyebrows are fully visible or not interrupting vision. No hair dye or color of any kind (exception: crazy hair day).
- V. Sandals (closed back, not flip flops) may be worn without socks. All shoes must be in good repair. Tennis shoes are required on P.E. days.
- VI. Make up is not allowed in the elementary school.
- VII. Girls are not to wear hats, caps, or sunglasses, in the school/church buildings.
- VIII. No tattoos or body piercing (small earrings ok).

Athletic or Recreational Activities:

Regular school clothes, warm ups, sweats or other recreational wear is appropriate. T-shirts with pictures and insignias are fine if they are conservative.

Dressy Occasions:

Some occasions require a more formal appearance. Boys wear slacks, with button down shirts. Girls wear dresses that must be modest in appearance, and may not be strapless, backless or spaghetti type straps.

Physical Education:

Elementary students wear regular school clothes to physical education classes. They should remember to wear or bring tennis shoes on P.E. days.

Dress Code Violations:

Teachers will note violations of dress code standards and will provide counsel and warn as necessary for students. Obvious violations of the dress code may necessitate a student remaining in the office until the parents bring a change of clothing or take the student home until the dress code is met. The resulting absences are unexcused. Areas of subjectivity are left to the discretion of the teachers and administration.

Summary:

The KCS dress code is presented in detail so that our school families will have a clear understanding of the standards agreed to when students are enrolled in KCS. The intent of the standards are not meant to be divisive or to dictate a pseudo-righteousness. The school does not impose rules for students outside of school, rather the school recognizes parental authority and depends on parents to support the dress code by checking their children before school each day.

Distraction Items

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

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

TRANSPORTATION

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

Arrival:

Students may arrive at school no earlier than 7:30 am at the KCS campus. Parents may enter in the west driveway to drop off their students at the no-parking zone in front of the gate, and exit using the east driveway. If you have to stop your vehicle, use parking spots and walk your student(s) to the gate. Please make the stop as quickly and safely as possible.

Leaving:

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

Bicycles or Scooters:

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

Field Trips and Special Events:

Transportation help from parents and friends may be required for off campus trips if a bus is not available. On these occasions every possible precaution is taken to insure the safety of students. The following regulations apply:

- A student participating in an off campus event must have permission on file at school, allowing that the student is to be transported by a driver which a school employee has designated.
- Parents or others taking vehicles must be school authorized drivers.
- These drivers must have consented to the use of their vehicle for transporting students on field trips.
- The name of their automobile insurance company and policy number is recorded at school. Field trip drivers understand that by state law, the school's insurance is secondary to that of the owner of the vehicle.
- Drivers have verified that they have liability coverage of a least \$100,000.
- Number of seatbelts in the car has been verified.
- Driver's License number and expiration date are on record at school.



ACADEMIC STANDARDS

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

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

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

STUDENT GRADING

Grades K-6:

Students in grades K-6 will follow the twelve weeks reporting program in which report cards will be issued one times each trimester, and three times annually. In computing the final grade in a twelve week period, grades will be determined in the following manner:

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

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

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

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

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

3 = Meeting end of year grade-level standards.

4 = Exceeding end of year grade-level standards.

Portfolio:

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

Conduct Marks:

Parents will also be informed of their child's conduct at the twelve week conference, which will have an evaluation of conduct for each of the courses in which the student is enrolled. The following marks will be used in grades 1-6.

E = Exemplary

G = Good

N = Needs to Improve

P = Progressing

I = Incomplete/Failure to meet minimum requirements

Incomplete Grade:

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

Extra Work Requests:

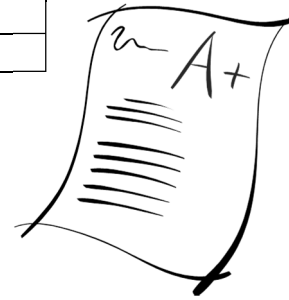
Students often ask for extra work in order to improve their grades. There is a fallacy in this request. If the student is not doing well with the regular work, how can the student do better with a greater quantity of work? Therefore, extra work is not permitted

for the purpose of improving grades. Teachers may, at their discretion, allow a student to repeat an assignment, do an assignment in a different format, or otherwise individualize a previous assignment in order to replace a low grade. The repetition of an assignment, however, must be completed within a short time of the original assignment. It is not permissible at the end of the trimester as a desperate effort to improve a low grade in the subject.

Grading Standards:

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

Letter Grade	Percentage Range	Numerical Equivalent
A	96 ó 100	4.00
A-	92 ó 95	3.67
B+	89 - 91	3.33
B	86 - 88	3.00
B-	83 - 85	2.67
C+	79 - 82	2.33
C	75 - 78	2.00
C-	71 - 74	1.67
D+	67 - 70	1.33
D	64 - 66	1.00
D-	61 - 63	.67
F	60 and below	



Cheating:

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both components of stealing and lying. Students must come to understand the seriousness of an act of cheating. Teachers are required to take precautions in terms of test security and structure to the classroom testing environment in order to protect students from unnecessary temptation. Classes should always be reminded by the teacher of the consequences of cheating. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes.

If it is determined that a student has indeed cheated, the following actions will be taken:

1. The student will receive a zero on the assignment.
2. The administrator will be notified.
3. The student will confer with the administrator.
4. The parents will be called.
5. Cheating is a violation of honor, and leadership is a matter of honor. Therefore, leadership positions will be lost.
6. A second offense will cause the student to automatically fail the course where the offense occurred. A conference with the parent, student, teacher, and administrator will be held.
7. A third offense will result in the permanent expulsion of the student from KCS.

Retention Policies:

Kerman Christian School will use Light's Retention Scale to evaluate the benefits of retaining students.

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

At the end of the 2nd trimester parent teacher conferences, the teacher will let the parents know if retention is recommended. Parents will be asked to sign a form agreeing to retention or stating "I realize we're putting our child at academic risk and I agree to passing them on."

Retention will be based on the following conditions:

- SAT10 test scores 40% or lower
- Math chapter tests
- Portfolios of student's work
- Homework done/returned

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

PARENT/TEACHER CONFERENCES

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

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

DISCIPLINE

Philosophy:

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

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

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

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

CATEGORIES AND CONSEQUENCES

Misconduct has been classified and divided into three categories, depending on the severity of the violation.

Category I

Activities that violate Category I rules. Any other minor disturbances that prevent classroom order and instruction.

Consequences ó A step will be issued by the classroom teacher for any action which occurs in the classroom. A step will be issued by the supervising staff member for any action which occurs outside of the classroom.

Category II

Activities and attitudes that show a lack of respect for authority. Violations of specific Category II rules. Frequent and repeated violation of Category I rules. Consequences ó A referral will be issued. Offenses will result in student-administrator conference, parent-administrator conference, in-school suspension, or Category III consequences for recurrent offenses.

Category III

Violation of U.S., State or City laws. Activities that seriously threaten the safety of the student or classmates. Activities that show gross lack of respect for authority or property. Activities that violate Biblical moral codes or conduct. Frequent and repeated violation of Category II rules. Consequences ó A referral will be issued. Offenses will result in suspension or expulsion/withdrawal.

ASSERTIVE DISCIPLINE CONTRACT (Step Form)

Step 1	Verbal Warning
Step 2	Verbal Warning/Detention (5-10 min. during recess)
Step 3	Teacher contracts parent/Detention (10 min. during recess)
Step 4	Administrator contacts parent/loss of privileges/lunch Detention
Step 5	Administrator-Parent-Student conference ½ day in school suspension
Step 6	Administrator-Parent-Student conference/2 day in school suspension/placed on disciplinary probation

EXPLANATION OF CONSEQUENCES

Recess Detention:

5-10 minutes spent sitting quietly during recess.

Loss of Privileges:

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

Lunch Detention:

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

Teacher Contact:

A phone call will be made to the parent by the teacher. If the teacher is unable to reach the parent by phone a note will be sent home with the student which is to be signed and returned the following day.

Administrator Contact:

A phone call will be made by the administrator to the parent.

Parent-Administrator Conference:

Parent(s) will be asked to come to the school for a conference with the student.

In-School Suspension:

Removal of the student from the classroom. Work assignments are to be completed and turned in by due date.

Referral:

Violation of Category II or III. Referral to the administrator and parent contact. Discipline will be administered according to the frequency and severity of the action. Ranging from in-school suspension, home suspension, loss of privileges to recommendation for expulsion.

Suspension:

A student may be suspended from school, only after a parent-administrator disciplinary conference. Very specific changes in attitudes and actions will be expected prior to readmission. A parent-administrator conference will be necessary for the student to return to school. Work missed during any suspension will be treated as an unexcused absence. Disciplinary probation is invoked when a student is suspended from school.

Expulsion:

Expulsion will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or that student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Category III rules, unresolved academic or disciplinary probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from school will be set and withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the KCS Board.

Expelled Students:

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

Disciplinary Probation:

Probation is invoked when a student has a serious problem and gives a student an opportunity to correct his problem. If he does not improve to a satisfactory level, he will be dismissed and asked to withdraw from the school.



Parent's Commitment

I have read and understand the school's philosophy of an education that is Christian and its statement of faith, and I am in agreement with the purpose and philosophy of Kerman Christian School.

I as a parent accept the challenge to train up a child in the way he should go (Proverbs 22:6) and I do state that this training will be carried on in the home. I place my trust in Kerman Christian School to extend that training more completely.

I understand that I have an obligation to be actively involved in the education of my children. I agree to uphold and support the high academic standards of the school by providing a place at home for my child to study and to give my child encouragement in the completion of homework assignments.

I will faithfully support the school through my prayers and positive attitude and in keeping with Matthew 18:15; I am committed to giving a good report by sharing any complaint and negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain-of-command.

I understand that the standards of Kerman Christian School do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I believe that discipline is necessary for the benefit of each student as well as for the entire school and I give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures (Proverbs 13:24; 22:6; 29:15; 7:17; Colossians 3:20; Hebrews 12:6). I further agree that I will cooperate and discipline my child in the home as needed.

I pledge that if for any reason my child does not respond favorably to the school I will do everything in our power to cooperate with the school to help my child make the necessary adjustment. If these adjustments cannot be made, then I agree to quietly withdraw my child.

I understand that assessments will be made to cover damages to the school, including breakage of windows, book damage and abuse of other personal property.

I will support the school by involvement in Parent-Teacher Conferences, Open House, Parent-Teacher Fellowship activities, workdays and other school-sponsored meeting and activities.

I give permission for my child to take part in all school activities, including sports and school-sponsored trips away from the school premises. I understand that the school does not provide student medical insurance and that it is my responsibility to provide my own or buy the insurance as offered by the school.

I understand and will fulfill my financial commitment to pay for the educational services the school is providing for my child.

I as a parent of the student applicant do sincerely give my pledge to the above items. I understand that failure of the parent or child to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit the student's privilege of attending.

Child's Name _____

Parent Signature _____ Date _____