



Student/Parent Handbook

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Faculty & School Board

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KATY ADVENTIST CHRISTIAN SCHOOL

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Our Mission Statement

Katy Adventist Christian School exists to create self-directed, life-long learners who are capable of independent, critical thought through an environment that emphasizes holistic & practical education, academic achievement, and mutual respect.

Our Philosophy

“Every human being, created in the image of God, is endowed with a power akin to that of the Creator - individuality, power to think and to do. The men in whom this power is developed are the men who bear responsibilities, who are leaders in enterprise, and who influence character. It is the work of true education to develop this power, to train the youth to be thinkers, and not mere reflectors of other men’s thought. Instead of confining their study to that which men have said or written, let students be directed to the sources of truth, to the vast fields opened for research in nature and revelation. Let them contemplate the great facts of duty and destiny, and the mind will expand and strengthen. Instead of educated weaklings, institutions of learning may send forth men strong to think and to act, men who are masters and not slaves of circumstances, men who possess breadth of mind, clearness of thought, and the courage of their convictions.” (*Education* 17-18)

Seventh-day Adventist education places a high estimate on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. The necessity of providing opportunities for students to secure a preparation that will fit them to live successfully and productively is recognized. Students are encouraged to take an active interest in making the community a better place to live, to appreciate the cultural and scientific advances of the age, and to develop positive attitudes toward useful labor and toward humanity.

In addition to the general philosophy of Seventh-day Adventist education, KACS also espouses and encourages a high level of parental involvement. The home is the first classroom, and the parents are the first teachers. In recognition of this, the school’s intention is to continue a pattern where parents have a visible, legitimate role in the education of their children. Parents are welcome at the school, and they are encouraged to share their knowledge, skills, and talents as they work cooperatively with the teacher or principal.

Statement of Goals

Through Seventh-day Adventist education, students at KACS will have opportunities to:

1. Learn about God and His character through the study of the Bible, aided by the study of nature;
2. Develop a personal love and faith relationship with Jesus Christ;
3. Develop a respect and reverence for God;
4. Develop an awareness of the work of the Holy Spirit and the ministry of angels in their lives;
5. Learn to communicate with God, to recognize His providential leading, and to cooperate with His power to resist evil and live the sanctified life;
6. Recognize their self-worth as members of the family of God and actively participate in its fellowship;
7. Develop Christian characters, the only thing they take into eternity;
8. Learn from teachers who exemplify a Christian character as they associate with students in work, study, and recreation;
9. Learn in a school atmosphere where Christian virtues are seen, valued, and accepted;
10. Acquire basic academic skills and an adequate body of knowledge needed for life;
11. Develop their highest level of thought and decision-making processes;
12. Understand and accept their social responsibilities and God's plan for their lives as they relate to home, community, nature, world, and universe;
13. Develop their abilities to cooperate with others in unselfish service to humanity;
14. Develop qualities of acceptance, courtesy, and respect for others;
15. Accept a personal sense of mission to participate in giving the Gospel to the world in preparation for the soon return of Jesus.

Accreditation

KACS is fully accredited by the Texas Seventh-day Adventist School System through the Texas Private School Accreditation Commission (www.tepsac.com).

Programs

KACS currently offers the programs:

- Prekindergarten and Kindergarten
- Grades 1 through 8
-

Admission Procedures

Parents and students who express an earnest desire for a Christian education and a willingness to abide by the standards adopted by the school are invited to apply.

Non-Discrimination Policy

KACS admits all students regardless of race, sex, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school, including educational policies, admission policies and scholarships.

New Student or Transfer Students

A completed application form must be submitted to the principal who will present it to the school board. Students are admitted on a conditional basis until:

- ✓ Registration Form is completed
- ✓ Registration fees paid in full (by the first day of school)
- ✓ Financial Statement Form completed
- ✓ Automatic Monthly Payment Form completed
- ✓ Verification of placement from former school(s) (including transcripts, scholastic/academic records)
- ✓ Receipt of current health records (immunization, medical information, etc.)
- ✓ Receipt of Birth certificate (For Kindergarten & First Grade applicants only)
- ✓ Review of application by the school board
- ✓ Evidence of willingness to follow school rules

Returning Students

Admission is based on the following:

- ✓ Satisfactory completion of prior school year
- ✓ Current financial account
- ✓ Up-to-date health records
- ✓ Review of application by the school board

Age Requirements

Age requirements are in accordance with the policy set by the Texas Education Agency and cannot be waived.

- Applicants for Kindergarten must be at least 5 years old on or before September 1
- Applicants for First Grade must be at least 6 years old on or before September 1

Grade Placement

New students may be tested for grade placement. Prior student academic performance, age, emotional, physical, and social development, and a teacher/parent consultation will be used for grade placement. Home-schooled students must provide proper documentation from a state-approved program.

Special Needs

Each student at KACS is expected to function in the regular classroom environment without excessive or supplemental supervision. When a serious need for support services is indicated,

we may recommend that the student be placed in another program better suited to the child's needs.

Attendance

Regular attendance and punctuality are important throughout a student's school career. Good attendance habits formed in the early years are critical in developing a sense of responsibility and steady scholastic progress.

Excused Absences

The only valid excuses for absences or tardiness are sickness, death of a family member, school supervised trips, required presence in court, or severe weather conditions (making travel unsafe). Absences are not excused for shopping, private music lessons, or travel.

Students should bring a written note signed by a parent explaining the reason for absence or tardiness. Students should have the note with them when they return to school, but no later than the third day following the absence. As much as possible, doctor appointments should be scheduled during non-school hours.

Because the school must follow the educational requirements of the Texas Conference of Seventh-day Adventists Department of Education as well as guidelines from the State of Texas, attendance at all school sessions is compulsory. A student who is absent for as many as 7 days in a quarter may forfeit his/her right to a passing grade for that quarter.

Makeup Work

Students are responsible for making up work and turning in excuse notes signed by a parent. Students may not be allowed to make up work missed due to unexcused absences or tardiness, or due to missing assignment deadlines.

School Hours

Monday thru Thursday-8:00 A.M.-3:00 P.M.& Friday - 8:00 A.M. - 2:00 P.M.

To ensure the prompt start of the school day, students are to arrive no later than 7:50 A.M.

The doors to the school will be open at 7:00 A.M. each day.

Personal Items

Students must obtain permission from the teacher before bringing to school such things as electronics, games, pets, play items, toys, etc. When given permission, however, students bring these items to school at their own risk. In addition, students are advised not to bring excessive amounts of cash to school.

The following items are not to be used on school grounds and will be confiscated when found: cell phones, chewing gum, radios, MP3 players, iPads, iPods, televisions, skateboards, roller skates and skate shoes, squirt guns, and any dangerous or otherwise inappropriate items. We recognize the need for mobile devices (e.g., cellphones or smartphones, however, they must be turned in to the office when you arrive and may be picked up from the office upon dismissal). The teachers have cell phones and the school has a land line if emergency calls need to be made or you need to reach your child. This is a learning environment and we need to minimize disruptions.

Lunches

Parents are encouraged to send well-balanced, nutritious lunches for their children. We believe that God desires us to be in good health (3 John 2). We also believe that His original vegetarian diet (Genesis 1:27-30) is best, so vegetarian lunches are strongly encouraged. However, if lunch meats are used, we follow the guidelines specified in Leviticus 11, in choosing from clean meats like beef, chicken, or turkey products.

Lunch is scheduled for specific times. Parents who bring lunch to a student at other times disrupt the whole class. Microwave ovens and a refrigerator are available; however, due to limited facilities, we encourage lunches that do not need to be heated.

Please provide regular, healthy breakfasts for your children before they come to school. Children who eat a wholesome breakfast do better scholastically, and teachers tend to have fewer problems with these students.

Finances

Fiscal Responsibility

Before a student is enrolled in school, a sponsor (parent or guardian) must accept financial responsibility for the student, signing an agreement stating that the account will be paid regularly each installment period and acknowledge if tuition is not received by the 5th of each month the payments are considered **delinquent**. If a student's account becomes delinquent, the student will be **suspended** from school. The student will be allowed to return to school only when payment is made and the account is in current status.

Registration

Registration Fees

Pre-K \$450.00

K through Grade 8 \$425.00

Registration fees are neither refundable nor prorated. If you are having financial difficulties due to illness, loss of job, or similar circumstances, please contact the School Principal or School Board Chairman immediately. All attempts will be made to work with you as much as possible.

Tuition, Fees and Family Multi-Student Discount

The school board establishes tuition charges and registration fees annually. (See Table Below.) The tuition fee is divided into ten payments. The first month's tuition payment is due no later than the first day of school. **All subsequent tuition payments are due before the 5th of each month.** Tuition can be paid by check, cash, or money order.

Note: A \$38.00 fee will be assessed for any returned bank item, and subsequent payments can only be made by cash or money order.

Grades K-8 Tuition-is calculated Per Family-Per Student-Per Month for 10 Months.

1 st Student	2 nd Student	3 rd Student	4 th Student	5 th Student
\$475.00	\$450.00	\$425.00	\$400.00	\$400.00

Pre-K Tuition

%500 Per Month for 10 Months

Release of Student Records

Transcripts, report cards, and other school records will not be released until all outstanding balances are paid. Each student's account within a family must be current before transcripts, report cards, and other school records will be released and all outstanding balances are paid. Students who withdraw before the end of the school year will have the tuition fee prorated from the date they officially withdraw and any overpayment will be refunded.

Rules for the Student

The faculty of KACS believes that “the object of discipline is the training of the child for self-government.” (*Education 287*) Proper order and discipline are necessary for success in school work. On or away from the school campus, students are expected to show the same respect for duty, order, morality, personal honor, and the rights of others as is expected of any good citizen.

Students are expected to keep the classroom and work areas clean and proper. These responsibilities include maintaining clean and organized desks, sweeping of classroom, lunchroom, and hall floors, and emptying classroom trash receptacles. Duties are assigned on a rotating, alternating basis to all students.

Any practice or attitude which tends to nullify a Christian atmosphere or defeat the purpose of the school will not be permitted. Accordingly, students who choose to disobey class rules will be reprimanded so as not to allow their behavior to interfere with the teacher’s commitment to teach or with the commitment of other students to learn.

Student Misconduct

This section describes a broad range of misconduct that is prohibited at KACS. Because the following sections listing acts of misconduct do not include all types of misbehavior; the student who commits an act of misconduct not listed under the sections herein shall be subjected to the discretionary authority of the classroom teacher and the principal or disciplinary committee. The steps taken for misconduct in the classroom:

1. Send Letter to Parent
2. Call Parent
3. In-House Suspension
4. Suspension until Conference
5. Further disciplinary action if deemed necessary

End of school year misconduct may result in the elimination of students from participating in school closing activities such as but not limited to class trips, picnics and graduation activities. Police notification and the forwarding of disciplinary records to the new school may also result.

All disciplinary actions for misconduct should include a conference between the teachers and/or principal or disciplinary committee and the student followed by notification to the parent(s) or guardian, the disciplinary process is intended to be redemptive and corrective, not punitive.

The policies and administrative procedures apply to actions of students during school hours, before and after school, while on school property, while traveling in vehicles funded by the school, at all school-sponsored events, or when the actions affect the mission or operation of Katy Adventist Christian School.

Automatic Suspension

An accumulation of ANY THREE (3) of the following violations could result in an automatic ONE-DAY SUSPENSION.

Work Detail

The disciplinary committee and or Principal may elect to issue a work detail for Class 1-Class 4 Acts of Misconduct.

Class 1 Acts of Misconduct

Class 1 Acts of Misconduct include INAPPROPRIATE student behaviors in the classroom, school grounds, such as the following:

- 1-1 Running and/or making excessive noise in the hall or building
- 1-2 Leaving the classroom without permission
- 1-3 Littering
- 1-4 Displaying any behavior that is disruptive to the orderly process of classroom instruction
- 1-5 Chewing gum in school, eating in class

DISCIPLINARY ACTION-FIRST VIOLATION

Minimum

Teacher-Student Conference

Maximum

Teacher-Student-Parent Conference

REPEATED OR FLAGRANT VIOLATION

Minimum

Teacher-Student-Disciplinary-Committee-Guidance Counselor Conference

Maximum

In-School Disciplinary Action

Class 2 Acts of Misconduct

Class 2 Acts of Misconduct include student behavior that **DISRUPTS** the orderly educational process in the school or on the school grounds, such as the following:

- 2-1 Throwing items including, but not limited to pennies, snowballs, and spitballs or possessing water guns.
- 2-2 Being improperly dressed.
- 2-3 Leaving the classroom without permission after being specifically told not to by the teacher
- 2-4 Using profane, obscene, indecent, immoral, or offensive language or gestures (written or verbal)
- 2-5 Trespassing-willingly entering or remaining on school property without permission. Remaining on school property without permission after last class has been dismissed.

DISCIPLINARY ACTION-FIRST VIOLATION

Minimum

In-School Disciplinary Action

Maximum

Suspension 1-5 Days

Class 3 Acts of Misconduct

Class 3 Acts of Misconduct include those student behaviors that **SERIOUSLY DISRUPT** the educational process in the classroom, school, and/or on the school grounds, such as the following:

- 3-1 Intentionally providing false student information, forgery of school notes, grades, signatures (teacher's or parent's)
- 3-2 Making or receiving cell phone calls
- 3-3 Possession of beepers or electronic devices including but not limited to cell phones, mp3 players, iPods, and hand held games, etc.
- 3-4 Possession of pornographic material (books, pictures, or articles)
- 3-5 Open display of affection, including but not limited to embracing and kissing
- 3-6 Stealing and/or possessing stolen property not exceeding \$150
- 3-7 Unauthorized presence entering or attending school or any school related activity while under suspension
- 3-8 Throwing items including, but not limited to pennies, snowballs, spitballs, or possessing water guns, or any instrument which may cause an injury
- 3-9 Tampering with light switches

DISCIPLINARY ACTION-FIRST VIOLATION

Minimum

Teacher-Student –Parent-Guidance Counselor-Disciplinary Committee Conference

Maximum

Suspension 1-5 days

REPEATED OR FLAGRANT VIOLATION

Minimum

Suspension 1-5 days

Maximum

Suspension 6-10 days

Class 4 Acts of Misconduct

Class 4 Acts of Misconduct include those students' behaviors that **MOST SERIOUSLY DISRUPT** the education process in the classroom, school and/or on school grounds. In most cases, these behaviors are also illegal, such as the following:

- 4-1 Fighting (**ZERO TOLERANCE**)
- 4-2 Destruction to the school, church, and personal property (including graffiti of any kind)
- 4-3 False activation of a fire alarm, tampering with bells, fire extinguishers, alarm systems, sprinklers and/or pipes, and use of unauthorized exits
- 4-4 Planning or taking part in any act that injures, degrades, threatens or disgraces an individual
- 4-5 Unauthorized absence from school (skipping, truancy) and/or leaving school premises or supervised activity without permission
- 4-6 Gambling, betting, participating in any game of chance for money or possessing and/or using gambling devices
- 4-7 Unauthorized and inappropriate use of the Internet
- 4-8 Theft or possession of stolen property
- 4-9 Defying authority or any act of disrespect toward a member of the faculty or staff
- 4-10 Sexual harassment

DISCIPLINARY ACTION

Suspension 6-10 days, and/or expulsion and/or police notification and, possible arrest

Class 5 Acts of Misconduct

- 5-1 Selling, using, or possessing liquor or intoxicating beverage, fire cracker or poppers, matches, tobacco, pipes or any device for smoking cigarettes or narcotics in any form
- 5-2 Possession of a knife, gun, lethal or dangerous weapon, or the appearance of a dangerous weapon, while on school premises or school related activities
- 5-3 Being a member of or participating in any gang activity or having any type of rapport with a gang member or group
- 5-4 Bomb Threat
- 5-5 Arson
- 5-6 Threatening a faculty or staff member
- 5-7 Sexually harassing or falsely implicating a staff member

DISCIPLINARY ACTION

Expulsion. Police notification and possible arrest

Abuse and Anti-Bullying Policy

Child Abuse Reporting Obligations

KACS staff is mandated by federal and state law to report any suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. Suspected cases are to be reported without investigation on the basis of visual evidence, child report, or third party report. The identity of the reporting person(s) will not be disclosed.

Anti-Bullying Policy

Based on our philosophy that Seventh-day Adventist Schools have been established to provide an environment of faith, which brings all of life together within the grace of love of God, we have established the anti-bullying policy set forth. The Katy Adventist Christian School views bullying as unchristian behavior and it will not be tolerated. We define bullying as an act which:

1. Repeatedly hurts another individual either
 - a. Physically (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly), etc.
 - b. Verbally (such as teasing, name-calling, sarcasm, threatening, spreading rumors), etc.
 - c. Indirectly (such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments), etc.
 - d. Through use of technology (such as cyber bullying - using technology to hurt others through any communication device such as e-mail, cell phone, camera, chat rooms, text messaging, or websites), etc.
2. is deliberate and sustained

3. Is intended to isolate, hurt, or humiliate another individual
4. is unprovoked

The goal of KACS anti-bullying policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge at the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary methods outlined in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as their homeroom teacher. If so, students are encouraged to report as soon as possible following the incident(s).
4. The principal or teacher in charge should be aware of any bullying incidents. Students engaging in bullying behavior will be disciplined accordingly. Depending on severity and length of incident, parents may be notified.
5. If the bullying does not cease after the student has been disciplined, parents will be notified, and further action will be taken accordingly. In addition to the above outlined steps, anti-bullying policy requires the following:
 - 5.1. Parents of KACS students should:
 - a. Report concerns of bullying behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the building principal or teacher in charge as outlined in the complaint procedures of the school handbook.
 - b. Support the school's anti-bullying policy and actively encourage their child to avoid bullying behavior.
 - 5.2. Students of KACS should:
 - a. Report incidents of bullying they witness to the teacher in charge at the time of the incident or to another staff member as soon as possible following the incident.
 - b. Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior.
 - c. Treat others with the respect and dignity that is expected of any Adventist School student.

Minor Violations

Minor violations will be taken care of by consequences as determined by the staff in consultation with the student in accordance with The Seventh-day Adventist General Conference Department of Education, Texas Conference of Seventh-day Adventist Department of Education, and school policies. Parents and/or administration may also be informed or consulted.

Major Violations

Major violations cause serious disruption in the learning environment and thus must have serious consequences including, but not limited to: multiple detentions, withdrawal from class, disciplinary contract, short-term suspension, long-term suspension, or expulsion. Legal authorities may also be contacted if deemed appropriate. Major violations include, but are not limited to: *alcohol/ drugs/tobacco use/possession/distribution/paraphernalia, vandalism, theft, forgery, academic honesty violations, truancy, threatening behavior to staff/students, use or possession of incendiary materials, disrespect to staff/students, fighting, being off campus without permission, removal from class due to behavior problem, gang affiliation/gang-related actions, bomb threats, use and/or possession of weapons or facsimiles, sexual harassment, harassment and/or bullying, tampering with computer equipment, misuse of the internet, and/or soliciting violence.*

Internet and Telephone Use Policy

Our aim for Internet use is to further educational goals and objectives. Unfortunately, some pupils may find ways to access unsuitable material. We believe that the benefits to pupils in the form of information resources and opportunities for collaboration exceed any disadvantages.

Guidelines for Internet Use

- ✓ Use the Internet only to support your learning or research for school-based work
- ✓ When using the Internet, do not communicate with strangers

Unacceptable Use of the Internet:

- ⊗ Accessing messaging services;
- ⊗ Accessing chat rooms;
- ⊗ Accessing sites that the school would regard as unacceptable, such as areas that are pornographic, racist, extremist or violent in nature;
- ⊗ Downloading software or large files onto school machines without prior approval from authorized personnel;
- ⊗ Printing unnecessary material—get permission first;
- ⊗ Transmitting obscene material;
- ⊗ Using vulgarities, swearing, or any other inappropriate language;
- ⊗ Trespassing in others' folders, work, or files;
- ⊗ Plagiarizing others' work; i.e. copying or pasting without noting the source.

If in doubt, ask your teacher.

Telephone

The school telephone number is (281) 392-5603. Students may use the phone to call their parents only with the permission of the teacher and only in an emergency. Parents are requested not to contact the teacher when classes are in session, except in an emergency. Students are not permitted to have cell phones in class.

Dress Code

The KACS Dress Code Policy strives to emphasize modesty and simplicity, encouraging a neat and clean appearance conducive to learning while also allowing for ease of movement necessary during physical activities. **Dress code will be strictly enforced.**

Boys

- ✓ Navy Blue Pants
- ✓ Light Blue Polo shirt - with KACS logo
- ✓ Red Polo Shirt - with KACS logo (required for Field Trips)
- ✓ White, button down cotton shirt and school tie (for special "Class-A" requirements)
- ✓ Black, leather closed toe school shoes
- ✓ Black or Navy Blue socks
- ✓ Navy Blue Cardigan - with KACS logo

**Uniform Supplier, Academy Uniforms*

Girls

Pre-K thru Grade 5

- ✓ Plaid jumper
- ✓ White shirt w/Peter Pan collar
- ✓ KACS tie for girls ('X' tie)

Grades 6 thru 8

- ✓ Plaid skirt
- ✓ White shirt
- ✓ Girls' school tie

All girls

- ✓ Red Polo Shirt - with KACS logo (required for Field Trips)
- ✓ Black, leather closed toe school shoes
- ✓ White or Blue stockings or leggings
- ✓ Navy Blue Cardigan - with KACS logo

**Uniform Supplier, Academy Uniforms*

General Hygiene & Guidelines for Casual Dress

- ✓ Good hygiene is important to health and to a child's relationship with other children. Daily bathing and oral hygiene are encouraged. Those who have reached puberty should consider regular use of deodorant.
- ✓ Hair should be kept clean and neat. Only conventional haircuts are allowed. Therefore, having haircuts of an outlandish nature, such as but not limited to Mohawks, cutting of rows, lines, designs, or the shaving of parts in the hair is not consistent with school policy. For boys, hair length in the back should not extend below the collar.
- ✓ Undershirts should be without any print.
- ✓ Jumpers, skirts, skorts, and shorts must be at least knee length.
- ✓ Shoes and socks are required at all times.
- ✓ Shoes should be conducive for indoor/outdoor activities and laced/fastened appropriately.
- ✓ Sunglasses may be worn outdoors only.
- ✓ All clothing must be modest, clean, and in good repair.
- ✓ Simple pins, and medical alert bracelets or necklaces may be worn.
- ✓ Only clear plain nail polish or hardener is acceptable

Inappropriate Attire

- ⊗ Clothing containing inappropriate logos, words, or graphics.
- ⊗ Pant legs that drag the ground.
- ⊗ Waistbands below the hips.
- ⊗ Underwear or midriff showing at any time.
- ⊗ Hats, caps, or other head coverings worn during instruction.
- ⊗ Clothing, shoes, hairstyles, or hair colors which pose a safety risk or which would detract from the educational environment.
- ⊗ Sheer, tight, form-fitting, low-cut, tank tops or revealing clothing.
- ⊗ Very large or baggy clothing.
- ⊗ Ornamental jewelry cannot be worn on school grounds or during school hours or in any school related activity. These include such items as bracelets, earring(s), chains or necklaces.
- ⊗ Colored nail polish, mascara, eye shadow, make-up, eyebrow liner, or pencil and lip colors are not allowed.

If a question of appropriateness arises, the principal's judgment shall make the determination in consultation with the school board chairperson.

Exceptions to the Dress Code Policy

Fridays are casual dress days. Dress must reflect the standards of KACS. Additionally, there may be certain days or school activities for which students are not required to follow the dress code. The teacher will announce any such days in advance. Any other exceptions to the dress code must be approved by the principal.

Parent-Teacher Relations

Parents/Guardians and teachers play key roles in a child's development. Therefore, a harmonious relationship between these entities is essential, with both working in the child's best interest. Christian parents, students, and teachers have a moral obligation to demonstrate respect, support, and courtesy toward each other at all times. Parents and students should avoid gossip, which tends to reduce esteem, respect, or confidence in a teacher or the school. No patron has the right to come to the school and verbally attack or harass or argue publicly with a teacher.

Parents are encouraged to use their talents in a positive way to help the school be the best it can be for their children. Please discuss with the teacher and/or school board member how you can contribute a minimum average of one hour per week at the school.

Parent-Teacher Conferences

Parent-Teacher conferences are scheduled after grading periods to evaluate how the student is progressing. Additional communication between parents and teachers can often enhance understanding, cooperation, and student learning. If you would like to schedule a conference with your child's teacher other than at the usual conference periods, please call the school office to set up an appointment with the teacher.

Complaint Procedures

Parents are encouraged to work together with the staff and school board in making KACS a quality Christian school. The school is committed to being open to communication and to listening to parent input. If there is a problem with a staff member, parents should call the office to make an appointment to speak with that person directly. If the problem is not resolved, the parent should again discuss the situation with that person along with that person's immediate supervisor. If the problem is still unresolved, a pastor and/or the school board chairperson may be involved. Problems still unresolved may be presented to the school board.

Some suggestions for working with the school:

- ✓ Express your concerns first directly to the individual involved rather than to others.
- ✓ Present your concerns courteously, respectfully, and at an appropriate time. If you are angry, give your anger time to calm down before approaching the person with whom you are upset.
- ✓ Recognize that the teachers and staff care about your child too.
- ✓ Though an issue or concern may be dealt with differently than you might wish, this does not mean that your concerns were not respected.
- ✓ Remember that while you have the best interest of your child at heart, the school must consider what is best for all students, families, etc., as well.
- ✓ Realize that Katy Adventist Christian School is part of a system of Seventh-day Adventist schools, which may influence responses to requests of parents.

Home and School Association

When parents and teachers work together, the school program is greatly enhanced. The church selects a Home and School Leader to give leadership to the Home and School Association. All parents are part of this association. The association plans and supports monthly meetings, financial projects, and any other activities to enrich the school program. Parents are strongly encouraged to work with the leader and to support the activities. The home and School Leader is a liaison between the church and the school, and announces school activities to the church(es).

Visitors

While parents and board members are encouraged to visit the school, in order to minimize classroom interruptions, no one may visit a classroom or seek to conference with teachers during school hours unless provisions have been made through the office. Forgotten lunches, homework, books, etc., should be brought to the school office and not taken to the student's classroom. Non-student siblings/friends are discouraged from visiting during school hours, so as to avoid disruptions in the school program.

Volunteers

We welcome volunteers. There are many opportunities and need for assistance. Parents are encouraged to contribute a minimum average of one hour per week in the activities of the school. There are many things volunteers can do, including making bulletin boards, grading papers, listening to students read, organizing library books, supervising lunch or recess, assisting with fundraising projects, cleaning the school, helping to prepare for special programs, and teaching short-term or enrichment classes.

All volunteer work is coordinated through, and under the direction of, the school administration. For the safety of our students and faculty, volunteers should check in with the teacher or principal when they arrive at the school.

Parents and other volunteers are welcome to teach enrichment classes. These are learning experiences that enrich or supplement the core curriculum. Such classes could include music, art, typing, auto mechanics, gardening, foreign language, drama, computers, etc. Suggestions for enrichment classes should be discussed and coordinated with the school administration.

Field Trips

Students will take several educational field trips during the school year. Educational tours are considered to be an important part of a child's education. Parents will be notified in writing in advance of any planned field trip. Students who do not return a parent-signed permission will not be taken on any field trip. The policies and administrative procedures apply to actions of students during all school-sponsored events. Uniform dress code is in effect unless there is a written notification from the administration.

Student Accident Insurance

Students are covered by accident insurance while enrolled at KACS. This insurance is in effect during school hours, and is supplemental to your regular family insurance. The student is responsible for reporting all accidents promptly to the school office. You may obtain a claim form from the office. Parents and the school are responsible for completing the appropriate sections of the claim. Once the claim has been filed, any subsequent transactions are between the insurance, hospital, doctors, etc.

Illness

If your child becomes ill at school, he/she will be removed from the learning environment. We will attempt to determine the severity of your child's condition. After determining the child's condition, you will be notified of the child's illness and you may be directed to come pick up your child.

A child with a temperature of 100° or higher must be picked up from school. The child must be fever free for 24 hours before returning to school. Nausea and vomiting will require that the student be picked up. A child with an unknown rash must be picked up from school, unless the parents know of an allergy reaction which would cause the rash.

It is *crucial* the school has a current home address and telephone number, as well as cellular and work telephone numbers for students' parents, guardians and alternate emergency contacts in the event of an emergency.

Only the parties named on the Emergency Contact form, who present a valid photo identification, may pick up a student without written permission from the parent/guardian.

Medication

Prescribed medication is given at school only upon receipt of a completed permission slip on file, signed by both the parent and the physician. Members of school personnel will not be responsible for administering injectable medication. All medication must be in its original container and housed in the principal's office. Any student in possession of medication who gives away, sells, or attempts to give away or sell (prescription or non-prescription) may be subject to suspension, probation, expulsion, or police notification. Medication will be administered in the principal's office.

Religious Services

Students are expected to attend all religious activities, including chapel and worship services conducted by the school. Required attendance is not an infringement of personal liberty since the student by registering voluntarily places himself/herself under this requirement.

School Communication

Any informational newsletter will be issued to all students on a regular basis. Important information for students and parents will appear in the letter. Individual teachers may send home periodic notes to parents, as well. Parents need to be sure they receive the newsletter and notes from their children and read them. Policies announced through these means are as binding as those contained in this Handbook.

Curriculum

The curriculum for KACS is set by the North American Division of Seventh-day Adventists and the Texas Conference of Seventh-day Adventists Department of Education.

 KATY
ADVENTIST
CHRISTIAN SCHOOL
LEADING BY EXAMPLE

