



— KING'S —
CHRISTIAN SCHOOL
LEARN. GROW. REACH.

PARENT/STUDENT HANDBOOK

2025-2026

A ministry of Southwest Community Church – 8951 SW 44th Street – Miami, Florida 33165
Tel: 305-221-2008 Fax: 305-223-3823 E-mail: info@kcsmiami.com
Web-site: www.kcsmiami.com

KCS Personnel : E-mail Contacts

| | | |
|--|-------------------------|--|
| Principal | Mrs. Katie de la Fe | kdelafe@kcsmiami.com |
| Assistant Principal/History 8 | Mr. Chris Garner | chrisgarner@kcsmiami.com |
| Administrative Assistant | Miss Cassie Manrique. | info@kcsmiami.com |
| Registrar | Mrs. Mariflor Bagnara | registar@kcsmiami.com |
| Business Manager | Mrs. Desiree DeJesus | ddejesus@swcc.org |
| Financial Billing | Mrs. Sandra Blanco | sblance@kcsmiami.com |
| Office Assistant | Mrs. Geo Fernandez | gfernandez@kcsmiami.com |
| Office Assistant | Mrs. Bonnie Heck | bheck@kcsmiami.com |
| Cafeteria Manager | Mrs. Beatriz Bustamante | bbustamante@kcsmiami.com |
| K2 Teacher | Mrs. Jen MacLeod | jmacleod@kcsmiami.com |
| K3 Teacher | Mrs. Anesa Garcia | agarcia@kcsmiami.com |
| K4 Teacher | Mrs. Olga Avila | oavila@kcsmiami.com |
| K5 Teacher | Ms. Alma Ortiz | aortiz@kcsmiami.com |
| 1 st Grade Teacher | Miss Morgan Bell | mbell@kcsmiami.com |
| 2 nd Grade Teacher | Mrs. Becky Goudie | rgoudie@kcsmiami.com |
| 3 rd Grade Teacher | Mrs. Melanie Pereira | mpereira@kcsmiami.com |
| 4 th Grade Teacher | Ms. Donna Whitney | dwhitney@kcsmiami.com |
| 5 th Grade Teacher | Mr. Justin Garner | jgarner@kcsmiami.com |
| Middle School/High School Science | Mrs. Rose Yanes | ryanes@kcsmiami.com |
| Middle School/High School Lang. | Mrs. Christina Braaksma | cbraaksma@kcsmiami.com |
| High School Bible | Mr. Al Valdes | avaldes@kcsmiami.com |
| Computer Teacher/Librarian | Mrs. Aubrey DeJesus | adejesus@kcsmiami.com |
| Librarian/6 th Grade Language | Mrs. Shanna Tauler | stauler@kcsmiami.com |
| Elem. Spanish/Music/Drama Teacher | | |
| Art Teacher/Spanish K-4;K-5 | Mrs. Angelina Cabrera | acabrera@kcsmiami.com |
| SWCC Lead Pastor | Pastor Cody Wallace | cwallace@swcc.org |
| Associate Pastor | Pastor John Echeverria | jecheverria@swcc.org |
| MS/HS History & Health | Mrs. Kassandra Cueto | kcuetto@kcsmiami.com |

Accreditation

King's Christian School is accredited by the Florida Association of Christian Colleges & Schools, Inc. (FACCS). FACCS is a member of the National Council for Private Schools Accreditation (NCPSA), the Florida Association of Academic Non-Public Schools (FAANS), and the International Association of Christian Colleges & Schools (IACCS). KCS is also a member of the American Association of Christian Schools (AACCS), Christian Schools International (CSI), the South Florida Independent Athletic Council (SFIAC), and the Independent Schools of South Florida (ISSF).

Vision Statement

The KCS vision is to honor God by nurturing and inspiring the next generation to positively impact the world.

Mission Statement

The KCS mission is to provide a Christ-centered education which challenges students to learn, grow, and reach.

- **Learn** everything necessary to fulfill their God-given purpose in light of the gospel and a biblical worldview;
- **Grow** intellectually, spiritually, socially, emotionally, and physically;
- **Reach** out to the world around them in the love of Jesus Christ.

King's Christian School admits students of any race, color, and national or ethnic origin.

TABLE OF CONTENTS

| | PAGE |
|---|------|
| INTRODUCTION | |
| History | 7 |
| Statement of Faith | 7 |
| Statement of Objectives | 8 |
| Statement of Philosophy | 8 |
| Faculty Qualifications | 9 |
| ADMISSIONS | |
| Admissions Policy | 9 |
| Enrollment Procedures | 9 |
| Re-enrollment | 9 |
| School Vouchers and Scholarships | 9 |
| Transfer Students | 10 |
| ATTENDANCE | |
| School Hours | 10 |
| Absences | 10 |
| Tardiness | 11 |
| Truancy | 11 |
| FINANCIAL INFORMATION | |
| Fees/Tuition | 11 |
| Late Charges | 11 |
| Payment Methods | 11 |
| Payment Schedule | 12 |
| Student Withdrawals | 12 |
| Textbook Policy | 12 |
| GENERAL INFORMATION | |
| After-school Care | 12 |
| Arrival & Dismissal | 12 |
| Awards | 13 |
| Breaks | 14 |
| Bus Services | 14 |
| Deliveries | 14 |
| Door Access Cards | 14 |
| Field Trips | 14 |
| Fire/Emergency Drills (Lockdowns, etc.) | 14 |
| Fundraising | 15 |
| Gifts & Donations | 15 |
| Graduation | 15 |
| Health Policy | 15 |
| Library | 17 |
| Lockers | 17 |
| Lost and Found | 17 |
| Lunch Program | 17s |
| Nutrition | s |
| Parties | 19 |
| Pets | 19 |
| Pledges | 19 |
| Personal Property (cell phones, etc) | 19 |
| Prohibited Articles | 20 |
| Safety Patrol | 20 |
| School Accident Insurance | 20 |
| School Closures | 20 |
| School Office | 21 |
| School Pictures | 21 |
| Visitors | 21 |
| | 21 |
| | 21 |

| | PAGE |
|---|------|
| HOME/SCHOOL RELATIONS | |
| Back-to-School Night | 22 |
| Communication Contacts | 22 |
| Contacting Students in the Classroom | 22 |
| Emails | 22 |
| King's Family Teams | 22 |
| Parental Involvement | 22 |
| Parent-Teacher Conferences | 23 |
| Surveys | 23 |
| ACADEMICS | |
| Bible | 23 |
| Curriculum | 23 |
| Educational Therapy | 24 |
| Fine Arts | 25 |
| Grades | 25 |
| Grading Scale | 25 |
| Help Class | 25 |
| Homework | 25 |
| Homework Assignment Sheets | 25 |
| Homework Club | 26 |
| Honor Roll | 26 |
| Make-up Work | 26 |
| Progress Reports | 26 |
| Promotion Policies | 26 |
| Report Cards | 27 |
| Research Projects | 27 |
| Standardized Testing | 27 |
| Student Records | 27 |
| Summer School (Middle School/High School) | 27 |
| Summer Tutoring (Kindergarten/Elementary) | 27 |
| Supplies | 27 |
| ACTIVITIES | |
| Chapel | 28 |
| Creative Writing & Fine Arts Festival | 28 |
| Electives | 28 |
| Eligibility | 28 |
| Middle School Trip | 29 |
| National Honor Society | 29 |
| Spelling Bee | 29 |
| Sports Program | 29 |
| DISCIPLINE | |
| Philosophy | 30 |
| Procedures | 31 |
| Policies | 31 |
| Demerit System | 31 |
| Drinking & Drugs | 32 |
| Probation | 32 |
| Zero Tolerance | 32 |
| Electronic Device/Internet Use Policy | 32 |
| DRESS CODE | |
| General | 34 |
| Guidelines for Boys | 35 |
| Guidelines for Girls | 35 |
| Christian T-shirt Days | 35 |
| CONCLUSION | |
| THE FINAL WORD | 37 |
| INDEX | 37 |
| | 38 |

Message from the Pastor

Dear Parents and Students of King's Christian School,

We are excited and looking forward to another amazing school year full of academic, spiritual, and physical achievements! We are passionate about training our students to bring God glory in all areas of their lives.

Our school was established in 1975, as a ministry of Southwest Community Church. We welcome families of all races and national or ethnic origins. Our small class sizes allow for close relationships between students and teachers.

God has provided us with an excellent staff! Our faculty is experienced, qualified, and dedicated to help our students identify and develop their individual talents and strengths. Our faculty and staff are committed Christians who love the Lord and desire to honor and serve Him in every way. Your child will not only be taught but will also be nurtured in the family-type atmosphere at our school.

As a school we are committed to academic excellence. Our goal is to provide your child with the highest level of education possible to ensure a strong foundation on which your child can build. In today's competitive world a quality education is extremely important. We are committed to equip our students with the necessary tools to further their education while also making their lives shining examples of Christ!

Finally, at Southwest Community Church our desire is to minister to your child and to minister to you. I invite you to visit us for our worship service at 11 a.m. every Sunday. We welcome everyone and pray God will refresh your spirit as you join us. As pastor, it is my sincere desire to help our students and their families to learn, grow and reach. My family and I look forward to fellowshiping with you in the future!

May God bless you and keep you,

Dr. Cody Wallace



Message from the Principal

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to the 2025-2026 school year. The faculty and staff join me in saying we are happy to have you as part of the KCS Family. It is my hope that you and your child will have a rewarding experience as a Lion.

For school to be a place for children to learn and grow, it is essential to create an environment of mutual respect. We want school to be a place to experience the excitement of learning, a place where the students, parents, and school staff form a partnership. There is no limit to what we and our children can achieve when we are working together.

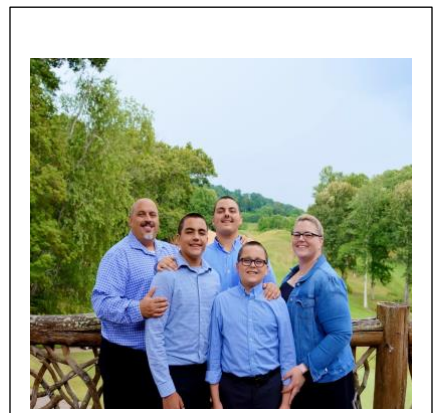
Our faculty and staff are committed to making this year a great experience for your child. The responsibility to teach all students so they can attain their maximum educational potential is a challenge that we accept.

Psalm 78:4 states, "We will not hide them from their children, showing to the generation to come the praises of the Lord, and His strength, and his wonderful works that he has done." Our hope is that your child(ren) will come to know the Lord as their Heavenly Father and will fully understand how much they are loved by Him.

We have designed this handbook to provide you with meaningful information most often requested. Please take the time to read and review this handbook with your child. I hope you will find it user-friendly and beneficial during the year. Upon completion of reading this material, please sign the form contained in the back of this booklet. Students must return this form to their homeroom teacher as soon as possible.

Best wishes for an exciting and rewarding school year!

Katie de la Fe, Principal



History

King's Christian School has been used by the Lord to reach and train children for His glory since its inception in 1975. The Lord directed the pastor of Southwest Community Church, Rev. Robert A. Miller, and the Board of Elders to begin a Christian school with Mrs. Patsy Mills as the school administrator. Since it was clearly God's will, the Lord led the group to open the doors of King's Christian School, which consisted of a kindergarten with 32 students enrolled. Small in size, yet big in heart, King's Christian School began and continues to operate for His glory.

In 1990, Rev. Charles "Chip" Birch became the senior pastor of the church and continued working with Miss Patsy. In 2005, after celebrating the school's 30th anniversary, Miss Patsy retired and Ms. Debbie Hew was appointed principal. In 2015, Pastor Chip retired. Rev. Cody Wallace became the lead pastor of the church and continues to work with the Board in managing the school, the largest ministry of the church. In 2018, Mrs. Katie de la Fe was designated as the assistant principal of the school. In 2019, Miss Debbie Hew 'graduated' from being the principal after 14 years. Mrs. Katie de la Fe was appointed as the new principal. In 2022, Mr. Chris Garner was hired as the assistant principal of the school.

Since the school belongs to the church, all faculty and staff members of the school ultimately work for Southwest Community Church. The Board of Elders for the church acts as the School Board. The Board of Elders consists of five members and the lead pastor. Board meetings are held once a month and are closed to the public, although parents and other individuals may request a meeting with the Board in cases of disputes. The Board approves budget expenditures, hiring, etc.

Statement of Faith

- Scripture – The Bible is the inspired and infallible Word of God. (2 Tim. 3:16; 1 Peter 1:21).
- The Godhead – There is a tri-unity of the Father, Son and Holy Spirit. (Mark 12:29; 2 Cor. 13:14; Heb. 1:1-3.)
- Angels, Fallen and Unfallen – There are heavenly forces working in the world today both helping and hindering man. Satan is the originator of sin and uses his forces to battle against believers. (Gen. 3:1-19; Isa. 14:12-17; 2 Peter 2:4; Eph. 6:10-12.)
- Creation and Fall – Man was created in the image of God during the literal seven day Creation. Satan tempted man into disobeying God and man fell to this temptation, creating sin. This sin caused separation from God. (Gen. 1:26; 2:17; 6:5; Rom. 3:10-19; Eph. 2:1-3.)
- Jesus – Jesus is the Savior Messiah as prophesied in Scripture. He is the Son, God in flesh, born of a virgin. Jesus died on the cross for the sin of ALL mankind, past, present and future, was buried and rose again from the dead conquering sin and death. He brings eternal life and forgiveness from sin to all that believe in Him. (John 1:1, 2, 14, 18; 3:16; Phil. 2:5-8; Heb. 4:15.)
- Salvation – No one can get to heaven on one's merit. Salvation comes from Jesus alone. Once a person places one's trust in Jesus for salvation, that person is immediately saved for eternity and can never lose this salvation. Once saved always saved. (Lev. 17:11; Matt. 26:28; John 3:7-18; Eph. 2:8-10; Gal. 3:22; 1 Peter 1:18-19, 23.)
- Assurance – Once a person has placed his trust in the completed work of Christ he receives the free gift of eternal life, and it is always his as a promise, even if he falls, backslides or walks from the faith. (Luke 10:20; 22:32; John 5:24; Rom. 8:29; 1 John 5:13, Jude 24.)
- Atonement – Jesus' death, burial and resurrection cover all sin and all peoples, those that believe and those that do not. His sacrifice was for the entire world and no one is excluded from His redemptive plan. (John 1:29; Rom. 3:25-26; 1 Peter 3:18.)
- Holy Spirit - The Holy Spirit is the third person in the Godhead trinity. He gifts believers for the work of ministry and the building up of His church. He is the seal of God on every believer's life and dwells in every believer upon salvation. We believe that some gifts of the Holy Spirit such as speaking in tongues and miraculous healings were temporary and are no longer used by the Spirit. (John 14:16-17; 16:7-15; 1 Cor. 6:19; 1 Cor. 12:13; 1 Cor. 13:8; Heb. 2:3,4.)
- The Tribulation – The translation of God's church will be followed by the fulfillment of Israel's 70th week. (Pre-Tribulation Rapture). (Dan. 9:27; Rev. 6:1-19:21)

- The Eternal State – Once a believer dies his or her soul immediately is in the presence of the Savior. The believer's body remains until the Rapture of God's church. (John 14:1-3; 1 Cor. 15:51-52; 1 Thess. 4:13-18.)
- Family –The family is God's example of love and unity between Him and His church. Marriage, defined as the union of one natural-born man to one natural-born woman, is not to be taken lightly and is to be worked at to build a strong united relationship. Children are a blessing from the Lord. Life starts at conception and, therefore, we support a right to life. Those blessed with children have the duty, as stewards over the life of those children, to strive to build them up in the healthiest physical and spiritual environment possible. (Gen. 2:24-25; Psalm 139:13; Matt. 19:4-6; Heb. 13:4).

Statement of Objectives

1. To lead students to a saving knowledge of Jesus Christ (Jn. 1:12, 3:16-18).
2. To lead students into an understanding of the eternal security inherent in their salvation (Jn. 10:28; I Jn. 5:13).
3. To teach the Bible as God's inspired Word and to develop attitudes of love and respect toward it (Dt. 4:16, 6:6).
4. To develop a desire to know and obey the will of God (Mt. 26:39).
5. To equip the students to carry out the will of God daily (I Th. 4:3-12; I Ti. 4:12).
6. To encourage the students' love for Christ (Eph. 3:19).
7. To guide the students in learning the principles of standing alone (Dan. 1:18).
8. To develop the mind of Christ in each student and to teach students how to overcome sin (Jn. 16:33).
9. To train students to stand for biblical conviction (Ps. 119:46; Pr. 1:10).
10. To teach students the importance of examining everything in the light of God's Word (I Cor. 2:15).
11. To train leaders who will be faithful servants of God (I Cor. 3:2).
12. To develop a sense of responsibility in placing God first in one's life (Mt. 6:22; Pr. 9:9,10).
13. To encourage the students to recognize the importance that a Bible-believing local church plays in the life of the family (He. 10:25; Ps. 122:1).
14. To help students see, in light of Scripture, their responsibility to tell others about the Lord (Mt. 28:18-20).
15. To help students develop a good interpersonal relationship with others (Ro. 12:18).
16. To encourage students to establish a daily routine of personal devotions and prayer (Jms. 5:16b; II Ti. 2:15).
17. To give students a solid academic foundation in the fundamentals of learning, along with Christian training taught from a biblical point of view (Col. 3:16,17).
18. To stimulate aesthetic values (Ex. 28:2,3; Ps. 19:1,2).
19. To promote proper physical and social development (Lk. 2:52).
20. To instill a knowledge of and appreciation for our cultural heritage (Pr. 14:34, 22:28).

Philosophy

"The fear of the Lord is the beginning of wisdom" (Proverbs 1:7). Education with Christ as the core is powerful, vital, and dynamic. The Scriptures lay the foundation from the Master Teacher who taught by precept and example, by knowing and doing.

Christian educators give central place to the unique revelation of God's Word communicated by His Spirit. The teacher sent by God is concerned with the child's spiritual, intellectual, physical, emotional, and social well-being. Distinctive Christian content must be reinforced by distinctive Christian treatment. Education centered in Christ and in His Word is the only kind approved by God (II Timothy 2:15).

We believe that Christian parents, not the state, are responsible to God for the education of their children. The end product of Christian education should be a happy, well-adjusted, productive Christian citizen. The school is a place conducive to learning. It is free of chaos, rebellion, or anarchy. The students are loved, encouraged, and viewed as individuals with their own personalities, potentials, and needs.

Faculty Qualifications

Teachers called by God declare truth and guide experiences. They rely daily upon God's promise, *"I will instruct you and teach you in the way you should go; I will counsel you and watch over you."* (Psalm 32:8) In addition to having a strong sense of calling to Christian ministry, all full-time faculty members are required to have a minimum of a bachelor's degree and fulfill certification requirements by the Florida Association of Christian Colleges and Schools (FACCS). Details on faculty degrees and training are listed on the school's website on the faculty page. With a relatively low student-teacher ratio, each student can receive personalized attention and care.

ADMISSIONS

Admissions Policy

King's Christian School admits students of any race, color, and national or ethnic origin. It is a goal of the school to share the gospel with those who have not yet trusted Christ as savior and to help those children who have accepted this free gift to grow to become more like Christ. Interviews, former records, standardized test scores, and entrance tests are the determining factors as to the school's ability to meet the child's academic needs. Registration may occur at any time during the school year if openings are available. Those children whom we feel will adjust to our particular program, and whose parents agree to cooperate fully with the teachers and administration, will be admitted. There are no special education classes, and all students are expected to satisfactorily complete all requirements of each course. All students are also expected to comply with all behavioral or procedural expectations of the school.

Enrollment Procedures

1. K5-11th grade students need to complete an entrance test for which there is a \$75 testing fee.
2. The parent submits an application from our school's website along with the following documents:
 - a. Copies of the applicant's current and previous year's report cards
 - b. Copies of all previous standardized testing for current and previous years.
 - c. Copy of the student's birth certificate.
 - d. Transcript of grades from the current school for incoming high school students.
 - e. Enrollment questionnaire for grades 6-9.
 - f. If the students have Step Up Unique Abilities (UA), a current doctor's documentation is required.
3. Once the entrance test has been evaluated, the principal or assistant principal interviews the parent/guardian (and middle school/high school students).
4. The parent will be notified of admission status.
5. If accepted, the student is officially enrolled when the registration fee is remitted. The following items must also be turned in:
 - a. A signed Statement of Cooperation form
 - b. A valid certificate of immunizations and school physical examination forms
 - c. A notarized Emergency Information form
 - d. A Financial Responsibility form
 - e. Both student and parents Social Security number.

Re-enrollment

Re-registration for the next school year usually starts in early spring with a discount offered to families who complete the process early. Each family must submit an application form on the school's website and the appropriate re-registration fee must be paid. King's Christian School reserves the right to refuse re-enrollment to students who have demonstrated disharmony regarding the purpose, objectives, standards, policies, rules, and regulations of the school. No family may be re-admitted unless all financial obligations from the previous school year have been met.

School Vouchers & Scholarships

King's Christian School accepts certain scholarships such as Family Empowerment, Step Up (Florida Tax Credit Scholarship), and School Choice for Students, provided the student involved is able to meet the academic requirements of KCS.

Transfer Students

Transfer students are accepted throughout the year. They must follow the same enrollment procedures as listed above. Upon acceptance, an official request for records will be sent to the previous school. For students leaving KCS, academic records will be released only when all financial obligations have been met.

ATTENDANCE

School Hours

| | |
|----------------------|---|
| Building opens | 7:15 a.m. (Before-school care is free.) |
| Office | 8:00 a.m. – 4:30 p.m. |
| Regular School Hours | 8:15 a.m. – 3:10 p.m. |
| High School | 8:15 a.m. - 2:55 p.m. |
| Half Days | 8:15 a.m. – 12:20 p.m. |
| Doors close | 6:00 p.m. (There is a fee for after-school care.) |

Absences

Regular attendance and punctuality are necessary ingredients in an effective training program. Excessive absences affect a student's learning and grades and could place his/her promotion in jeopardy. Students who are absent for nine or more days in a grading period may be in jeopardy of failing the entire year. Absences will be excused only for illness, dire emergencies including a death in the family, and unavoidable events like required court appearances. (Planned vacations are strongly discouraged. If a student is receiving educational therapy and has an IEP, it is advised not to schedule planned absences while school is in session). Absences for vacations may not be excused unless the school is notified at least one week in advance and the student is performing satisfactorily. Absences of three or more consecutive days of school due to illness or injury must be documented by a health care provider for the absences to be excused.

When a student returns to school after an absence, he/she must bring a written note or email from a parent or health care provider stating the reason for the absence. It is the student's responsibility to make up work missed within the equivalent number of days absent. Work not made up in the appropriate time will be graded as a zero. Only students who have excused absences will be able to make up work for credit. Assignments given before the absence should be completed on schedule as much as possible. If a student returns from an absence the day of a pre-scheduled test, he/she should be prepared to take the test. Students should not expect an extra day to study for a test announced before the absence, or additional time to complete assignments. Students with unexcused absences must still make up work missed but will receive a maximum of 59% for all assignments and tests missed. Please request make-up work for homebound students by 10:00 a.m. The work will be available for pick-up in the office after the school day is completed.

All absences (excused or unexcused) will count on the attendance record and, therefore, will affect the Perfect Attendance Award. When possible, doctor's appointments should be scheduled over breaks, on Saturdays, or after school hours. If a doctor's appointment must be during school hours, the child should attend school for as much of the day as the appointment time allows. Students must remain in school until 11:00 a.m. (or arrive by 11:00 a.m.) in order to be counted present for the day. Students who leave school before 11:00 a.m. or who arrive after 11:00 a.m. will be counted absent for the entire day. If a student must leave during the day, parents must sign the student out on the proper sign-out form in the office. Early pick-ups near the end of the day can be disruptive to the learning environment and may affect student achievement. To avoid any negative consequences, please use early pickups sparingly and just for true emergencies or unavoidable appointments.

Tardiness

Punctuality is important to the effective management of any institution. Tardiness can seriously undermine a child's understanding of the day's lesson and also be disruptive to the rest of the class. When students are tardy (i.e. not in their classroom by 8:15), they must check in with an office representative for a permission slip to enter the classroom.

Students who are tardy three or more times will not be eligible for the Perfect Attendance Award. Excused tardies may include doctor's appointments, illnesses, bad weather, and traffic (2 traffic excuses only). Three unexcused tardies are considered equivalent to one day's absence. As previously stated, nine or more days of absences could jeopardize the student's promotion to the next grade.

During each nine-week grading period, a student is allowed five unexcused tardies. After three unexcused tardies, a warning notice will be sent home. After-school detentions will be assigned for the 6th, 9th, and 11th unexcused tardy and for each subsequent tardy thereafter during the quarter. There will be a charge of \$20 for each detention. An unexcused absence from detention hall will result in ten demerits and a charge of \$25.

Middle School and High School Tardies

Each middle school and high school classroom teacher will take attendance prior to the start of class. Students not in the classroom by the second bell will be listed as an unexcused tardy.

The only exceptions are if the student was held back by a teacher from the previous class or in the office seeing the principal. Students returning to the class must have a written pass from the teacher or office staff. In that case, the student should not be marked tardy.

Three unexcused tardies in a quarter will result in a disciplinary referral and demerits. Excessive tardies will result in demerits, after school detention, and parental conference.

Truancy

Deliberate absence without the parent's knowledge and permission will result in a grade of zero for the work missed, and the student's being dealt with by the principal. At the teacher's discretion, the student may be required to make up the work without credit.

FINANCIAL INFORMATION

Fees/Tuition (See payment schedule in registration packet or online at www.kcsmiami.com)

Late Charges

A \$40 late fee will be added to all bills not paid by the 10th of the month. If an account reaches 30 days past due, the parent will be notified and access to grades will be suspended. Also, lunch privileges will be suspended, and no report cards or transcripts will be issued until the account is brought current. If the account reaches 60 days past due, the student involved will be suspended until the account is brought up to date. All delinquent accounts must be paid in full through their Blackbaud Tuition account before access to grades, report cards, and/or transcripts are issued.

Payment Methods

It is the responsibility of the parents to make all payments on time. There are three convenient tuition payment plans available: (1) payment of the entire year's tuition by August 1st (a 5% discount will be applied); (2) two semi-annual tuition payments made by August 1st and January 1st (a 2.5% discount is given); (3) twelve equal monthly payments beginning on July 1st. June is reserved for the payment of fees. Tuition and other payments may be paid online, sent by mail, paid by credit card (automatic credit

card payment is available), dropped off in the school office, or deposited in the door drop-box in the main hallway.

Payment Schedule

Tuition Deposit – due with re-registration

Tuition – First payment due June 1st

12-month tuition plan - due June 1st through May 1st

Full year's tuition – due June 1st

Semi-annual tuition – due June 1st and December 1st

Lunch charges – pay on EZ School App account

After-school Care – prepay by month

Student Withdrawals

A student may be withdrawn from the school for any reason upon written notice (preferably at least seven days before). A \$50 withdrawal fee will be assessed if a student leaves before the completion of the school year. This fee will help to cover the administrative costs of finalizing student records for transfer to another school. The school has the right to ask a student to withdraw for any reason upon a written notice of seven days. This provision is separate and apart from suspension or expulsion under the school's discipline policies.

A withdrawal form must be signed by the parent before the student's school records will be forwarded to the next school. All financial obligations, including unreturned merchandise or fund-raising monies, must be met prior to the release of a student's records. Parents who withdraw their students from KCS for any part of a month are responsible for the **full payment** of tuition for that month. Miscellaneous charges incurred will be applied to the final bill. In the event of voluntary withdrawal from KCS, fees are **non-refundable**.

Textbook Policy

All textbooks are the property of the school. The cost of renting textbooks is included in tuition. If a textbook is lost, stolen, or damaged beyond usability, the student will be required to purchase another. If a textbook is missing for five consecutive class days, it will be considered lost and another textbook will need to be purchased. The books must be covered at the beginning of the school year and returned without excessive wear at the completion of the school year, or an additional fee will be assessed. Final report cards will be held if this obligation is not met.

GENERAL INFORMATION

After-school Care

A supervised extended school program is offered until 6:00 p.m. Students are not permitted to roam unsupervised before or after school hours. An additional fee is charged and is to be paid on an hourly, weekly, or monthly basis. Please refer to the *Tuition Rates and Fee Sheet* for the cost of the program. Parents will be charged for the extended school day program beginning at 12:30 or 3:30 p.m. Occasionally, the extended school day program will be open during teachers' conventions and retreats. The charge will be \$25 per day. The after-school day students must be picked up by 6:00 p.m. to avoid a \$1 per minute penalty. After-school Care is billed in advance if the monthly option is chosen or billed at the end of each week for the hourly or weekly option. The before-school day program is available from 7:15 a.m. to 8:00 a.m. free of charge. No student may be dropped off before 7:15 a.m. High School students must be off campus at dismissal unless participating in after school programs. There is no after care for high school students.

Arrival & Dismissal

• Morning Procedures

Students may be dropped off as early as 7:15 a.m. at no extra charge. Before 8:00 a.m., parents may park and escort their children to the cafeteria. If walking in, please use the Parent Parking section (on

the west side of the building) and use the marked walkway to the cafeteria door (see back of dashboard pickup card). After 8:00 a.m., elementary and middle school parents are encouraged to drive their cars through the carport area and have their children enter through the cafeteria door. Parents of pre-school or kindergarten students may still walk their children to the classroom at that time. Please park so that you do not have to walk across the traffic lines. If a teacher conference is desired, please contact the teacher by email or through the office rather than trying to have a conference at the classroom door. Please refrain from going upstairs unless you have an early morning parent conference.

- **Afternoon Procedures**

Half day K2-K4 students are dismissed at 12:20 p.m. High school students are dismissed at 2:55 p.m., and full day pre-school, elementary, and middle school students are dismissed at 3:10 p.m. The children will be released only to previously designated individuals. Under no circumstances are the children to be in the parking lot unattended. The school has issued a dashboard pickup card that should be clearly visible in the windshield of the car. Parents are asked to drive their cars through the carport area and wait until their children are taken to them by the safety patrol members or teacher (see back of dashboard pickup card). Cars must line up and move in an orderly fashion in the carpool line. No one may pass other cars in the carpool line, unless directed to do so. **Never leave your vehicle unattended in the carpool line.** If you must leave your vehicle, park in one of the designated parking spaces. Drivers are expected to re-enter the carpool line, if their riders are not ready for pick up, or they may choose to park in the parking lot and wait. Do not hold up others who are behind you nor park in the fire lanes. If there is a need to buckle up a car seat, please pull forward and out of the line to do so. If parents prefer to walk up to get their children, please park in the westernmost parking area and wait outside the door by the crosswalk so there is no walking across the traffic lines. Please also use the crosswalk door for quick pickups for doctor's appointments, etc. If a teacher conference is desired, please contact the teacher by email or through the office rather than trying to have a conference during dismissal time.

- **Release of a Child**

Under no circumstances will children be released to anyone other than their parents or regular carpool drivers without specific authorization from their parents. If you need someone to pick up your child, (such as a child going home with a classmate), a written letter, email or phone call prior to 3:00 from the parents authorizing us to release the child to that person is required. In the case of an emergency, and parents are not able to pick up their child, or there are changes from the usual person authorized to pick up the child, the director or coordinator must be notified. Staff will call the parent/guardian back to confirm the change and the person picking up the child will be required to present identification and family pin number when they arrive at the school.

King's Christian School reserves the right to ask for proof of identification of anyone that picks up a child from the school.

Awards

It is important to encourage students to strive to do their best at all times and in every aspect of life. Students who excel are presented awards for their diligence and success. The list below is not all-encompassing, but gives an overview of awards presented to the students of K.C.S.

Monthly, the *Lion's Pride* is awarded to the teacher's choice of a student in each class who has exhibited outstanding conduct, consistent cooperation, noteworthy improvement, and/or some other specific quality.

The *King's Kid Award*, voted on by the children, is presented yearly in each class to that student who best models a consistent Christ-like spirit.

Students with delinquent financial accounts will not be eligible to receive academic awards, including but not limited to Principal's List and A/B Honor roll.

End of the year awards include but are not limited to:

| | | |
|---|------------------------------|------------------------|
| Principal's List | Merit Awards (Middle School) | Creative Writing |
| A/B Honor Roll | Superlatives (Middle School) | Drama |
| Citizenship | Perfect Attendance | Patrol |
| President's Academic Fitness (5 th /8 th gr.) | Spelling Bee | Scripture Memorization |
| President's Physical Fitness | Mental Math | Subject Proficiency |
| Recognition of Superior Skills | Sword Drills | School Spirit |
| The Crown (Middle School) | | |

Breaks

The students in 1st-5th grades are usually given a mid-morning break and an afternoon break, each approximately 10 minutes long. Time and traffic permitting, and with the teacher's permission, students may purchase snacks from the cafeteria during their break, or they may bring healthy snacks from home. There are no mid-morning or afternoon breaks for middle school and high school students. Middle school and high school students are not permitted to go to the cafeteria between classes. Students may bring snacks from home and may be eaten in class at the teacher's discretion. If students need to purchase anything, it must be before 8:15. Only water is allowed in the classrooms, and caffeinated drinks are not permitted on campus.

Bus Services

Business cards of private transportation services are available in the office. The buses follow the same procedures as the parents when dropping off children; however, buses are to pick up the children at the southwest door of the cafeteria.

Deliveries

Any items intended to be delivered to students must be dropped off in the school office. The items will then be delivered by school personnel in the least disruptive manner possible.

Door Access Cards (Middle/High School)

Each middle and high school student will be issued a personalized door access card to gain entry to the main building from the playground. These cards work only during school hours and are not transferable. *The card and lanyard must be returned at the end of the school year or there will be a \$10 charge.*

Field Trips

From time to time, field trips may be scheduled for your child. All students in the group are expected to participate and to have a signed permission form. If a student does not plan on attending a scheduled class field trip, he/she must remain under the supervision of his/her parents for the day and complete an alternate assignment. (This does not include merit field trips—students who do not earn the privilege of the merit field trip are required to come to school.) The cost of field trips is currently included in the tuition and fees, so no additional money will be required. And class trips is paid for by the student and is non-refundable since field trip costs are based on the number of students attending. Attire will be indicated on individual field trip forms. Only KCS students may be in attendance, and no siblings from other grades will be permitted to attend. Parents are usually encouraged to participate unless space, or the nature of the activity determines otherwise. If transportation is provided by the school, all students are expected to ride the designated vehicle to and from the event/activity. Parents choosing to transport their own children may do so if written notice is given ahead of time. Each chaperone will pay admission and contribute to the cost if riding on the bus. We ask that all chaperones follow the school dress code, refrain from smoking and drinking, and comply with school rules.

Fire/Emergency Drills

The fire drill signal is the sounding of the fire alarm buzzer. Students are to move quickly from the building in a straight line without talking, running, crowding, or touching each other. Upon reaching the class's

designated area, the students should turn and face the building while the teacher checks the roll. Fire drill routes are posted in each classroom and drills are administered once a month.

Additional Drills/Emergencies

The following codes will be announced by the principal or assistant over the intercom:

- **LOCK DOWN PROCEDURES** – Everyone is to stay in the classroom, lock the door, turn off the lights, move away from the windows and doors, sit quietly, and wait for instructions.
- **TORNADO PROCEDURES** – Everyone is to go into the nearest inner hallway, stay away from the windows and door, sit quietly on the floor, and wait for instructions from the teacher.
- **FIRE ALARM PROCEDURES** – Once the fire alarm is pulled, everyone is to wait for an announcement over the PA system to verify that the fire is being used to alert attention to a real fire. Once this announcement is given, everyone is to evacuate the building following the fire drill routes and meet in the designated areas of the parking lot (used for fires, bomb threats, and other severe scenarios).

Should a situation arise that the school needs to be on lockdown, parents will be notified by phone, text, or email if possible; otherwise, they should stay tuned to local television stations for updates.

Fundraising

Each year projects are planned to help upgrade the school programs or to make a capital improvement in the school. Many items (such as science furniture and equipment, computers, audio-visual equipment, videos, library books, playground equipment, sports equipment, and bleachers) have been obtained through the efforts of the KCS family. Parents are notified ahead of time regarding the intended use of funds to be raised. All students and families are strongly encouraged and expected to participate in the limited number of fundraisers that are organized each year. Any club or sports team wanting to raise funds for a particular purpose must first get the fundraiser approved by the principal.

Gifts and Donations

Over the years, God has honored adherence to scriptural principles in finances. Individual lives have also been blessed through giving to special projects. Gifts are necessary for the growth and capital improvements that are planned. All gifts to the school are tax-deductible and may be made in cash, by check, credit card, or online.

Graduation

The kindergarten and eighth grade classes have cap & gown graduation ceremonies. A fee to cover these expenses is assessed at the beginning of the school year. Fifth grade has a less formal ceremony during the end-of-year awards assembly.

Health Policy

Children should not be brought to school with a fever or an undiagnosed rash. **Students must be fever free for 24 hours before returning to school.** The school may not dispense non-prescription drugs (such as Tylenol) without a doctor's written request. Parents who wish for the school to dispense a prescription drug must first sign the appropriate form posted in the school office and include all necessary instructions. Parents will be called about any head injury.

• **Communicable Diseases**

King's Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable diseases" shall mean an illness which arises because of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

King's Christian will strive to provide appropriate information to teaching staff, parents, and students regarding the nature and transmission of any disease believed not to be spread by ordinary or casual contact. A staff member who reasonably suspects that a student or employee has a communicable

disease shall immediately notify the school principal. The reportable diseases include (but are not limited to) the following:

| | | |
|--|------------------------------------|-------------------------------|
| Acquired Immune Deficiency Syndrome (AIDS) | Histoplasmosis | Rocky Mountain Spotted Fever |
| Aids Related Complex (ARC) | Human Immunodeficiency Virus (HIV) | Rickettsia |
| Amebiasis | Legionnaire's Disease | Rubella, including congenital |
| Animal bite by a potentially rabid animal | Leptospirosis | Salmonellosis |
| Anthrax | Lymphogranuloma Venereum | Schistosomiasis |
| Botulism | Malaria | Shigellosis |
| Brucellosis | Measles (rubeola) | Smallpox |
| Campylobacteriosis | Meningitis | Syphilis |
| Chancroid | Meningococcal Disease | Tetanus |
| COVID-19 | Mumps | Toxoplasmosis (acute) |
| Dengue | Paralytic Shellfish Poisoning | Trichinosis |
| Ephtheria | Pertussis | Tuberculosis |
| Encephalitis | Pesticide Poisoning | Tularemia |
| Giardiasis (acute) | Plague | Typhoid Fever |
| Gonorrhea | Poliomyelitis | Typhus |
| Granuloma Inguinale | Psittacosis | Vibrio Cholera |
| Hansen's Disease (Leprosy) | Rabies | Vibrio Infections |
| Hemorrhagic Fevers | Relapsing Fever | Yellow Fever |
| Hepatitis | | |

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

- **Illnesses at school**

If a child is experiencing symptoms of a contagious disease such as impetigo, pinkeye, head lice, ringworm, etc. before coming to school, he is to stay home. Parents should notify the office if a contagious condition exists that could affect other class members. Under no circumstances should a child come to school if he or she has a temperature above normal (98.6°), has been vomiting, is ill with diarrhea, or has a contagious disease. A child already at school will be sent home if signs of illness develop during the day.

We will make every effort to contact a parent or designated adult as soon as possible if a child becomes ill or injured. **It is of utmost importance that parents provide KCS with current home and work phone numbers, as well as emergency contact names and numbers.** This information should be included on the Emergency Contact Card. It is the parent's responsibility to provide transportation for a sick student within the hour called. In an emergency in which there is a life-threatening situation or accidental injury, 911 will be called to assess the situation and to transport if needed.

Inhalers and prescribed medication (including epi-pens) must be kept in the school office with written approval from the student's doctor.

KCS is not allowed to apply any non-prescription topical ointments (including anti-itch creams or the like) or give any over-the-counter medication to children without a doctor's note. In order for a teacher or office employee to administer prescription medication, the parent must fill out an Authorization for Prescription Medication form in the office.

Any prescription or over the counter medication that must be administered during school hours should be accompanied by a written request from a parent/guardian. All medications must be in their original, properly labeled container.

The following information must be completed on an Authorization to Dispense Medication form available at the office:

- Student's name
- Name of medication
- Date(s) to be given
- Time(s) to be given, or how often
- Dosage (how much), which must include a physician's written direction if different than the recommended dosage.
- Signature of the parent or guardian
- Date request written
- Nonprescription medicine must be in the original container with original label and the student's name. The office will not accept medication in unlabeled bottles or zip lock bags.

King's Christian School has a Nit-free policy. If your child is sent home with head lice, the student must be checked in the office prior to readmission. Readmission is at the discretion of the administration.

• **Injuries**

Minor injuries will be given appropriate first-aid treatment by the school nurse or authorized staff member.

Treatment will be limited to cleaning a wound and/or providing Band-Aids and/or applying ice packs. In the case of serious injuries or other emergencies, paramedics will be called, and parents notified. In the event that a parent cannot be reached, someone listed on the child's emergency contact list will be notified.

Library

It is understood that to meet certain standards and to provide books on various fields of research and contents, King's Christian School must, of necessity, have many books of different types. King's Christian School does not necessarily endorse all contents of any book in the library. The position of King's Christian School is well understood to be in strict adherence to the doctrines and principles taught in the Holy Scriptures.

Classes are scheduled for library visits on a rotating basis. Books may be checked out for three weeks. A student may have only three books at a time. Reference books and other special materials may not be removed from the library without permission from the librarian. A fine is charged for overdue and lost books, and report cards will be held until this obligation is met.

Lockers

Middle/High school students have the option of lockers depending on availability. Lockers are subject to inspection by authorized school personnel.

Lost and Found

All clothing and personal items should be labeled with the children's names. Properly labeling clothing will be beneficial in helping to locate respective owners. A lost-and-found basket is located at a designated area in the cafeteria. Lost-and-found articles are kept for two weeks. By the last Friday of each month, unclaimed items will be donated or discarded. It is important to teach children responsibility in the handling of personal belongings and school textbooks.

Lunch Program

Students have the option of either bringing their own lunch or buying a hot meal or side order. There is a charge for the school lunch which varies for each grade level. Prices will be posted online. Monthly menus are sent home with the take-home papers and are posted online, in the cafeteria, and in the school office. Parents must set up a debit account for each of their children to use for food purchased in the KCS cafeteria. Lunches brought from home must not require heating.

The lunch schedule is approximately the following:

| | |
|---------------------|---------------|
| K5 | 10:55 – 11:30 |
| K2 | 11:00 – 11:30 |
| 1 st | 11:05 – 11:35 |
| 2 nd | 11:15 – 11:45 |
| 3 rd | 11:25 – 11:55 |
| 4 th | 11:35 – 12:05 |
| K3 | 11:40- 12:10 |
| 5 th | 11:45 – 12:15 |
| 7 th | 11:55 – 12:25 |
| K4 | 12:00- 12:30 |
| 6 th | 12:05 – 12:35 |
| 8 th | 12:10 – 12:40 |
| 9 th : | 12:15 - 12:45 |
| 10/11 th | 12:30 - 1:00 |

(Pre-school K-2-K-4 eats
in their classroom.)

Parents and/or other family members may join their child for lunch on their birthday, as long as the visit is not too disruptive.

Each class from 1st grade and up is responsible for wiping their lunch table(s) and sweeping their area. The classroom teacher will normally assign those duties on a rotational basis.

The cafeteria is closed on non-school days and half days. If extended school care is available, sack lunches must be brought from home.

In addition, students may purchase breakfast in the morning no later than 8:00.

Nutrition

It is especially important that our growing children eat balanced meals in the morning, at lunch time, and in the evening. Proper nutrition has a definite impact on a child's overall performance. Please provide appropriate meals and snacks for your children and teach them to make wise and disciplined choices about ice cream and other sweets. Students are discouraged from having sodas and other sugary drinks or snacks on a regular basis. Organic and non-GMO snacks are available for purchase.

Parties

The Parent Fellowship Organization (PFO) oversees the activities of room parents and will ensure that seasonal parties are fairly uniform throughout the classes.

Birthday Parties

Each child's birthday will be acknowledged at school. Parents are welcome to send cupcakes or cookies, juice, and paper products. The teacher should be contacted in advance. Also, the teacher cannot distribute invitations to home parties unless the entire class is invited.

Pets

Students are not allowed to bring pets to school unless it is pre-arranged and pre-approved for educational purposes.

Pledges

All students are **required** to stand for the pledges and National Anthem.

Flag

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands. One nation, under God, indivisible, with liberty and justice for all.

Christian Flag

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.

Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

National Anthem
“Star-Spangled Banner”

Oh, say can you see, by the dawn's early light,
What so proudly we hailed at the twilight's last gleaming?
Whose broad stripes and bright stars, through the perilous fight,
O'er the ramparts we watched, were so gallantly streaming?
And the rockets' red glare, the bombs bursting in air,
Gave proof through the night that our flag was still there.
O say, does that star-spangled banner yet wave
O'er the land of the free and the home of the brave?

Personal Property (cell phones, electronics, etc.)

KCS discourages all students from bringing personal items to school that have no bearing on, or use in, the educational process. Cell phones and other personal electronic devices (iPads, etc.) are not necessary during the school day unless requested by the teacher for educational purposes (an “Electronic Device Usage Agreement” is to be signed by each student as determined by class use). Students are not permitted to have cell phones out at any time on campus. Students with a cell phone must have it turned off and left in their backpack during the school day. If a student is found playing with or using a cell phone without permission, a warning will be given for the first offense. However, if the use violation is particularly disruptive, the cell phone will be confiscated and returned only to a parent or guardian. If there is a second incident, the cell phone will be confiscated, and demerits will be issued. If there are any further incidents, the student will receive additional demerits and lose the privilege of having electronic devices at school. Jewelry, large amounts of money, and other items of a personal nature should be left at home. The school cannot accept responsibility for such items should they be lost, broken, or stolen. Personal items that should not be in school will be taken from the student. Only parents or guardians may retrieve them. Students with watches that sound an alarm must be set on “off” or should not be worn to school. Watches that function as cell phones should not be worn to school.

Prohibited Articles

Cigarettes (including vapor or e-cigarettes), alcoholic beverages, narcotics or other illegal drugs, knives, guns, or other weapons, explosives, and pornographic material of any kind are not permitted on school property. These articles will be confiscated and turned over to the appropriate authorities, with further disciplinary actions to follow. Items such as toys, non-academic magazines, pictures, books, or any other distracting or disruptive item not related to actual classwork will be confiscated and placed in the school office until retrieved by the parent. If not retrieved within two weeks, the items will be discarded. No item may be brought to school for the purpose of selling nor may any student solicit to sponsor or buy for any group or organization without written permission from the principal. The school reserves the right to search a student's personal and/or belongings in the event the school suspects the student possesses an unapproved item. This search may be conducted without the student's or parent's permission.

Safety Patrol

Our safety patrol members are chosen from the 5th grade class. Responsibility and punctuality determine the length of their service. These students help control traffic during dismissal.

School Accident Insurance

Every child is covered by a school-time insurance plan, which is included in the registration fee. However, this is not a primary policy. Therefore, if a student is injured, the claim should be made with the parent's insurance company first. Then, the school-time insurance will pick up covered expenses that were not paid by the parent's company. Under the school-time plan, the student is insured under the following conditions: (1) while attending school during the hours and on the

days when school is in session; (2) while participating in or attending activities sponsored solely by the school, and continuously and directly supervised by a school official or employee, including school-supervised travel directly and without delay to and from such activities during the school term; and (3) while traveling directly and without delay to and from the insured's residence, as defined in the policy, and the school for regular school session, for such travel time as is required, but not to exceed one hour before school begins and not more than one hour after school is dismissed.

School Closures

Our reaction to natural disasters will be governed by the instructions given by local authorities. In general, we follow the advice given to and taken by Miami-Dade County Public Schools regarding school closures for hurricanes, etc. An email will be sent out regarding the school closure and announcements will be posted on our social-media platforms. Dismissals for holidays and vacations are noted on the KCS calendar. Please check our web-site for additional information (www.kcsmiami.com).

School Office

School office hours are from 8:00 a.m. to 4:30 p.m. All parents are welcome in our school; however, **when a visit to the classroom is necessary, please report to the office first. Do not go directly to the classroom.** If you wish to talk to your child's teacher, please arrange for a private conference by calling the office. Please do not detain the teacher from his/her responsibilities immediately before or after school. Lunches, homework, books, or other items to be delivered to your child must be left in the school office.

Students will not be permitted to use the school phones except in the case of an emergency. Forgetting school supplies, books, assignments, or PE uniforms does not constitute an emergency. In addition, all afterschool plans must be worked out prior to coming to school. Students cannot decide to go home with another student at dismissal. Exceptions will be made in the event of an emergency, and the student's parents have contacted the office. Permission for phone use must be secured from the teacher and office staff first.

School Pictures

School pictures are taken three times a year. The picture in the fall is in school uniform and is included in the yearbook. The spring picture is in street clothes and is optional. The class group and/or graduation picture is in school uniform or caps and gowns for kindergarten and dress clothes for eighth graders. Packets of pictures may be paid before the picture date or ordered online at a higher cost after the picture is taken.

Visitors

Those visitors unfamiliar to the teachers and students must sign in at the office, present identification, state the purpose and intended length of the visit, and be issued a visitor's tag. These visitors must also sign out when leaving campus. Classroom visitors must get permission ahead of time from the principal.

HOME/SCHOOL RELATIONS

A positive, open home/school relationship is extremely important to the wholesome atmosphere of King's Christian School. Proper communication is a healthy ingredient of that relationship.

Cooperation in reading notices and returning them when requested will be appreciated. If there are any questions regarding school functions or policies, please contact the school immediately. It is vital that the home and the school work in harmony for the welfare of each child.

Back-to-School Night

At the Back-to-School Night, teachers give an overview of the year's goals and announce special projects such as major reports and test schedules. The school's discipline plan will also be presented. No children are to attend this event so as to provide space in the classrooms and allow good parent-teacher contact.

Communication Contacts

From time to time, parents and students are not certain whom they should contact regarding various matters. The following guidelines are provided to assist in directing your comments or questions to the proper individual:

1. Problems in classroom (homework, discipline, communication) – Teacher
2. Questions about physical education class, athletic events, location of games, etc. – Teacher, Coaches
3. Tutoring – Teacher, Principal
4. Inquiries regarding school bill, fees, book fines, etc. – Business Office
5. Transcripts – Administrative Assistant
6. Discipline problems – Teacher, Principal
7. Curriculum questions – Teacher, Principal
8. Homework assignments for students who are absent due to illness – Teacher

Contacting Students in the Classroom

If a parent needs to contact a child, the parent should call the office and office personnel will contact the appropriate classroom. Parents should not text or call their student's cell phone during the school day. Parents are strongly discouraged from going straight to the classroom as this can be very disruptive to the learning environment.

Emails

At King's Christian School we love families to be involved in their child's/grandchild's school life. One way to do this is to sign up as a volunteer with your child's homeroom teacher. One parent will serve as the class liaison between the teacher and the families and will be responsible for helping with school events.

Parent Fellowship Organization

Our Parent Fellowship Organization (PFO) provides strength to the overall school program. Parent and family energy and dedication enrich King's Christian School as the Family Teams serve in the following capacities: (1) providing teacher assistance during pre-planning and during class; (2) assisting as room parents for the planning and executing of class parties; (3) chaperoning field trips; (4) assisting with fund-raising events; (5) providing workers for events such as Open Houses, the Book Fair, the Christmas Festival, special lunches, Field Day, and the Thanksgiving and Christmas luncheons; (6) helping with costumes and scenery for the Christmas program and major drama productions, and (7) participating in occasional workdays.

- **Parent Fellowship Organization**

A parent prayer and planning session is held at the beginning of each quarter (see calendar). All parents are invited to join in this time of fellowship and service.

Parental Involvement

The parents of King's Christian School play an important role in the successful operation of the school. Parents help to provide a strong bridge between the student and the teacher. Their cooperation and their support are vital to the training of the children. Ultimately, parents have been given the responsibility by God to educate their child. It is not the school's sole responsibility to do so.

Parents are encouraged to give the teacher and the administration genuine support in the training of the students. Any questions or constructive criticisms should be taken first to the individual teacher, and then, if necessary, to the administration in a courteous manner. Often a note or email message to the teacher will clear up any misunderstandings. A positive attitude on the part of our parents will be "caught" by our students. Please pray daily for our school and be involved as much as you can.

Parent-Teacher Conferences

Conferences requested by parents or teachers need to be set up by appointment. It is not appropriate for teachers to hold impromptu conferences at the door, during class time, or at arrival or dismissal times. Please call the office, or send a note to the teacher, or write an email to schedule an appointment. Also, our Parent/Teacher Conference Day is in October from 1:00-4:00 PM. School will be dismissed at 12:20 p.m. that day. You can sign up on Back-to-School Night or by contacting the teacher directly.

Surveys

Parent feedback and reviews are vital in improving the school and making each child's scholastic experience more gratifying. Participation in periodic parent surveys is encouraged and greatly appreciated.

ACADEMICS

Bible

Bible is a required academic subject of fundamental importance. Knowledge of the Bible augments the study of other disciplines. Applying its moral and spiritual values in character development is the most important work of a Christian school. A study of the Bible gives purpose and meaning to one's life. Elementary and middle school students are required to use the NIV Bible (2011 edition or later).

Curriculum

In all pre-school classes, most of K5, and some of first grade, Abeka's intensive phonics program with a Christian perspective lays the foundation for building up life-long readers.

Pre-Kindergarten (K2-K4)

| | |
|-------|--------------------|
| Art | Phonics |
| Bible | Numbers |
| Music | Penmanship (K3-K4) |

Kindergarten

| | |
|------------|--------------------|
| Art | Physical Education |
| Bible | Phonics |
| Music | Reading |
| Numbers | Science |
| Penmanship | Social Studies |

In first through tenth grades, BJU Press is the primary curriculum. This highly detailed rigorous curriculum offers students the opportunity to learn math, language arts, history, and science from a Biblical worldview.

Primary

| | |
|------------|--------------------|
| Arithmetic | Penmanship |
| Art | Phonics |
| Bible | Physical Education |
| Computer | Reading |
| Geography | Science |
| History | Spanish |
| Language | Spelling |
| Music | |

Intermediate

| | |
|------------|--------------------|
| Arithmetic | Music |
| Art | Penmanship |
| Bible | Physical Education |
| Computer | Reading |
| Geography | Science |
| History | Spanish |
| Language | Spelling |

Middle School**Grade 6**

Bible
Language Arts
General Math
General Science
History
Phys. Ed.
Computer
Electives*

Grade 7

Bible
Language Arts
Pre-Algebra
Life Science
World History
Phys. Ed.
Computer
Electives*

Grade 8-11th

Bible
Language Arts
Algebra I
Physical Science/Biology
American History/World History
Phys. Ed.
Computer/Career Ed.
Spanish (required for HS)
Electives*

***Electives include drama, art, audio-visual, Spanish, yearbook, GOA, chess, and teacher's aide.**

Educational Therapy

One Child at a Time is a program that allows an educational therapist to work one-on-one with your child, teaching him/her foundational skills and study habits to succeed in school. Therapy sessions usually take place during school hours at an additional cost to the parent. Contact the office for more information.

Fine Arts

The school places strong emphasis on its Fine Arts Program. Students are urged to develop their God-given talents in the aesthetic fields and to use them for Christian service. Music is part of the curriculum for grades PK2-5th. Students participate in chapel programs, the Christmas program, Grandparents' Day, Parents Day, and the Fine Arts Festival. Drama members and select musicians compete at the FACCS Junior Fine Arts Festival each year.

Grades

Grades for 1st to 11th grade students are posted online through Blackbaud. Parents are encouraged to monitor their children's grades on a regular basis.

MS/HS will receive a letter grade for all classes (PE, Computer, Art, etc.) and electives which will impact the honor rolls. Grades for electives will be based on participation, cooperation, and behavior

Grading Scale

Academic

Preschool/Kindergarten

E = Excellent
G = Good
S = Satisfactory
I = Improvement Shown
N = Needs Improvement

Elementary

A = 100-90 S = Satisfactory
B = 89-80 U = Unsatisfactory
C = 79-70 I = Incomplete
D = 69-60
F = 59-0

Middle/High School

A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59-0

Conduct (Grade)

| | | |
|-------------------|-------------------------|------------------|
| A+ = Superior | C+ = Improvement Needed | F = Unacceptable |
| A = Excellent | C = Below Average | |
| A- = Good | C- = Inadequate | |
| B+ = Satisfactory | D+ = Unsatisfactory | |
| B = Average | D = Deficient | |
| B- = Marginal | D- = Poor | |

Help Class

For those students who need additional instruction in a subject, teachers conduct one or two 30-minute "help" sessions per week at no additional cost to parents. Students requiring more extensive instruction may need a paid teacher-tutor. Students will be placed on academic probation if they are unable to maintain a satisfactory academic record.

Homework

Homework is an essential part of the school program, and each teacher is at liberty to give homework assignments to encourage students to advance in their studies. Homework can be assigned every night. Light homework may be assigned on Friday at the discretion of the teacher. Homework, designed to meet individual needs and to foster effective study habits, is assigned for drill, for practice, and for remediation. All assignments must be turned in on time on the day they are due unless there is an excused absence. All other reasons for being absent do not excuse homework from being turned in. In cases of early dismissal from school for an athletic contest, dramatic or musical performance, field trip, etc., arrangements must be made with each teacher regarding assignments and tests that will be missed.

Homework Assignment Sheets

In the kinder-five, and elementary will receive a weekly assignment sheet is provided with recorded daily homework assignments. Kinder and elementary homework sheets must be signed nightly by parents indicating that the parent saw the child's completed assignments. Middle school and high school students will have homework and other assignments posted on Google Classroom and /or on Blackbaud. We request the parents' full cooperation in overseeing the completion of homework assignments. High school students will use an agenda to record all homework assignments.

Homework Club

Homework Club is available for students who may need assistance in homework completion or who may need assistance to catch up on missed work after being absent. Homework Club meets on Mondays-Thursdays from 3:30-4:30 p.m. The cost is \$120 per month (pre-paid only). The price is \$240 per month total for students who are enrolled in the monthly after-school care.

Honor Roll

An honor roll, covering all subjects, is compiled after each nine-week grading period and is made up of the following:

1. Principal's List: students who have made all A's in academics and in conduct
2. Honor Roll: students who have made all A's and B's in academics and in conduct and maintained a 3.5 GPA.

Make-up Work

It is the student's responsibility to make arrangements with all his/her teachers immediately upon returning to school in order to make up missed tests and assignments. For each day absent, students will have one day to make up assignments, unless given an extension by the individual teacher. All make-up work not turned in on time will receive a zero. If an assignment is a major report, book report, or project, the zero will be assigned, but the student must turn in the work or receive an "incomplete" on the report card. Students with unexcused absences must make up work missed but will receive a maximum of 59% for all assignments and tests missed.

Teachers are not allowed to assign "extra credit" work to a particular child in order to give that student a passing grade at the end of a grading period.

Progress Reports

Please check Blackbaud regularly to monitor your child's grades and see his or her progress. No actual progress reports are issued.

Promotion Policies

- Kindergarten

- The child's academic and social growth will be considered. If a child maintains an unsatisfactory average (N's) in two or more core-curriculum subjects (e.g. math and language-related areas), the child may be retained.
- A student who misses more than 18 days of school per year may be in danger of failing the grade.
- **Elementary-Middle School/High School**
 - A student will be promoted upon satisfactory completion of work required by the curriculum. While promotion is based on academic achievement, both the social and physical aspects of the child will be considered.
 - If a child maintains a "D" or "F" average in two or more core-curriculum subjects (primarily language, mathematics, and reading, plus science and history in middle school), the student must attend summer school and/or repeat the year. Promotion will depend upon the satisfactory completion of the summer school program (see "Summer School" section below).
 - **In compliance with Miami-Dade County School Board guidelines, a student can have no more than 10 unexcused absences per year to be promoted. Prolonged illnesses and dire emergencies will be handled individually.**

Report Cards

Report cards for 1st-11th grades are posted online within two weeks after the end of each nine-week grading period. Each child's ability, achievement, and attitude are prime factors of consideration. Pre-school and kindergarten report cards will be sent home and must be signed and returned within seven days. Note: Report cards and other academic information may be accessed online only when all financial obligations to the school are met.

Research Projects

Long-term research projects will be assigned in all upper elementary, middle school, and high school grades. These projects represent opportunities for the students to apply a wide range of acquired skills. Written instruction sheets detailing format, expectations, and due dates will be distributed by the teachers involved, allowing ample time to complete each task. Students who fail to complete these projects in a satisfactory manner will receive a "zero," which will seriously affect their grade for the year, including receiving an "I" (incomplete) on the report card.

Standardized Testing Elementary and Middle School/High School

The Stanford Achievement Test is given each spring and scales a student's achievement according to national norms. Test results are available to parents with the last report card. Parents or students should address specific questions to the school office.

Student Records

Student records are secured in the school office and may only be reviewed by authorized school personnel and parents or guardians. Academic records, including report cards, will only be released when all financial obligations have been met.

Summer School (Middle School/High School)

Summer school will be required for students in grades 6th-9th who need to earn credits in courses in which they received a D or failed. Students must attend every class for the time specified and must complete all assignments and tests with a minimum of a C average in order to receive credit. Failure to comply could result in retention. Students must wear regular KCS uniforms and bring all required materials each day. Students must be in regular attendance during summer school to fulfill the requirement for grade advancement. Only one excused absence is permitted.

Summer Tutoring (Kindergarten/Elementary)

Summer tutoring will be required for strengthening in math and language-related areas if the yearly average is unsatisfactory (below a C-).

Supplies

Textbooks, workbooks, and certain supplies will be issued to each student at the beginning of the year. Textbooks belong to the school and are issued on a rental basis, to be returned to the school in good condition at the end of the year. There is a supply list available from the office which details materials specific to each grade. In general, elementary students use wide-ruled loose-leaf paper and middle school uses college-ruled paper.

ACTIVITIES

Chapel

Chapel is generally held each Friday. This is a time of spiritual enrichment through devotions, group singing and special music. It is also an occasion for recognizing students for special achievements. Students are inspired to appreciate God's Word and the testimonies of those who have experienced God's guidance in their lives. Students must enter the chapel quietly and respectfully. During the message, students must refrain from talking or engaging in any distracting behavior.

Creative Writing and Fine Arts Festivals

KCS is committed to the training of young people to speak and to write with clarity and distinction. The dramatic, musical, and artistic talents of students are finely tuned through a variety of materials and exercises. KCS students are encouraged to use their talents for God's glory.

Students exhibit their artistic, musical, and speech talents in festivals and school programs. In the elementary, middle schools, and high school participation in the FACCS Regional and State Junior Creative Writing and Fine Arts Festival competitions is encouraged.

The Drama Department teaches the basic skills of oral communication, dealing with a variety of speech venues from impromptu to memorized text.

Creative writing is an integral part of the language program. Students are introduced to and encouraged to practice this highly defined skill. Categories in the creative writing division of language arts festival include two-word, sense, scripture, haiku, and free verse poetry, short stories, and essays.

Electives (Middle School/High School)

| | | |
|------------------------------|---------------------|----------------|
| Art | Drama/Speech | Audio Visual |
| | Publishing/Yearbook | Teacher's Aide |
| GOA (games/other activities) | Spanish | Study Hall |

Eligibility

Academic eligibility rules for all sports, offices, and other extracurricular activities require that participating students maintain a “C” average. Eligibility is determined on the day report cards are issued. Grades are computed on a weekly basis. Athletes who are ineligible for three weeks may be dropped from the team or squad for the remainder of the season.

Middle School/High School Trip

Each year the middle school faculty will select a location for the trip, depending on interest (ex. Washington; Boston; New York; Philadelphia; Chicago) on a rotating schedule annually. The trip is paid for by the students; and since the cost of the trip is based upon the minimum number of students attending, the amount is non-refundable. Eligibility to attend the middle/high school trip is contingent on whether your school account is up to date on all fees and tuition payments and student has demonstrated acceptable conduct throughout the school year.

All classes will continue as normal with students not attending the trip. Students attending the trip must make up any work possible including tests or quizzes within a set number of days.

National Junior Honor Society

Students in grades 7-8 who meet the requirements for membership outlined by our school's chapter are eligible to be invited for membership. Students must be at least in their second semester of seventh grade for consideration.

Qualifications for membership are based on the five pillars of NJHS: (1) Scholarship - Per national guidelines, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. (2) Service – This involves voluntary contributions made by a student to the school or community. (3) Leadership – Student leaders are resourceful, good problem-solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others. (4) Character – The students of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record. (5) Citizenship – The student understands the importance of civic engagement; has a high regard for freedom and justice; respects the U.S. form of government; respects the law for all citizens at the local, state, and federal levels; and demonstrates mature participation and responsibility in activities such as scouting, community organizations, or school clubs.

FACCS Spelling Bee

The purpose of the school and FACCS Spelling Bees is to provide opportunities for the students to study, show commitment, develop poise, and expand themselves academically and socially. Students in 1st grade through high school may participate.

Sports Program

- **Physical Education**

Physical education is a requirement for all students in grades K5-10th. The PE program is in the form of directed play and skill activities under organized supervision. Students in 2nd-11th grade will wear regulation gym clothes, which must be purchased from the All-Uniform Wear store at 8456 SW 8th Street. Each student must wear gym shoes and socks. Failure to “dress out” will result in disciplinary action and/or reduction in grade.

The only student exempt from PE is the one who brings a written excuse from the parent. After three written excuses, a doctor's statement must be presented. A student without a note is required to participate in physical education.

- **Interscholastic Sports (Additional fee)**

KCS maintains an active interscholastic sports program competing in basketball, volleyball, and soccer with other private schools. Team members are chosen from students in 3rd-9th grades, depending on the sport. They are expected to attend all scheduled practices and games and display exemplary sportsmanship.

The purpose for athletic activities is threefold:

1. To promote character development
2. To promote healthy competition and school spirit
3. To provide rigorous exercise for the body

Because of society's emphasis on athletics, the school expects its athletes to be positive leaders both spiritually and academically. The administration may suspend or permanently relieve a player from any team if that player's conduct, sportsmanship, or attitude makes him or her a poor testimony.

Athletes will ride in designated team vehicles for all away games. This provides for unity and team spirit. Students wearing a uniform represent this school, and their conduct reflects on the student body as a whole. Athletes must watch every aspect of their behavior whether during play, traveling, or in the stands. Fighting, abusive language, or poor conduct will not be tolerated and will subject the athlete to immediate removal from the team.

DISCIPLINE

Even though the school may discipline a child during the school day, according to the Bible, the parents have the primary responsibility to do so. Parental cooperation is a necessary dimension to any successful discipline procedure. It is important that the parent and the faculty, staff, and administration of KCS work together to produce young people who excel in the virtues expounded in the Scriptures. *"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."* (Philippians 4:8)

Philosophy

In keeping with the biblical definition of discipline as a form of teaching, the philosophy of King's Christian School is to define and implement biblical principles of discipline in a threefold way: (1) to guide the student in understanding God's mandates for interpersonal behavior; (2) to establish and maintain order and harmony conducive to a profitable academic and spiritual environment; and (3), as a secondary role, to initiate biblically mandated restoration. It is the goal of King's Christian School to teach academic, spiritual, and personal self-discipline in a nurturing and positive environment.

Students are expected to act like children of the King, both at school and away from school. Scriptural standards for living harmoniously in God's family include respect for God and His Word, for authority, for the rights, feelings, and property of others, and for oneself. In an effort to uphold

these scriptural standards concerning conduct, certain guidelines are set forth. Our students are expected to practice courtesy, kindness, thoughtfulness, and honesty at all times, not just at school. They are exhorted: *“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”* (Colossians 3:17)

Procedures

In the interest of maximizing the learning experience and recognizing the necessity for consistent discipline in the school environment, King’s Christian School has developed a specific method of dealing with discipline which includes the teacher, the student, and the parents (or guardian).

Teachers have the responsibility of managing behavior in the classroom and anywhere on school grounds or official off-campus activities. Godly self-control is one of the most emphasized spiritual virtues found in Scripture (Gal. 2:20, 5:22, 23; Phil. 4:13; 1 Pet. 5:8). It is important that parents and students understand what is expected of a member of the KCS family, so that they can experience a sense of security and fairness in the consistent enforcement of policies and procedures. Where discipline is held in high esteem, punishment is kept to a minimum. When it becomes necessary for a student to receive correction, it is done prayerfully, lovingly, fairly, and swiftly. KCS does not utilize corporal punishment at any level.

Policies

Pre-school and kindergarten students do not receive demerits. In these grades, there is a separate disciplinary referral form which allows the teacher to indicate the misbehavior which occurred. Usually, these younger students are given time-outs either in the classroom or during recess and/or the parents are spoken to.

When an elementary, middle, or high school student commits an offense, the teacher will either give a warning or tally, or issue a disciplinary referral form with the appropriate number of demerits. Referrals will then be sent to the office where accurate records will be kept. All referrals will be sent to the parents. The parent is to sign the referral and the student is to return it to the teacher the next day. Causes for disciplinary action include, but are not limited to, the following:

Minor to Moderate Offenses

| | | |
|----------------------------|--------------------------------|--------------------------------|
| Lack of classwork/homework | Lack of neatness | Misconduct in |
| Papers unsigned/unreturned | Violation of school or PE | cafeteria/lines/restroom |
| (take-home paper form, | uniform code | Misconduct in extended |
| electronic report card, | Lateness to class | care/recess |
| homework sheet, | Not working | Pushing/shoving/horseplay |
| disciplinary referral, | Gum-chewing | Throwing objects |
| Detention/Sat. School | Note-passing | Lack of respect/uncooperative |
| notice, office form, etc.) | Excessive talking/class | attitude |
| Lack of materials | disruption | Irreverence in chapel |
| Lack of responsibility | Out of seat without permission | Other – as deemed necessary by |
| | | the teacher |

Severe Offenses

| | |
|--------------------------------|--|
| Lying | Profanity/vulgarity/cursing/taking the Lord’s name in vain |
| Cheating | Stealing (including borrowing without permission) |
| Deliberate defiance | Vandalism |
| Fighting | Bullying |
| Inappropriate physical contact | Other – as deemed necessary by teacher |

Demerit System

Minor to moderate offenses

1 to 5 demerits each

Severe offenses

10 or more demerits each

- For every ten (10) demerits received the student must serve a one-hour after-school detention. There will be a \$20 fee which we ask the parents to have the child pay (either from savings or earned from service performed at home). If the fee has to be billed to the account, there will be an additional \$5 or \$25 charge.
- For every 25 demerits, the student must attend Saturday School. There will be a \$40 charge (\$45 if billed to the account).
- For 50 demerits, the student will be suspended (in or out of school) for one day. In-door suspensions may involve doing community service like cleaning tables and sweeping the floor, etc.
- For 75 demerits, the student will be suspended for two days.
- For 100 demerits (or other major infraction of school rules), the student may be asked to leave KCS.
- Conduct grades for 1st grade through 12th grades are based on the number of demerits received or at the discretion of the teacher.

Drinking and Drugs

Drugs and alcohol are overwhelming, destructive temptations in our society. KCS has chosen the biblical position of total abstinence from any harmful chemicals. We see ourselves as a support structure for your family in guiding your children in good and godly ways. The Bible is clear in its principles as to the sin of drug and alcohol abuse. We will firmly, but lovingly, guide your children to abide by the standard, "Just say no."

Probation

A student who shows a propensity to misbehave or not complete schoolwork may be placed on probation. The student will be given a probationary contract which will need to be completed by the student's teacher(s) each day. Close communication between the parent and the school will be expected. The probationary period will last as long as the principal deems necessary but, hopefully, will be just long enough for the student to assume the responsibility needed to correct the situation. The student may still acquire demerits while on probation, but this will only prolong the probationary period or lead to dismissal.

Zero Tolerance Policy

King's Christian School holds a zero-tolerance policy regarding bullying, inappropriate advances, threats of violence or drug usage, intended or implied, either verbal or in written form. As a Christian School, KCS seeks to promote behavior and attitudes acceptable to God. (2 Timothy 1:7). Any student or parent who makes a threat of violence toward another student or parent, faculty or staff member, and/or acts upon such threats will be expelled from the school. All parents should discuss this policy with their children.

Any student who believes he or she has been or is currently the victim of bullying may report the situation to the principal. The student may also report concerns to the teacher who shall notify school administration.

KCS ELECTRONIC DEVICE/INTERNET USE POLICY

The following is a set of regulations that govern the appropriate use of computers and other electronic devices for students enrolled at King's Christian School. While this policy cannot cover every aspect of computer use, it does address many of the major concerns. It is the attempt of this policy to detail in specifics the general expectation that all members of the King's Christian School community use the computers, other electronic devices, and the network in a safe, responsible, considerate and appropriate manner. In the rules below, "computer" is synonymous with any electronic device which has Internet access (e.g. smart phones, tablets, etc.).

1. The Internet is to be used by students solely for scholarly research and as a means of obtaining information for school approved purposes.
2. No instant messaging, blogging, emailing, texting, journaling, or any kind of posting to social media at school is permitted without direct teacher supervision.
3. Students are not to join chats at school unless they have a teacher's permission to do so as a legitimate class project. Frequently, it is impossible to really know with whom one is communicating; therefore, students are not permitted to reveal any information (name, address, phone number, etc.) about the school or other students at any time, from any electronic device, whether personal or school property.
4. The playing of games and music on computers in any classroom is prohibited during the school day, unless authorized by a faculty member.
5. Sound on electronic devices must be turned off, except when it is being used as part of the class.
6. Students are responsible for their assignments under all circumstances.
7. Students are not to change the name on their computer without approval.
8. King's Christian School currently uses an Internet filter to prevent students on campus from accessing inappropriate information online. However, no filter or blocking system is foolproof. Therefore, any student who accidentally accesses inappropriate sites or information must immediately report the situation to the student's teacher or to an administrator of the school.
9. Students are to establish and maintain secure passwords that protect the privacy of the information on school electronic devices. Students must never reveal their password to anyone.
10. Students are never to access or try to access someone else's email, network, or Internet account.
11. Students are not to make any effort to bypass security systems or firewalls and/or gain access to school information that they do not have a right to see or that is not open to the public or school community. Violation of this rule is a form of hacking. Hacking of any sort is illegal. It is prohibited at any time and in any place. Hacking is a criminal act, could necessitate the involvement of the FBI by the school, and may be grounds for dismissal.
12. Students may not access their personal subscriber online services using school lines.
13. Material obtained through research on the Internet and then used in academic work for King's Christian School is to be properly documented. Plagiarism of any degree is inappropriate and prohibited. Since some material is unique to the Internet and can disappear overnight, documentation might necessitate the student saving data to their hard drive.

14. Students may not load new software onto the school's computers without a faculty member's permission. There is a risk that any new material may carry viruses.
15. Students shall observe all copyright laws, for printed and electronic material. The simplest rule to follow is that software you have not purchased should not be installed on your computer.
16. The sharing of storage drives is strictly prohibited. Students may not transfer information by infrared means without permission from a teacher.
17. Any software belonging to King's Christian School installed for specific courses is required to be returned or deleted at the end of the designated term.
18. Electronic devices may not be used to make sound or video recordings without the consent of all those who are being recorded.
19. Students are not allowed to change the screensavers and wallpaper or delete icons or menu shortcuts on KCS computers. If student is asked to select something for the computer it must be appropriate and tasteful. Violence, vulgarity and nudity may not be depicted on screens. King's Christian School faculty reserves the right to request the removal of material deemed offensive and may dispense an appropriate consequence.
20. Both printed and electronic media containing sexually explicit information, vulgarity and violence, are not permitted and will be grounds for referrals or dismissal from King's Christian School.
21. Students who maintain or post inappropriate text, visuals, graphics, photographs, etc. on a website or in blogging journals (such as Snapchat, Instagram, Facebook), etc. are subject to dismissal.
22. Students who post negative comments about the school, school employees, or other students or who post threats or any statement not in accord with the school's philosophy are subject to dismissal.
23. Upon request of a King's Christian School faculty member or administrator, a student must provide access to his/her computer, tablet, or other electronic device. King's Christian School reserves the right to review any information stored on a student's cell phone, CD, USB drive, camera, or other device. In addition, King's Christian School reserves the right to review the content of all information, emails, messages, searches, etc. on student computers or over the school's network.
24. Students are responsible for the proper care, handling, and storage of any school-owned electronic device or equipment which they use here at school.
25. Access to the Internet through King's Christian School is a privilege that will be suspended at any time if deemed necessary.
26. Students and their parents will read, sign, and comply with this internet use policy agreement and an electronic device use agreement as determined by grade level and/or activity.
27. Student use of AI (Artificial Intelligence) is only permitted in editing essays and research papers under the direction of the teacher.

DRESS CODE

To encourage both modest and appropriate apparel, school uniforms have been selected and must be purchased from All Uniform Wear, 8456 SW 8th Street, 305-266-1262.

General

1. Students are to be dressed in appropriate and complete uniform at all times while on campus, including dismissal. A complete uniform includes:
 - a. Uniform shirt or blouse

- b. Uniform slacks, skirts, regular shorts (K2 – K5 only), skorts (K2-2nd grade only), or Bermuda shorts (1st – 11th grade only)
 - c. Proper shoes and socks (and stockings on cold days)
 - d. Belt for slacks or shorts with loops
 - e. Shirts need to be tucked in.
 - f. Uniform jacket (if outerwear desired)
2. All uniforms must be purchased from All Uniform Wear. The King's Christian logo must be on all clothing as specified by the school (e.g. on pants/shorts pockets, skirt waistbands, etc.).
 3. Uniforms must fit properly; oversized or undersized uniforms are not acceptable. Uniforms must also be in good condition (no holes, stains, tears, etc.). Uniforms may not be decorated with words, symbols, pictures, or patches. Any student not abiding by these requirements will receive a warning. If the issue continues after the first warning, the student will receive demerits and will be sent home and will not be admitted back to school until the issue is resolved.
 4. Belts must be black or brown with plain buckles and must be worn with any pants or shorts with loops and must be visible at all times. Belts may not have writing or excessive ornamentation or design. Sash-type belts may not be worn.
 5. Shirts must be always tucked in, with the belt or waistband showing. (1st-10th)
 6. Kinder and Elementary Students: Shoes may be sneakers (clean and neat); flat-heeled dress shoes; or other closed-toe conservative shoes. Open-toe shoes, sandals, or sling backs are not permitted. Kinders and other students who do not know how to tie shoelaces must have shoes with Velcro straps. **NO CROCS!**
 7. Middle School Students: Shoes must be of a closed-toe conservative style.
 8. Shoes that require laces must have coordinating laces that are **laced up and tied**. Velcro straps are required for those students who do not know how to tie shoelaces.
 9. In cold weather, only KCS sweatshirts, sweaters, or jackets purchased from All Uniform Wear are permitted. A uniform shirt must be worn under all cold-weather apparel. Long-sleeve undershirts may be worn but must be of a solid color and be without writing.
 10. Hats or caps are not allowed at school except when designated.
 11. Jewelry may not contain symbols which are suggestive, anti-establishment, or unpatriotic. Girls may wear no more than one earring per ear.
 12. Body piercing, tattoos, dog collars, and other extremes in accessories are not acceptable.
 13. PE uniforms should not be altered and may be worn under the regular school uniform on PE days.

Guidelines for Boys

1. Boys' hair is to be neatly groomed, cut above the collar, above the eyebrows, and around the ears. Extremes in hair length, style, or color are not acceptable. Nothing shaved into the hair or eyebrows is allowed. High school boys hair must be well groomed and no longer than the bottom of the ear.
2. Earrings and tattoos are not acceptable for boys. If a student has a tattoo prior to admission, it must be kept covered during the school day and at after school events.
3. Boys **must be clean shaven** every day.
4. Uniforms must fit properly and

Guidelines for Girls

1. Girls' hair is to be combed and worn in a neat, conservative style at all times, with no obstruction to vision. Extremes in hair length, style, or color are not acceptable. Hair ribbons, hair ties, etc., are to be simple and conservative. Hair extensions are prohibited.
2. The skirt length should be within three inches of the crease of the back of the knee.

- Any nail polish worn must be in solid, neutral colors. Artificial nails need to be conservative in length, and/or nail tattoos are unacceptable for school. Extremes in nail polish, makeup, or accessories are not acceptable and may be removed or confiscated at school if necessary.
- In cold weather, solid color-coordinating leggings or tights may be worn under skirts.
- Tattoos are not acceptable. If a student has a tattoo prior to admission, it must be kept covered during the school day and at after school events.

Christian T-shirt Days (Friday or any last day of the school week)

- Students may wear any Christian-themed T-shirt and long jeans or jean shorts.
- Students may not wear combinations of T-shirts and uniform pants or uniform tops and jeans.
- Jeans may not be bleached, faded, torn, nor decorated with words, symbols, pictures, pins, or patches. They may not be too loose, too tight, or too low in the waist.
- Shorts may be worn only if they are knee-length, solid-color, and conservative in nature. Athletic (e.g. basketball-type) shorts are not acceptable.
- Shoes are to be the same as those worn on regular school days.

UNIFORMS

| Boys (K2-5th Grade) | | Girls (K2-5th Grade) | |
|---------------------------------------|----------------------------------|--|---------------------------------|
| Polos w/logo | Royal Blue, Light Blue, or Pink, | Polos w/logo | Royal Blue, Light Blue, or Pink |
| Pleated pants w/logo | Navy or Khaki | Skort (2nd gr. & under only) | Navy or Khaki |
| Shorts w/logo | Navy or Khaki | Skirt w/logo | Navy or Khaki |
| | | Pleated pants w/logo | Navy or Khaki |
| | | Bermuda shorts w/logo | Navy or Khaki |
| Middle School Boys | | Middle School Girls | |
| Polos w/logo | Black, Royal Blue, or Teal | Polos w/logo | Black, Royal Blue, or Teal |
| Pleated pants w/logo | Khaki or Navy | Pleated Skirt w/logo | Black, Khaki, or Navy |
| Shorts w/logo | Khaki or Navy | Bermuda Shorts | Black, Khaki, or Navy |
| | | Pants w/logo | Black, Khaki, or Navy |

Boys & Girls PE Uniforms (2nd-8th)

| | |
|------------------------|---------------|
| T-shirt w/ Lion logo | Carolina Blue |
| Mesh shorts w/KCS logo | Navy Blue |

Winter Clothing

| K3-5th Grade | | Middle School | |
|--------------------------------|-------|----------------------------|-------|
| Long-sleeve polos w/logo | Black | Long-sleeve polos w/logo | Black |
| Fleece sweater w/Lion logo | Navy | Fleece sweater w/Lion logo | Navy |

| Boys 9th-11th Grade | | Girls 9th-11th Grade | |
|--|------------------------------|---|-------------------------|
| Polos w/logo | Navy/White or Grey/Navy Trim | Polos w/logo | Navy/White or Grey/Navy |
| Pleated pants w/logo | Navy or Khaki | Pleated shirt w/logo | Navy or Khaki |
| Shorts w/logo | Navy or Khaki | Pleated Skirt w/logo | Navy or Khaki |

| | | | |
|--|--|-----------------------|---------------|
| | | Bermuda Shorts w/logo | Navy or Khaki |
| | | | |

9-11s^{10h} Grade PE Uniforms

| | |
|------------------------|---------------|
| T-shirt w/ Lion logo | Carolina Blue |
| Mesh shorts w/KCS logo | Navy Blue |

9th -10th Grade Winter Clothing

| | |
|--------------------------|------------|
| Track Jacket w/logo | Navy/White |
| Long Sleeve Rugby w/logo | Navy/White |

CONCLUSION

We expect and appreciate the cooperative attitude of parents and students who uphold our standards of conduct and are positive examples to others.

If any problems or situations arise which are not discussed in this handbook, the administration and faculty will determine the course of action necessary to correct the problem.

THE FINAL WORD

Enrolling a child in the proper school is an important decision—one of the most difficult a parent can make. There is, however, a far more crucial decision which faces each one of us. The Scriptures say, “...*man is destined to die once, and after that to face judgment...*” (Hebrews 9:27). With such an appointment already made, God’s Word continues...”*The wages of sin is death...*” (Romans 6:23).

In His infinite love, God made the ultimate sacrifice for man when He allowed His only Son, Jesus Christ, to die in our place. On a lonely hill, nailed to a cruel cross, He gave up His life. The wages of sin thus paid, God offers the gift of eternal life to those who trust Him for the forgiveness of their sins. He paid the price; He satisfied death’s demand.

And now we come to the second part of Romans 6:23... “*But the gift of God is eternal life through Jesus Christ our Lord.*” Receiving the gift is a matter of trust. When one accepts Jesus Christ as his personal Savior, he receives God’s gift of eternal life. God promises, “*I give them eternal life, and they shall never perish, no one will snatch them out of my hand.*” (John 10:28) Also, “*All those the Father gives me will come to me, and whoever comes to me I will never drive away.*” (John 6:37)

Have you made the decision to accept God’s offer of eternal life? If you have, you are “enrolled” in Heaven where you will live forever. If you have not, why don’t you do so today?

INDEX

| | | | |
|-------|---------------------------------------|-----|--------------------------------------|
| 11 | Absences | 26 | Homework Club |
| 23-27 | Academics | 26 | Honor Roll |
| 28-29 | Activities | 37 | Index |
| 9-10 | Admissions | 2-9 | Introduction |
| 9 | Admissions Policy | 11 | Late Charges |
| 12 | After-school Care | 17 | Library |
| 12 | Arrival & Dismissal | 14 | Lockdowns (Code Red) |
| 10-11 | Attendance | 17 | Lockers |
| 13 | Awards | 17 | Lost and Found |
| 22 | Back-to-School Night | 17 | Lunch Program |
| 23 | Bible | 26 | Make-up Work |
| 14 | Breaks | 29 | Middle School Trip |
| 14 | Bus Services | 29 | National Honor Society |
| 28 | Chapel | 19 | Nutrition |
| 35 | Christian T-shirt Days | 29 | PE (Sports Program) |
| 22 | Communication Contacts | 22 | Parent Fellowship Organization (PFO) |
| 37 | Conclusion | 23 | Parent-Teacher Conferences |
| 22 | Contacting Students in the Classroom | 22 | Parental Involvement |
| 28 | Creative Writing & Fine Arts Festival | 19 | Parties |
| 23 | Curriculum | 12 | Payment Methods |
| 14 | Deliveries | 12 | Payment Schedule |
| 31 | Demerit System | 20 | Personal Property |
| 30-31 | Discipline | 19 | Pets |
| 30 | Discipline Philosophy | 19 | Pledges |
| 31 | Discipline Policies | 32 | Probation |
| 30 | Discipline Procedures | 26 | Progress Reports |
| 14 | Door Access Cards | 20 | Prohibited Articles |
| 34 | Dress Code | 26 | Promotion Policies |
| 35 | Dress Code Guidelines for Boys | 9 | Re-enrollment |
| 35 | Dress Code Guidelines for Girls | 27 | Report Cards |
| 32 | Drinking & Drugs | 27 | Research Projects |
| 24 | Educational Therapy | 20 | Safety Patrol |
| 28 | Electives | 20 | School Accident Insurance |

| | | | |
|--------|--|----|----------------------------------|
| 32 | Electronic Devices/Internet Use Policy | 21 | School Closures |
| 28 | Eligibility | 10 | School Hours |
| 22 | Emails | 21 | School Office |
| 9 | Enrollment Procedures | 21 | School Pictures |
| 10 | Faculty Qualifications | 9 | School Vouchers and Scholarships |
| 11 | Fees/Tuition | 29 | Spelling Bee |
| 14 | Field Trips | 29 | Sports Program |
| 37 | Final Word | 27 | Standardized Testing |
| 11-12 | Financial Information | 7 | Statement of Faith |
| 25 | Fine Arts | 8 | Statement of Objectives |
| 15 | Fire/Emergency Drills | 8 | Statement of Philosophy |
| 15 | Fundraising | 27 | Student Records |
| 12-21 | General Information | 12 | Student Withdrawals |
| 12 | Gifts & Donations | 27 | Summer School |
| 15 | Grades | 27 | Summer Tutoring |
| 25 | Grading Scale | 27 | Supplies |
| 15 | Graduation | 23 | Surveys |
| 15 | Health Policy | 11 | Tardiness |
| 25 | Help Class | 12 | Textbook Policy |
| 25 | History | 10 | Transfer Students |
| 7 | Home/School Relations | 11 | Truancy |
| 22ssss | Homework | 21 | Visitors |
| 25 | Homework Assignment Sheets | 32 | Zero Tolerance |



— KING'S —
CHRISTIAN SCHOOL

LEARN.

GROW.

REACH.

8951 SW 44th Street – Miami, Florida 33165
Tel: 305-221-2008 Fax: 305-223-3823 Email: info@kcsmiami.com Website: www.kcsmiami.com

Please sign and return this form to King's Christian School.

I certify that I have received the Parent/Student Handbook and understand that I am responsible for following the policies and procedures therein.

Child(ren)'s Name(s)

Grade(s)

Print Father/Guardian's name

Father/Guardian's signature

Print Mother/Guardian's name

Mother/Guardian's signature

Date:

