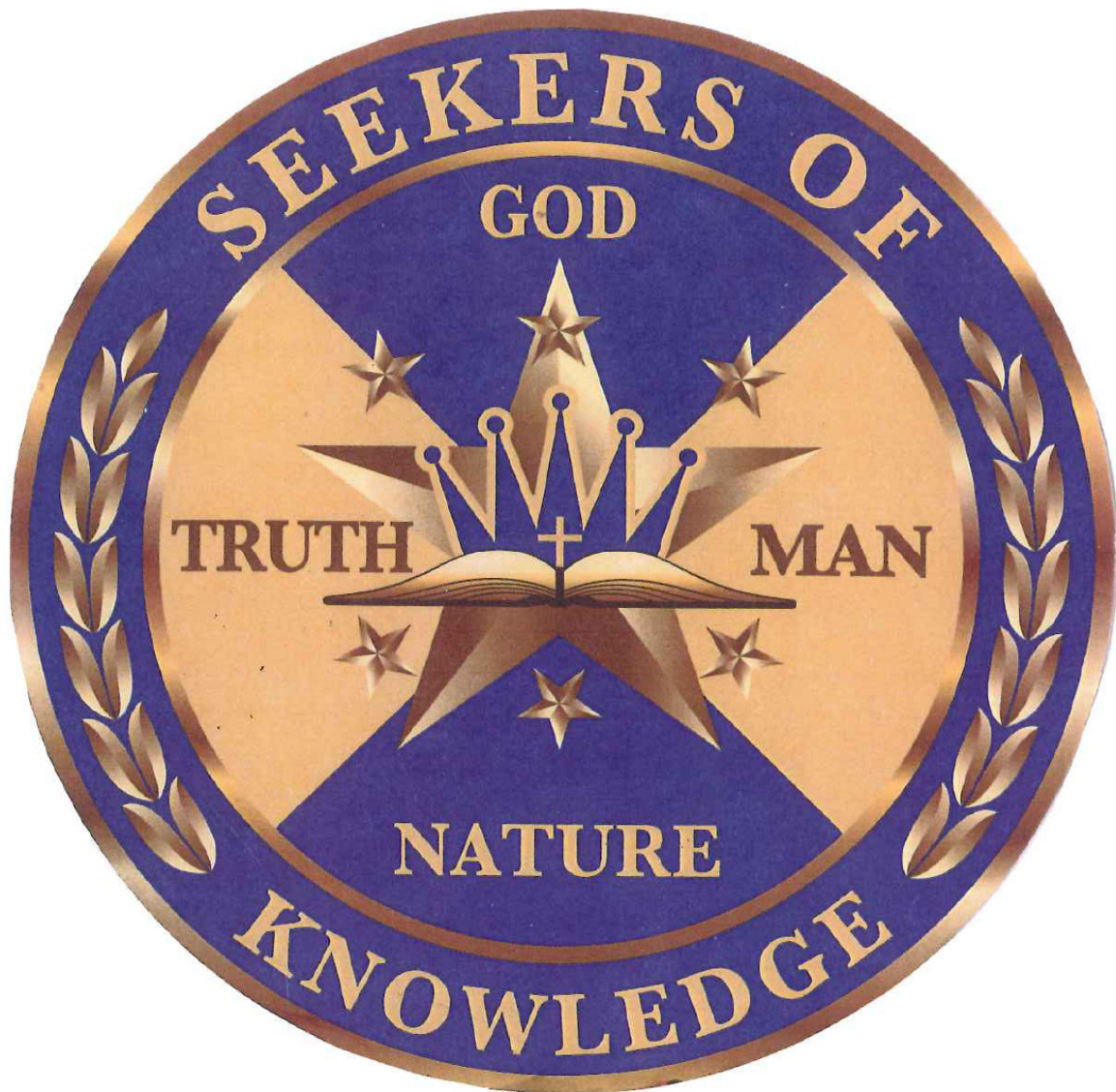


# *Knowledge Seekers Christian School*



2017-2018 School Handbook

*Preparing All of Me for Thee!*

***Knowledge Seekers Christian School***

***1471 West Corporate Drive***

***Lewisville, TX 75067***

***972-353-3981***

***On the Web: [www.knowledgeseekersschool.org](http://www.knowledgeseekersschool.org)***

***email: [k\\_seekersschool@yahoo.com](mailto:k_seekersschool@yahoo.com)***

## **General Information**

Knowledge Seekers Christian School (KSCS) is part of the Seventh-day Adventist school system, a global network of schools, and operates under the direct supervision of the Texas Conference Department of Education. The Texas Conference certifies that KSCS meets the standards set by the Adventist Accrediting Association and the Texas Education Agency. The Texas Private School Accreditation Commission (TEPSAC) recognizes this accreditation. The school's operations are at 1471 W. Corporate Drive, Lewisville, Texas 75067.

Financially, KSCS operations are underwritten by the Texas Conference of Seventh-day Adventists to assure consistent operations and additionally, by a Church who also subsidizes the school finances and operations to insure that every family has the option to provide their children a Christian education at a reasonable price.

### **History**

KSCS is built on land that was originally donated by Henry Miller. Henry Miller and the Lewisville Seventh-day Adventist Church had a vision for providing all children with the opportunity to receive a quality Christian education, which supported the principles of the Seventh-day Adventist lifestyle. Since its inception, the School was called the Miller Adventist Christian School and, although the School's name has changed, our loyalty, appreciation, and dedication to the Miller family remains unchanged.

Through the blessings from God and the hard work and financial support of the Lewisville Seventh-day Adventist Church, KSCS originally opened its doors for students in the fall of 1992. KSCS started with one teacher and a shared-use classroom for grades one to eight. Currently, KSCS has expanded to have two certified teachers with plans of continued growth in the future.

# Philosophy of Adventist Education

## Scope

Seventh-day Adventist education includes developing academic excellence to the greatest potential of each student and nurturing students to become responsible adults.

## Restoration

Holy Scripture places responsibility for the rearing and education of the child primarily on the parents. Accordingly, Knowledge Seekers Christian School seeks to assist the parent with this task. Our teachers work to bring a positive reinforcement of Christian values and a Biblically based view of life within the various subject areas. We strive to provide a structure for both rigorous education and moral principles.

## Development

We believe every child is a unique and precious individual before God and seek to assist the development of the whole person spiritually, mentally, and physically by:

- Providing an environment and curriculum which would enable each student to internalize God's value system of unconditional love, as taught and practiced by the Seventh-day Adventist Church, as a basis for making life's choices
- Developing the mind to think and reason, not to merely reflect other men's thoughts
- Encouraging academic excellence as a means of enhancing our personal relationship with God and man
- Fostering in each student an appreciation of:
  1. The worth of himself as a unique child of God
  2. The world of nature about him
  3. Aesthetic values in art, music, and literature
- Providing principles and opportunities conducive to health through proper diet, balanced exercise, useful work and a cheerful spirit

# Mission Statement

## Statement

Knowledge Seekers Christian School exists to provide a value-centered Christian education in an environment of academic excellence.

## Belief

We believe that each one of our students is reachable, teachable, loveable, and savable.

## Objective

As a Christian school, we will strive to:

- Value our students as individuals, challenging them to dream great dreams while offering them freedom to be kids
- Endeavor to develop confidence to face an uncertain world, discipline to build strong character, and strength to overcome adversity
- Provide the opportunity to discover a loving God, accept Jesus Christ as a personal Savior, and develop Christ-centered wisdom to make the best decisions

## Core Values of Seventh-day Adventist Education

The core values of Seventh-day Adventist Education that drive our mission are:

**Christ - Centered** – To demonstrate that the influence of the life and teaching of Jesus Christ permeates every aspect of the School program.

**Character** – To reflect a Christ - like character including: love, self-sacrifice, compassion, grace, honesty, and integrity.

**Commitment** – Encouraging an environment of personal commitment to Jesus Christ in heart and service, towards our fellow man, and to the tasks required of us in our daily lives.

**Excellence** – Commitment to achieving the highest level of education in every aspect of the School's program.

**Knowledge** – Commitment to infusing spiritual development with knowledge in an academic environment that allows students to reach their maximum potential.

**Accessibility** – Making Seventh-day Adventist Christian education accessible and affordable for all who are willing to make Christian education a priority.

**Diversity** – To promote respect for the diversity found in God's creation regardless of the differences in economic status, capabilities, social backgrounds, ethnicity, physical attributes, gender, and religion.

**Relationships** – Commitment to developing positive relationships with all members of God's family by living a caring, loving lifestyle.

**Service** – To model a pattern of lifelong service to God and to humanity.

**Wholistic** – To provide an education that emphasizes developing the physical, mental, social, and spiritual abilities as a preparation for living a positive, happy life on this earth as well as throughout eternity.

# **Admission Policies**

## **Privilege of Enrollment**

Enrollment at KSCS is a privilege. In order to safeguard the scholastic, spiritual, and moral atmosphere, the School reserves the right to refuse admittance and to dismiss any student whose presence is deemed detrimental.

## **Application Procedures**

A formal application can be made by submitting an “Application for Admissions.” Parents and students must sign a statement indicating they are acquainted with the school’s policies as outlined in the handbook and that they will agree to comply. The school board will review all applications.

## **Academic Placement**

Appropriate academic placement of the learner is a fundamental principal of education. The following factors are to be considered in grade or level placement.

1. Chronological age
2. Emotional, physical, and social development,
3. Scholastic achievement as determined by:
  - a. Standard achievement test scores
  - b. Teacher observation of the student’s ability to reason
  - c. Teacher evaluation of academic progress
  - d. Prior school performance as evidenced by cumulative records, report cards, and conversation with personnel of the previous school attended. In the event that such documentation is unavailable, assessment tools will be administered to assist in placement

Grade placement may be re-evaluated based on the student’s performance and testing, and by administrative recommendations with approval from the Texas Conference Office of Education.

Final authority as to placement is held by the KSCS Academic Committee, which includes the respective classroom teacher(s), a representative of the Texas Conference Office of Education, a representative of the KSCS Board, and the principal.

## **Exceptional Children**

Knowledge Seekers Christian School is not equipped to provide the services needed for students with learning differences, Attention Deficit/Hyperactivity Disorder, Autism Spectrum Disorders and other situations requiring specialized attention. However, we are fully prepared to work with the local school district to secure services and personnel to assist in meeting the needs of students with specialized needs at KSCS.

## **Admission Policies (cont'd.)**

### **Non-Discrimination**

Enrollment at KSCS is open to all who are in harmony with the philosophy and objectives of Christian education. Students who are willing to develop attitudes and spiritual values in keeping with the school philosophy are encouraged to apply.

Knowledge Seekers Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national, or ethnic origin in the administration of its educational practices, admissions policy, financial assistance and loan programs, or other school-administered programs.

If you believe you have been discriminated against, write immediately to: Director, Civil Rights Department (M.C. W-105), Texas Department of Human Services, PO Box 149030, Austin, TX 78714-9030 or Secretary of Agriculture, Washington, D.C. 20250.

### **Admission Requirements**

- Kindergarten students must be five (5) years of age on or before September 1. A copy of the student's birth certificate is required
- First grade students must be six (6) years of age on or before September 1. A copy of the student's birth certificate is required
- No child will be admitted whose account from a former school or previous school year has not been paid in full
- The registration, book and materials fee of \$395 must accompany the application
- A child who attends class before registering may stay the day, but cannot return the second day unless registration is complete and the fees are paid
- Within two weeks of enrollment, submission of official evidence of a physical examination by a physician is required for students in kindergarten, grade one, grade four, as well as all new students

## Admission Policies (cont'd.)

### Upon application, the following items must be submitted

- Records for immunization required by the state of Texas
- Physical Examination;
  - Medical examination is required for all new students and students enrolling in Kindergarten, first grade, and fourth grade
  - Hearing and vision examination are required for Kindergarten, 1<sup>st</sup> and 3<sup>rd</sup>
  - TB skin test is required of all new students, and students that have been out of the country
- Immunizations – must meet Texas Minimum State Vaccine Requirements for Students Grades K-12 - See pg. 22.
- Copy of the student's birth certificate as required by the state of Texas;
- Previous elementary records - a copy of the new student's last report card or some valid indicator of the student's grade placement must accompany the application. If there is no grade placement indicator, a placement test will be given;
- Completion of all necessary forms:
  - Admissions Application Form
  - Student Physical Evaluation Form (health certificate)
  - Validated immunization record
  - Medication Permission Form
  - Continuing Consent to Treatment Form
  - Financial Agreement Form



# Scholastic Reports

Progress reports and marks are sent home to parents at nine-week intervals.

## Marking System

Kindergarten	Grades 1 through 8
<b>I</b> Able to work independently (Excellent)	<b>A</b> Superior work
<b>P</b> Progressing Nicely (Satisfactory Work)	<b>B</b> Above average work
<b>NT</b> Needs Time to Master	<b>C</b> Average work
	<b>D</b> Below average work
	<b>F</b> Unsatisfactory work

## Health & Physical

### Illness

The school must be notified in the event your child is ill, especially if the child has a contagious condition, (mumps, chicken pox, measles, strep throat, pink eye, poison ivy, etc.) or a temperature above 100 degrees. If your child has a temperature above 100 degrees, he/she should remain home until they have had a normal temperature (98.6 degrees) for a 24-hour period.

Should a child become ill or injured at school, the child's parents will be notified and requested to pick up their child as soon as possible. If neither parent is available, the **emergency contact person** you have listed on the Health and Medical Record Form will be contacted. Health records for students are kept for each student in a secure location.

### Medication at School

Self-administration of drugs, whether prescription or not, is not permitted on the school premises. Any student who is required to take medication prescribed by a physician during the regular school day may have medication administered by designated school personnel if the school receives a **written statement from the physician detailing the method, amount and time schedule by which such medication is to be taken.** Use the Medication Permission Form in the back of the handbook for this purpose.

Such medication must be delivered to the school office in the original container as delivered by the pharmacy to the parent or student. All medications must be kept and stored by the teacher or school office. No student is to carry any medication on the school premises.

# CURRICULUM

The Seventh-day Adventist system of curricula is defined as:

“All learning opportunities, both formal and informal, planned and guided cooperatively by the home, school and the church.”

The curricula of all grade levels reflect the philosophy and objectives of Christian education:

- The awareness of the principles of human growth and development
- The process of encouraging, guiding, and sustaining the learner
- The relationship of student to fellow human beings
- The relationship with God the Creator

It is the responsibility of everyone involved in the educational process to endeavor to make each aspect of the curriculum consistent with the goals of Christian education. The administrators and teachers of KSCS are dedicated to respect the uniqueness and worth of each student, and to utilize materials and methods that will be designed to promote the full potential of every learner.

The curricula consists of:

Religion	Communication Skills
Physical & Life Science	Reading
English	Computer Science
Mathematics	Social Studies
Health	Physical Education
Fine Arts	Writing

All subjects are taught in the context of developing the character spiritually, intellectually, physically, socially, and industrially.

The North American Division and the Southwestern Union Conference Offices of Education provide guidance to KSCS on the materials required to support the curricula and the learning experience for Kindergarten through 8<sup>th</sup> grade.

# Course Descriptions

## Kindergarten

The Kindergarten program is an essential part of your child's formal education. KSCS features "Stepping Stones" curriculum. This program provides a relaxed atmosphere in which each child has an opportunity to succeed and be creative, and is encouraged to develop to his/her full potential. Your child will benefit from individual guidance and shared experiences of the group as his/her personality and character develops. Special emphasis is placed on helping the child to develop socially by using problem solving techniques. The curriculum provides your child with a variety of activities which foster total development. These activities include:

Bible Stories	Mathematics	Handwriting	Language Arts
Imaginative Play	Reading	Use of Computers	Social Studies
Role-Playing	Games	Field Trips	Natural Science
Music	Art	Videos	Health

## Grades 1-8

The core curriculum and additional activities include:

Bible / Religion	English	Handwriting	Health
Mathematics	Music	Art	Field Trips
Physical Education	Reading/Writing	Natural Science	Videos
Social Studies	Spelling	Computer Science	Role - Playing

**Materials for these classes are selected based on the North American Division Adventist Education System adopted curriculum.**

# Attendance Information

## **KSCS expects that each student be responsible for:**

- Completing all required assignments on time and making up any assignments missed as a result of an absence
- Arriving at school between 8:00 a.m. and 8:15 a.m. in approved attire. Arriving after 8:15 a.m. will be counted as a tardy
- Keeping desk and shared workspace clean
- Properly caring for school supplied books and equipment
- Returning all sports equipment and supplies to designated storage space
- Assist in keeping the school facility clean and neat

## **KSCS requires that parents be responsible for:**

- Arrange to have students at school between 8:00 a.m. and 8:15 a.m. and picked up by 3:15 p.m.
- Call the school by 8:00 a.m. when their child will be absent
- Assuring that your child's attendance (tardies and absences) complies with the Attendance Laws of the State of Texas
- Please note: Three tardies= One absence; and excessive tardies and/or absences may prevent your child from moving to the next grade level at the end of the School Year

# Financial Information

## Financial Policies

Before a student is enrolled, the parent or guardian must accept financial responsibility by signing the financial agreement on the application form. This signature indicates that the handbook has been read and understood.

The parent or guardian must pay in full when due all tuition fees, charges for supplies, and all other costs incurred while the student is enrolled at Knowledge Seekers Christian School.

<b>Application and Enrollment Fees</b>	<b>2017 - 2018</b>	<b>Details</b>
No Students with Past Due Accounts are Eligible		Upon enrollment, all previous outstanding balances must be paid in full for KSCS or other Adventist educational institutions.
K Enrollment Fee	\$375	\$375/student upon registration to secure a seat. Includes application fee as well as the enrollment fee. The enrollment fee pays for insurance, art supplies, and books. This Fee is Non-refundable.
Grades 1-8 Enrollment Fee	\$375	\$375/student upon registration to secure a seat. Includes application fee as well as the enrollment fee. The enrollment fee pays for art supplies, insurance, software licenses, and book fees. This Fee is Non-refundable.
Technology Fees	Kinder - 5 <sup>th</sup>  Grades 6-8 plus any other student assigned to ALEKS Math	\$30.00 / Student  \$75.00 / Student

## Financial Information (cont'd)

2017 – 2018 Tuition		Details
Full Time Kindergarten	<b>\$4,950</b>	<p><b>Annual tuition fees</b></p> <p>Payment may be made by the:</p> <ul style="list-style-type: none"> <li>▪ Year - \$4,950</li> <li>▪ Semester - \$2,475</li> <li>▪ Month - \$495 per month due on the 1<sup>st</sup> of the month for 10 months, beginning in August and ending in May.</li> </ul> <p><b>A discount per student per month is provided by the Lewisville Seventh-day Adventist church to its members.</b></p>
Grades 1-8	<b>\$4,950</b>	<p><b>Annual tuition fees</b></p> <p>Payment may be made by the:</p> <ul style="list-style-type: none"> <li>▪ Year - \$4,950</li> <li>▪ Semester - \$2,470</li> <li>▪ Month - \$495 per month due on the 1<sup>st</sup> of the month for 10 months, beginning in August and ending in May.</li> </ul> <p><b>A discount per student per month is provided by the Lewisville Seventh-day Adventist church to its members.</b></p>
Late Pay Penalties	<b>\$10</b>  <b>\$25</b>	<ul style="list-style-type: none"> <li>▪ \$10 Late fee if not paid by the 12<sup>th</sup> of each month</li> <li>▪ An additional \$25 late fee will be assessed if payment not received by the 15<sup>th</sup> of each month</li> <li>▪ The student's attendance will be suspended if payment is not received by the 15<sup>th</sup>, unless prior arrangements have been made with the Treasurer or the Principal.</li> </ul>

## Financial Information (cont'd.)

Additional Fees & Terms	2017- 2018	Details
Piano Lessons		Piano lessons may be available at the school, providing by an independent contractor. Fees and lesson schedule are arranged directly with instructor. Principal will notify the parents when that service is available.
Non-Sufficient Funds (NSF) Fee	<b>\$35</b>	<ul style="list-style-type: none"> <li>▪ Any account paid with a non-sufficient funds check will be assessed a \$35 fee.</li> <li>▪ Check will be re-submitted one time; if check fails to clear, a second \$35 fee will be assessed.</li> <li>▪ After 2 attempts, the account must be paid, including the assessed fees, with cash or a money order.</li> <li>▪ After receiving two NSF checks, an account will be put on a Cash or Money Order Only basis.</li> </ul>
Lost & Damaged Books and Supplies		If a student loses or defaces a school-issued book or supply, parent / guardian will be charged for the replacement cost(s).
Withdrawal Penalty		<p>In the event a parent / guardian chooses to withdraw a student from Knowledge Seekers Christian School:</p> <ul style="list-style-type: none"> <li>▪ <b><u>Tuition will be due in full for the entire School Year.</u></b></li> <li>▪ <b><u>No refunds will be available for any fees or tuition paid.</u></b></li> </ul>
Issuance of final grades, transcripts, or diplomas		Accounts must be paid in full to receive final grades, transcripts, or diplomas.

<b>Financial Information</b> (cont'd.)		
Delinquent Accounts		<p>When an account becomes 16 days past due, the student will not be permitted into class until:</p> <ul style="list-style-type: none"> <li>▪ Past due balance is paid in full, Or</li> <li>▪ A financial payment plan is arranged and agreed to.</li> </ul> <p>If financial arrangements are not satisfied, the account will be submitted for collections, and the parent / guardian will be responsible for all costs associated with collection.</p>

## Special Payment Terms and Student Aid

<p>Worthy Student Scholarship</p> <p>Education For Eternity Grant for New Students</p>		<p>Worthy student funding is available through the Lewisville Seventh-day Adventist church on an as needed and as available basis. The process to be awarded Worthy Student Aid is as follows:</p> <ul style="list-style-type: none"> <li>▪ Submit Financial Aid Request Form</li> <li>▪ Student must maintain a C average or above.</li> </ul> <p>Our school has been awarded four Educating For For Eternity grants for four new students to our school. (\$165 per month) Decisions for recipients are based on financial need and made by the School Board Finance Committee.</p>												
Tuition Discount for Siblings		<p>KSCS committed to providing every parent who values Christian education access to the quality learning that our school affords. KSCS realizes that parents of multiple children need tuition relief in order to make sure that all of their children receive a sound Christian education. In keeping with our commitment, we offer the following tuition discount for siblings:</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;"><u>*Constituent</u></th> <th style="text-align: center;"><u>Non-Constituent</u></th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Student</td> <td style="text-align: center;">\$395</td> <td style="text-align: center;">\$495</td> </tr> <tr> <td>2<sup>nd</sup> Student</td> <td style="text-align: center;">\$245</td> <td style="text-align: center;">\$395</td> </tr> <tr> <td>3<sup>rd</sup> Student</td> <td style="text-align: center;">\$220</td> <td style="text-align: center;">\$295</td> </tr> </tbody> </table> <p><small>*A member of the Lewisville Seventh-day Adventist Church</small></p>		<u>*Constituent</u>	<u>Non-Constituent</u>	1 <sup>st</sup> Student	\$395	\$495	2 <sup>nd</sup> Student	\$245	\$395	3 <sup>rd</sup> Student	\$220	\$295
	<u>*Constituent</u>	<u>Non-Constituent</u>												
1 <sup>st</sup> Student	\$395	\$495												
2 <sup>nd</sup> Student	\$245	\$395												
3 <sup>rd</sup> Student	\$220	\$295												



## Dress Standards

KSCS is a workplace for students as well as for teachers. Students should dress in a manner appropriate for a formal academic day. Therefore, students are expected to abide by these guidelines:

**Boys Hair:** Hair must be kept neat and cut so that it will be out of the eyes and off the collar at all times. “Fad” haircuts are not permitted. No hair coloring is allowed.

### Attire for Boys:

Boys must wear the school uniform (see uniform list below)  
No jewelry is allowed, including religious jewelry. The exception is bracelets/necklaces that identify medical conditions  
Socks must be worn with shoes at all times  
No flip-flops  
No hats or caps are permitted  
No tattoos

### Attire for Girls:

All girls must wear the school uniform (see uniform list below)  
Be modest. No short skirts, short shorts, spaghetti straps, tank tops, or crop tops  
Make-up must be used sparingly and **NO colored nail polish allowed**  
No jewelry is allowed, including religious jewelry. The exception is bracelets/necklaces that identify medical conditions  
Socks must be worn with shoes at all times  
No flip-flops  
No hair coloring allowed  
No tattoos

## Uniform List

- **Shirts: Mon-Thurs:** Light Blue Polo style shirts - long or short sleeved.  
**Fridays and field trips:** Knowledge Seekers Logo T-Shirt. **Cold Weather:** Knowledge Seekers Logo Sweatshirt or navy blue sweaters. Hoodies are not allowed in the classroom.
- **Pants, Shorts, Skirts: Mon-Thurs:** Uniform style navy blue slacks, skirts, jumpers, or skorts. Girls may wear black, blue, or white tights. No other colors allowed. **Fridays:** Modest, indigo blue, unadorned, high-rise blue jeans. No underwear should be seen. All clothing must fit properly and not be ripped or torn.

# **General Regulations**

## **Teacher Notification**

Please notify the school in person, by telephone, by text message, or in writing for any of the following reasons:

- The student will be absent from school or tardy to school
- The student should not go outside during free play or for Physical Education, for medical reasons
- The student has a contagious disease, (mumps, chicken pox, measles, strep throat, pink eye, poison ivy, etc.) or a temperature above 100 degrees
- The student is to go home in a carpool other than his own
- The student is to leave with someone unknown to the teacher
- The student is scheduled to leave school early for a doctor's appointment, etc.

## **Student Insurance**

All students enrolled at KSCS or participating in KSCS school events must participate in supplemental group school insurance as selected by the Texas Conference (this insurance is a supplemental insurance, and becomes effective as a secondary insurance after the student's standard insurance). The fees for this insurance are paid at the time of registration. Each student is covered while at school and for up to one hour while traveling to and from school directly and without interruption and when on school sponsored activities.

If a parent chooses to have children, who are not registered KSCS students, attend school events, they must pay the supplemental insurance fee.

Children who have injury accidents while at school must report the accident immediately to their teachers. Injuries to children while going to or from school must be reported immediately to the principal's office.

A statement of insurance coverage is available to read in the office.

## **Pets**

Pets are not allowed at school.

## **Unsupervised Play**

Students are to have authorized adult supervision at all times while on the KSCS campus.

## General Regulations (cont'd.)

### Items that are not allowed:

- Alcohol, drugs or tobacco
- Weapons of any kind
- Radios or tapes, CD or MP3 players
- Electronic games
- Software or computer games
- Guns, swords, and toys that do not reflect the standards set by KSCS
- Money not used for school purposes on that day
- Skates, Skateboards, or “Heelys”

Cell phones are not permitted in the classroom unless the teacher gives special permission. If a student's cell phone is seen or heard during the school day, it will be immediately confiscated and returned at the discretion of the teacher and/or principal.

Personal Laptop Computers may be allowed to be brought to school at the discretion of the teacher and/or principal. Students must get permission before bringing a laptop to school and must agree to abide by the school internet user agreement. The school will not be responsible for incidental damage to student laptops.

### Food

Each student must bring a lunch to school every day. Based on the Seventh-day Adventist philosophy on health, we suggest a balanced meal of protein, fruit & vegetables, natural fruit juices, and whole grains. We suggest that the lunches have minimal sugar content. Seventh-day Adventists advocate a vegetarian diet, but recognize that most people do consume meat. We ask that, in keeping with the Seventh-day Adventist belief in Biblically based clean foods (Leviticus 11; Deuteronomy 14) and overall good health, parents additionally refrain from sending:

- Any pork based products;
- Any shellfish products (including shrimp, lobster, crab, clam, oysters, mussels, etc);
- Any unclean fish products (including catfish, abalone, marlin, etc);
- Soft drinks or caffeine drinks (Tea, Coffee, Coke, Pepsi, Dr. Pepper, Mt. Dew etc).

To keep the facility clean, avoid sending drinks that stain (red punch, dark grape juice, etc.).

### Weather

KSCS will only close for the most severe weather conditions. When the television or radio announces that **Lewisville Independent School District** has closed due to weather, KSCS will be closed. If you believe the travel conditions from where you live are hazardous, we encourage you to stay home. No student will be penalized academically for missing school on a day when travel conditions could have been reasonably deemed hazardous. The principal and School Board Chair may call for a 2 hour delay if the road conditions around the school are hazardous, even if the LISD has not issued a delay.

## **General Regulations (cont'd.)**

### **Fire and Tornado Drills**

KSCS will have a **fire drill, tornado drill, and intruder drill every month**. During the fire drills, all students will exit the school building and go to their designated area. The teachers will take roll to make sure all students are present and accounted for.

## **Guidelines for Student Discipline**

The classroom teacher is the sole authority in the classroom and determines discipline for student behavior that is inappropriate. The next level of discipline is the principal. At the request of the principal, the student will meet with the discipline committee for consequences of unacceptable behavior. At the committee's or principal's discretion, the following actions may be taken:

- A contract may be written and the student may be placed on probation if the contract is not honored
- If probation is broken, the student may be expelled from school
- Some offenses may be so serious that some or all of the above steps may be bypassed

The KSCS Discipline Committee consists of the principal, board chairperson, pastor, and the classroom teacher.

### **Inappropriate Behaviors**

The following behaviors are considered to be inappropriate:

- Dress Code – Failure to observe the school's dress code
- Forgery – Using the signature or initials of a teacher or parent in a fraudulent manner
- Copyright Infringement – Use of non-referenced copyrighted material
- Verbal Abuse – Making statements that intimidate or injure another person
- Cheating – Using dishonest methods to get a better score or grade
- Classroom Disruption – Any activity, which disrupts the ability to teach, or the opportunity for other students to learn
- Piracy – Unauthorized duplication of or possession of pirated copyrighted software, music or other materials electronic or otherwise
- Dishonesty - Students are expected to always tell the whole truth.

## **Guidelines for Student Discipline (cont'd)**

The following behaviors are considered serious and will result in significant disciplinary action, which could result in the student's expulsion:

- Defiance of School Personnel – Refusal to comply with reasonable request of school personnel
- Profanity and Obscene Behavior
- Destruction or Defacement of Property
- Fighting – Engaging in or threatening to engage in physical contact for the purpose of inflicting harm on another person
- Theft – Taking or attempting to take property of another person or the schools
- Sexual Behavior – Engaging in physical contact or activities that have sexual overtones or explicit sexual acts; this includes sexual language and innuendo
- Bullying of any sort

## **Student Sexual Harassment**

KSCS is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with the documented procedures so school authorities might take appropriate action. Students who sexually harass others are subject to discipline, which includes expulsion. Sexual harassment will not be tolerated.

### **Definition**

Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive. It can be spoken, written, or physical behavior.

### **Reporting Procedures**

Students who have experienced sexual harassment should report the incident to school authorities as soon as possible. If the harassment is between students, the student should report the incident to the classroom teacher. The student may also report to the principal. If the harassment comes from an adult, the student should report directly to the principal.

### **Compulsory Reporting of Child Abuse**

The law of The State of Texas requires physicians, attorneys, teachers and other childcare professionals to report all cases of suspected child abuse to law enforcement. KSCS fully supports its teachers and staff in fulfilling their obligations to protect our students under this law.

## Dispute Resolution

In even the best schools, parents and/or students sometimes have concerns regarding the school's operation or the actions of an employee, teacher or the principal. Most of the time these concerns can be explained or corrected by a calm, reasoned conversation between the parties involved. Please fill out a Legitimate Concern Form that is included in the Admission Packet to aid in the discussion. When direct conversation does not achieve the desired results, the principal and/or the school board chairman may be requested to assist in finding an equitable resolution to the concern.

In the event a satisfactory resolution is not achieved in the previous two steps, the patron is to describe the concern and impact in writing. This document will then be brought to the School Board Chairperson and a meeting will be called to understand the concern, the impact, and to evaluate options for resolution. The attendees to this meeting are the patron, any involved employee or teacher, the principal, the chairperson, and if available a representative of the Texas Conference Education Leadership. Forms for requesting this meeting are available from the school office (principal, assistant or board chair.)

If the previous steps have been exhausted, a patron can request a confidential session of the School Board to hear the concern, the impact, and the desired resolution. The board members will fully clarify all points and adjourn to an executive session where they will discuss each position and prayerfully evaluate the options for resolution. Once a decision has been made by the board, the resolution will be communicated verbally and in writing with the patron. The decision at this point will be considered final.

### *Matthew 18:15-20*

*v15 - "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. v16 – But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. v17 – If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.*

*v18 – "I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven."*

*v19 – "Again, I tell you that if two of you on earth agree about everything you ask for, it will be done for you by my Father in heaven. v20 – For where two or three come together in my name, there am I with them."*

## 2014-2015 Texas Minimum State Vaccine Requirements for Students Grades K-12



This chart summarizes the vaccine requirements incorporated in the Texas Administrative Code (TAC), Title 25 Health Services, Sections 97.61 to 97.72. This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. [Click here for complete TAC language.](#)

The Department of State Health Services (DSHS) is granted authority to set immunization requirements by the Texas Education Code, Chapter 38, Health & Safety, Subchapter A, General Provisions.

### IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level				NOTES
	K – 5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup> - 12 <sup>th</sup>	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap) <sup>1</sup>	5 doses or 4 doses		3 dose primary series and 1 Tdap/Td booster <i>within last 5 years</i>	3 dose primary series and 1 Tdap/Td booster <i>within last 10 years</i>	For K – 6 <sup>th</sup> grade: 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4 <sup>th</sup> birthday. However, 4 doses meet the requirement if the 4 <sup>th</sup> dose was received on or after the 4 <sup>th</sup> birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4 <sup>th</sup> birthday. For 7 <sup>th</sup> grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. For 8 <sup>th</sup> - 12 <sup>th</sup> grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
Polio <sup>1</sup>	4 doses or 3 doses				For K – 12 <sup>th</sup> grade: 4 doses of polio; 1 dose must be received on or after the 4 <sup>th</sup> birthday. However, 3 doses meet the requirement if the 3 <sup>rd</sup> dose was received on or after the 4 <sup>th</sup> birthday.
Measles, Mumps, and Rubella <sup>1,2</sup> (MMR)	2 doses of MMR	2 doses of measles and 1 dose each of rubella and mumps vaccine			The 1 <sup>st</sup> dose of MMR must be received on or after the 1 <sup>st</sup> birthday. For K – 5 <sup>th</sup> grade: 2 doses of MMR are required. For 6 <sup>th</sup> - 12 <sup>th</sup> grade: 2 doses of a measles-containing vaccine, and 1 dose each of rubella and mumps vaccine is required.
Hepatitis B <sup>2</sup>	3 doses				For students aged 11 - 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax <sup>®</sup> ) was received. Dosage and type of vaccine must be clearly documented. Two (2) 10 mcg/1.0 ml doses of Recombivax <sup>®</sup> . If Recombivax <sup>®</sup> is not the vaccine received, a 3-dose series is required.
Varicella <sup>1,2,3</sup>	2 doses	1 dose	2 doses		The 1 <sup>st</sup> dose of varicella must be received on or after the 1 <sup>st</sup> birthday. For K – 5 <sup>th</sup> and 7 <sup>th</sup> - 12 <sup>th</sup> grade: 2 doses are required. For 6 <sup>th</sup> grade: 1 dose is required. For any student who receives the 1 <sup>st</sup> dose on or after 13 years of age, 2 doses are required.
Meningococcal			1 dose		For 7 <sup>th</sup> – 12 <sup>th</sup> grade: 1 dose required.
Hepatitis A <sup>1,2</sup>	2 doses				The 1 <sup>st</sup> dose of hepatitis A must be received on or after the 1 <sup>st</sup> birthday.

<sup>1</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup> Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine.

<sup>3</sup> Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.