

KALAMAZOO CHRISTIAN SCHOOLS



Parent - Student Handbook

Grades PreK - 12th

2021-2022

KALAMAZOO CHRISTIAN SCHOOLS

12th Street Campus

Grades PreK- 8th

3800 South 12th Street
Kalamazoo, MI 49009
(269) 544-2332

Stadium Drive Campus

Grades 9th - 12th

2121 Stadium Dr.
Kalamazoo, MI 49008
(269) 381-2250

www.kcsa.org

Mr. Marc Verkaik	Lead Administrator, Elementary Principal
Mr. Joel Netz	Middle School Principal
Mr. Dirk Walhout	High School Principal
Mrs. Meghan Van Lente	Curriculum Coordinator/Assistant Principal
Mrs. Cecilia Sebastiani	Spanish Immersion Coordinator
Mr. Brad Heethuis	High School Athletic Director
Mr. Kyle Mastenbrook	Middle School Athletic Director
Mrs. Sheryl Earley	12th St. Campus Administrative Assistant
Mrs. Amy Fetterley	12th St. Campus Administrative Assistant
Mrs. Hannah Glerum	12th St. Campus Administrative Assistant
Mrs. Sue VanHamersveld	Stadium Dr. Campus Administrative Assistant
Mrs. Toni Cramer	Stadium Dr. Campus Administrative/ Athletic Assistant

Office Hours of Operation

7:30a - 3:30p	Monday - Friday when school is in session
9:00a - 12:00p	Monday - Thursday during June and August

The offices are closed in July.

[Student Handbook for KCSA - p1](#)

Dear Parents,

The Parent-Student Handbook provides KCS families with important information regarding the operations of the Kalamazoo Christian Schools at both campuses. Reading this handbook should help you understand who we are, what we stand for, and how our schools operate. It will also provide you with school policies and procedures that affect everyday life here at school. You should use it throughout the year as a reference. It is our hope that this handbook facilitates our partnership throughout the year and that it helps to define our school's relationship to God and the parent/student/Church community we serve. This is a living document and will be updated as needed.

School newsletters are sent home via email (12th St. campus, Fridays; Stadium Dr. campus, daily). Reading them carefully will also keep you informed of what's going on at school including important dates, school events, and announcements.

The faculty and staff of Kalamazoo Christian Schools stands ready to serve you. We ask for your prayers, encouragement, and support. Please feel free to call the school office whenever you have a question or concern.

Partnering with you,

The KCS Administrative Team

VISION STATEMENT

To be disciples who transform the world.

MISSION STATEMENT

Kalamazoo Christian Schools is an academically excellent Christian community equipping, inspiring, and challenging students to love and serve the world for Christ.

Academically Excellent

Through dynamic programming provided by high-quality, certified teachers and staff, Kalamazoo Christian Schools enable students to achieve their God-given potential based on their gifts and abilities.

Christian Community

The Kalamazoo Christian School community includes Christian families, teachers, staff, coaches, churches, faith leaders, and classmates.

Equipping

Kalamazoo Christian Schools nurture students academically, emotionally & spiritually so they possess the necessary knowledge & skills to be productive, Christian citizens of this world.

Inspiring

Kalamazoo Christian Schools ignite a passion within students by modelling Christ-like living and providing pathways for students to develop their talents and purpose.

Challenging

Kalamazoo Christian Schools create stimulating environments & opportunities that stretch our students to reach their full potential.

Love the world for Christ

Because of our love for Christ and His love for us, Kalamazoo Christian Schools encourage students to see others and the world through His eyes.

Serve the world for Christ

We broaden students' experiences so they develop a heart for others and respond by serving in their spheres of influence with Christ-like compassion.

CORE VALUES

Christ-Centered Focus
Academically Excellent Environment
Biblical Worldview Instruction
Christian Faculty & Staff
Caring and Welcoming Community
Educating children of Christian families

FAITHLINES

God Glorifying/God Glorifiers (The 1st & Great Commandment)

Recognizing and honoring God with our thoughts, words and actions.

Kingdom Building/ Kingdom Builders (2nd Commandment)

Using our head, heart and hands to build His kingdom. We know God's word is true (head), therefore we love our neighbors (heart), and serve our communities (hands).

Image Reflecting/Image Reflectors

Valuing and respecting ourselves and others because we are all made in the image of God.

Justice Seeking/Justice Seekers

Develop a biblical understanding of our broken world and, by following Christ's example, work to renew it.

Beauty Creating/Beauty Creators

Because we are image bearers of a creative God, we have the ability and a longing to create. Using our God-given talents, we are able to reflect his beauty in all we think and do.

Creation Caring/Creation Carer

We work to enjoy, protect, and restore God's creation.

Truth Pursuing/Truth Pursuers

Being grounded in the Word of God and allowing it to direct our world view and discern truth.

Stewardly Living

Our responsibility is to care for and wisely use all that God has placed under our earthly authority including our time, our talents and our treasures.

Faith Nurturing/Faith Nurturers

Continuing to grow in God's word daily through reading devotions, studying the Bible and fellowshiping with believers to deepen the roots of our faith.

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WHO WE ARE

Kalamazoo Christian School belongs to the *Kalamazoo Christian School Association (KCSA)* along with Kalamazoo Christian High School. KCSA is a parent owned and operated school system, not belonging to any one church or denomination. KCSA schools do not discriminate on the basis of sex, race, or ethnic heritage.

The Kalamazoo Christian Schools are not tax supported. Tuition accounts for about 83% of total operating costs. An Annual Fund Drive, church offerings, and private contributions help provide the balance. Tuition schedules are available upon request.

Kalamazoo Christian Schools is established and operated by Christian families in obedience to God's command to "nurture your children in the ways of the Lord." We believe God instituted the family, giving parents primary decision making and responsibility for a child's instruction so that His promise of redemption would be passed throughout the generations.

Our educational aim is to place God at the center of all that we do and teach. The whole child is educated to be Christian in all the God-created aspects of his/her life; spiritual, mental, physical, social, and emotional. As a child learns, each comes to know, to enjoy, and to serve God according to his/her God-given abilities. Each child is guided to explore all of the various dimensions of God's creation from a Christian perspective. It is this all-encompassing Christian perspective - or "world and life view" - that Kalamazoo Christian seeks to create and nurture. Though the historic roots of Kalamazoo Christian Schools lie with the Reformed and Christian Reformed churches in the area, today the Kalamazoo Christian Schools serve a wide spectrum of Christian churches with well over one hundred congregations represented.

SCHOOL AFFILIATION AND ACCREDITATION

KCSA K-12 schools are members of Christian Schools International (CSI) and are fully accredited by CSI. CSI accreditation is reciprocal with Michigan Association of Nonpublic Schools (MANS) and Cognia. CSI acts as a service agency for approximately 440 Christian Schools representing 78,000 students and 5,200 teachers throughout the United States, Canada, and abroad.

STAFF REQUIREMENTS

KCS provides a well-trained faculty and staff of committed Christians dedicated to implementing a distinctively Christian program. Each member of Kalamazoo Christian's staff is selected and empowered to serve toward that vision. All teachers must be active members in good standing of a Bible rooted Christian church and well acquainted with biblical integration philosophy. All teachers must be licensed by the State of Michigan and are required each year to meet all ongoing standards of KCSA Professional Development Policy.

Kalamazoo Christian School staff, from Administrator to teacher, custodian to aide, from librarian to office staff, view their work not only as vocation, but as ministry.

KALAMAZOO CHRISTIAN FACULTY AND STAFF DIRECTORY

12th STREET CAMPUS

Grades PreK - 8

NAME	TITLE	EMAIL
Acosta, Benito	5th Grade (SI)	bacosta@kcsa.org
Acosta, Patti	Aide, ASP (SI)	pacosta@kcsa.org
Ahern, Sue	Hot Lunch	sahern@kcsa.org
Baas, Melissa	1st Grade ES Team Leader	mbaas@kcsa.org
Batts, Jenna	7th Grade	jbatts@kcsa.org
Batts, Rachael	PreK Y5's	rbatts@kcsa.org
Bierenga, Chris	4th Grade	cbierenga@kcsa.org
Brouwer, Anne	MS Art	abrouwer@kcsa.org
Burchett, Dennis	MS Choral Music	dburchett@kcsa.org
Cardona, Lucy Ann	4th Grade (SI)	lcardona@kcsa.org
Cleveland, Karen	3rd Grade	kcleveland@kcsa.org
Cooke, Dan	Technology Director	dcooke@kcsa.org
Cooper, Joanne	PreK 4's	jcooper@kcsa.org
Cramer, Eric	Aftercare	ecramer@kcsa.org
Crawford, Melissa	Hot Lunch	mcrawford@kcsa.org
DeVries, Kristin	Elementary Spanish Middle School Spanish	kdevries@kcsa.org
Driesenga, Renee	Elementary Title I	rdriesenga@kcsa.org
Durian, Karla	6th Grade	kdurian@kcsa.org
Dykstra, Carla	Elementary PE	cdykstra@kcsa.org
Earley, Sheryl	Administrative Assistant	searley@kcsa.org
Eling, Matt	8th Grade	meling@kcsa.org
Enriquez, Consuelo	Kindergarten (SI)	cenriquez@kcsa.org
Everett, Matt	Middle School Band	meverett@kcsa.org
Feddema, Sue	2nd Grade	sfeddema@kcsa.org
Fernandez-Estacion, Sylvia	Paraprofessional	sestacion@kcsa.org
Ferreyra, Claudia	3rd Grade (SI)	cferreyra@kcsa.org

Fetterley, Amy	Administrative Assistant	afetterley@kcsa.org
Folkersma, Jeralyn	Elementary ASP	ifolkersma@kcsa.org
Fryling, Beth	2nd Grade	bfryling@kcsa.org
Gavan, Lori	Elementary Art	lgavan@kcsa.org
Glerum, Hannah	Administrative Assistant	hglerum@kcsa.org
Gonzalez, Irma	SI Paraprofessional	ygonzalez@kcsa.org
Hettinger, Celeste	MS ASP	chettinger@kcsa.org
Hoeksema, Jill	Middle School Paraprofessional	jhoeksema@kcsa.org
Hoeksema, Jonni	5th Grade	jillhoesksema@kcsa.org
Jacobs, Karen	Paraprofessional, Hot Lunch	kjacobs@kcsa.org
Lockwood, Jane	Aftercare Director	jlockwood@kcsa.org
Manting, Lauren	PreK-4's, Team Leader	lmanting@kcsa.org
Martinez, Johanna	1st Grade (SI)	jmartinez@kcsa.org
Mastenbrook, Kyle	MS Athletic Director/PE	kmastenbrook@kcsa.org
Matta, Mayra	1st Grade (SI)	mmatta@kcsa.org
Meyer, Kim	5th Grade	kmeyer@kcsa.org
Mulder, Brooke	6th Grade	bmulder@kcsa.org
Nava, Julieta	SI Paraprofessional	jnava@kcsa.org
Netz, Joel	Middle School Principal	jnetz@kcsa.org
Neville, Mayra	2nd Grade (SI)	mneville@kcsa.org
Penninga, Ashley	4th Grade	apenninga@kcsa.org
Razenberg, Tara	Aftercare	
Rodriquez-Cunat, Zoraya	5th/6th Grade (SI)	zrodriquezcunat@kcsa.org
Ryan, Michelle	Kindergarten (SI)	mryan@kcsa.org
Schrauben, Malena	MS Language Arts	mschrauben@kcsa.org
Schrik, Kristina	Kindergarten (3 day)	kschrik@kcsa.org
Sebastiani, Cecilia	8th Grade (SI) Spanish Immersion Coordinator	csebastiani@kcsa.org
Streeter, Lyndsey	Kindergarten	lstreeter@kcsa.org
Sussmann, Vanessa	4th Grade (SI)	vsussmann@kcsa.org
Tarnutzer, Erin	K-8 Technology	etarnutzer@kcsa.org
TerMolen, Dawn	7th Grade	dtermolen@kcsa.org

Thielemann, April	3rd Grade	athielemann@kcsa.org
VanderKamp, Abigail	7th Grade	abigailvanderkamp@kcsa.org
VanderKamp, Amy	1st Grade	avanderkamp@kcsa.org
VanderMolen, Jennifer	Nature Preschool Teacher	jvandermolen@kcsa.org
VanDyke, Heather	8th Grade	hvandyke@kcsa.org
VanLente, Meghan	Curriculum Coordinator, Instructional Coach	mvanlente@kcsa.org
Van Loo, Kim	Media Center	kvanloo@kcsa.org
Verkaik, Marc	Elementary Principal Lead Administrator	mverkaik@kcsa.org
Visser, Kelli	PreK-3's Teacher PreK-4's Paraprofessional	kvisser@kcsa.org
Voetberg, Krista	Elementary Music	kvoetberg@kcsa.org
Wainwright, Ben	3rd Grade	bwaiwright@kcsa.org
Walhout, Radeana	Paraprofessional	rwalhout@kcsa.org
Webb, Christine	7th Grade	cwebb@kcsa.org
Wilbur, Laura	3rd Grade (SI)	lwilbur@kcsa.org

STADIUM DRIVE CAMPUS
Grades 9 - 12

NAME	CONTENT AREA	EMAIL
Boender, Julie	Spanish	jboender@kcsa.org
Boes, Heidi	Mathematics	hboes@kcsa.org
Cooke, Dan	Technology Director	dcooke@kcsa.org
Cramer, Toni	Administrative/Athletic Assistant	tcramer@kcsa.org
Deters, Jim	Math	jdeters@kcsa.org
Dyk, Steve	Science	sdyk@kcsa.org
Eaton, Tammy	Bible, English	teaton@kcsa.org
Everett, Matt	Band, Choir	meverett@kcsa.org
Heethuis, Brad	Athletic Director	bheethuis@kcsa.org
Jeffers, Lindsay	Spanish Immersion	lindsay.jeffers@wmich.edu
Koerner, Seth	Art, Computer Apps	skoerner@kcsa.org
Landstra, Patti	English, Guidance, Registrar	plandstra@kcsa.org

Macias, Tara	Social Studies	tmacias@kcsa.org
Millar, Michael	Spanish Immersion	michael.millar@wmich.edu
Offringa, Jeff	PE, Science	joffringa@kcsa.org
Potter, Aaron	English/Language Arts	apotter@kcsa.org
Potter, Jim	Social Studies	jpotter@kcsa.org
Scheffers, Corey	Science	cscheffers@kcsa.org
Slater, Kristin	Bible/Religion	kslater@kcsa.org
Sloterbeek, Megan	English/Language Arts	msloterbeek@kcsa.org
Spitzer, Saara	Math	sspitzer@kcsa.org
VanDyke, Scott	Latin, Social Studies, Bible	svandyke@kcsa.org
VanHamersveld, Sue	Administrative Assistant International Student Director	svanhamersveld@kcsa.org
Visser, Dave	Industrial Arts	dvisser@kcsa.org
Walhout, Dirk	Principal	dwalhout@kcsa.org
Whitaker, Carolyn	Choir	cwhitaker@kcsa.org
Williams, Dave	Maintenance Director	dwilliams@kcsa.org

SCHOOL POLICIES AND PROCEDURES

ATTENDANCE

Kalamazoo Christian School teaches students to be prompt, present, and prepared. A classroom is a learning community; students benefit from classroom experiences, and other students benefit from the participation of all. Therefore, students are expected to attend class regularly and to be in class on time. When a student is absent or tardy, he/she is responsible for any class work missed and must arrange with the teacher(s) to make up coursework. If a student is sick, the student will ordinarily be given the number of days absent to make up the work assigned during his/her absences (e.g. if two days are missed, two days are given to make up the work).

Maximum Absences

Ordinarily, this policy limits the total number of absences (whether excused, unexcused, or a combination of both) from a class. Absences due to school-related activities (i.e. field trips, sporting events) do not count towards the total number of absences allowed per semester. It is a middle-school or high-school student's responsibility to check his/her Google Classroom link or contact the teacher to determine what homework, tests or quizzes he/she needs to complete and to set up a reasonable timetable for this to be accomplished.

12th Street Campus

More than ten absences in a semester (excused or unexcused) are considered excessive and will generate a letter of concern to the parent. More than twenty absences in a school year will generate consideration of retention.

Stadium Drive Campus

Ten absences per semester are considered excessive with 11 or more absences resulting in loss of credit for the class. Parents of high-school students will be alerted after the 6th absence from a class has occurred.

Unplanned Absences

If a student must be absent because of illness or unexpected circumstances, parents are asked to notify the office by phone or email before 9:00am every day the student is absent. If contacting the office via email, please include the student's name, date of absence, and reason for absence.

Planned Absence

Parents are responsible for alerting the school office of any planned absences (i.e. appointments, funerals, travel) as soon as possible. Parents are strongly encouraged to avoid taking vacations while school is in session.

12th Street Campus

Pre-planned absences for vacations for students require a week's notice to the office. **Teachers may, but are not required to, provide work in advance.** Work provided in advance is due on the day of return. Students will be given the number of days of absence to make up work missed during the duration of absence.

Stadium Drive Campus

Before the absence(s), students are required to complete a "Planned Absence Form." Forms are available in the office or online (www.kcsa.org). In addition, students are expected to complete a "Planned Absence Homework Form" also found in the office or online (www.kcsa.org). Students will be given the number of days of absence to make up work missed during the duration of absence.

Parents are strongly encouraged to avoid taking vacations while school is in session.

Partial Day Absence

Both 12th Street and Stadium Drive Campuses

1. If a student arrives at school late or must leave early, he/she must stop in the main office to sign in and/or out. A parent must sign out a PK-8th-grade student.
2. If a student is gone for an appointment, he/she can sign him/herself back in upon return if able.
3. If a student becomes ill during the school day, he/she must report to the office before leaving campus. Parents will be notified of the student's illness (and departure if a driver).
4. In order to participate in an extracurricular athletic event or contest, a student-athlete must be at and remain at school by 11:00am on the date of the event unless previous arrangements have been made with the school's Athletic Director.

Tardiness

Students are expected to be at school and in class on time. Repeated tardiness demonstrates a lack of respect for the teacher(s) and the school. Persistent tardiness will result in disciplinary action.

12th Street Campus

More than ten tardies in a semester (excused or unexcused) are considered excessive and will generate a letter of concern and warning to the parent. More than twenty tardies in a school year will generate consideration of a parent meeting.

Stadium Drive Campus

After a student's 3rd tardy in a semester, his/her parents will be alerted; after a student's 5th tardy, he/she must serve a disciplinary detention. A tardy of 10 minutes or longer will be recorded as an absence. Detentions (40 minutes) will be served once per week beginning at 7:15am. Students and their parents will be notified when and if a student must serve a detention.

Continued excessive absences and/or tardies will generate a meeting with the parent(s) and may cause the school to consider its partnership in education with the parent as void.

[7 Reasons Why Being On Time Matters](#)

Closed Campus

Kalamazoo Christian School operates as a closed campus. Any student arriving in the morning is expected to remain on campus until the school day ends. Students are

not allowed to leave campus for lunch. The KCSA campuses--building and grounds--are closed to non-KCSA students during the school day. (Exceptions may be made for special visitors with permission from the school principal. All visitors must check in at the main office upon arrival.) Students are expected to leave campus immediately after dismissal on normal school days unless they are involved in school-sponsored, extra-curricular activities.

12th St. Campus

Rules pertaining to the leaving of the school grounds are particularly important to the safety of all of our students.

1. Students who stay for after school activities may not leave the school property unless accompanied by a parent. *Students who stay must be in attendance at the event or activity, not in the halls or outside.*
2. Students may not leave school grounds with siblings or other adults during the school day unless parents have notified the office in advance.

Extracurricular Event/Contest Participation

In order to participate in an event, practice, or contest, an athlete or co-curricular participant must be at and remain in school by 11:00am on the date of the event, unless previous arrangements have been made between the parents and the Athletic Director or Principal.

BAND AND CHOIR UNIFORMS

Apparel for band and choir events will be determined by the band/choir directors or music teacher(s).

BIRTHDAYS - PARTIES

12th St. Campus

1. Party Invitations: If the entire class or all of the students of the same sex are invited, invitations may be passed out at school. If the party is only for select friends, please do not distribute invitations at school. We want to avoid hurting children's feelings.
2. Birthday Celebrations at School: We love to celebrate our students' special days, but we encourage parents to make at-school celebrations simple. Simple treats for the class are preferred. Balloons and flowers cause undue distractions and for reasons of safety cannot be transported on buses.

BOOKS AND SUPPLIES

Basic books are furnished by the school. Extra supplies and accessories should be purchased by parents or students. Students are responsible for caring for textbooks and library books issued by the school. Parents will be charged replacement cost if books (or school loaned equipment) are lost or damaged beyond ordinary wear and tear. Every summer elementary and middle-school students receive a supply list for the grade they are entering. High-school students will be informed by individual teachers about the supplies they'll need for each individual class.

BUSSING

The student's responsibility is the same while riding a KCS bus or riding a public school bus. It is important to cooperate with the driver so that he/she can concentrate on driving safely.

The same standards apply to field trips and sporting event transportation. It is expected that bus riders will:

1. Treat school property, other riders and the driver with respect.
2. Obey the driver's instructions.
3. Students must keep head and limbs inside the bus.
4. Be properly seated when the bus is in motion.
5. Keep voices at a reasonable volume (talking, not yelling).
6. Keep their hands and feet to themselves (no horseplay).
7. Put trash in trash cans.
8. Stay off the roadway at all times while waiting for the bus.
9. Be on time so schedules can be maintained.

[SEE APPENDIX C](#)

Students who do not comply with these rules will not be allowed to ride the bus for a period of time.

CELL PHONES AND ELECTRONICS

Engaging in positive, face-to-face social interactions is an important part of child development and building a school community; consequently, the school prefers students not to use cell phones at all during the day. Cell phones and other electronic devices are not to be used in class without specific permission from the teacher. Cell phone use during tests or exams will be considered cheating. Lost and stolen items are not the responsibility of the school. Cell phones will be turned into a secure place in the classroom at the beginning of the day (12th St. campus) or class period (Stadium Dr. campus). Parents should contact the office to relay information to their students. Students may use their cell phones to call parents at teacher discretion. (Reasons that may occur include: a game or practice change, need for athletic or PE clothes, etc.)

CHAPELS AND DEVOTIONS

Worshipping God with community is an integral part of faith formation and is evidence of who we are as a distinctively Christian school. Though we may worship God through our work, we specifically set aside time to worship as a school community. Ordinarily, chapel services are led by students, teachers, or invited guests.

12th St. Campus

Elementary students worship in chapel 2x a month and spend time singing and building community the other weeks. In addition, daily, time is spent during 1st-period classes in classroom devotions which may include sharing, prayer, scripture reading, and devotional readings. Classroom prayers are also said before lunch and dismissal.

Middle school students meet weekly either in a corporate 5th - 8th grade Community Worship time or in smaller Community Groups made up of 5th-8th graders and a teacher to have more in-depth discussions on faith formation topics.

Stadium Dr. Campus

Students ordinarily attend chapel once per week.

CHEATING AND PLAGIARISM

Students are expected to demonstrate integrity in their schoolwork. Supplying answers to another student or using the answers of another student constitutes cheating, whether on daily assignments or a test or exam. Use of a cell phone or inappropriate use of other electronic devices during a test or exam will be considered cheating. A student guilty of cheating on a daily assignment will receive a score of 0 (zero) for that assignment. A student guilty of cheating on a test, quiz, or major assignment (i.e. paper, project, presentation) will redo the work properly, and the marking period grade will be lowered two steps at the end of the marking period (i.e. from a B to a C+). In the case of cheating on a semester exam, the student will retake the exam, and the achieved grade will be lowered two steps. The teacher involved will notify the principal and parents, and the incident will be noted in the student's cumulative file. Repeated offenses during a student's high school career may result in suspension. Incidents deemed by the teacher(s) and principal as more serious in nature may also result in suspension. Teachers will explain what constitutes plagiarism in each of their classes.

COMMUNICABLE DISEASES POLICY

[See Appendix B - Communicable Diseases](#)

COMMUNITY SERVICE (Stadium Dr. Campus only)

The Community Service program at Kalamazoo Christian High School is an opportunity for students to use their God-given gifts to bless others by serving them in our community and beyond. Each grade has a minimum time commitment that is **EXPECTED** each year:

9th grade	10 hours
10th grade	15 hours
11th grade	15 hours
12th grade	10 hours

Guidelines

- KCHS encourages students to volunteer & serve more than the expected number of hours.
- Students may begin counting their annual community service hours the summer prior to the upcoming school year; however, hours will not be "banked" for future years' expectations.
- Service should be completed for a non-profit organization or an unrelated person in need.
- Students may not be paid or accept cash "tips" from the person or organization who they are serving.
- Complete reporting of service hours for Seniors is due on the 1st Friday after Christmas Break.
- Complete reporting of service hours for Freshmen, Sophomores, and Juniors is due on the 1st Friday after Spring Break.

Documentation

- In order to receive credit, the organization(s) &/or individual(s) students must submit a signed letter of confirmation explaining the nature of the service completed & how many hours were given to service.
 - If service is provided to a non-profit organization, then letters of confirmation must be on the organization's letterhead/stationary.
- All service confirmation information must be submitted to the high-school office staff.

CONTRABAND AND SAFETY

Any contraband items in possession by a student, kept in a student locker, or observed on school property shall be immediately confiscated and turned over to the Principal. The Principal will notify the student's parents as soon as reasonably possible. Contraband includes, but is not limited to, items which are illegal or inherently dangerous to possess. Examples include illegal drugs, alcohol, marijuana, cigarettes, chewing tobacco, and any article which may be deemed a weapon by its design or use.

Other items which by their design or use are not appropriate in a safe ordered school setting, or which present undue liability concerns, may be excluded by the principal. Examples of excluded items are skateboards, ice skates, roller skates, and roller blades.

CRISIS MANAGEMENT

We follow the state and federal guidelines as it relates to fire, lockdown and tornado drills. A copy of our crisis management plan is on file with the local authorities, and staff members are trained to handle various emergencies.

Should an emergency event (e.g. severe weather, fire, bomb threat, violence, gas leak) occur, and it is determined that students cannot re-enter the building, the following initial emergency actions will be taken:

1. Teachers will lead students to the pre-established evacuation site.
 - a. 12th St. Campus to 12th Street Baptist Church
 - b. Stadium Dr. Campus to Second Reformed Church
2. Students will be assembled under the direction of administration and the Crisis Response Team.
3. Parents will be notified; students will be allowed to leave the church only when permission is given by the administration or local authorities.

CURRICULUM AND CHRISTIAN PERSPECTIVE ON INSTRUCTION AND LEARNING

Kalamazoo Christian School is intent on offering a robust, 21st-century, liberal-arts education which will prepare students for college and/or the workplace. Values and insights which represent a Christian worldview are integrated into all instruction. Teachers equip, inspire, and challenge students to practice the KCS Faithlines (p. 4) which lead toward deeper faith formation. Children are nurtured to know who God is which includes a study of the attributes of God the Father, Jesus as our example, and the Holy Spirit as our guide. From this study flows the desire to respond to who God is. Students are led to restore creation, social relationships, and their personal relationship with God in all areas of study.

DEMONSTRATIONS, PROTESTS, RALLIES

Student-led or initiated demonstrations, protests, or rallies are prohibited on campus (and off-campus if using Kalamazoo Christian School's name or identity) unless first requested

and approved by the building principal or the Board of Directors. Ordinarily, all requests must be submitted to the building principal or Board of Directors no less than one week before the planned event.

Kalamazoo Christian Schools recognizes that students' voices play an important role in civil discourse and sharing their thoughts & opinions on important matters is an important part of their human development. To that end, Kalamazoo Christian Schools desires to maintain a standard for student rhetoric that preserves and promotes positivity and respect for others within a Christian learning environment. The school reserves the right to decide what is proper and fitting for public discourse and will do so in light of the school's mission & vision statements & its core values. Requests that do not align with the school's foundational statements of belief or are affiliated with causes that may bring about substantial disruption, distraction, or substantial interference with the educational process or the orderly operation of the school will be denied. When students are out of compliance with this policy, they may be subjecting themselves to disciplinary action including but not limited to dismissal from the school.

DISCIPLINE

A general principle in creating and developing healthy relationships is being respectful to one another. Students must respect the image of God in each person; respect the school's and other's property, and refrain from profane, vulgar, rude, and obscene talk or gestures. Jesus requires us to love our neighbor. This means that the way we treat each other should reflect the love of Christ.

Discipline is an essential element of Christian nurture. Christian parents and teachers use discipline to guide and direct the student. The goal of school discipline is to develop self-discipline on the part of the student. All students are expected to conduct themselves in a manner, which will reflect honor and glory to God. This will be evident in attitude, language, and behavior while in class, during practice and games, or attendance at these and other school-related or community activities year round. While total agreement about each rule is impossible, the staff and administration will do their best to apply discipline consistently and in a timely fashion while in close communication with parents. Since the goal of discipline is a change in attitude or behavior, it will always be accompanied by a discussion with the student aimed at helping him or her understand the need for change. The administration will follow school policy and Scriptural principles of love, compassion, and justice when administering disciplinary action and communicating with parents.

Generally, classroom discipline is the classroom teacher's responsibility. Discipline may be used for either of two major reasons: to ensure that the student concentrates on a learning task or to enable other students to focus on their work without distraction. The importance of proper Christian behavior also may be stressed by appropriate discipline.

Kalamazoo Christian School will not tolerate bullying, harassment, or violence. Swearing, name-calling, and crude language are not acceptable. When students behave in such a

manner or use such language, parents will be informed. The faculty will work with students to help them see the importance of developing a Christian tongue and Christian behavior.

Elementary Discipline Rubric - [See Appendix E](#)

Middle School Discipline Rubric - [See Appendix F](#)

Suspension

Kalamazoo Christian School defines suspension as a temporary hiatus from all Kalamazoo Christian School academic and extracurricular activities. Suspension not only includes exclusion from KCS' academic experience but also the participation in and attendance at extracurricular events, including but not limited to athletic competitions, academic competitions, field trips, concerts, special programs presented off-campus and outside of normal school hours. Individuals who have been suspended from KCS who are found on KCS' property are trespassing and may be subject to prosecution. Lengths of suspensions will be determined by the administration on a case by case basis.

Expulsion

Kalamazoo Christian School defines expulsion as permanent expulsion from KCS. Expulsion not only includes exclusion from KCS' academic experience but also the participation in and attendance at extracurricular events, including but not limited to athletic competitions, academic competitions, field trips, concerts, special programs presented off-campus and outside of normal school hours. Individuals who have been expelled from KCS who are found on KCS' property are trespassing and may be subject to prosecution. Principals will communicate with the Lead Administrator and Executive Committee of the Board the reasons for expulsions.

Non-Discrimination

Kalamazoo Christian School policy prohibits discrimination on the basis of race, color, gender, or national and ethnic origin in the administration of its educational policies, admissions policies, athletics, and all other school-administered programs. The Bible clearly states that parents/guardians are responsible for the training and instruction of their children. The Christian school exists to partner with parents/guardians in this God-given responsibility.

DRESS CODE (5th-12th grades)

Parents and students should think of school as a work environment, and parents are responsible for ensuring their students are dressed appropriately at school. Dress expectations are different in a work environment than they are at home or in many social situations. At KCS, all students are expected to exercise Christian modesty in apparel and grooming. Clothing should not attract undue attention, be suggestive, immodest, or promote a non-Christian lifestyle. Clothing is meant to cover, not reveal. Students should consider these expectations as a way to learn how to dress professionally and appropriately. If a student does not meet these reasonable expectations, he/she will then be asked to be in compliance with dress code expectations immediately. Should a student not be following dress code expectations, parents may receive communication from a school representative.

Dress code expectations and guidelines include but are not limited to the following:

1. Wording on clothing (including hats) must not be offensive, refer to drugs, alcohol, or violence, or include sexual innuendo.
2. Footwear must be worn at all times.
3. Hats/hoods may not be worn in the school building. Students may wear hats outside for recess. There will be special spirit days where hats will be allowed. (5th - 8th grades only)
4. Jewelry - PE and Intramurals are highly structured and competitive at KCS. They occur year-round. The intensity and potential for physical contact during student competition is similar to interscholastic competition. Therefore, it is the policy of KCS to follow MHSAA standards for physical education classes, intramurals, and extracurricular practices and games. Those standards require that all jewelry be removed prior to the activity. Taping over jewelry is not allowed.
5. For girls:
 - a. Shirts and dresses must have a modest neckline.
 - b. No bare midriffs are allowed and no undergarments may show.
 - c. Spaghetti straps or off-the-shoulder tops are not acceptable. (Exceptions may be made for formal wear at dances).
 - d. Skirts and shorts must extend a length below the fingers of an extended hand.
 - e. Yoga pants, leggings or running pants can be worn under skirts, dresses or shorts that meet the dress code. Leggings, yoga pants, jeggings and slim fit running pants may be worn at school with the following details:
 - i. Sweatshirts, dresses, shirts and tunics must cover the derriere, all tops need to come to finger-tip length - hands at sides
 - ii. Any shirt worn with leggings may NOT be tucked into the front of the leggings
 - iii. Please do not tie your shirt in a knot on the side
 - iv. Please be sure that the leggings do not have anything see-through above the knee
6. For boys:
 - f. Pants and shorts must be worn in such a manner that undergarments are not visible, regardless of movement.
 - g. Shirts must be worn at all times.
 - h. Sleeveless shirts are not allowed, except during P.E. and then only in the gym.

This dress code applies to all school activities, including athletic practices and games. Athletic uniforms are exempted from these regulations, and exceptions to these rules may include attire at special functions (i.e. the Prom to which strapless and spaghetti-strap dresses for girls may be permitted). The school administration reserves the right to decide what is proper and fitting in the manner of dress for school wear.

DROPPING OR ADDING A CLASS (Stadium Dr. Campus)

Students will have 5 school days at the beginning of each semester to drop or add a class without penalty. To drop or add a course, a student must obtain and complete a drop/add form from the Guidance Office. Before a drop or add is approved, the form must be signed by the student's parents, the teacher(s) involved, and the registrar. Each student must be enrolled in six classes each semester unless special permission has been granted for an alternative schedule to be in place.

ELIGIBILITY (Stadium Dr. Campus)

Please consult the Kalamazoo Christian High School Athletic Handbook for academic-athletic eligibility guidelines. A link to the book can be found on the school's website, and a link is included in the high-school daily announcements and weekly newsletter.

EMAIL ACCOUNTS AND CHROMEBOOKS

Use of KCS' wifi service is a privilege as is the use of a KCS-sponsored email account. As part of the Kalamazoo Christian Schools admission process, parents and students have agreed to follow a set of guidelines articulated in the *Acceptable Use Policy* as it applies to computer and wifi services provided at and by the school; students are expected to follow the guidelines at all times. In addition, at the beginning of their 5th grade year, each student is issued a Chromebook as part of the 1:1 computer program. These computer devices are technically property of the school but are treated as a lease-to-own arrangement with the students as they assume full ownership of the devices after graduating.

Students and parents are also expected to be familiar with the following:

KCSA Student Email Accounts:

1. Student email accounts are to be used only for school-related activity.
2. It is the responsibility of the student to protect his/her password.
3. Students may not transfer material that is illegal or subject to copyright laws.
4. Obscene, vulgar, bullying, harassing, or sexually explicit content is prohibited.
5. Students' email accounts are not private and may be subject to inspection at the discretion of the school Principal and/or Technology Director.

EMERGENCY CLOSINGS

Announcements about our school closings will be given over local radio and TV stations (WWMT) as well our website. Parents can sign up for a text or email alert through either their local television/radio or school email.

GRADES

Evaluation

Students in grades 1 - 12 receive report cards electronically at the end of each marking period (9 weeks) for all core subjects. (Specials/Encore courses issue grades at the end of each semester at the 12 St. Campus only.) Letter grades are used beginning in 4th grade. Kindergarten students receive report cards in January and June. Preschool families receive an assessment midway through the year. Parents with students in grades 5 - 12 have access to grades through FACTS at any time. The staff encourages parents to use this resource on a regular basis.

Exams

12th St. Campus

Students in 7th and 8th grades should expect to take exams each semester for most classes. The semester exam grade counts for 10% of the final semester grade.

Stadium Dr. Campus

Students should expect to take exams each semester for most classes. The semester exam grade counts for 20% of the final semester grade. Seniors may be exempt from the exam in a second-semester course if they achieve one of the following:

1. Semester grade in that course of B+ or higher.
2. Semester grade in that course equal to or higher than their cumulative GPA.

Additionally, students must demonstrate consistent effort in their schoolwork and have no major disciplinary referrals during the semester. Exemptions are a privilege, not a right and are always awarded at the discretion of the classroom teacher.

Grading Scale

<u>Grade</u>	<u>Percentage</u>	<u>Numeric Grade Equivalent*</u>
A	100 – 94	4.0
A-	93 – 90	3.6665
B+	89 – 87	3.3335
B	86 – 83	3.0
B-	82 – 80	2.6665
C+	79 – 77	2.3335
C	76 – 73	2.0
C-	72 – 70	1.6665
D+	69 – 67	1.3335
D	66 – 63	1.0
D-	62 – 60	0.6665
F	59 – 00	0.0

*Used in computing cumulative grade point averages (GPA) at the end of each semester.

Honor Roll

The purpose of the honor roll is to recognize and celebrate the academic gifts and accomplishments of high-school students. Some students achieve because of their gifts of intelligence, others because of diligence, most because of a combination of both. Since the school is primarily an academic institution, it is appropriate to recognize and celebrate these gifts and accomplishments just as we recognize other gifts and accomplishments in other ways. In order to be included on the high-school honor roll, a student must have a marking period average of a B+ or higher (3.3335 GPA).

Incompletes

An "incomplete" will be given if course work for a marking period has not been completed. An "incomplete" means that a student has not fulfilled the minimum expectations or requirements of the class. If missing work is not completed within one week after the end of a marking period, then the final grade for the marking period will become an *F* unless other arrangements have been made with the teacher.

Report Cards

The academic year is divided into four, 9-week quarters (marking periods) and two

semesters. Students in grades 1 - 12 receive report forms every nine weeks for all core subjects and at semester for each Special/Encore course. Letter grades are used beginning in 4th grade. At the end of each quarter, grades will be calculated and published in FACTS, the school's information system. Parents with students in grades 5 - 12 have access to grades through FACTS at any time. The KCS faculty and staff encourages parents and students to use this resource on a regular basis.

Kindergarten students receive report cards in January and June.
Preschool families receive an assessment midway through the year.

Stadium Dr. Campus

A student's cumulative or overall grade point average is calculated after each semester. Grades are averaged on a 4.00 scale and grades of all classes are used in the average. Only final semester grades are used to calculate the cumulative GPA. Quarterly, semester, and final report cards can be viewed (and printed) from FACTS. KCHS will not provide paper copies of report cards. Copies of year-end report cards will be available upon request. Students' final high-school transcripts will be kept indefinitely in the school's records.

GRADUATION REQUIREMENTS (Stadium Dr. Campus)

Ordinarily, Kalamazoo Christian High School students are required to be fully enrolled in eight semesters of academic courses and earn 23 credits to receive a diploma. One unit of credit is earned with the successful completion of a class that is scheduled to meet five regular class periods per week for the entire school year. One-semester classes receive .5 units of credit.

Applied Arts (.5 credits required)

Any course from the Applied Arts (Auto Mechanics, Graphic Arts, Pre-Engineering, Tech. I, Tech. II, Woodworking)

Bible (2 credits required)

- One semester of Bible each year

Computers (.5 credits required)

- Computer Applications (.5)

English/Language Arts (ELA) (4 credits required)

- Freshman English (1)
- American Literature (.5)
- Speech (.5)
- World Literature (.5)
- Media Literature (.5)
 - Seniors must take either:
 - Advanced Composition (.5) AND additional ELA elective (.5)
 - OR
 - AP English (1)

Fine Arts (.5 or 1 credits required)

- Basic Art (.5)
- Choir (1)

- Band (1)

Mathematics (2 credits required)

- [Click here for information on mathematics course offerings](#)

Physical Education (1 credit required)

- Health/PE (1)

Science (2 credits required)

- Physical Science (1)
- Biology (1)

Social Studies (3 credits required)

- World History/1 credit
- U.S. History/1 credit
- Government/.5 credit
- Current Events (.5) OR Psychology (.5) OR Sociology (.5)

GUIDANCE AND COUNSELING

Stadium Dr. Campus

The high school counselor will periodically hold meetings with groups of students and with individuals relating to school, course selection, evaluation of work being done by the student, planning for college or career, contacts with the home, etc. Guidance also involves standardized aptitude and college entrance testing and scholarship information. Students and/or parents should feel free to contact the counselor at any time. (Additionally, any teacher on the staff is willing to advise a student, and the office personnel is happy to assist at any time to answer questions.)

Counseling and Chaplains (all campuses)

Counseling involves assisting a student to solve problems in spiritual, vocational, educational, social, and other personal areas. Through the counseling office and the chaplaincy program, KCHS is able to address a student's emotional needs and concerns from a distinctly Christian perspective. The school counselor and chaplains are resources available to students to help them navigate the sometimes murky and rough waters of adolescence. The interactions the counselor and chaplains will have with students may serve as a preventative, first-step approach to addressing students' emotional/mental health concerns and will always be held in strict confidence. Students may be referred to the counselor or a chaplain by a parent, teacher, or peer. Should an issue reach a point beyond the counselor's or chaplain's skill set, then he/she will alert either school personnel, the student's parents, or refer the student to licensed mental health professionals. To be clear, these services are not a substitute for counseling/psychotherapy services conducted by licensed counselors, social workers, psychologists, or psychiatrists.

FIELD TRIPS

Students will be transported to various events using KCSA bussing. Occasionally, parents may be asked to drive and transport other students to certain activities. Prior permission must be granted to ride with another parent. Children under five years old may not ride the bus on a field trip. (This is illegal without special safety restraint seats.) Parent signature on the Student Profile sheet gives KCSA permission to take kids on Field Trips and allows for

emergency medical treatment.

HEALTH - MEDICATIONS - IMMUNIZATIONS - INSURANCE

1. In accordance with state laws, the school and its personnel are not permitted to dispense any over-the-counter medication or prescription drugs without the written permission of a parent or guardian. Permission forms for dispensing medications are included with enrollment information. If a parent/guardian chooses to write a note, it must include the name of the student, name of medication, dosage, time to be administered, and duration of administration.
2. Students need to be fever free for 24 hours before returning to school.
3. PK-7th grades: Vision and hearing tests are given to students in alternate grades each year at no cost to the parent.
4. Student accident insurance is provided for every student. The insurance covers accidents or injuries which occur during the normal school day and school sponsored activities including official school athletic activities. *This policy is secondary to the family's regular health insurance*, meaning families must file first with their own health insurance provider before filing a claim with the school.
5. Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary immunizations or waivers, compliance may be required within a set deadline or the student may be removed. This policy is for the safety of all students and in accordance with State Law. The following immunizations are required or parents must submit a waiver to the school for exemption:
 - a. Diphtheria
 - i. Four (4) or more doses of DPT or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
 - b. Tetanus
 - i. One dose of Tdap, (if 5 years have passed since the last dose). Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry and every ten years thereafter.
 - c. Pertussis
 - i. Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
 - d. Polio
 - i. Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.
 - e. MMR (Measles, Mumps, and Rubella)
 - i. Two (2) doses are required. The first dose must be given on or after the first birthday. The second dose must be given at least 28 days from the first dose.
 - f. Hepatitis B
 - i. Three (3) doses are required for all new entrants. The first dose must be given before a new student may enroll. The second dose must be given one month after the first dose, and the third dose must be given five months after the second dose.
 - g. Varicella
 - i. Two (2) doses are required if received on or after the first birthday, but prior to the 13th birthday, or two doses administered at least 28 days apart if the child received the first dose on or after the 13th birthday. A parent's statement that

- the child has had chickenpox disease is sufficient documentation.
- h. Meningococcal
 - i. One (1) dose is required for students 11 years of age or older upon entry into 7th grade.

HOMEWORK

Ordinarily K - 4 students are given enough time in school to complete most assignments. K - 8 homework will be assigned to build routine and responsibility in young students. As students progress through the grades they are expected to become responsible for more work and are expected to develop more efficient methods of study and organization. A student is responsible for completion of all assigned work. Excuses, other than medical, are unacceptable. Regular reading is important and should be encouraged by parents.

Kalamazoo Christian School endorses the "10-minute homework guideline." Students should ordinarily expect to complete 10 minutes of homework multiplied by their grade level (e.g. 1st graders = 10 minutes/day; 5th graders = 50 min/day; 8th graders = 80 minutes/day). Therefore, high-school students should expect 90 - 120 minutes of homework per day depending on their grade level. Students who have study halls may be able to complete a large portion of their homework at school during the school day.

HOT LUNCH

12th St. Campus

Hot lunch is available every day for students Young 5's-5th grade. A separate hot lunch is available on Wednesday and Friday for 5th-8th grade students. Orders must be placed monthly in advance using on-line ordering. Students eat in the classroom with their teacher. Participation in hot lunch is not required. Children may bring sack lunches. The school lunch program must be self-supporting, but is not intended to make money. The federal free/reduced lunch program is available for families with qualifying incomes in grades K - 5. Milk is available daily for all students at no extra charge.

Stadium Dr. Campus

Ordinarily, hot lunch is offered to high-school students on Wednesdays of each week. The Hot Lunch program is operated by parent volunteers and is a "cash & carry" format. Food is brought in from various local restaurants (e.g. Chick-fil-A, Dickey's BBQ, Great Wall, Subway) so the cost varies from week to week (\$3 - \$5). Additionally, students are often able to purchase pizza on Fridays in support of the trip to Costa Rica.

HUMAN DIGNITY

Kalamazoo Christian School intends to provide its students and staff members with a safe and secure environment—one that is free from offensive behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, the school expects all people to treat each other with respect because they are created to reflect God Himself. KCS does not condone or allow harassment (cyber, emotional, sexual, physical, verbal, or written) of others by teachers, administrators, support staff, students, or other persons, both at school and at school events.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate authority. Students may report to a teacher, administrator, or counselor. Teachers should report an offense to their administrator. An administrator's behavior should be reported to a member of the school's Board of Directors or Director of Human Resources. Each report will be given serious consideration. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or of the person(s) being accused. Any person who is determined to have violated this policy will be subject to appropriate disciplinary action which may include expulsion (for students) and employment termination (for staff members).

Sexual harassment includes making unwelcome sexual advances; engaging in improper physical contact; making improper sexual comments; writing a note to someone else, either electronically or by hand, with content that may be construed sexual; or using words (written or spoken), pictures, objects, gestures or actions relating to sexual activity to create a sexually intimidating, hostile, offensive learning or working environment. Any other form of ridicule of others based on race, physical characteristics, ability, family background, etc. is considered harassment. Persons engaging in this behavior will be disciplined. All students and all school employees are expected to conduct themselves with respect for the dignity of others.

Bullying

Bullying can be physical, verbal, emotional, sexual, and/or cyber bullying. Bullying occurs over a period of time rather than just a single incident and there is an imbalance of power between the bully and the victim. All possible bullying incidents will be investigated by the school. When it appears that bullying has taken place, parents will be contacted. Bullies will be disciplined; students may be suspended for bullying and repeated incidents of bullying may result in expulsion.

KCS will not tolerate bullying. As a Christian community, we expect parents, teachers, and students to work together to demonstrate respect, love, and care for everyone.

At KCS...

- we will not bully others.
- we will try to stand up for students who are bullied.
- we will work to include students who are often left out.
- we will tell an adult at school and an adult at home if we know someone is being bullied.

INTERIM - EXPLORATORIES - S.T.E.A.M. WEEK

Grades 9 - 12 and Grades 5 - 8

For one week in the spring semester, Kalamazoo Christian School engages students in an alternative learning experience (grades 9 - 12, Interim; grades 5 - 8, Exploratories) which supports our mission of equipping, inspiring, and challenging students to love and serve the world for Christ by facilitating opportunities for them to develop their unique interests, passions, and abilities. These experiences are

designed to be more interactive; some activities may require students to be off-campus for some or all of the week. Some courses may require additional fees. Students are expected to enroll and complete an interim/exploratory course each year.

Grades K - 4

For one week in the spring, the elementary school has STEAM Week. For part of the day, there are activities that focus on Science, Technology, Engineering, Art, and Math.

LIBRARY and ACCELERATED READER PROGRAM (AR) (12th St. Campus only)

All students have weekly library access and may check out books. Books may be renewed by the library aide or the librarian. Fines may be assessed for late return of books. Lost books will result in replacement costs being assessed to the parent. AR program is used for students in grades 1st - 4th and each child is encouraged to earn as many points as they can each semester.

LOCKER POLICY

Each school year, every KCA student will be assigned a locker for daily storage of school-related supplies (i.e. books, notebooks, backpacks, coats, etc.). Tastefully decorating lockers is permitted. Applying stickers of any kind on the inside or outside of a locker is prohibited. Students are expected to keep lockers clean and in good condition. Students should have all of their books, supplies, and personal items properly labeled with their names. KCS strongly advises students not to leave valuables of any kind or in their lockers. Valuables or large sums of money may be brought to the office for safekeeping. Should a student need to change from his/her assigned locker to another, he/she must inquire with the main office secretary. The school retains the right to inspect and search any and all lockers at any time for any reason.

LOST AND FOUND

Any misplaced or unclaimed items found in or around the school should be turned in to the school office promptly. Students who have lost any items should check for them in the school office. All students' textbooks and personal property should be labeled so they can be quickly identified should they be misplaced. Periodically, lost and found items will be displayed on a table outside the main school office. Unclaimed items will periodically be donated to Second Impressions Upscale Thrift Store.

MOTOR VEHICLES (Stadium Dr. Campus only)

Driving is a privilege and a responsibility, not a right. Failure to drive responsibly on or around school property may result in disciplinary action including but not limited to the loss of driving privilege. In order to remain in good standing, students are expected to honor the following guidelines:

1. Each vehicle a student drives to school must be registered with the main office.
 - a. Vehicle registration forms are included with the Back-to-School mailing each summer or can be obtained in the main office at any time.
2. The speed limit on campus is 10 mph. The speed limit applies to all vehicles entering, traveling through, and leaving the school parking lot.

3. There is no parking allowed in staff parking lots, in designated visitors' parking areas, or in Second Reformed Church's parking lot. (This applies only during the school day. These areas may be used in the evening during extra-curricular activities. Vehicles must be parked between the lines.)
4. Drivers are responsible for the behavior of their passengers and may be held accountable for their passengers' misbehavior in the vehicle.
5. Unsafe driving or failure to follow the school's vehicle policies may result in the suspension of student driving privileges for a period of time. Reckless driving (i.e. speeding, squealing tires, doing "donuts") are dangerous to pedestrians and property, and reckless drivers should expect disciplinary action.
6. Automobile accidents in the KCHS parking lot must be reported to the building administrator by all parties involved as soon as possible.

Failure to abide by the vehicle regulations may result in disciplinary action. Drivers and passengers may be held liable for any misbehavior.

NATIONAL HONOR SOCIETY (Stadium Dr. Campus only)

Sophomores, Juniors, and Seniors with a 3.33 GPA are eligible to apply for membership in the KCHS National Honor Society. Eligibility guidelines are established by the National Honor Society. Honor Society members will be chosen by a faculty evaluation on the basis of four attributes: Character, Leadership, Service, and Scholarship. To remain a member of NHS, students must maintain a 3.33 GPA, and demonstrate the four attributes of NHS.

PARENT - TEACHER CONFERENCES AND COMMUNICATION

Parent - Teacher Communication

Parents can expect regular and supportive communication from their students' teachers. Ordinarily, teachers communicate with parents by email, but they are willing and able to have face-to-face meetings should the need arise. KCS uses FACTS as its school information system. Because parents already have a FACTS username and ID, they can easily access their middle-school or high-school student's gradebook and attendance records. Please feel free to contact teachers or administrators by email or phone whenever you have a question, concern, or item of support.

Grades PreK - 4

Teachers will send home a weekly email about events in the classroom.

Grades 5 - 8

An email will be sent each week with highlights from the grade.

Grades 9 - 12

A daily email is sent to parents and students about high-school related activities.

Offices

A weekly email newsletter is sent home with news about school related activities.

Parent-Teacher Conferences

12th St. Campus

K-8 Parent-Teacher Conferences will be scheduled in the fall and spring. Preschool conferences will be held in February. Other conferences may be scheduled at any time upon the request of the teacher or the parents. Parents are expected to attend all Parent-Teacher conferences scheduled. Student led conferences occur in the spring for students 6-8.

Stadium Dr. Campus

Parent-Teacher conferences are scheduled in both the fall and spring. Conferences follow a "cafeteria" model; parents may come to the gym and speak with as many teachers as they would like. In addition, parents are encouraged to email or call to request a conference with specific teachers at any time during the school year should they see a need.

Parent Concerns

A unique aspect of an education at KCS is the collaboration between teachers, staff, administration, and parents. Although our roles are unique, we are all stakeholders in the education of our children. If there is a concern with a faculty member, staff member, coach, or any other employee of Kalamazoo Christian School, parents and students are urged to meet with that person and communicate their concern in love after considering your thoughts for at least 24 hours. The purpose of the meeting should be to seek a mutual understanding and resolution regarding the concern. In accordance with Colossians 3:13, love and forgiveness should be the pillars of the meeting.

If a meeting does not bring about resolution, parents and/or students are invited to make an appointment with the appropriate administrator to discuss the concern. In addition, if there are concerns about a KCS program or policy, parents and/or students should address their concerns to the appropriate administrator. Gossip, slander, or any other form of expressing frustration to others has no place in a Christian community. The content of all meetings should be held in strict confidence.

PHYSICAL EDUCATION

Every student is expected to participate unless a doctor/parent, in writing, says it is necessary to refrain from PE activities. Students should have a pair of tennis shoes. Students in grades 5 - 12 should follow dress code procedures. School issued clothing is available if necessary and upon request. Each student should have deodorant and shoes designated for gym use only.

PREGNANCY POLICY (Stadium Dr. Campus only)

Human life is a gift from God that must be treasured and nourished. Even before an individual is conceived, God knows and loves that person. KCHS is committed to upholding and protecting the sacredness and sanctity of human life. In light of these truths, KCHS' faculty and staff will assist any female student navigating a pregnancy while maintaining success in school. The emphasis and focus of this concern will be as an expression of love, nurture, and support so that the girl and her family are able to make decisions within an atmosphere of Christian love and community.

Likewise, KCHS' faculty and staff will assist any male student who becomes the father of a child. The same support and concern will be shown to a high-school boy as a high-school girl. While most of the physical and medical circumstances are not applicable to a prospective father's situation, the goal of helping the boy and his family make responsible Christian decisions remains the same.

Kalamazoo Christian High School reserves the right to restrict both male and female students involved in pregnancies from participation in school activities. These decisions will be made by the school's administration in consultation with parents and medical personnel. All decisions will be determined on a case by case basis.

PROMOTION - RETENTION

It is generally assumed that students, upon recommendation of the teacher(s), will be promoted at the end of each year. If retention is recommended by the teacher(s), and the principal is in agreement, a conference shall be held with the parent(s), teacher(s) and principal present. It is desirable that agreement be reached with the parents; however it is the duty of the principal to promote or retain.

RECESS

Students will be expected to go outside for recess (intramurals for Middle School) during the course of the school year. Students will stay inside only if the weather is deemed inappropriate or puts children at risk (generally if temperatures or wind chill are below zero.) A child must have a good reason, accompanied by a note from his/her parents/guardians, to stay inside.

[Appendix A: Playground rules and Expectations](#)

RESPECT FOR PROPERTY

Students are expected to treat all property, whether it belongs to the school or to another student, with respect. Damaged or destroyed property will be repaired or replaced at the student's expense.

SCHOOL HOURS

Classes begin at 8:00am and conclude at 2:50pm. Students should arrive at school no earlier than 7:30am and leave school no later than 2:55pm unless they are involved in extracurricular activities before and/or after school.

SCHOOL SAFETY

A number of procedures and policies have been put into place to help the school manage student safety effectively. It is important that parents and students comply with these procedures. Everyone entering the school during school hours must use the main lobby entrance and check in at the office. Students who leave the building during the school day are expected to check out at the office.

The KCSA Critical Incident Management Procedure Manual has been created to establish procedures that outline employee and student responsibilities in response to critical incidents that may occur on or near school property. During a crisis situation the school may

be locked to all visitors and the phones may be reserved for official business only. Parental cooperation is a vital part of keeping students safe during a critical incident.

SHOES

Young 5s - Grade 4

To protect the carpeting, students are required to have two pairs of shoes--one for indoor use and the other for outdoor use. Students should wear their outdoor shoes to and from school, changing into their indoor shoes while inside. These do not have to be expensive shoes! *Velcro ties are strongly recommended for pre-tying age students.* Special arrangements for students with extraordinary needs (custom orthotics, etc.) may be arranged by contacting the principal.

SPANISH IMMERSION

In Spanish Immersion classrooms at Kalamazoo Christian, students receive all classroom content instruction in Spanish. Our goal is for our students to achieve native-like fluency in Spanish by learning the target language in much the same way they learned their native language—through meaningful and immersed communication. The curriculum and classroom structure of the immersion classrooms mirrors that of our English classrooms, except that it is delivered in Spanish. Formal English instruction will begin during the third grade year once Spanish literacy has been well established. This instruction will focus on the skills that do not naturally transfer from Spanish to English and will be implemented in increasing time increments each year. The program is designed to guide students to full proficiency in both English and Spanish language arts.

The immersion program begins in preschool and continues through fifth grade. After fifth grade, students will enter the secondary continuing phase in which they will take some of their courses in Spanish, to continue to build fluency and learn new academic vocabulary, while the other portion of their day will be in a traditional english classroom.

Students entering High School, who have successfully completed the K-8 program and have passed the proficiency test, will enter into the Western Michigan University program to complete their immersion education. Students will become dually enrolled at WMU and follow the education track provided.

Enrollment: Any family with children in preschool, kindergarten, or first grade is welcome to enroll their children in the Spanish immersion program.

STANDARDIZED TESTING and PROGRESS EVALUATION

All students grades 2 - 10 take the Northwest Evaluation Association (NWEA) MAP test twice, in the fall and spring of each year. They are evaluated in Math, Reading and Language skills. (A Science sub-test is also given in grades 5 and 8.) At times a winter NWEA testing regimen may be used to provide more data for academic progress. Parents will be informed of the results of this testing via parent/teacher conference, letter, report card or other available means. K-8 students do not participate in MEAP tests, as the MAP test relates closer to our educational testing goals. Michigan Literacy Progress Profile (MLPP) assessments are used K-1.

Stadium Dr. Campus

- PSAT National Merit Scholarship Qualifying Test (NMSQT) is administered during the Junior year of high school. (Sophomores may take the test for practice if they desire.)
- Ordinarily, students complete the ACT and/or SAT college entrance tests during the

- Junior year of high school.
- The College Board Advanced Placement (AP) tests in Biology, Calculus, and English Literature are administered each May.

STUDENT ACCIDENTS ON CAMPUS

Every accident in the school building, on school grounds, at practice sessions, or athletic events must be reported to the office as soon as possible. Where personal injury is involved and reported, a student accident form must be completed and filed. Automobile accidents in our parking lot must be reported to a school administrator by all parties involved.

Kalamazoo Christian School provides supplemental insurance to families in personal injury situations. Contact any office for further information and details.

STUDENT COUNCIL (Stadium Dr. Campus only)

The purpose of the Student Council is to provide leadership opportunities for and to be concerned with matters of school life, which affect all students. Student Council serves as a liaison between the students and the professional staff. It is also responsible for school functions such as student-planned activities which promote school spirit.

One becomes a member in Student Council upon the completion of the nomination procedure as established by the Student Council and approved by the Faculty, and is elected under the procedures prescribed by the Student Council By-Laws.

Officers of the Student Council are elected each spring: President, Vice-President, Secretary and Treasurer. Freshmen representatives are elected in September.

STUDENT PICK-UP/DROP-OFF PROCEDURES (Grades PreK - 8)

Students may only be dropped off on the east side of the 12th St. building. During the morning drop-off, parents must follow the loop (counterclockwise) and drop their students on the curb side near the entrances. Passing other vehicles is not allowed. Drivers must wait for those ahead to unload and move on. Drivers pull up all the way to the vehicle in front of them and students may unload anywhere along the front entrance. Parents who choose to park must accompany their children across the loop to the portico area for safety.

During the afternoon pick-up, no loop traffic is allowed. All PreK - 4 parents must park and come to the school to receive their student(s). This is to ensure safety and avoid having students running or walking unattended in the parking lot. The west loop is reserved for bus pickup/drop-off only. In 5th - 8th grades, parents park in the MS parking lot and students may walk to their vehicles. Teachers are on duty to ensure safety.

Procedures follow one golden rule; safety comes before all else.

STUDENT PLACEMENT (12th St. Campus only)

Each year in the spring the teaching staff devotes a significant amount of time developing class lists for the following year. It is a team effort and done with great care and prayer. We carefully balance classes according to several factors including; boy-girl ratio, academic performance, social-emotional development, separation of children who do not work well together, students' work habits, reading ability, etc. We make every attempt to place each

child in an environment which encourages the best growth spiritually, academically, socially, and emotionally.

Parents can request special consideration for their child's placement only if there are extenuating circumstances. Legitimate reasons for special requests in placement may be unique social or emotional needs in relationship to other students, especially those of which the school may not be aware. Requests for a specific teacher will not be considered; please focus on the concern for your child.

STUDENT RECORDS

Transcripts

A transcript of a student's grades will be provided free upon request to the parent/guardian of any student or to any student who has reached the age of 18. The transcript includes the full 9-12 record of grades plus results of standardized testing.

Release of Records

KCS will release the entire cumulative folder (contents include but are not limited to grades, standardized test results, attendance records, behavior records, and medical information) to another school only upon the written request of another school. No school records, other than the transcript defined above, will be released to a student's parent/guardian or any agency other than another school.

Cumulative record folders are open to inspection by parents or students. Parents must contact the office and set up an appointment to view cumulative records. Student records are held under strict confidence and are securely retained by the school indefinitely.

SUBSTANCE ABUSE

Kalamazoo Christian School expects its students to abstain from any use of alcohol, e-cigarettes, mood- or mind-altering chemicals, performance enhancing drugs (PEDs), tobacco, vaping products, and any other illegal substances. Possession or use of any prohibited substance at any time on the school property, busses, at school-related activities, or while traveling for school-related activities is not allowed. Offenses, including pictures posted on social media websites which indicate usage or possession, may result in suspension and the temporary loss of privileges including but not limited to participation in extra-curricular activities and/or other school-sponsored activities. Additionally, a student who has violated these expectations may be required to participate in mental health or substance abuse counseling at the student's, parent's, or guardian's expense. Repeat offences may result in additional disciplinary measures including but not limited to expulsion.

Kalamazoo Christian School reserves the right to search personal property, including but not limited to students' apparel and backpacks, lockers, and vehicles upon reasonable suspicion. Furthermore, Kalamazoo Christian School reserves the right to consult with local law enforcement agencies or employ a private detection company to assist in determining the presence of prohibited or illegal substances on campus. Students are expected to fully

cooperate with searches of personal property, lockers, and vehicles. When tobacco, illegal substances, weapons, or other prohibited items are found, the driver of the car, owner of the book bag, or student assigned to the locker will be held responsible for being in possession of the item. The administration reserves the right, with parental/guardian consent, to conduct proper assessment including an alcohol breath analysis, urine sampling, or referral to a professional assessment which will occur within 48 hours of the referral.

Students involved in alcohol or substance abuse offenses at any time, day or night, in any place (on or off campus) year round will be restricted in their participation in school functions requiring a high level of responsibility, including but not limited to athletic participation, field trips, Close-Up, Senior Trip, Grad Bash, PAK-sponsored activities, etc. The level of restrictions will depend on the offense and the reaction of the student and will be determined by the school administration and parent/guardian input.

TECHNOLOGY

All technology guidelines must be followed in order to maintain the privilege of using a school-supplied device. Parents are required to review and accept the technology responsible use expectations each year as a part of the enrollment process.

Basis

The Kalamazoo Christian School Association has been established and maintained by parents who are committed to training children in keeping with the teachings of the Holy Bible as interpreted in the Reformed Standards. As a parent/guardian seeking to enroll my child(ren) in the Kalamazoo Christian Schools and to become a member of this Association, I/we affirm that the Statement of Beliefs and Purposes contained herein is consistent with my/our own beliefs.

Kalamazoo Christian Schools Statement of Beliefs and Purposes

1. God exists in three persons, namely, God the Father who is the creator and sustainer of the universe; God the Son who became incarnate in Jesus Christ to save sinners who believe in Him and who now rules as King of the universe and the universal church; and God the Holy Spirit who was sent as the Christian's comforter, sanctifier and guide.
2. The Holy Bible is the only infallible and inspired Word of God and that it must be taught and used as the guide for the Christian's life and conduct.
3. The Word of God requires Christian parents to make every effort to train their children in the fear and nurture of the Lord, and that for this reason, the instructions of children in the school as well as in the home must be in keeping with the teachings of the Word of God.
4. The right and responsibility to train children belongs to parents and that these schools depend on and belong to the parents rather than the church or state.
5. We must help our students understand that God summons them to honest worship, moral discipline and personal holiness and that we must equip them for meaningful service in the Kingdom of God.
6. Students enrolled in Kalamazoo Christian Schools and their parents (s) shall be associated with and regularly attend a Christian Church.

7. A Christian marriage is between a man and a woman, and this belief aligns with the mission of Kalamazoo Christian School and the biblical standards of the churches that are most closely aligned with the mission of the school.
8. Kalamazoo Christian Schools shall meet the academic standards of the state both in respect to academic requirements for faculty and administration and in terms of offering the basic curriculum to enable the student to contribute to the general welfare of the state and the society in which (s)he lives.

Parent or Guardian Agreement

1. I agree that I am enrolling my child(ren) in the Kalamazoo Christian Schools primarily because of my earnest desire that my child(ren) receive a God-centered academic education.
2. I want my child(ren) to be educated in a manner consistent with the above-stated beliefs and purposes of the Kalamazoo Christian School Association.
3. I agree that as a parent, I will support the schools in their efforts to provide education that is distinctively Christian and that I will seek to uphold and maintain the fundamental unity of the schools and the home.
4. I understand the personal conduct of all students must conform to the standards of the Association. If disagreement exists, I will have the opportunity to discuss such matters with the faculty, administration and the Association Board.
5. I understand that enrollment is subject to the governing authorities of the Kalamazoo Christian School Association who reserve the right to accept or reject any student.
6. I understand that the Kalamazoo Christian School Association admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded and made available to students of the schools. I further understand that the Kalamazoo Christian School Association does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies and admission.
7. I understand that pictures of my child(ren) may be taken during school events. I give permission for their pictures to be used in/on newsletters, Yearbooks, bulletin boards, recruitment materials, the Kalamazoo Gazette and the school website. I understand that the identity of my student(s) will be protected on the web and in public advertising.

VISITORS

Stadium Drive Campus - Student Visitors

Any student wishing to host a guest (i.e. family member, prior KCS student) must ask permission and make arrangements with the High-School Principal at least 24 hour prior to the visitation.

12th Street Campus - Student Visitors

Students or others wishing to visit the 12th Street Campus should meet the following criteria:

1. Contact the classroom teacher or office one day in advance.
2. Must have parental approval that is given to the office.
3. Students should sign in at the office upon arrival

Adult Visitors

Adults (18 years of age or older) must come to the office to register and sign in to be allowed to move about the building.

WEAPONS

Weapons of any kind are not allowed in the building or anywhere on the school grounds at any time. The term "weapons" refers to firearms, bombs, silencers, knives with blades over three (3) inches, double-edged non-folding stabbing instruments, switchblades, brass knuckles, black jacks, slingshots, billy clubs, bludgeons, metallic knuckles, sand club, sandbag, a taser or stun gun, or any other article carried or possessed for use as a weapon such as a tire iron, or baseball bat carried for purposes of assault or defense. The term "firearm" means (a) any weapon (including a starter gun) that will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive;(b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.

A non-school related object can have the potential to be utilized as a weapon. Examples of such objects are small pocket knives, razors, razor knives, box cutters, mace and pepper gas. Although these objects are not illegal per se, they can be dangerous, and, therefore, they do not belong in any school setting except as authorized as part of an instructional program. The law requires Kalamazoo Christian High School to inform the local law enforcement agency if a weapon is found in a student's possession.

Procedure

Students in possession of a weapon, firearm or other dangerous object or students who use an object as a weapon while in attendance at school or a school activity or while enroute to or from school on a school bus may be suspended from school*. A follow up meeting will be scheduled at an appropriate time to discuss next steps after consultation with appropriate individuals. A report will be made to the Lead Administrator and the Executive Committee of the KCS Board of Directors.

A determination that a student violated the school's Weapon Free School Zone policy could result in expulsion unless the student establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
2. That the student did not knowingly possess the weapon.*
3. That the student did not know or have reason to know that the object or instrument possessed by the student constituted a weapon or dangerous weapon.
4. That the weapon was possessed by the student at the suggestion, request or direction of, or with the express permission of, school or police authorities.

* When an administrator knows from the outset that one of the above four points is clearly evident, he/she can decide to waive or decrease the suspension.

Threats

If a student makes a direct threat against a person – or a direct threat against a school building, the student may be suspended. This threat could be verbal, written,

or on social media. A follow up meeting will be scheduled at an appropriate time to discuss next steps after consultation with appropriate individuals. A report will be made to the Lead Administrator and the Executive Committee of the KCS Board of Directors.

Non-direct threats, implied threats, or rumors of threats could result in suspension. A suspended student may return to school when it is deemed safe that includes but is not limited to the following:

- Confirmation with law enforcement (in the event of direct threats or as determined by administration)
- Confirmation with professional counselor
- Clear probationary expectations from administration that are contracted with parents and student

Reporting

If you notice a student who is making a threat to themselves or someone else either in person or online, please contact any office or **Ok to Say** at <http://www.oktosay.org>.

WEATHER

Tornado Watch OR Warning

1. Students WILL NOT be dismissed early from school to go home. All students will remain at school until the normal dismissal time for a tornado watch. If parents come to school to pick up their child/children during the watch, students will be released to them. This will be an excused absence. During a tornado warning, students will be moved to designated areas and kept there until the warning is lifted.
2. When and if buses arrive from Kalamazoo Public Schools to transport student's home from KCS, those students will be released.
3. For students involved in sports, KCS policies require that all conference games or contests and practices be canceled in the event of a severe thunderstorm or tornado warning. All athletic activities, including practices, will be suspended at the time of the official notification of severe weather. Students will be allowed to enter the building for safety precautions and/or allowed to contact parents for rides.

Appendix A: ELEMENTARY PLAYGROUND RULES & EXPECTATIONS

Soccer Field

- No slide tackling.
- No climbing on or in the nets. (Students will be told to leave the soccer game.)

Monkey Bars

- No standing on top.

Spider Web

- No standing on top.

Uneven Bars

- No flipping off without holding the bar.

Swings

- Do not swing into other students intentionally.

Slides

- Students may not stand on the side to climb back up to the top.
- Students must not climb back up the slides when others are coming down.\

Kick Ball

- Students must remain behind the pitcher until after the kicker kicks the ball.
- 4 fouls is an out.

General

- Kicking balls against the classroom wall is not allowed. (Tennis balls ok)
- Students may not play with sticks.
- Students may NOT go into the long grass on the far side of the playground.
- No climbing on any fence.
- Please do not bring toys from home.
- No eating outside (unless the teacher arranges it and lets the recess duty teacher know).
- Students may NOT go back into the school unless an adult says they can.

Appendix B: COMMUNICABLE DISEASE POLICY

LICE CONTROL

KCSA has a no nit policy. Any student or staff member found to have nits or live lice must return home and cannot continue in class or at work. Students who may have lice will be checked by an office staff person and/or nurse consultant. Upon confirmation of the presence of nits or lice, parents will be contacted. Advice will be provided as how to deal with the problem.

Upon discovery of lice on a student, all students in that child's class will be checked as well. A letter will be sent home with each student informing parents in the affected class of the presence of lice (no name will be given). Where practical, students riding the same bus will be checked and the bus will be sprayed/cleaned. Lockers and clothing may also be checked.

All students and staff who have had lice must be inspected before reentry into school.

COMMUNICABLE DISEASE CONTROL POLICY

1. The Kalamazoo Christian Schools will work cooperatively with local, county, and state agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of communicable diseases in their schools.
2. The principal will remove a student who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary Immunization Assessment Program forms to provide for preventable communicable disease control.
3. The principal may remove students and/or personnel from school who are suspected or diagnosed with a communicable disease, or whose exposure to a communicable disease may threaten the well-being of that individual. All reportable communicable diseases will be referred to the local health unit by the principal.
4. The decision to close schools due to communicable disease outbreaks is at the discretion of each school's administration. If desired, a committee may provide consultation on such decisions from the School Board and/or Communicable Disease Review Panel.
5. Communicable disease is a serious concern in the community. The infected individual may be asked to submit information to appropriate consultants, including the Communicable Disease Review Panel and the local health unit.
6. A list of potential communicable diseases is available in the KCSA Policy Manual. Each communicable disease case will be judged on its individual merits and consequences.

Appendix C: BUSING

FREQUENTLY ASKED QUESTIONS

How does the Kalamazoo Christian Schools busing system(s) work?

- The school provides parents with the necessary transportation information, and it is the parents' responsibility for making sure their child knows the correct bus to ride both to and from school.
- For young and/or new bus riders parents should consider pinning a note with bus information to their child's backpack or shirt.
- Bus information is made available at the Back-to-School open houses.

What do parents need to know?

1. Which bus system--Kalamazoo Christian or Kalamazoo Public Schools--your child rides.
2. Bus numbers for both AM and PM bus routes.
3. If your child will be using the Shuttle or not. If so, parents will need to know Shuttle number(s).
4. The family's neighborhood bus stop location
5. The time of pickup and drop off.

What system does my child use?

- Kalamazoo Christian Schools utilizes two bus systems--Kalamazoo Christian and Kalamazoo Public Schools.
- Parents must know whether your child rides a Kalamazoo Christian or Kalamazoo Public bus.
- The bus a child rides is based on the child's residence.
 - If a child lives within the Kalamazoo Public School district, then he/she will ride a Kalamazoo Public School bus.
 - If a child lives outside the Kalamazoo Public School district, then he/she will ride a Kalamazoo Christian bus.

How does each system work?

1. **Kalamazoo Public Schools (KPS)**
 - a. In order to use the bus services, families must register during the enrollment process.
 - b. KPS buses do not begin running until after Labor Day.
 - c. KPS bus numbers, times, stops, and shuttle information is published as soon as it is available from KPS, usually during the first week of school.
 - d. Bus riders may need to remember up to four bus numbers.
 - e. Direct Routes
 - i. A few buses come directly to school and a few go directly home.
 - ii. For direct routes, a bus rider does not shuttle, and they need to know only the AM and PM bus, stop, and time.
 - iii. A direct route in the AM does not necessarily mean a direct route in the PM and vice versa.
 - f. Shuttle Routes
 - i. Most students living within the Kalamazoo Public School district will have to utilize a shuttle.
 - ii. In the morning, neighborhood buses will go St. Monica School where children will transfer to a KPS shuttle bus to Kalamazoo Christian Elementary.
 - iii. Bus riders must know the correct shuttle bus number and system (Portage also shuttles).
 - iv. For afternoon transportation the process works in reverse: A KPS shuttle will bring children from Kalamazoo Christian Elementary to St. Monica School where they will transfer to their neighborhood bus.
 - v. Bus riders must know both their morning and afternoon neighborhood bus

numbers and both morning and afternoon shuttle numbers. Many parents find it helpful to write this information on a notecard to be stored in a child's backpack.

- vi. Parents of young children may wish to meet the bus the first day and connect with another family who lives nearby so their children can help each other navigate the system.

2. **Kalamazoo Christian Schools (KCS)**

- a. Families must register for the KCS bus service during the enrollment process.
- b. Route information will be sent to each registered family during the month of August, prior to the open house at school.
- c. Questions can be directed by phone (269-381-2044) to the Association office or by email to the Transportation Director, Lisa Bosch (lbosch@kcsa.org).

3. **Shuttles services between the 12th St. and Stadium Dr. campuses**

- a. Families must register for the KCS bus service during the enrollment process.
- b. KCS shuttle buses leave the 12th St. and the Stadium Dr. campuses at 7:35am each morning.
- c. In the afternoon, shuttle buses arrive at the 12th St. and Stadium Dr. campuses at 3:00pm.

How do I get in the system?

Families bus registration is completed during the enrollment/re-enrollment process. Registration is not automatic and must be completed each year. Families wishing to utilize the bus services during the school year should contact the Association Office (269-381-2044) or Transportation Director, Lisa Bosch (lbosch@kcsa.org) to register.

Can I ride right away after registering?

Students should not ride the bus until parents have received the correct bus numbers, times, and stops.

Can friends of a registered bus rider use the service on occasion?

1. Yes, registered riders may have a friend accompany them on occasion. However, the guest rider must have a signed note from the parent which must be approved by the office staff.
2. Guest riders will only be allowed only if the bus has space.
3. Arrangements for guest bus riders should be made early. Students are discouraged from making calls during the school day to arrange for friend visits.

BUS CONDUCT AND DISCIPLINE PROCEDURE

1. Conduct on the school buses (KCS and KPS) is expected to be the same as that in the classroom.
2. According to state law, the bus driver is the authority on the bus and all of the driver's instructions must be followed.
3. A student's parents will be contacted by the driver or building principal should there be a conduct and/or discipline infraction. Three infractions ordinarily results in a bus suspension determined by the driver and/or the building principal. Continued misconduct may result in a student losing all bus riding privileges.
4. The Kalamazoo Public School district may have their own codes of conduct and discipline procedures. If riding a KPS bus, KCS students are responsible for following the KPS policies and procedures.

BUS RIDER SAFETY RULES AND REGULATIONS

At The Bus Stop

1. Students should be at the bus stop five minutes before the designated time. Wait twenty minutes for the bus at pick-up time, if necessary.

2. Students must stay off roadways while waiting for the bus.
3. Students should maintain proper behavior at the bus stop by being respectful to others and their property.
4. Always cross in front of the bus at the driver's signal.
5. Students should go directly home from the bus stop after being dropped off in the afternoon.

On The Bus

1. Students are to use the waste basket when they get on or get off the bus and not put paper or trash on the floor.
2. Remain seated while the bus is in motion.
3. Enter and leave the bus only at the front door except in case of emergency and at the direction of the driver.
4. Follow rules for courteous and correct classroom behavior.
5. Do not open windows without permission of the driver. Do not extend any part of the body out an open window.
6. Refrain from using profane, vulgar, or abusive language. Do not shout at passing persons or vehicles.
7. Students are not to be involved in hitting, kicking, or spitting while they are on the bus.
8. Avoid unnecessary noise.
9. Eating, drinking, smoking, lighting matches, or use of any illegal substance is prohibited on the bus.
10. Obscene literature is prohibited on the bus.
11. Sales or solicitation of any kind is prohibited on the bus.
12. Littering and throwing anything in or out of the bus is prohibited.
13. Animals of any kind are prohibited, except service animals
14. Weapons and unsafe items are prohibited on the bus, as is use of any item as a weapon or use in an unsafe way.
15. Do not damage the bus. Report any damage you observe to the driver.
16. Pay for and/or clean up any damage you cause to the bus.
17. Fighting, pushing and shoving are prohibited on the bus.
18. Students are to be absolutely quiet when the bus is at railroad tracks until the doors are closed.
19. Students will only be dropped off at their assigned stop. This will only be varied if the driver receives a signed note from the parent and the signature of the principal.
20. Follow the instructions of the driver.

Appendix D: OTHER SCHOOL ORGANIZATIONS

1. Community In Prayer (CIP)

CIP is a prayer group which meets weekly in school, usually a morning for about an hour. Their primary goal is to pray in detail and intercede for our students, staff, and school as a whole. Call school for details re meeting times and place.

2. Parents And Educators In Partnership (PEP)

PEP's mission is to support students and staff at the 12th St. campus. It is made up of parents and other volunteers who coordinate fund-raising, school community building, staff encouragement, and volunteer activities for our school. Funds raised go toward above budget expenditures for equipment and programs. Examples include intramurals, music, special assemblies, field trips, and classroom needs, etc. Some major activities sponsored are the annual magazine renewal/sale, carnival, Grandparents Day, Book Fair, and other various activities. A comprehensive volunteer opportunities sheet is provided to all parents at the start of each school year. Each family school wide is expected to be willing to volunteer for at least three items per year.

A governing board composed of representatives from each school level support group and KCSA representatives coordinates KCSA support group activities – particularly fundraising.

Appendix E: KALAMAZOO CHRISTIAN ELEMENTARY DISCIPLINE RUBRIC

BEHAVIOR	FIRST TIME	SECOND TIME	THIRD TIME
<p><u>LOWER LEVEL</u></p> <p>Teasing-name calling, insulting, gossiping, mean or rude gestures or other behaviors that degrade others as image bearers of God.</p> <p>Vulgarity/inappropriate language</p> <p>Pushing/aggressive behavior</p> <p>Unsportsmanlike behavior</p>	<p>Opportunity for apology</p>	<p>Write up</p> <p>One inside recess (send to the office)</p> <p>Opportunity for apology</p>	<p>Parent call</p> <p>Write up</p> <p>One inside recess</p> <p>Opportunity for apology</p>
<p><u>MODERATE LEVEL</u></p> <p>Swearing (taking God's name in vain), other extreme offensive language</p> <p>Taunting, Ridiculing, Humiliating. Leaving/saying others can't join</p> <p>Defiance-refusal behavior directed toward teacher or supervisory staff</p>	<p>Parent call</p> <p>Write up</p> <p>One inside recess</p> <p>Opportunity for apology</p>	<p>Parent call</p> <p>Write up</p> <p>Two inside recesses</p> <p>Opportunity for apology</p>	<p>Parent call</p> <p>Write up</p> <p>Three inside recesses</p> <p>Opportunity for apology</p>
<p><u>SEVERE LEVEL</u></p> <p>Fight, hit, punch, kick, spit at, bite... (examples given but not limited to)</p> <p>Intimidation – threats of emotional or physical violence</p> <p>Stealing</p> <p>Vandalism or destruction of personal property</p> <p>Sexual/Ethnic Harassment</p>	<p>Parent call</p> <p>Write up</p> <p>2 inside recesses or 1 day suspension (admin. discretion)</p> <p>Opportunity for apology</p> <p>Restitution of property as appropriate</p>	<p>Parent call</p> <p>Write up</p> <p>Administrator & parent conference</p> <p>1 week inside recesses or Suspension 1-3 days</p> <p>Opportunity for apology</p>	<p>Parent call</p> <p>Write up</p> <p>Administrator & parent conference</p> <p>Suspension 1 week Possible expulsion</p> <p>Referral to counseling</p> <p>Restitution of property as</p>

Alcohol/Drugs Weapons		Restitution of property as appropriate	appropriate
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- **Consequences assigned may be immediately more severe in any above category based on the seriousness of the action, severity of result of infraction, or prior offense(s) in other categories.**
- **Student age, attitude, and/or intentionality may affect level and severity of consequences – school discretion is maintained. During inside recesses students will be monitored in the office, and will normally be engaged in a reflection process that will help them accept responsibility, reflect on what went wrong, and identify alternatives.**
- **Level of consequences reverts to 'clean slate' at semester break for Lower and Moderate offense categories only. Exceeding three offenses in lower/moderate levels in any semester may result in a conference with parents and a possible individual behavior plan.**

Appendix F: KALAMAZOO CHRISTIAN MIDDLE SCHOOL DISCIPLINE RUBRIC

"For the body of Christ to be one body, all of God's children must be honored and respected."

I Corinthians 12

BEHAVIOR	1ST TIME	2ND TIME	3RD TIME	4TH TIME
<p>MINOR Includes but is not limited to insults, derogatory remarks or name-calling, rude or inappropriate gestures, mean notes or tricks, intentional bumping, gossip or rumors</p>	<p>Inform the homeroom teacher. The teacher will talk with the student to insure that the student is aware of the behavior The teacher will warn the student and will document the action.</p>	<p>Inform the homeroom teacher, who will document the action. The student will receive a noon detention.</p>	<p>Inform the homeroom teacher, who will document the action. The student will bring the documentation to the principal. A copy will be sent home for a parent signature. The student will receive 1-3 noon detentions.</p>	<p>Inform the homeroom teacher, who will document the action. The student will bring the documentation to the principal. The student will call the parent and a copy will be sent home for a parent signature. The student will receive 3-5 noon detentions.</p>
<p>MODERATE Includes but is not limited to pushing or shoving, tripping, slapping, hitting, planned exclusion, directed profanity, sexual teasingt, verbal threats</p>	<p>Inform the homeroom teacher, who will document the action. The student will receive a noon detention.</p>	<p>Inform the homeroom teacher, who will document the action. The student will bring the documentation to the principal. A copy will be sent home for a parent signature. The student will receive 1-3 noon detentions.</p>	<p>Inform the homeroom teacher, who will document the action. The student will bring the documentation to the principal. The student will call the parent and a copy will be sent home for a parent signature. The student will receive no less than 3 noon detentions & no more than 1 in-house suspension day.</p>	<p>Inform the homeroom teacher, who will document the action. The student will bring the documentation to the principal. The student will call the parent and a copy will be sent home for a parent signature. The student will receive 1-3 in-house suspension days.</p>
<p>SEVERE Includes but is not limited to harassment, fighting,</p>	<p>Inform the homeroom teacher, who will document the action.</p>	<p>Inform the homeroom teacher, who will document the action.</p>	<p>Inform the homeroom teacher, who will document the action.</p>	<p>Inform the homeroom teacher, who will document the action.</p>

threats of physical violence, stealing, damage or destruction of property, repeated intimidation, physical violence	The student will bring the documentation to the principal. The student will call the parent and a copy will be sent home for a parent signature. The student will receive a minimum of 1 in-house suspension days.	The student will bring the documentation to the principal. The student will call the parent and a copy will be sent home for a parent signature. The student will receive a minimum of 2 in-house suspension days.	The student will bring the documentation to the principal. The principal will call the parent to come and remove the student. The student will receive a minimum of 2 out-of-school suspension days.	The student will bring the documentation to the principal. The principal will call the parent to come and remove the student. The student will receive an out-of-school suspension day & continued enrollment will be reviewed according to KCSA policy.
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MINOR - There is insufficient evidence or no evidence to determine that there was intent to be in a position of power or intimidation.

MODERATE - There is sufficient evidence to indicate that there was some intent to be in a position of power or intimidation.

SEVERE - There is sufficient evidence to indicate clear intent to use power or intimidation either of which would have the potential to cause physical or emotional harm.

CONSEQUENCES - All consequences must be considered, not in isolation, but with full consideration of any other behavior or performance issues for the student and also in the context of other KCSA student and family policies. In the case of severe behavior, civil law may supersede school intervention

Signature Form

We, _____,

and _____

and _____

and _____

and _____

have received and read the Kalamazoo Christian School Parent/Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Kalamazoo Christian School. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

Please sign and return to the office at the Open House or to your child's teacher the first of school. Thank you.

Parent/Guardian Signature

Student Signature

Student Signature

Student Signature

Student Signature

Date _____