



# **FAMILY MANUAL (2023 – 2024)**

## **OUR MISSION**

**To prepare lifelong learners who impact the nations for the glory of God.**

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The Board of Trustees reserves the right to change any policy during the school year if the Board deems it necessary to improve the functioning of the school according to Scripture.

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## DESCRIPTION

Kingsway Christian School is located on a 21 acre campus just south of Orrville and west of Riceland. The school was established in 1992 as kindergarten through sixth grade with 52 students. It is state chartered for students in preschool through twelfth grade. Kingsway is a non-denominational, parent sponsored school and has over 50 different churches represented by the student body and staff. The school provides a Christ-centered environment and curriculum that prepares students for college, technical school, or immediate employment following graduation.

## NON-DISCRIMINATORY POLICY

Kingsway Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Kingsway Christian School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## THE FACULTY AND STAFF

Kingsway faculty and staff are Christians who desire to assist parents in the education and raising of their children. Their Christ-centered worldview reflects a strong commitment to Christ and the Word of God.

## THE VALUE OF CHRISTIAN EDUCATION

The value of Christian education is identified by its ministry to the whole child. Special consideration is given to each child's spiritual, emotional, academic, physical, and social needs during their years of growth and development. Christian educators seek to help children grow as Jesus grew - "in wisdom and stature, and in favor with God and men" (Luke 2:52). Every child is encouraged to reach their God-given potential.

At Kingsway Christian School, we realize that growth in knowledge cannot be equated with growth in wisdom. The development of wisdom is promoted in our school as children study God's Word and learn about His creation from the perspective of our Christ-centered curriculum.

Growing in favor with God and men is enhanced as our students learn about loving God with every part of themselves and loving others as they love themselves. At Kingsway Christian School, we know the value of Christian Education, and we endeavor to use this knowledge to benefit our students to the glory of God. We are lifelong learners who are impacting the nations for the glory of God, and seek to develop a generation of Christian leaders prepared to be the light of Christ in our world.

## STATEMENT OF PURPOSE

The purposes of Kingsway Christian School are as follows:

1. To provide a Christ-centered education of academic excellence for all children with an interdenominational approach.
2. To provide a learning environment in which children are given respect and worth, and are treated as persons created in the image of God, without regard to the color of the human race, ethnicity, or sex.
3. To provide an educational program promoting an understanding of, and appreciation for, the word of God.
4. To provide educational facilities and staff that shall meet chartering and accrediting standards in the State of Ohio, as long as there is no scriptural violation or inconsistency.

5. To provide opportunities for parent involvement, input and support of the school, recognizing that each parent has the responsibility and privilege to “train up a child in the way they should go...”
6. To promote a Christ-centered, parent and church supported academic education for our communities as a positive alternative in a society where family, relational, and spiritual values keep disintegrating.

## MISSION STATEMENT

Preparing life-long learners who impact the nations for the glory of God.

## VISION STATEMENT

Kingsway Christian School will assist parents in nurturing each student to realize their value in Christ, challenging them to reach their full potential in all areas of life as defined by loving God with all our heart, soul, mind, and strength and loving our neighbors as ourselves.

Mark 12:28-31

One of the teachers of the law came and heard them debating. Noticing that Jesus had given them a good answer, he asked him, "Of all the commandments, which is the most important?" "The most important one" answered Jesus, "is this: Hear, O Israel, the Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: Love your neighbor as yourself. There is no commandment greater than these."

## STATEMENT OF FAITH

1. We believe the Bible to be inspired, the only infallible, authoritative, inerrant word of God. (2 Timothy 3:16, 2 Peter 1:21)
2. We believe there is only one God, eternally existent in three persons - Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15 & 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19 & 5:24, Romans 3:23 & 5:8-9, Ephesians 2:8-10, Titus 3:15)
5. We believe in a resurrection to eternal life in heaven and a resurrection to eternal condemnation in hell. (John 5:24-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, 1 Corinthians 12:12-13, Galatians 2:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life. (Romans 8:13-14, 1 Corinthians 3:16 & 6:19-20, Ephesians 4:30 & 5:18)
8. We believe the institution of marriage and that the Biblical roles of manhood and womanhood are ordained and designed by God. We believe that the term "marriage" has only one meaning and that marriage is sanctioned by God which joins one man and one woman in a single, exclusive union as delineated in scripture. We believe any form of sexual immorality is sinful and offensive to God. This includes, but is not necessarily limited to living in, condoning, or supporting sexual immorality; practicing a homosexual lifestyle or an alternative gender identity; or promoting such practices. (Genesis 1:27; 2:18-25; Matthew 19:4; Mark 10:6)

9. We believe in the sanctity of human life, which begins at conception. (Psalm 139)

## OUR CORE VALUES

### **God's Word**

We honor God's word as foundational for truth and governing principles guiding our school.

"All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work." 2 Timothy 3:16-17

### **Model Christ**

We honor Christ as our teacher, following Him to become like Him.

"But if anyone obeys His Word, God's love is truly made complete in him. This is how we are in Him: Whoever claims to live in Him must walk as Jesus did." 1 John 2:5-6

### **Community**

We honor the body of Christ by living and working as representatives of God's kingdom.

"If you have any encouragement from being united with Christ, if any comfort from His love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose." Philippians 2:1-2

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues, put on love, which binds them all together in perfect unity." Colossians 3:12-14

### **Value of Each Person**

We honor each person as made in God's image and for His purpose.

"For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful; I know that full well." Psalm 139:13-14

### **Excellence**

We honor God in all we say and do.

"Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last; but we do it to get a crown that will last forever." 1 Corinthians 9:24-25

"Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving." Colossians 3:23-24

## CHRISTIAN PHILOSOPHY OF EDUCATION

A Christian philosophy of education calls for an educational process that puts the Bible at the center and asks the student to evaluate all he/she studies through the lens of God's word. Because God is truth, He brings a unity of truth to all of His creation. No subject can be taught in its totality if the Creator is ignored or denied.

"Jesus said to him, 'I am the way, and the truth, and the life. No one comes to the Father except through Me.'" (John 14:6)

“... all things were created through Him and for Him. And He is before all things, and in Him all things hold together.” (Colossians 1:15-17; 16b-17)

“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be competent, equipped for every good work.” (II Timothy 3:14-17; 16-17)

Christian education promotes learning that is integrated with the eternal rather than segmented and temporal. Knowledge becomes purified by the recognition of God’s place in it; emerging from such knowledge comes wisdom.

“For the Lord gives wisdom; from his mouth come knowledge and understanding...” (Proverbs 2:6)

“Wisdom is a tree of life to those who take hold of her.” (Proverbs 3:18)

A true Christian education obligates the teacher to assist his or her students to understand more than just the content of a given subject. To that end, our educational philosophy goes beyond the content as represented in the goals shown below.

## **Relationships**

Our goal in relationships is not only to develop friendships we enjoy, it is to live an unoffended lifestyle with love for one another that transcends all human boundaries.

“For you yourselves have been taught by God to love each other.” 1 Thessalonians 4:9

## **Bible**

Our goal in Bible classes is not only to put Biblical facts in student’s minds, it is to put principles of righteousness in their hearts.

“I have hidden Your word in my heart that I might not sin against You.” Psalm 119:11

## **Athletics**

Our goal in athletics is not only winning a championship, it is developing character in our athletes that produces champions for Christ.

“Let us run with perseverance the race marked out for us.” Hebrews 12:1

## **Language Arts**

Our goal in language arts is not only to develop eloquence in speech and writing, it is to develop a discerning heart that can hear the voice of God over the voices of men.

“God gave knowledge and understanding of all kinds of literature and learning.” Daniel 1:17

## **Fine Arts**

Our goal in fine arts is not only to express our talents for the enjoyment of others, it is to reflect the creative genius of the King of Glory and carry the hearts of His people into his very presence.

"Praise the Lord... sing to Him a new song; play skillfully, and shout for joy." Psalm 33:2-3

## **History**

Our goal in history is not only to learn the dates and events of the past, it is to understand how the fallen nature of man has left him without hope and that Christ stands in the center of history as our only hope.

"...He marked out their appointed times in history and the boundaries of their lands." Acts 17:26

## **Mathematics**

Our goal in math is not only to learn math tables and solve problems, it is to learn that at its very essence, math is revealing the mind of God in the order of the universe.

"Who has measured the waters in the hollow of His hand or with the breadth of His hand marked off the heavens?" Isaiah 40:12



## **Missions**

Our goal in missions is not only to participate in mission projects, it is to develop the perspective that every Christian's calling is a mission field.

"...live a life worthy of the Lord and please Him in every way: bearing fruit in every good work..." Colossians 1:10

## **Science**

Our goal in science is not only to learn the facts of science... It is to see God revealed in the wonder of His creation.

"...God's invisible qualities - His eternal power and divine nature - have been clearly seen..." Romans 1:20

## **Technology**

Our goal in technology is not only to learn the functions of hardware and software, it is the innovative use of technology in the educational process and to prepare students to wisely use its potential to advance His Kingdom.

"I have become all things to all people so that by all possible means I might save some." 1 Corinthians 9:22

# **STATE CHARTER AND ACSI MEMBERSHIP**

Kingsway Christian School meets or exceeds all requirements of the Ohio Department of Education for Chartered Schools, and will continue to do so unless the requirements conflict with the school's philosophy and goals. Kingsway is a member of the Association of Christian Schools International (ACSI).

# **ATHLETICS**

Kingsway Christian School is a member of the Independent Christian Schools of Ohio (ICSO) athletic conference and National Christian School Athletic Association (NCSAA). Our current school sponsored athletic programs include: girls volleyball, soccer (coed), boys and girls basketball, and cheerleading.

# **FAMILY AGREEMENT AND CODE OF CONDUCT**

Kingsway Christian School is thankful for the supportive families that make up our student body. Our parents recognize that educating children is a process that involves a partnership between parents, the school community, and a local church. The purpose of this agreement is to provide a reminder to all families about the expected conduct in association with Kingsway Christian School. Our goal is to continue to equip our students with the necessary skills needed for adulthood, and we believe that creating an atmosphere of mutual understanding between the school and our families is necessary for the success of our students. With this in mind, we expect our families to read, understand and sign the Kingsway Family Agreement and Code of Conduct found in APPENDIX A.

# **BIBLE VERSION FOR CLASSROOM USE**

The use of scripture in the classroom is a fundamental, integral, and a principle part of the educational process. Kingsway Christian School recognizes the English Standard Version (2016) as the translation normally used in the classroom for study, quotation, and memorization. This decision was made for several reasons:

- The modern language, grammar, syntax and style
- The ease of reading
- The translation philosophy

In the case that parents prefer another translation, they may request in writing an exception for use of another translation (not a paraphrase) by their child for memorization. It will be the responsibility of the parents to work with their child at home, in order for them to memorize the desired version.

## CHAPEL SERVICES

Chapel service is conducted once a week as a time to collectively worship God and learn biblical principles for daily living. Chapel, which may include singing, prayer, memory verses, Bible teaching, and drama is open to parental attendance and involvement.

## MISSION TRIPS

Kingsway mission trips are an integral part of the Kingsway school year and are considered part of the Kingsway curriculum. Annual mission trips are a vital part of fulfilling our mission of preparing lifelong learners who impact the nations for the glory of God. These trips help develop our 6-12th grade students beyond classroom content. All students are expected to attend their class trip. In rare situations, such as health conditions, physical limitations, family emergencies or obligations, a student may request special permission from the Mission Committee to be excused from attending their class trip.

As a Christian school, we have the privilege to partner with our families in the spiritual formation of their children. Each student comes from a different background, has their unique life experiences, and are at different places in their journey of faith. We have purposely prepared a path for our student's spiritual formation through our Christ-centered classes, chapels, Life Groups, and mission trip opportunities. We believe that each of these areas are needed in order to help each student grow into lifelong learners that impact the nations for the glory of God.

Our mission trip opportunities are a significant part of our program and a favorite for many of our students. A part of spiritual formation is being able to create "sacred space" for our students to be immersed in the presence of God. Sacred space is a time and place where we intentionally make space for God to work. It is during these moments that our students experience life changing moments with God.

While other schools require students to complete "service hours" outside of school, Kingsway expects students to meet those requirements through service on school-organized mission trips.

There are some things one cannot learn in a classroom. Many of our students learn things about themselves when they are away from their usual surroundings and outside of their comfort zones. Our mission trips are structured to stretch our students in a challenging but safe environment.

For many students, mission trips represent a time and a place when God worked in and through their lives. More than a mere mountain-top high, these sacred spaces both anchor students in their faith and propel them forward in their relationship with God. Even in times of trouble, students often point toward their mission trip experience and say that mission trips remind them of God's faithfulness in their life.

Mission trips are individually funded through fundraisers, support letters, and parent contributions. Families are responsible for paying the balance of their child's mission trip.

## PARENTAL RESPONSIBILITY

Parental involvement is a vital link to the success of Kingsway Christian School. There are many opportunities for parents to be involved. All parents are recommended to be involved with the school in the following ways:

- Generously give time, talent and resources to Kingsway Christian School.
- Participate in school-wide fund-raising.
- Agree with the policies and practices of Kingsway Christian School and agree to fully support the school and staff in the implementation of such.
- During any conflict concerning a staff member, the persons(s) involved will first go to the staff member, then Administration and finally, if needed, the School Board. (See APPENDIX I)
- Agree to consistently pray for the Kingsway family (i.e. students, staff, administration, school board, etc.).

- Agree not to file or bring litigation against Kingsway Christian School for any present or future claim that you may have involving or affecting the school. Instead, because the Bible commands Christians to settle their disputes privately or within the church, we ask that you resolve any disputes involving or affecting the school, its employees or its volunteers privately or through the mediation of the Board of Trustees.

## SCHOOL LUNCH

School lunches are prepared daily and may be purchased for a fee. Milk or juice may be purchased for those who pack their lunch. We strongly urge you to be consistent in sending in payments when they are due. Additionally, your child may be restricted from receiving lunch when their balance hits zero.

## ADMISSIONS

Admittance to Kingsway Christian School requires agreement on the part of the student and their parent(s) to uphold the policies of Kingsway and the Biblical principles upon which the school has been founded, and to fully support the school and staff in the implementation of such. Families will be considered in the order of date of receipt of a completed and submitted online application and registration fee, with present students in good standing given preference over new students through April 30<sup>th</sup>. The entire admissions procedure, can be found in APPENDIX B, which contains the following:

- Process for admitting new students
- Process for reenrolling returning students
- Process for previously withdrawn or dismissed students
- Policy for students with an Individual Education Plan (IEP)
- Policy regarding pupil placement
- Process and fees for homeschool students
- Withdrawal process

## EMERGENCY SCHOOL CLOSINGS

Emergency school closings due to inclement weather, or for any other emergency, will be up to the discretion of the school Administration.

In the event that school is canceled prior to the beginning of the school day, the Administration will post it on the Facebook page and send it out through the text message alert system, "Remind". The closing or delay will also be announced on several radio and TV stations. (See the list below.)

To sign up for "Remind" text message alerts, text the message *@kcsparent* to the number 81010.

### Television Stations

- Channel 3 (WKYC-Channel 3 i-Alert)
- Channel 5 (News Channel 5)
- Channel 8 (Fox 8 WJW Cleveland)

### Radio Stations

- Wooster Radio Station (WQKT 104.5 FM)

**NOTE:** Please pay close attention to the weather on snowy, icy, or foggy days, as a delay may be changed to a school closing.

# STUDENT RECORDS

In order to provide appropriate educational services and programming, the school must collect, retain, and use information about individual students. The school recognizes the need for confidentiality regarding student records. This policy gives definition to school records and outlines who may have access to student information, and under what circumstances that access may be granted. The entire policy is located in APPENDIX C.

# MINISTRY-BASED PHILOSOPHY OF TUITION & FINANCIAL AID

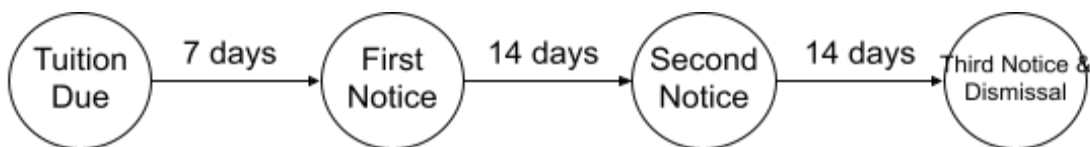
1. The Ministry-Based Philosophy of Tuition and Financial Aid of Kingsway Christian School will be based on biblical principles that guide a sustainable financial model that provides for ongoing expansion and improvement of the educational services we offer.
2. We will seek to attract and integrate students from diverse socioeconomic backgrounds to reflect the diversity of the communities from which our students come.
3. To the greatest extent possible, any sincerely motivated family who recognizes the value of a Christian education and desires such for their children, will not be denied admission solely because of lack of financial resources to pay tuition.
4. Tuition is set by the board each year based on the desire to provide a quality, sustainable educational program for our school families that is accessible to as many students as possible.
5. All financial aid is awarded on a needs-based, case-by-case basis, utilizing an objective, confidential, verified third-party financial aid needs assessment process. (FACTS)
6. Financial Aid will be funded through donor gifts, not through increased tuition.

# DELINQUENT PAYMENT POLICY

All tuition payments, other than those students on EdChoice and Jon Peterson Scholarships, are due by the date(s) selected at enrollment. If tuition payment is not received by the scheduled due date, a notification (email, text, phone call) will be sent by the school office within 7 days. This first notification is for the purpose of making arrangements with the school office to pay your child’s tuition or to discuss an alternative tuition payment plan.

If tuition payment is not received and/or an alternative tuition payment plan is not made within 14 days of the first notification, a second notification (written notice) will be made by the school office. After the second notification is sent, the Financial Aid Committee will be notified of the delinquent tuition payment. If a payment arrangement is received in writing, it will be assessed and approved by this committee.

If tuition payment is not received and/or an alternative tuition payment plan is not made within 14 days of the second notification, the Board of Trustees will be notified and the third and final notification will be made concerning the dismissal of the student.



**NOTE:** We ask that all families with EdChoice scholarships complete a Power of Attorney form authorizing Kingsway to deposit the checks on their behalf. Any checks that are not authorized by Power of Attorney need to be authorized by signature within 30 days of receipt. After 30 days, if the check is unsigned, the parent will be responsible for tuition payments and the delinquent policy above will be followed.

## EMERGENCY TUITION ASSISTANCE

Emergency Tuition Assistance is for families that have experienced a financial crisis or major change of income after the deadline for normal tuition assistance. A FACTS application would be requested of the family in need to help determine the extent of the financial need. The bookkeeper and administrator would make a recommendation to the Financial Aid Committee for their approval of any emergency tuition assistance that is greater than 50%.

## TRANSPORTATION REIMBURSEMENT

Transportation Reimbursement is available through your local school district. You need to contact your school district of residence in order to be eligible. Each district has a different process for handling this reimbursements. If you meet their requirements, you will receive a reimbursement check for at least half (  $\frac{1}{2}$  ) the average cost of transportation for a public school student, per child enrolled at Kingsway (K-12). Checks will come from your local public school district at the end of the school year. It is estimated that this year's reimbursement will be at least \$538.55 per student and may fluctuate year to year.

## MINIMUM SCHOOL YEAR AND TIME STANDARD

Kingsway Christian School shall be open for instruction regulated by an annually adopted calendar which specifies a minimum of 1,001 school hours meeting the minimum requirements of the Ohio Revised Code. Additional days will be added to the school calendar for staff orientation, staff work days, and extra in-service training.

Each instructional day shall consist of scheduled classes, supervised activities, or approved educational options for at least the minimum time per day prescribed for compliance with the Ohio Revised Code and the Minimum Standards for Elementary and Secondary Schools. Time allocations per subject areas will also comply with minimum standards for each grade level.

## SUPERVISION OF STUDENTS

Students entering and leaving the building will be supervised by staff members during normal operating hours (from 7:45 am – 3:20 pm). Students will receive instructions about acceptable movement in the hallways and throughout the building.

Students will not be left unattended during normal operating hours. Any staff member who must leave his/her students for any reason (emergencies) will ask the nearest staff member to monitor the students until he/she returns.

Parents of students being transported to and from school in private automobiles will be responsible for the safe arrival and departure of their children.

Students will remain within the specified playground boundaries during outside play. Students requesting early entrance into the building must receive permission from the playground supervisor.

Students will be instructed on regulations promoting safe practices by their classroom teacher. Upon receiving instruction, students will be expected to abide by stated regulations. Failure to do so will result in disciplinary action.

## SCHOOL HOURS

Grades 7-12	8:00 – 3:10 pm
Grades K-6	8:10 – 3:10 pm

**NOTE:** See the Kingsway Christian Preschool Parent Handbook for preschool arrival and dismissal times.

## LATE ARRIVAL TO SCHOOL (TARDY)

Students are expected to be in their seat when the bell rings. Being on time teaches respect for your student's teacher and classmates by eliminating interruptions when classroom routines and instructions have already begun. A tardy is anything up to 20 minutes past the start of school. Students who are tardy must report to the school office before going to class. Elementary students must be accompanied by a parent. The parent and student must sign in and obtain a tardy pass which is necessary for the student to enter the classroom. Tardies will generally be considered unexcused. The only excused tardies are for medical appointments (if accompanied by proper documentation). Please communicate any extenuating circumstances in writing to the Principal for consideration.

### **Consequences for Unexcused Late Arrivals**

Students will be permitted 3 tardies per 9 weeks without consequences. After 3 tardies in a quarter, a letter will be sent to the parents to notify them. At the discretion of the Principal, a meeting with the parents may be requested to help determine underlying causes and appropriate consequences of the reoccurring tardies. Finally, habitual tardies may result in student detention(s).

## DISMISSAL

Dismissal time is 3:10 pm for all K-12 students. Students must be picked up by the designated parent, guardian, or previously authorized pickup person by 3:20 pm. These names must be kept up to date in FACTS (formerly RenWeb). When other arrangements are needed, a note received ahead of time is preferred. In an emergency, phone call authorization is acceptable. No students are to be in the building unsupervised before 7:45 am or after 3:20 pm.

## AFTER SCHOOL EXPECTATIONS

After school is dismissed, all students are expected to promptly leave the school property unless they are involved in school supervised activities or have school supervised responsibilities. Students involved in school supervised activities or responsibilities are to report directly to their designated location. For all other students, the following expectations apply:

1. Our school day ends at 3:10. All students not participating in school supervised activities starting within 1 hour of dismissal will need to be picked up no later than 3:20 p.m. and return to the school campus when their activity starts.
2. After 3:20, there is no planned school supervision for students who are not registered to participate in school supervised activities.
3. In the rare instance that you are not able to pick your child up by 3:20pm, please notify the school office so that we know your child's ride is on their way.
4. Parents are also asked to be on time to pick up students after the school supervised activities are over.
5. Special exceptions will be considered upon written request to the Principal. A signed Hold Harmless Agreement (located in the school office) may be required.
6. Kingsway is not staffed for after-school child-care. Repeated late pickup of your child may result in written warning from the Principal. If late pickup continues, there may be a \$5.00 charge applied to the family's FACTS account for each student in grades K-12 who does not have the Principal's pre-arranged permission to be picked up after 3:30 p.m. An additional \$5.00 fee per child will be charged for every fifteen minutes. We ask that you please respect the needs of our employees and pick your child up by 3:20 p.m. so that our employees can finish their work and leave for home on time. You will be notified before the charges begin.

## **Siblings and Non-participating Children at School Events**

Siblings that are not participating in a school event must be picked up at the normal dismissal time. Kingsway encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. In order to ensure that all nonparticipants are properly safeguarded, Kingsway recommends that all school children who are younger than 9th grade be accompanied by a parent or adult chaperone when they arrive at the event and throughout its duration. Kingsway will not be held responsible for any child if they attend without an adult chaperone.

## **STUDENTS WAITING AFTER SCHOOL FOR AN EVENT TO START**

In the event that a student wishes to attend an after school event, students must leave at the end of the school day and return for the game, or arrange for supervision (ie. they will be with a teacher or staff from the time the school day ends until the beginning of the game). If an arrangement has been made for the students to stay with a staff member, please notify the school office before the end of the school day to make them aware of this arrangement. Under NO circumstances should students just be left in the lobby, on the playground, or anywhere else on school premises unsupervised and under NO circumstances should the parents assume supervision of their students after 3:30.

## **CLOSED CAMPUS**

Kingsway Christian School maintains a “Closed Campus” to help ensure the safety of students and provide an atmosphere conducive to learning. Students are expected to be in their seats on time for classes, to be on campus throughout the entire school day, including the lunch hour, and to leave promptly at the end of the school day, unless participating in extracurricular activities. Students may not leave the school grounds without permission from the office.

**NOTE:** In the case of a divorce or separation, a student will be released only to the parent who has custody unless written permission is provided by the custodial parent at which point the main office will release the student to the authorized person.

## **Entering or Leaving the School Building During the School Day**

### **Students**

- **Any student who is entering** the school building after the scheduled start time **or leaves the school building** before the scheduled dismissal time for that school day must report to the school office for sign-in / sign-out.
- **Any student who is leaving** during the school day must first provide a written request to the office upon arrival that morning. The written request must be signed by the parent/guardian and indicate the times the student is planning to leave and reenter the building that day; whether or not the student will be transporting themselves; and the reason for leaving. Further, any student who is not transporting themselves that day, must be accompanied by a parent/guardian who comes to the school office to sign-out the student. No student will be released to a person other than a custodial parent(s) or guardian without a permission note signed by the custodial parent(s) or guardian.
- **Any student who re-enters** the school on the same day must be accompanied by the parent/guardian as they report to the school office before they will be allowed to go back to class. If the written request received in the office that morning indicated the student will be transporting themselves back to school, the student still needs to report to the office but does not need to be accompanied by a parent/guardian

### **Parent Volunteers and Visitors**

All parent volunteers and visitors entering the building before 3:30 p.m. must report to the front office before going anywhere else in the building and must wear a guest badge or other identification badge when they leave

the office area. All volunteers and visitors are asked to honor the Kingsway Christian School dress code and Code of Conduct while they are acting in a volunteer capacity or interacting with students at the school.

## **Senior Early Release**

The Early Release Option is an earned privilege available to students at Kingsway Christian School who meet eligibility requirements based on academics, attendance and conduct. Early release may be revoked due to disciplinary action or academic reasons by the school administrator or the parent/guardian at any time. When it is revoked, the student will be placed in study hall or elective classes for the rest of the semester. The actual time of release may vary from student to student depending on the school schedule for that day. Students who participate in the early release option must leave the school premises at the early release time each day. They are not to remain in the building or on the school property while school is in session. If the student has an after school activity, they must return to that activity after school has been dismissed.

Requesting early release does not automatically ensure that the student will be granted early release. Due to the balancing of schedules, there is no guarantee that a student schedule can be arranged to allow early release in any given year. The scheduling of early release option does not take precedence over the scheduling of any classes. Class sections will not be changed in order to accommodate early release.

**NOTE:** Athletes must pay special attention to the number of classes scheduled and the number of classes they are passing in order to be eligible to participate according to the Kingsway Christian School athletic guidelines.

For the entire Senior Early Release Policy or to apply for early release, please see the Kingsway Christian school counselor.

## **ATTENDANCE POLICY**

Regular attendance of all enrolled students is required by law during the days and hours that Kingsway is in session for the student's grade level and is essential to successful school work. All partial days, activity days and mission trip days are considered compulsory attendance days. Attendance is also recorded as a part of the student's school record.

The State of Ohio requires schools to address by policy, two areas of attendance; absenteeism and truancy. Kingsway's attendance policies and procedures are therefore aligned with the Ohio Revised Code 3321.19 and Ohio House Bills 410 and 166 (HB410 & HB166). Kingsway tracks student attendance by the minute and hour to ensure we are following the applicable laws. All time away from the normal school day schedule is tracked and counted toward what is allowable.

The complete attendance policy is located in APPENDIX D.

## **STUDENT SOCIAL MEDIA POLICY**

Students are encouraged to always exercise caution when participating in any form of social media or online communication.

Students must recognize that information posted on social media/internet sites is public and permanent, and can have a long-term impact on an individual's life and career. Posts made in private forums have the potential of being publicly shared. Kingsway Christian School's expectations for student conduct online are no different than face-to-face interactions. Students who participate in online interactions (social media, internet sites) must remember that their behavior reflects on the entire Kingsway Christian School community and is subject to the same standards set in this manual.

Enrolled students are expected to honor Christ in all their behavior and activities and this includes the use of cell phones, websites, blogs, emails, and camera phones 24 hours a day, seven days a week, and 365 days a year. Administration will discern the severity of the offense and decide on the proper discipline and consequences for the students.

Students should apply the following biblical principles to their interactions both in person and online:



- Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person (Col. 4:6)
- Let no corrupting talk come out of your mouths, but only such as is good for building, as it fits the occasion, that it may give grace to those who hear. (Eph. 4:29)
- A gentle tongue is a tree of life, but perverseness in it breaks the spirit. (Prov. 15:4)
- Have nothing to do with foolish, ignorant controversies; you know that they breed quarrels. (2 Tim. 2:23)
- So whether you eat or drink or whatever you do, do it all for the glory of God. (1 Cor. 10:31)
- Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven. (Matt 5:16)

#### Creating Accounts or Posts:

- Students may not create any social media accounts that use the Kingsway Christian School name or logo without the express written authorization of the principal/administrator.
- Students may not create any social media accounts, posts, or online conversations that use the names and/or pictures of faculty/staff members without their written permission.
- Offending posts on social media platforms must be immediately removed. Refusal or failure to remove the postings will result in discipline, up to and including dismissal from Kingsway Christian School.

## DRESS CODE

Kingsway Christian School's dress code is an important tool in fulfilling and communicating its vision and purpose. A dress code provides opportunity to teach principles of godly living, and to build character in students. It helps create a sense of school identity and community, and encourages academic excellence.

This school board approved dress code addresses clothing, hairstyles and other areas of personal appearance that affect school life and the personal and academic growth of its students. The board supports the administration and staff in the interpretation and enforcement of this code.

Christian parents are responsible for teaching biblical principles of how dress and personal appearance express our heart and affect our community. It is understood that there is no one dress code that will please all parents. However, by enrolling one's child(ren) at Kingsway the parent is obligating themselves to support the dress code that the school has adopted. Furthermore, we believe that this dress code will be successful if parents support the spirit of what it is intended to achieve.

The entire Kingsway Christian School dress code can be found in APPENDIX E.

## DISCIPLINE POLICIES

If we are to maintain the proper discipline in Kingsway Christian School, then the discipline we use must be based on scripture. The following are a few premises that we should observe as we build toward the best discipline.

- Love, at times tough love, is at the heart of all discipline.
- The responsibility and authority to discipline comes from God. We stand in the place of parents during the school hours and have the same God-given authority they have.
- All discipline should be administered in such a way as to show a child his/her sinful nature and to help him/her develop self-discipline as he/she submits to God and the authority over him/her. Discipline may include both direction and restriction.

The purpose of the discipline policies at Kingsway are:

- To assist students in developing a lifestyle that is pleasing to the Lord.
- To apply biblical principles in handling daily problems.
- To provide a consistent pattern of expectations to which students can respond positively.

- To encourage students in a positive response to authority systems so that they will be better prepared to yield their will to God's will.
- To protect and build respect for the personal right of fellow students and adults.
- To protect and build respect for the personal property of persons and organizations.
- To encourage students to accept responsibility for their words and their actions.
- To establish standards that would support the biblical instruction that is provided in the Christian home of which Kingsway is an extension.
- To encourage honesty in all matters.
- To avoid behavior which may tempt a weaker brother.
- To protect the integrity of the individual by keeping all disciplinary actions as private as possible.

## **General Procedures**

The three-tiered level of discipline adopted by the school board of Kingsway has the dual purpose of helping students to develop a personal standard of conduct and to ensure that the school's mission and activities are not hindered. While the primary goal of all discipline is to bring the offender to a place of restoration, the secondary purpose must be to provide a means of keeping the community wholesome and productive. The three tiers of offenses are each accompanied by consequences which correspond to the degree of the offense.

It must be understood by the students, parents, and teachers that it is impossible to codify every possible behavior that would be an offense to the mission of Kingsway, but it is possible to draw principles from the three levels of discipline that are applicable to all situations. In areas not specifically addressed by the Family Manual, judgment will rest upon the administrator of Kingsway.

When necessary, discipline situations will be brought before the Discipline Committee. All discipline conferences will be held at the discretion and availability of the Administration and the members of the committee. The Committee can be made up of administration, guidance, staff, and/or the spiritual life director. If a student misses class work while attending a discipline conference, the student will be responsible to work with the teacher to make up any work that he/she may have missed while out of class.

In-school suspensions will be served during school hours and work finished will receive credit. Out-of-school suspensions may result in the loss of credit for assignments assigned while suspended.

### **LEVEL I**

This level of offenses includes areas usually addressed by the teacher in the classroom or by monitors in the cafeteria or on the playground. Level 1 offenses may vary from class to class based on individual teacher's course syllabus (7-12) or classroom rules (PK-6). It is the lowest degree of violations and does not usually involve the administrator.

Offenses include but are not limited to:

- Tardy to class
- Public display of affection of a minor nature
- Dress code violations
- Negative or derogatory comments (ex. Using the Lord's name in vain, "stupid," insults related to a disability, etc.)
- Other such offenses.

Consequences:

- Detention (lunch or after-school)
- Missed recesses
- Assignment given by teacher
- Written and/or verbal apologies
- Tallies, which add up to a more serious consequence
- A combination of consequences may be warranted

## **LEVEL II**

This level of offense goes beyond Level I in regards to severity or repetition of the offense. It is at this level that the administrator becomes involved and records begin to be kept in the school office.

Offenses:

- Repeated Level I offenses
- Habitual Tardiness
- Classroom disruption of more than a minor nature
- Disrespect of staff or teacher
- Harassment or bullying of another student (including racism), in-person or online
- Ongoing negative/uncooperative attitude
- Profanity of any kind
- Unsafe driving practices on school grounds (over 5 mph)
- Misuse or abuse of school property (restitution is required)
- Pranks
- Deceit in any form toward staff (1st offense)
- Slander or gossip
- Minor shoving or pushing incidents
- Cheating
- Not being where student is supposed to be
- Accumulation of four or more tallies or demerits (if these systems are used)
- Plagiarism (which is to pass off what someone else has written or created as your own)
- Refusal or neglecting to fulfill a Level 1 consequence

Consequences (1 or more of the following):

- In-school suspension(s)
- Detentions (Lunch or After-school)
- Written and/or oral apologies
- Written assignments
- A phone call and/or a letter will be sent home for every Level II offense committed
- Class removal
- A combination of consequences may be warranted

## **LEVEL III**

This level of offense is severe enough to warrant probation of the student; immediate suspension, and possible expulsion. Level III offenses are judged most severe either because of an ongoing pattern or attitude or because of the nature of the offense.

Offenses:

- Repeated Level II offense
- Severe and blatant disrespect, including insubordination
- Use of profanity that is severe in nature (or repeated)
- Stealing or forgery
- Repeated deceit of any kind
- Skipping classes or truancy
- Vandalism
- Any use of alcohol, tobacco, or drugs (and includes look-alikes) on or off school grounds. In cases of possession, use, or selling of alcohol or drugs, violators shall be referred to legal authorities or the appropriate law enforcement agency unless there is a compelling reason not to refer.

- False alarms being called or set off
- Fighting
- Any possession of weapons
- Sexual immorality
- Sexual harassment (as defined in the “Antiharassment, Intimidation, and Bullying” section located in APPENDIX I)
- Use of an electronic device to display photos that are sexual in nature, transmit explicit content, or sexually harass another
- Any criminal offense not including traffic violations
- Threatening remarks made to others
- Refusal or neglecting to fulfill a Level II consequence

Consequences (1 or more of the following):

- Student placed on a Corrective Action Plan
- Meeting required between parent and administrator
- Student immediately placed on probation (if allowed to stay at Kingsway)
- Out of school suspension
- Multiple in-school suspension days
- Written and/or oral apologies
- Suspension from extracurricular activities
- Require professional counseling
- Permanent removal from a class which may result in a failing grade for that class
- Any level III offense may result in immediate expulsion, even without a previous record.
- A combination of consequences may be warranted

## **Bullying**

Ohio law defines bullying as any intentional written, verbal, graphic or physical act that a student or group of students exhibits toward another particular student more than once, and that behavior both 1) causes mental or physical harm to the other student; and 2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.

Bullying includes but is not limited to physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Cyber bullying is defined as electronically transmitted acts i.e., Internet, cell phone, or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both: 1) Causes mental or physical harm to the other student/school personnel; and 2) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

## **Peer Conflict**

Peer conflict refers to mutual disagreement or hostility between peers or peer groups. It is characterized as conflict between people of equal or similar power. Occasionally; it is unplanned; and it does not involve violence or result in serious harm.

In a conflict, both parties have power to influence the situation. That is their goal. Conflict may be an inevitable part of group dynamics, but bullying is not. In each, a different response is required.

## **Bullying and Peer Conflict**

Jesus replied “‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.” (Matthew 22:37-40).

“Love your neighbor as yourself.” If members in the community begin with and live by this biblical principle bullying should never occur. Kingsway focuses on training students to do what is right. The desire is to preclude unloving conduct towards others. Nonetheless, sometimes students do not treat each other with love. When this happens, staff desires to instruct and mentor students through love and discipline.

Most mistreatments of others, though wrong, do not rise to the level of bullying.

Bullying is prohibited at Kingsway Christian School. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of “love your neighbor as yourself,” and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Kingsway expects that mistreatment of others, including bullying, to be brought to the attention of staff so that it may be addressed and stopped.

## DETENTION POLICY

Lunch detentions will be served during the lunch period following when the detention was given. All after-school detentions will be served on Tuesdays and Thursdays following the date the detention was issued. For example: detentions issued on Thursday will be served on the following Tuesday. In the event school is interrupted for weather conditions or some other unforeseen circumstance, or if the student was absent on the day the detention was scheduled to be served, the detention will be served the first day that school resumes. Detentions issued the day before a holiday break will be served the first day school resumes after the break.

All detentions will be served as scheduled before students can report for any extra-curricular activities. This pertains to any and all after school activities and events including athletic practices, athletic games (home or away), play practices, play performances, etc. **Detention records will be maintained for the entire year and will not be reset at the mid-year semester change.**

Three detentions for the same offense will be considered a Level 2 disciplinary problem and will result in a meeting with the Discipline Committee.

## SENIOR PRANKS

Senior pranks will result in a combination of consequences and diplomas will not be awarded until the consequences have been served.

Consequences:

- Monetary retribution
- Community service (to be determined by administrator)
- In-school suspension
- Written and/or verbal apologies
- Suspension

## SEARCH AND SEIZURE

The Kingsway Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner.

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Such spaces remain the property of the school and, in accordance with law,

may be the subject of random search. Students shall have no expectation of privacy as to prevent examination by a school official.

The Board directs the school administration to periodically conduct a search of all such storage places. School authorities are charged with the responsibility of safeguarding the safety and well being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

Administrators are permitted to conduct a random search of any student's locker and its contents at any time. Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened. The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found; and the disposition made of them.

The principal shall be responsible for the custody, control, and disposal of any illegal or dangerous substances or object taken from a student.

## LOCKERS

Lockers are the property of the school with locker assignments made to all students. Students will use only their assigned locker unless a written request for an additional or different locker is approved by administration. The Administration reserves the right to inspect any and all lockers as needed. The student is responsible for maintaining a clean, neat locker. Students should not keep valuables or money in their lockers. Locker numbers are not to be removed. There is to be no open food or drink permitted in the middle school or high school lockers. With prior direction from their classroom teacher, elementary students may be permitted to keep snacks in their locker for their "snack time".

## PLAYGROUND GUIDELINES AND RULES

### Guidelines for Determining Inside or Outside Recess

The recess monitor is responsible for checking the day's weather conditions and playground conditions then making decisions with the information available. Where recess is held (inside or outside) and what clothing/footwear required for a given recess time is at the discretion of the recess monitor.

Appropriate clothes, shoes and socks required to go outside. Long pants/skirts are required in temperatures 32 and below. No Crocs, slides, sandals or flip flops at all during winter weather.

Overall, recess is outside except when it is raining, or when the temperature is below 20 or wind chill below 18 or when the playground is unfit. For the physical safety and well-being of each student, a guide for specific temperatures and what is required to wear is detailed below:

<b>Temperature</b>	<b>Clothing Allowed/Required</b>
60's and up	T-shirt and shorts allowed
Mid-High 40's -50's	Long sleeve shirt, hoodie, or jacket
Mid 30's/ low 40's	Hoodie or jacket (especially if windy)

32 or below	Winter coat Long pants/skirts required No Crocs, slides, sandals or flip flops
Wind chills in the mid 20's or high teens	Winter coat, hat or hood, mittens or gloves required Long pants/skirts required No Crocs, slides, sandals or flip flops
Actual temp below 20 or wind chill below 18	Stay indoors for recess Long pants/skirts required No Crocs, slides, sandals or flip flops

**NOTE:** If students are not properly dressed to go outside, they will spend recess in the office.

### **Playground Rules for Student Safety**

- **Stay in the adult's view at all times.** All students are to be outside on the playground where the adult supervisor can see them.
- There are to be no students inside the buildings unattended when recess is taken outside unless the child needs to use the restroom, which no more than two can go at a time.
- Students are not allowed in the fields and tall grass - no forts or digging holes in the dirt.
- Students must stay out of the mud!
- Play all ball in the proper fields designated for such games.
- No hard balls, wooden or metal bats are allowed during recess.
- Leave all sticks, rocks, or snowballs on the ground. The students are allowed to make snowmen.
- No students are allowed standing, jumping off, or twisting on the swings - one person at a time. Students are not allowed to walk between swings when others are swinging on them.
- No hanging on the basketball nets or hoops.
- Tackling, fighting or wrestling is prohibited.
- Equipment will be used as it is intended.
- Older students are not to take advantage of the younger students (see the "Antiharassment, Intimidation, and Bullying" section located in APPENDIX I).
- Students who disobey the rules may be sent to the benches to sit down or their name may be given to their teacher or the office.
- When a signal is given showing that recess is over, line up quickly and quietly. For safety reasons there shall be no hiding while others are lined up.

When recess is inside:

- No sitting on the closed bleachers.
- No playing under the closed or open bleachers.
- No playing (running) on the bleachers. Bleachers are for sitting on!
- No kicking the balls high in the air. (Children will get hit and hurt.)

## **HIGH SCHOOL COURSE OFFERINGS**

As an Ohio Department of Education Non-Public Chartered School, Kingsway High School curriculum is designed to meet all state of Ohio graduation requirements.

### **English**

English I, II, III, IV, Media

### **Mathematics**

Algebra 1, Geometry, Algebra 2, Pre-calculus, Calculus

#### **Science**

Physical Science, Biology, Chemistry, Physics, Advanced Biology, Elective Science

#### **Social Studies**

American Government, World History, American History, Economics, Finance

#### **Bible**

Bible 9 (Apologetics/Worldview/Spiritual Growth), Bible 10 (Missio Dei), Bible 11 (Worldview/Agents of Change)  
Bible 12 (Foundations of Healthy Relationship)

#### **Fine Arts**

Band, Choir and Art (Drama is offered as an extracurricular activity.)

#### **Foreign Language**

Spanish 1, 2, 3, and 4

#### **Physical Education / Health**

Private voice and piano lessons may be offered at additional cost, either during or after school.

**NOTE:** If a particular class does not have at least six students, Kingsway reserves the right to place the student in another class or an alternative method of teaching (ie. online, hybrid).

## **COLLEGE CREDIT PLUS (CCP)**

Ohio's College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university is free. That means no cost to the family of public and private school students for tuition, books or fees. If you choose to attend a private college or university, you may have limited costs.

Kingsway must adhere to the State of Ohio CCP requirements for Non-Public Chartered schools once a student has chosen to participate in the CPP program.

For a complete description of the College Credit Plus program available through Kingsway, please see APPENDIX F or contact the Kingsway school counselor.

## **GRADUATION HONORS**

Graduation honors (valedictorian and salutatorian) are determined by computing the cumulative grade point average of all students. Students who have been at Kingsway for at least two years will be considered for valedictorian and salutatorian honors. Students who transfer after the beginning of their graduating class's junior year will not be considered for these honors.

For students participating in College Credit Plus classes, those grades will be entered on their transcript at the end of each semester and are then included in determining the GPA and class rank.

## **CAREER ADVISING**

Kingsway Christian School career advising is designed to reach the entire student population by providing support for the academic, career, personal, and social needs of each student. We aspire to work together with our families to inspire exceptional student achievement. Beginning in 6<sup>th</sup> grade the school will begin discussing career and college options for students and will support them by intentionally helping them to identify and grow particular areas of interest for each individual student. For additional details regarding career advising, please see the Kingsway Christian School counselor.



# GRADUATION REQUIREMENTS

Graduation Requirements may vary depending on the student's graduation year. For the most current information, please contact the Kingsway Christian School counselor. The Kingsway graduation requirements and policies are contained in APPENDIX G. Included in the school policy are the following items:

- State of Ohio Credit Requirements
- Kingsway Credit Requirements
- State and Local Seals
- Physical Education Requirement
- At Risk Students Procedures

# HONOR ROLL AND MERIT ROLL

At the end of each nine-week grading period, eligible students are listed on the honor and merit roll. In Elementary, Honor Roll recognizes students who received all A's, and Merit Roll includes students who received all A's and B's. Secondary students will be placed on the Principal's List if they receive a 4.0 GPA, the Honor Roll for a 3.99 - 3.5 GPA and Merit Roll for a 3.49 - 3.0 GPA.

# REPORT CARDS

Report cards will be sent home with students on a quarterly basis and will include academic and attendance records.

Preschool and Kindergarten students will continue to receive a Report Card designed specifically for them and their curriculum.

**NOTE:** Elementary grades may use a mixture of the standard A-F grading system along with the following grading system. This system is most commonly used in the elementary classes for handwriting, specials (ie. art, music, physical education, etc.), and Bible grades.

- O - Outstanding
- S - Satisfactory
- N - Needs Improvement
- Items Left Blank Have Not Yet Been Evaluated or Have Not Yet Been Introduced

# GRADING SCALE

Report cards will be sent home each quarter to keep parents informed of their child's progress. Each subject is assigned a letter grade, or an effort score in elementary grades. The following grading scale will be used by teachers to calculate student grades.

Only subject areas that have an equivalent Honors course (ie. Science) will be weighted. All other courses that have a high school equivalent will be weighted according to the 4.0 scale.

The following grading scale will be used for grades 7-12 as they apply to that subject area. Honors courses will receive an additional 0.5 points and AP/IB courses will receive an additional 1.0 point. College Credit Plus will receive the highest weighted grade available within the corresponding class in that subject area.

Grade	Percent	GPA	Honors	AP
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A	94-100	4.0	4.5	5.0
A-	91-93	3.7	4.2	4.7
B+	88-90	3.3	3.8	4.3
B	84-87	3.0	3.5	4.0
B-	81-83	2.7	3.2	3.7
C+	78-80	2.3	2.8	3.3
C	74-77	2.0	2.5	3.0
C-	71-73	1.7	2.2	2.7
D+	68-70	1.3	1.3	1.3
D	64-67	1.0	1.0	1.0
D-	61-63	0.7	0.7	0.7
F	60 & below	0	0	0

## ONLINE GRADEBOOK SYSTEM

FACTS is designed to help parents and students keep track of missing assignments. You will receive login information from the school within your child's first quarter of school. FACTS can be accessed through the school website. Teachers are required to enter students' grades within 5 school days of completed work.

## HOMEWORK

Homework is an integral part of the school program. It is important for reinforcement of concepts, review of the information, and a great way to teach responsibility. Each child is expected to complete homework assignments in a neat, timely, and complete fashion. Teachers reserve the right to refuse late assignments and/or assess a penalty. It is not easy to estimate the exact time needed to complete an assignment for all students. A guide of reasonable time spent on homework would be as follows:

- 1st-3rd Grade - 30 minutes or less
- 4th-6th Grade - 60 minutes or less

Homework assigned on a secondary level (7-12) will be at the discretion of the teacher.

Late assignments or incomplete assignments will follow the policies outlined in the teacher's classroom syllabus.

Enjoyable reading (including Accelerated Reader and Book It) may be in addition to the assigned homework.

In the elementary grades (K-6), major tests, major papers, or projects will be assigned with a sufficient amount of time to avoid conflicting with Wednesday evening church and family time. Families are encouraged to attend church together on Wednesday evenings. Teachers will minimize homework on weekends and over vacations. Family times are encouraged during these times.

## FACTS PROCEDURES

Missing assignments are counted as a zero.

If a student does not turn in an assignment, a teacher will mark the assignment as **MISSING** in FACTS. This will allow staff to monitor missing assignments.

“Late” means an assignment was not turned in on time.

Late work will be accepted at the discretion of the teacher. Once the unit is completed, any missing assignment will be marked as zero.

## PROMOTION/RETENTION - GRADES K-8

The decision to promote or retain a child will take place at the end of the school year. Parents, teacher(s), and the administrator will have input into the decision. If a consensus cannot be reached the administrator will make the final decision. Throughout the school year the teacher will communicate with parents through report cards, and parent-teacher conferences as to how the student is progressing. The decision to promote or retain will be dependent upon many factors with the most important factor being the child's ability to function at the next grade level. When possible, a retention scale will be used to help with the decision.

Following the end of the first semester any student who may be in danger of being retained will be sent a letter addressed to his or her parents stating the possibility of retention. If the danger of retention still exists after the third nine weeks grading period another letter will be sent to assure communication is clear.

## STATE OF OHIO TESTING

State of Ohio's standardized tests are administered each year according to the state schedule (currently Fall and Spring). These tests inform lesson planning and delivery for teachers and assess the schools progress toward district and state goals. Tests are currently administered to students in third through twelfth grade.

## ACADEMIC PROBATION

Students are expected to progress in their academic work at Kingsway. Failure of two or more courses in any quarter requires a conference with the student, the counselor, an administrator, and the parents or guardians. The meeting will be directed at the cause of failure and steps to be taken to avoid further failure. The students will be placed on academic probation. The student, teachers, administration, and parents will work toward improving student achievement. If the meeting is not attended by the parents, or the plan is not followed, withdrawal may be recommended. Kingsway aims to assist in the academic development of each child.

## EXTRACURRICULAR ELIGIBILITY

This policy applies to all extracurricular activities outside of the normal school day (ie. athletics, drama, school clubs, etc.). High school students are required to pass a total of five credit hours contributing towards graduation from the previous grading period. Middle school students must pass 75% of the classes from the previous grading period. All middle school and high school students must also obtain a 2.0 GPA on their most recent report card. A 2.0 GPA must also be maintained on any report cards received during the duration of the extracurricular activities in which they are participating. If the student falls below the 2.0 GPA, they will not be eligible to participate until another report card is issued and the minimum 2.0 GPA is attained.

**NOTE:** Fall participation would be based on the student's previous year's 4th quarter grading period.

## CAREER CENTERS / VOCATIONAL SCHOOLS

Juniors and/or seniors will be considered for this program on a case-by-case basis and is contingent upon approval by the administrator, teachers, and school counselor. Applicants must be on track to graduate at the conclusion of their sophomore year as determined by the school administrator and school counselor. Applicants must fulfill all requirements set by the career center and meet the expected deadlines for enrollment.

Interested students should obtain information about their career of choice and attend a scheduled visitation set by the career center, typically in January. Parent(s) and the interested student are strongly encouraged to attend the open house at the career center to see if this is the best fit for their child.

To graduate from Kingsway, a career center student must complete all core classes at Kingsway and complete the Bible requirements. Doing so ensures a Christ-centered curriculum. Parents/students must be aware that the career center schedules their senior programs in a way that limits a Kingsway senior from completing the required core classes for graduation at Kingsway. In short, there typically comes a time when a family must choose between attending the career center and graduating from Kingsway.

In rare instances and with prior administrator approval, a student may be permitted to be enrolled full time at the career center and still graduate from Kingsway. Additional fees may apply.

A letter of intent needs to be submitted to Kingsway by March 15th of sophomore or junior year to the school counselor and should be signed by the student and parent(s). In circumstances in which a student wishes to attend the career center full time and graduate from Kingsway, a written statement is required from the applicant stating why they believe this to be the best choice for their development and how they hope to use their field of study to further God's Kingdom.

## CREDIT FLEX POLICY

Pursuant to Ohio State Law (Senate Bill 311), Kingsway Christian School provides students with the flexibility to meet expectations of the Ohio Core Curriculum and allow them to:

- Show what they know and that they are ready to move on to higher-order content; and
- Learn subject matter or earn course credit in ways not limited solely to seat time or the walls of a school building.

The Kingsway Christian Board of Trustees believes that it is essential for an effective education program to include multiple opportunities for students to develop to their best potential. The credit flexibility allows for greater access to numerous resources. Kingsway Christian School provides the courses needed to meet the graduation requirements set by the State of Ohio. However, some students may have a desire to advance beyond the regular curriculum and/or study a content area that may not be covered in the present curriculum. Students may earn high school credit using various resources to help them develop their unique needs and talents as they discover their potential in Christ. This requirement can be met through service learning, guided independent study, internships or mission trips. For more information, please access the entire Kingsway Christian School credit flex policy and application process which is available in APPENDIX H or schedule a time to meet with the school counselor.

## SUMMER SCHOOL AND ONLINE COURSES

Kingsway students may take summer classes if they fail a class at Kingsway and/or need the make-up credit. All summer school classes must be finished one week before school starts. Students must request a transcript to be mailed to Kingsway to the attention of the school counselor.

## FIELD TRIPS

Students will be expected to go on all class field trips. Field trips are pre-approved by the administration and all information regarding the field trip can be obtained through the office. All school rules and policies including the dress code are in effect during field trips unless an exception is made due to the nature of the trip.

Field trips are planned for educational purposes, not as an escape from school. The school bus may be used to transport students. Students must have a signed permission slip from their parents to participate in field trips. No student drivers are permitted. Siblings of students attending a class trip are NOT permitted on a trip without teacher and administrator approval. The teacher is in charge of the field trip and decides who the chaperones will be and how many chaperones are needed. Chaperone to student ratios will be set by the teacher depending on the activity, age and maturity level of the students.

## VOLUNTEER TRIP CHAPERONES

All field trip volunteers who work with children are required to abide by all Board policies and guidelines while on duty as a volunteer. Volunteers may be subject to a criminal record check at the volunteer's expense, and must be in agreement with Kingsway's Statement of Faith.

If a criminal records check indicates that a volunteer has been convicted of or pleaded guilty to any offense the Board may need to evaluate the offense before they are approved for volunteer service. Individuals may appeal this decision to the Board based on the nature of the event and the time that has elapsed since its occurrence.

## TRANSPORTATION FOR FIELD TRIPS AND OTHER SCHOOL SPONSORED TRIPS

The transportation for all trips is to be by vehicles owned by the school and driven by approved drivers. For trips of small groups of students, exceptions can be made for pre-approved parent drivers and with the approval of the administration, but under no circumstances may students transport other students to school sponsored events. Any other exception must be approved by the administration.

Transportation may be limited by the availability of vehicles, drivers, and scheduling. Members of the staff or of the sponsoring organization shall be responsible for providing supervision on all trips. At least one (1) coach, board approved volunteer, or staff member is expected to ride to and from the event in each vehicle whenever students ride as well as to supervise all students on board even when there is more than one class, team or group. The coach, board approved volunteer, or staff member who rides the bus is also required upon return to school to supervise all students while waiting for rides home until all students have gone home.

All students are expected to ride the school vehicle to and from each activity. A special request must be made to the staff member or trip sponsor by the parent in writing or in person to allow an exception. No student is allowed to drive on any trip. An exception may be made by the Administration on an individual basis provided the student has parental permission in writing and does not transport any other student.

When a school sponsors an extracurricular activity such as a recreational event, transportation will be provided. Kingsway will only assume responsibility for those students using the provided transportation. Students not participating in the activity and non-Kingsway students are not permitted to ride a school bus to an activity unless they have completed the required guest permission slip. Transportation is limited to coaches, board approved volunteers, or staff members supervising the students and any others that have individual permission from the administration.

## BIBLICAL LIFESTYLE

Kingsway Christian School's role is to work in conjunction with the home to mold students to be Christ-like. As stewards of both our staff, students, and the contents of our building, it is critical to fulfilling our mission that our students live a biblical lifestyle. The school's policies regarding sexual morality, care of property, complaint and problem procedures, as well as harassment, intimidation, and bullying policies are all contained in APPENDIX I. Furthermore, Kingsway best fulfills its mission when a biblical lifestyle is modeled, coached, and expected within the home.

## ACCEPTABLE USE POLICIES FOR PERSONAL ELECTRONIC DEVICES, KINGSWAY'S ELECTRONIC DEVICES, AND NETWORK

Kingsway has been greatly blessed with technology resources which continue to make electronic devices (ie. tablets, Chromebooks, laptops, etc.) and internet access available for use by our students. These technology resources are intended to be used solely at the discretion and direction of the school's faculty, staff and administration for academic purposes in line with our mission. Access to these resources is to be considered an important privilege, not a right, for every student. In order for Kingsway to be able to continue making its electronic devices, network and internet access available in an effective and efficient manner, all students must take responsibility for appropriate and lawful use of these resources. Students must understand that misuse of these resources will negatively impact other faculty and students and jeopardize their privilege to enjoy such access.

Students are expected to honor Christ in all their behavior and activities including in their use of cell phones, Kingsway's electronic devices and all internet websites, blogs, emails, and social media sites 24 hours a day, seven days a week, and 365 days a year. Kingsway's current expectations in each of these areas are covered in three main policies, which can be found in APPENDIX J of this manual. In light of the ever-changing technology landscape, these policies will continue to be reviewed and revised as needed to stay aligned with our mission:

- Kingsway's Personal Electronic Device Use Policy – electronic devices students bring to school
- Kingsway's Electronic Device Acceptable Use Policy – electronic devices Kingsway provides, owns and manages
- Kingsway's Network Privacy and Acceptable Use Policy – any access to the Kingsway network or internet

Failure to use personal electronic devices, Kingsway electronic devices, the network and/or access to the internet in the manner described in these policies will result in disciplinary action which may include the termination of the student's account and technology privileges, possible suspension or expulsion, and/or financial sanctions to compensate Kingsway for any damage caused by the student's misuse of these resources. Kingsway Administration will discern the severity of any offense and decide on the proper discipline and consequences based on these policies.

In order for a student to be granted access to a Kingsway electronic device and to use Kingsway's access to the internet, they must first turn in to the front office the Technology Use Agreement, duly signed, along with their annual \$50 usage fee.

**NOTE:** These policies will need to be reviewed and the agreement signed each year the student is enrolled. Access to the device will be removed on the last day of the school year covered by the signed agreement.

## MEDICAL POLICIES

The Kingsway Christian School Medical Policies are intended to provide direction, guidance, and a framework for receiving and using student medical information, and for providing basic medical services for students who may need it. The entire medical policies are located in APPENDIX K, and include:

- First aid provisions;

- Immunization guidance;
- Medication policies; and
- Information regarding vision and hearing screening.

## SUICIDE CRISIS RESPONSE POLICY

All staff members have the responsibility to help keep students safe and to intervene when students exhibit any warning signs of suicide.

### **Identification of a Risk of Suicide**

The following signs may indicate that a student intends to commit suicide. A student exhibiting many of these signs may be suicidal.

- Affective signs: Frequent crying or sadness, depression, hopelessness, moodiness, extreme irritability or agitation, and severe mood swings.
- Behavioral signs: Sudden behavioral changes, recklessness, impulsiveness, withdrawal from friends, giving away of possessions, threats to hurt oneself, neglect of appearance, increased use of alcohol and drugs, impaired school performance, and frequent tardiness/absences.
- Cognitive signs: Preoccupation with death, writings or artwork about death or suicide, and impaired concentration.

### **Notification, Referral, and Intervention**

If any staff member observes any of the above signs in a student or hears about a student's suicidal behavior, that staff member shall immediately notify the school administration of the potential risk for a student suicide. The administration shall then decide whether to notify the student's parents or legal guardians and the school counselor. If deemed necessary, the student may be required to stay with the administrator or school counselor until the parents or guardians arrive. The administration and/or school counselor shall have a conference with the parents to discuss whether the student should be taken home or to treatment. The administration and/or school counselor shall supply the parents with a list of possible outside referral sources and assist the parents in obtaining immediate intervention. The parents will be encouraged to make sure any weapons and prescription drugs are in safe locations within their home.

### **High-Risk Situations**

When there is reason to believe that a student is in immediate danger, the administration shall notify the police so that the student can receive appropriate outside assessment and treatment. If the student's parents or legal guardians cannot be reached, this step can be taken without their permission. The administration may disclose personally identifiable information from the student's educational records to an appropriate party in such an emergency if the information is necessary to protect the student.

## DRIVERS

Students who drive to school are to observe safe driving practices. A speed limit of 5 miles per hour is to be observed on the property. Student parking is limited to the back row in the front parking lot. Vehicles are limited to one parking space.

Permission from the school office must be obtained for students to be in the parking lot during the school day.

## TELEPHONE

Office telephones will be available to be used by students in an emergency situation. Telephone calls for forgotten materials, including lunch, supplies, or assignments will be allowed at the discretion of the office staff and be based on

the severity of need and reoccurrence of request. Calls and texts from a student's personal cell phone to parents that occur during school hours are not permitted under any circumstances. Additionally, we encourage parents to not initiate text conversations or respond to text from their student while their student is at school.

## WEIGHT ROOM USE

The Kingsway weightroom may only be used with the supervision of a Kingsway coach or other approved supervisor. Anyone wishing to supervise lifting must be at least 18 years old, be responsible, and be approved by the Athletic Director and Administrator.

## FACEBOOK PARENT PAGE

Kingsway manages a Facebook page for current parents and staff. A parent or staff member must be first approved in order to have access to view or post on the parent page. In order to obtain access, search "Kingsway Parent Group" once logged in to your Facebook account and ask to join. Kingsway checks to make sure that all those requesting to join are actually a parent or staff member. Once approved, a notification will be sent to the Facebook account that requested to join.

The purpose of the Kingsway Parent Group on Facebook is primarily to share God-honoring information and pictures. Some ways the page can be used are:

- For staff to post pictures (of those kids approved) of the happenings in class and around the building.
- For information about upcoming events and recap of events will be posted.
- For praises from both staff and parents of how God has been working in their kids' lives at Kingsway.
- To encourage the staff.

Some ways in which the page should not be used are:

- To voice concerns about classroom instruction/management.
- To voice concerns about an event or operation of the school.
- To copy and post items from the parent page to a personal page or elsewhere.

For voicing concerns, see the "Grievance/Conflict Resolution" section of APPENDIX I in this manual.



# KINGSWAY FAMILY MANUAL AGREEMENT FORM

\*Please e-sign this agreement [here](#), or print, sign, and submit this form to the office.

Our family has read the Kingsway Christian School Family Manual including all appendices and agrees to uphold the policies in the Manual. We also will support any policies the Board may approve throughout the year.

If our child(ren) becomes involved in any trouble at Kingsway Christian School, or we disagree with any policy set by the school, we in no case will complain to any parent; but in the love of Christ and with prayer, we will register only necessary complaints with the teacher or Administrator.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

I, a student at Kingsway Christian School, understand that I will be held accountable for my actions. I am responsible for all class assignments and will conduct myself in a way pleasing to God at all times. I have read the Kingsway Family Manual and understand what will be expected of me during the school year.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

# APPENDIX A: FAMILY AGREEMENT AND CODE OF CONDUCT

Kingsway Christian school is thankful for the supportive families that make up our Kingsway Family. Our parents recognize that educating children is a process that involves a partnership between parents, the school community, and a local church. The purpose of this agreement is to provide a reminder to all families about the expected conduct in association with Kingsway Christian School. Our goal is to continue to equip our students with the necessary skills needed for adulthood, and we believe that creating an atmosphere of mutual understanding between the school and our families is necessary for the success of our students. With this in mind, we expect our families to read, understand and sign the Kingsway Family Agreement below.

We expect students, parents, guardians, caregivers, and visitors to:

- Respect Kingsway Christian School.
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behavior.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct your own child's behavior especially when it could otherwise lead to conflict, aggressive behavior or unsafe behavior.
- Approach the school with any issues of concern.
- Support your 7-12 grade student in attending Kingsway mission trips at their appropriate grade level.

In order to support a peaceful and safe school environment Kingsway Christian School cannot tolerate students, parents, guardians, caregivers, visitors, or students exhibiting the following:

- Disruptive behavior which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper outside of Christian character.
- Threatening to do harm to a member of school staff, visitor, fellow parent, or student.
- Intentionally damaging or destroying school property.
- Abusive or threatening comments sent via email, text, voicemail, phone messages, or other written communication to Kingsway Christian School or its employees.
- Gossiping with other parents, teachers, staff or guests regarding the school, teachers, processes, policies or otherwise.
- Defamatory, offensive or derogatory comments regarding the school or any of its students, parent or staff members, both in person or on social media. Any concerns should be made through the appropriate channels by speaking to a staff member or the Principal/Administrator, so the matter can be dealt with fairly, appropriately and effectively.
- Create a website, web page, or social media profile that in any way appears to be endorsed by Kingsway Christian School. No one other than the Principal/Administrator, or their designee, may authorize the creation of a website, web page, or social media account that in any way appears to be endorsed by Kingsway Christian School. This includes but is not limited to Athletics, Clubs, Student Organizations, Parent Organizations, Mission Trips, and Alumni.
- Post photos of a classroom, athletic event, or school event to one's personal social media. Many families have privacy concerns, legal reasons, and/or personal reasons why their student's picture cannot be published on the internet. Do not publish student photos without prior parental permission. Parents may make posts to the "Kingsway Parents' Page," but be advised that Kingsway Christian School has the right to remove any posts.

- Approaching someone else’s child in order to discuss or chastise them is strictly prohibited. (Such an approach to a child may be viewed as an assault on that child and may have legal consequences).
- Smoking (cigarettes or vapors) and consumption of alcohol or other drugs while on school property.
- Students must refrain from all public displays of affection while on campus or while attending and/or participating in school related activities. Some specific public displays of affection may include, extended hugging, kissing, hand holding, and sitting on laps.

**Family Agreement and Code of Conduct Form**

Our family has read the Kingsway Christian School Family Agreement and Code of Conduct and agrees to strive to meet the outlined expectations.

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_

I, a student at Kingsway Christian School, understand that I will be held accountable for my actions. I am responsible for my behavior and will conduct myself in a way pleasing to God at all times. I have read the Kingsway Family Agreement and Code of Conduct and understand what will be expected of me during the school year.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

# APPENDIX B: ADMISSIONS

Admittance to Kingsway Christian School requires agreement on the part of the student and their parent(s) to uphold the policies of Kingsway and the biblical principles upon which the school has been founded, and to fully support the school and staff in the implementation of such.

Prospective Kindergarten students must be five years old on or before September 30<sup>th</sup> of the school year in which they wish to enroll.

Families will be considered in the order of date of receipt of a completed and submitted online application and registration fee, with present students in good standing given preference over new students through April 30<sup>th</sup>.

## **Admittance of New Students**

The admissions process at Kingsway Christian School includes the following:

1. An Educational Success Conversation with the Admissions Director to provide information about your student(s).
2. Submit an online application packet with appropriate application fee for approval.
3. Schedule math and reading assessment (if applicable).
4. Provide any current student records and provide authorization to request school records from previous schools attended.
5. Once all assessments and school records are received, this information along with the application, will be reviewed by Kingsway's Administrator for approval.
6. Upon approval of the application, an email with instructions will be sent to complete the online enrollment packet information which completes the online admissions steps.
7. Financial arrangements for payment of tuition will be selected from multiple options including state scholarships based on the most appropriate option. All forms for EdChoice or Jon Peterson will need to be submitted for processing. If filing for financial aid, please do so at the time of enrollment.

## **Re-enrollment of Students**

The admissions process for re-enrollment for the following school year includes:

1. Submit an online re-enrollment packet with appropriate re-enrollment fee.
2. Financial arrangements for payment of tuition will be selected from multiple options including state scholarships based on the most appropriate option. All forms for EdChoice or Jon Peterson will need to be submitted for processing. If filing for financial aid, please do so at the time of enrollment.
3. Preference for enrollment is given to present students in good standing through April 30<sup>th</sup>, after which enrollment is opened to new students.

## **Previously Withdrawn or Dismissed Students**

All previously withdrawn or dismissed students will need to apply and will be processed through the "Admittance of New Students" process described above.

## **Individual Education Plan (IEP) Policy**

Kingsway's desire is to value and educate every student. Students with Individual Education Plans who are accepted to Kingsway will be serviced to the fullest extent that their IEP requires. In instances in which Kingsway cannot service a student's IEP, or portion thereof, the school will communicate with the parents of the student. Parents of students whose specific physical, emotional, and/or academic needs cannot be met by Kingsway Christian School will be given suggestions regarding appropriate placement into other educational programs.

Kingsway's desire is to assist parents in fully equipping their children for all aspects of their life. We provide special services to students, but with the understanding that we cannot provide unlimited services to students. We simply do not have unlimited resources (ie. personnel, finances, building space, equipment, etc.) to offer unlimited services.

## **Pupil Placement**

Grade placement shall be accepted for pupils transferring from any school in the State of Ohio which is in compliance with Chapter 33011-35 of the Administrative Code of the Ohio Department of Education and from any out-of-state school approved by a State Department of Education or the equivalent for schools attended in a foreign country.

Incoming students in grades K-12 may be given an assessment leveled to their most recently completed grade in Math, Reading and Language. In addition, the student may be given an oral reading screening. If the student does not satisfactorily meet the standards set forth above, Kingsway reserves the right to place the student with the class that represents the student's academic development but not necessarily their chronological age group. The student may also be assigned to participate in remedial activities.

Homeschool Students will be placed according to one of the following academic assessments: (Ohio State Board of Trustees, Chapter 3301-34).

- Results of a nationally normed, standardized achievement test, which meets the requirements set forth in Rule 3301-12-02 of the Administrative Code.
- A written narrative indicating that a portfolio of samples of the child's work has been reviewed and that the child's progress for the year is in accordance with the child's abilities. The written narrative shall be prepared by a certified teacher, or the person mutually agreed upon by the parents and the administrator.

## **Homeschool Students**

Kingsway Christian School is open to homeschool students. Homeschool students must go through the application process and be accepted. The application process includes a \$150-350 non-refundable registration fee for all Kingsway students. Homeschool students must be willing to sign and abide by the KCS Family Agreement and Code of Conduct (APPENDIX A). Homeschool students may then enroll for any number of on-campus or online classes. To participate in choir, band, or ACSI music competitions, homeschool students must be enrolled in the corresponding class. To participate in athletic teams, drama productions, clubs, or chapel services students must have an accepted application, but do not need to be enrolled in classes.

Homeschool students may access academic testing services (SAT, ACT, PSAT, Differential Aptitude tests, Career Interest Inventories, etc.) through the Kingsway Christian School counselor's office and are responsible for any and all fees associated with the services.

Homeschool students are responsible for any and all fees associated with the classes, athletic teams or extracurricular activities in which they participate. In addition, homeschool students must meet the guidelines of a minimum 2.0 GPA to participate in extracurricular activities.

Price per class is determined year by year.

Rates for homeschool classes will be:

- \$150 - 350 application/registration fee (depending on application date)
- \$708 per semester class for High School courses
- \$1266 per class for Middle School for full year course (1/6<sup>th</sup> Middle School tuition)
- \$1125 per class for Elementary students taking one class for the year
- Academic Testing Services as per current rates

## **Transfer Students**

Students transferring into Kingsway as full time students:

- If transcripts provided are from an accredited school and have verifiable and reliable merit, as determined by the school administrator and school counselor, transfer grades will be included into the student's GPA calculation.
- Non-accredited school and homeschool grades will be entered into transcripts as Pass/Fail and will not be calculated into a student's GPA.

## **Withdrawal**

A "Withdrawal Form" must be signed by a parent or guardian and submitted to the school office before a student can be withdrawn. This form is found in the school office.

The student must undergo a "check-out" procedure in which all books and any other school property are returned to the school.

All financial obligations must be paid in full, including tuition for the last month and any additional days attended. Parents who have prepaid tuition will be reimbursed for the months not attended, after completion of the withdrawal procedure.

Upon receipt of the parental permission for release of school records, transfer of records may be made. Records will not be mailed until all financial obligations are met.

## APPENDIX C: STUDENT RECORDS

In order to provide appropriate educational services and programming, the school must collect, retain, and use information about individual students. The school recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information. In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator. Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of eligible students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code.

A school official is a person employed by the school (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of Kingsway" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. Forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this Kingsway is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that a reasonable attempt is made to notify the student's parents of the transfer, of their right to receive a copy of the record if desired, and of their right to have a hearing to challenge the content of the record.
- B. Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals.
- C. Report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration.
- D. Request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information. Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or honor rolls; and/or scholarships. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the school office within thirty (30) calendar days of the annual public notice.

Whenever the parent(s)/eligible student consent is required for the inspection and/or release of a student's health or educational records or for the release of "directory information", either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order.

The Board may disclose "directory information" on former students without student or parental consent.



## APPENDIX D: ATTENDANCE POLICY

Regular attendance of all enrolled students is required by law during the days and hours that Kingsway is in session for the student's grade level and is essential to successful school work. All partial days, activity days and Mission Trip days are considered compulsory attendance days. Attendance is also recorded as a part of the student's school record.

The State of Ohio requires schools to address by policy, two areas of attendance; absenteeism and truancy. Kingsway's attendance policies and procedures are therefore aligned with the Ohio Revised Code 3321.19 and Ohio House Bills 410 and 166 (HB410 & HB166). Kingsway tracks student attendance by the minute and hour to ensure we are following the applicable laws. All time away from the normal school day schedule is tracked and counted toward what is allowable.

### **Truancy / Excessive Absences (Ohio State Law HB 410 and HB 166)**

A student is considered by Ohio law to have **excessive absences** when the student is:

1. Absent 38 or more hours (5.8 days) in one school month with **a nonmedical excuse** or without a legitimate excuse;
2. Absent 65 or more hours (10 days) in one school year with **a nonmedical excuse** or without a legitimate excuse.

In accordance with the law, when a student incurs **excessive absences**, the following will occur:

1. The Principal (or designee) will notify the student's parents in writing within seven (7) days of the triggering absence;
2. The student will follow the Kingsway policy for addressing excessive absences.

A student is considered by Ohio law to be **habitually truant** if the student is:

1. Absent 30 or more consecutive hours (4.6 days) without a legitimate excuse;
2. Absent 42 or more hours in one school month (6.5 days) without a legitimate excuse; or
3. Absent 72 or more hours in one school year (11 days) without a legitimate excuse.

In accordance with the law, when a student is **habitually truant**, the following will occur:

1. Within 7 school days of the triggering absence, the Principal (or designee) will do the following:
  - a. Select members of the absence intervention team (see below).
  - b. Make 3 meaningful attempts to secure the participation of the student's parent or guardian on the absence intervention team.
2. Within 10 days of the triggering absence, the student will be assigned to the selected absence intervention team;
3. Within 14 school days after the assignment of the team, the Principal (or designee) will develop the student's absence intervention plan; and
4. If the student does not make progress on the plan within 61 days or continues to be excessively absent, the Principal (or designee) will file a complaint in the juvenile court.

A student is considered by law to be **Chronically Absent** if the student is absent with or without a legitimate excuse 10% of the time the school has been in session up to that point in the year. Kingsway should provide supports to the student and his or her family before the student has missed 10 percent of the school year.

**NOTE:** To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient student may not have more than twenty (20) unexcused absences during a single school year.

### **Absence Intervention Team**

Kingsway will establish an absence intervention team to be deployed when a student is deemed to be **habitually truant**. Intervention teams for students with **excessive absences** are at the discretion of Kingsway Christian School. The purpose of the absence intervention team is to establish a student-centered absence intervention plan for every child who is habitually truant by identifying specific barriers and solutions to attendance. The team is cross-sector and ideally includes the participation of the student and the parent. This requirement is new and

aimed at breaking down barriers to attendance without filing criminal complaints against the student in juvenile court as previously required by law.

## **Reporting Absences**

When a student does not attend school, it is considered an absence. Each absence will be recorded by Kingsway as excused or unexcused. When a student will be absent, the parent or guardian is to call the school office **(330-683-0012)** no later than 8:30a.m. to report the absence (including the reason for the absence) and to make arrangements for missed schoolwork.

**NOTE 1:** It is necessary to call and report on **each day** of absence. If no telephone call is received by 8:30a.m., the school office will attempt to contact the parent or guardian on record. If no telephone call or note of explanation concerning the absence is received within two days of the start of absence, the absence will be considered unexcused.

**NOTE 2:** If your child becomes sick during the school day and is sent home, the hours missed are considered to excused but only for that day. It is necessary to call and report on **each subsequent day** of absence.

## **Definition of Excused / Unexcused Absence**

The table below summarizes absences which are considered legitimate, excused absences when accompanied by the notes/forms indicated. Further excused absence details are located after the table. All other absences will be recorded as unexcused. The following list includes a few examples of unexcused absences, but is not exhaustive:

- Oversleeping
- Hair appointments
- Working away from school without prior approval from the administrator
- Vacations not pre-approved by the administration

**NOTE 1: Parent and/or doctor notes** should either be hand written or submitted by email and turned in to the office on the first day back to school but no later than three school days upon student's return.

**NOTE 2:** After 19.5 consecutive hours (three consecutive days) of absence or 45.5 hours (seven days) in a year, all further absences must be accompanied by a doctor's note to be considered excused.

**NOTE 3:** The National Honor Society policy takes into consideration the student's Attendance and Tardy records for both applying and staying in good membership standing.

### **Excused Absences - Summary of Required Documentation**

<b>Reason for Absence</b>	<b>Parent Note</b>	<b>Doctor Note</b>	<b>Pre-approved Absence Form</b>
<sup>1</sup> Long-term medical - more than 3 consecutive days		X	
<sup>1</sup> Short-term medical - Up to 3 consecutive days	X	<b>OR</b> X	
Doctor's appointment (medical, dental)		X	
Quarantine due to awaiting COVID test results	X		
Quarantine of the home for positive COVID test results		X	
Other quarantine at home (ie. measles, mumps, etc.)		X	
Illness in the family necessitating the presence of the child	X		
Death of an immediate family member	X		

College Visit (Juniors and Seniors may be granted two college visit days per year)			X
Observance of bona-fide religious holidays			X
Court appearances	X		
Absences due to providential hindrances	X		
<b>Absences excused by the Principal</b>			
All personal trips, personal service ministry trips or family vacations must be pre-approved by the administration two weeks prior to the planned trip.			X
Emergencies which in the judgment of the Principal, constitute a good and sufficient cause for absence from school.	X		
Other sets of circumstances which, in the judgment of the Principal, constitute a good and sufficient cause for absence from school.			X

## **Student Illness**

Students must miss school for the number of days indicated if they have:

- COVID-19 – Ten to 14 days from a positive test result or the onset of symptoms after contact with someone who tested positive
- Measles - four days from onset of rash
- Chicken Pox - six days from the last eruption of new vesicles
- Mumps - nine days from onset or until subsidence of swelling
- German Measles (Rubella) - four days from onset of rash
- Respiratory Streptococcal Infections, including Scarlet Fever - not less than seven days from onset if no physician in attendance or 24 hours from start of medication

## **What to do if your child is not feeling well**

Parents should not send their child to school if they are experiencing any of the following symptoms until they are **symptom free for 24 hours**, without the help of symptom-reducing medication.

1. temperature of 100.4 or higher
2. sore throat
3. vomiting
4. diarrhea
5. other symptoms of a contagious nature

If your child is being treated with antibiotics, they may return to school 24 hours after the medication has been taken.

**NOTE:** If during the school day, a student becomes too ill to remain in class, or exhibits any of the above symptoms, he/she must report to the school office. School personnel will assess the student to determine if the parents/guardians should be contacted. Parents are expected to pick up the student from the office within 20-30 minutes of this call (unless notified otherwise).

## **Pre-Arranged Absences**

Kingsway discourages extended absences from the classroom. Consistent attendance is highly correlated with academic success. Therefore, every effort should be made to plan activities at a time that will not require a student to miss school. In the event that this is unavoidable, the student is required to complete the “Pre-Arranged Absence” form and turn it into the Principal at least two weeks prior to the absence. This form may be obtained from the school office. Absences in this category include, but are not limited to: family vacations, 4-H events, non-school affiliated activities, events, hobbies, and hunting trips.

Teachers are not responsible to reteach the material missed during a pre-arranged absence. Most of what we do in school is not able to be substituted with a worksheet. It is impossible to regain all information and experience missed during instructional time. In order to receive credit for all assignments, the student must turn in assignments on the day he/she returns to school. Any tests given during this period will be administered to the student upon his/her return. Hunting trips fall under the same classification as family vacations. To be excused, the trip must be considered a family vacation.

## **Making-up Missed Classwork / Homework**

It is the student’s responsibility to request any assignments missed while they are absent. Assignments will be marked as missing and receive a zero until the work has been completed. As a general rule, students have as many days as were missed to make up the assignments and receive full credit for their work. In most cases, no credit will be given for work turned in after the equivalent number of days has passed. (Two days of absence allows two days to make up work.)

- The student, not the teacher, is responsible for any and all work missed.
- When a student is absent, parents should contact the school office no later than 8:30 a.m. for make-up work.
- Each day’s assignments should be picked up at the end of the same school day.
- Parents are asked to help facilitate the completion of make-up work.
- When a “pre-approved absence” occurs, a student should obtain assignments beforehand. However, the homework may not be available until the day before the student’s absence. In most cases, homework will be given for a maximum of up to one week of school work. **NOTE:** No homework will be given for a trip which has not been pre-approved.

## **Excused Absence Homework**

Upon request of each teacher, teachers will assist students in making up work by informing them of missing work and/or giving the students the necessary pages to cover.

- Upon return to school, a student should meet with teachers to confirm assignment due dates and make-up tests.
- Extra help will be given to a student who asks for it and has conscientiously accepted his/her responsibilities.

## **Unexcused Absence Homework**

The teacher may choose, at their discretion, to give a maximum grade of 60% for the assignment regardless of when the assignment is turned in.

## **Mission Trips**

Mission trips are not optional. As part of Kingsway’s curriculum, they are included in the hours needed for educational time each school year. Upon prior Principal approval, if a student does not participate in a mission trip, they are required to be at school and will be provided with school work to make up their seat time for every class that they are regularly scheduled to attend.

## **Extracurricular Activities**

A student must be in attendance at least 3 ½ hours of the school day in order to practice or participate in extracurricular activities unless specific circumstances are pre-approved.

## **Absence - Additional Details**

Any absence from school is unexcused unless it is for one of the following approved reasons. All excused absences must be documented as stipulated below and the documentation kept in the school's student file.

**NOTE:** To maintain EdChoice Scholarship eligibility for future school years, a scholarship recipient student may not have more than twenty (20) unexcused absences during a single school year.

As adopted by the State Board of Trustees from Rule 3301-69-02(B)(2) of the Administrative Code, an excused absence from school may be approved on the basis of one or more of the following conditions:

- **Illness or injury of the child.** The parent/guardian must provide documentation to the school office. Any absence for illness or injury of the child which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional. This parent/guardian verification is due upon return to school but must be received by the school no later than three (3) school days upon student's return or the absence will be considered unexcused. If a doctor note is available please send that in place of the parent note.
- **Illness in the family necessitating the presence of the child.** The parent/guardian must provide documentation to the school office stating the nature of the illness and the circumstances which require the presence of the child. Any such absence which exceeds three days absent from school must be certified in writing by a physician or appropriate health professional.
- **Quarantine of the home.** The absence of a child from school under this condition is limited to the length of quarantine as determined and certified in writing by the proper health professionals.
- **Death of a relative.** The absence arising from the death of a relative is limited to a period of three days and must be documented in writing by the parent/guardian of the student. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.
- **Medical or dental appointment.** The parent/guardian must provide documentation to the school office. Kingsway may require a written statement from the physician or dentist upon request.
- **Observance of religious holidays.** A child shall be excused for absences for the purpose of observing a religious holiday consistent with his/her truly held religious beliefs. The parent/guardian must provide documentation to the school office detailing dates of all absences for religious holidays.
- **College visitation.** Students missing school for one of their two college visitation days must submit a "Pre-Arranged Absence" form to the principal two weeks prior to the absence. In addition, the parent/guardian must provide documentation to the school office from the college, university, or technical college verifying the date and time of the visitation no later than the day they return to Kingsway.
- **Emergency or other set of circumstances.** The parent or guardian must provide documentation to the school office detailing the emergency circumstances. Any absence for this reason in excess of three days must be approved by the Chief Program Officer of the Ohio Educational Choice Scholarship Program.

# APPENDIX E: DRESS CODE

## **Introduction**

Kingsway Christian School's dress code is an important tool in fulfilling and communicating its vision and purpose. A dress code provides opportunity to teach principles of Godly living, and to build character in students. It helps create a sense of school identity and community, and encourages academic excellence.

This school board approved dress code addresses clothing, hairstyles and other areas of personal appearance that affect school life and the personal and academic growth of its students. The board supports the administration and staff in the interpretation and enforcement of this code.

Christian parents are responsible for teaching biblical principles of how dress and personal appearance express our heart and affect our community. It is understood that there is no one dress code that will please all parents; however, by enrolling one's child(ren) at Kingsway the parent is obligating themselves to support the dress code that the school has adopted. Furthermore, we believe that this dress code will be successful if parents support the spirit of what it is intended to achieve.

## **Principles for Dress and Appearance**

The principles behind our dress code include:

1. Our dress should help develop our Christian character and reflect our separation from the world. (II Cor. 6:14 - 7:1, I Tim. 2:9,10, I Peter 3:3,4)
  - a. Is it modest, promoting moral purity?
  - b. Does it overemphasize the "outer person" versus the "inner person"?
  - c. A dress code can help parents teach a child to exercise the self-restraint that is needed in order to accept standards that are adopted for the welfare of the school community.
2. Our dress should support our witness to the world. We are ambassadors of Christ. (II Cor. 5:14-20, I Peter 2:12)
  - a. Does it support our Christian testimony of a changed, God-focused heart, and could it encourage others toward Him?
  - b. Is it attractive, appropriate and neat?
3. Our dress should maintain the distinction between the sexes, recognizing that masculinity and femininity are beautiful, God-given gifts. Dress is a tool in helping our students develop a healthy sexual identity. (Gen. 1 :27, I Cor. 6:9,10)
4. Our dress should strengthen the sense of community among us. (I Cor. 8:9, Philip. 2:1-4) These questions might be asked as parents consider clothing for their children:
  - a. Does it strengthen or weaken our sense of distinctiveness as a Christian school?
  - b. Does it promote undue individualism, or does it help create a sense of community?
  - c. Does it unduly cause one to stand out from the rest?

## **Dress Code Violations**

Dress code checks will be done in homeroom. If a violation is found, the student will be asked to correct the problem. The student will not begin their academic day until the problem is corrected. Any missed class time while correcting a dress code violation will be unexcused. Failure to correct a dress code violation will result in an automatic detention. Students will have the opportunity to call home for a change of clothes if necessary.

## **General School Standards**

The following standards have been adopted by the Kingsway Board of Trustees.

Students attending Kingsway Christian School will respect, adhere to, and support the following attire guidelines.

Kingsway Christian School has created the following dress code in order to keep our students in clothing that is weather-appropriate, functional, attractive, modest, and neat. Our goal is to honor God in the way that we dress, and to teach our students how to make appropriate choices regarding their attire.

### **All Students:**

- Unnatural hair color is not permitted (purple, blue, pink, etc.).
- Decals or printing that makes reference to tobacco, drugs, alcohol, weapons or other negative and offensive wording and graphics are not permitted.
- Rips, tears, and holes are not permitted in any clothing.
- Form-fitting or transparent clothing is not permitted. Undergarments should never be visible.
- The following are not permitted at school or during any school-sponsored activity:
  - Visible tattoos
  - Military uniform type clothing
  - Chains (choker, wallet, dog chains, belt, etc.)
  - Sunglasses may not be worn indoors except if required for medical reasons.
- Hats are not permitted inside during school hours. Head coverings for an approved religious or ethnic reason are permitted. Headbands are not permitted on boys during school hours. Hoodies can be worn inside the school building, but the hood must remain down. Hoods can be permitted outside on the playground when it is cold.
- No costumes or parts of costumes.

### **Girls:**

- Midriffs and cleavage should never be shown.
- Earrings are acceptable, additional visible piercings are not permitted.

### **Boys:**

- Hair needs to be kept out of the eyes and must be neat and tidy in appearance.
- Earrings and other piercings are not permitted.

### **Elementary Students (PK—5<sup>th</sup> Grade):**

Students are to dress with modesty, good taste, and with a focus on comfort for a day at school.

- Shorts, skirts and dresses must be in good taste (mid-thigh or longer).
- Tank tops and spaghetti straps are not permitted.

### **Middle School and High School Students (6<sup>th</sup>-12<sup>th</sup> Grade):**

- Shorts, skirts, and dresses must be in good taste (no more than 2-inches above the knee).
- Sleeveless shirts, tank tops, and spaghetti straps are not permitted.
- Yoga/spandex leggings are permitted only if worn under a skirt or shirt that is mid-thigh length or longer.
- Athletic pants and shorts are acceptable. Pajama pants are not permitted.

### **School Sponsored Special Event Attire**

**Chapel Days** - Same dress guidelines as every other school day. Every day is a day to worship and honor God.

**Athletic and School Events** - Regular school attire is NOT required but students are expected to dress modestly and with good taste at all Kingsway events.

**Concerts, Ceremonies, Field Trips, and School Programs** - May require special dress. Please check with the faculty sponsor for appropriate dress for the event; if none are provided, dress according to regular dress guidelines. Failure to be in appropriate dress may exclude a student from participating in the event.

**Swim Wear** - On any occasion when activity calls for a swimsuit, only one piece, modestly designed swimsuits are permitted for girls. Boys swim trunks must be loose fitting. This includes PE swimming classes, band trips, mission trips, etc.

**Formal Events** - Junior/Senior Banquet, Homecoming, etc. Students and guests must dress for formal events according to the modesty standards of Kingsway Christian School. It is the Kingsway student's responsibility to ensure that his/her guest is aware of the dress code policies. Guidelines will be sent to parents in advance. Please use this opportunity to teach your child about modest dress and the importance of honoring God with his/her appearance.

The following characteristics meet the KCS Formal Event modesty requirements:

- NO dresses with a hemline or slit more than 2 inches above the top of the knee cap.
- NO inappropriately tight dresses.
- NO low-cut dresses, and NO dresses with any cleavage showing. This has been determined as anything that falls more than 3 ½ inches below the clavicle. Every woman is different, so check yourself using the smaller side of a 3x5 note card or the "bend over" test.
- NO midriffs showing.
- NO tight or clinging dresses.
- NO dresses made of slip-like material.
- Dresses that leave the back less than half covered require a wrap or shawl.
- If a dress is sleeveless or spaghetti strapped, wear a sweater, wrap, or shawl. The article must be attached, pinned, or situated so that it will stay in place all evening.
- PROM DRESSES ONLY - May be sleeveless, but must have at least one strap. No cleavage may be shown.

Administration reserves the right to adjust Dress Guidelines in keeping with the Dress Purpose and Principles.



## APPENDIX F: COLLEGE CREDIT PLUS (CCP)

Ohio's College Credit Plus can help you earn college and high school credits at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a wide variety of options to college-ready students. Taking a college course from a public college or university is free. That means no cost to the family of public and private school students for tuition, books or fees. If you choose to attend a private college or university, you may have limited costs.

### Policies

1. Kingsway must adhere to the State of Ohio CCP requirements for Non-Public Chartered schools once a student has chosen to participate in the CPP program.
  - a. Students who fail a CCP class will be responsible for payment of the course. Kingsway will withhold grades and credits received for all high school courses until payment for failed courses has been made. For further details, refer to <https://www.ohiohighered.org/sites/default/files/uploads/CCP/resources/Grades%20and%20tuition%20guidance%20FINAL%20October%202018-formatJuly19.pdf>
  - b. For details regarding dual credit, refer to the High School Graduation Requirements Crosswalk document to review what courses can serve as substitutions within a subject area: [https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/CCP/CCP\\_Course-Substitution-Crosswalk\\_May2017.pdf](https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/CCP/CCP_Course-Substitution-Crosswalk_May2017.pdf)
  - c. The Final Grade earned by the student in the CCP course is the grade that will be recorded on the college transcript and the high school transcript. The grade must be the same regardless of whether the college and the secondary school grading scales match. The college grade is the final grade. For students who do not pass a CCP course or withdraw from the course after the college's required date, the grade will appear on both the college and high school transcripts. The course grade of "F" will be computed into the high school and college grade point average. If a student is expelled from Kingsway Christian School, that student will be denied high school credit for the courses taken under the CCP program. (ORC 3365.032)
  - d. Any student who plays sports outside of Kingsway Christian School and falls under the OHSAA eligibility guidelines needs to follow the Athletic Eligibility rules for CCP participation. Guidelines can be found at <https://ohsaaweb.blob.core.windows.net/files/Eligibility/OtherEligibilityDocs/EligibilityGuidelinesGuidanceCounselors.pdf>
  - e. Students can earn up to 30 credits per year, which includes high school only credits also. A maximum of 120 credits can be earned throughout the program. The 30 credits include summer semester, which is considered the beginning of the academic year. (OAC 3333-1- 65.11)
  - f. Students must be eligible for the CCP program as outlined by the following: <https://www.ohiohighered.org/sites/default/files/uploads/CCP/resources/Student%20Eligibility%20Table%202019%20-%20updated%208%2026%202019.pdf>
  - g. In accordance with ORC 3365.03 and House Bill 49, any college or university that requires a student to take an assessment exam as part of the admission process, the college or university must pay for one assessment exam to determine the student's eligibility. Any additional assessments used to determine the student's eligibility are the financial responsibility of the student. Students who do not pass the eligibility requirements for CCP funding can still take College classes through a self-pay option.
2. All CCP courses taken will be included in the Kingsway transcript and factored into the student's GPA. Reference the following link for course substitutions: [https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/CCP/CCP\\_Course-Substitution-Crosswalk\\_May2017.pdf](https://www.ohiohighered.org/sites/ohiohighered.org/files/uploads/CCP/CCP_Course-Substitution-Crosswalk_May2017.pdf)
3. Students must first meet CCP eligibility requirements as outlined in the State of Ohio CCP policy as determined by the School Counselor.
4. Students must then apply to and be accepted by their CCP college(s) of choice.

5. Students must then submit their letter of intent to participate in CCP to Kingsway by March 1 to be considered for CCP participation in the following school year.
6. Students must then apply for CCP funding as outlined in the State of Ohio policies and procedures.
7. Kingsway will provide an annual information session for students, parents, and the community between Oct. 1 and Feb. 15. Attendance by students and parents is highly recommended so that accurate information about the program can be obtained, however, it is not mandatory for participation in the program.
8. A counseling session is required for each participant in the CCP program. More information regarding the counseling session can be found at <https://www.ohiohighered.org/sites/default/files/uploads/CCP/Counseling%20Session%20template%20October%202021%20Final.pdf>. Kingsway Christian School may offer the counseling session as part of the Information Session, making this session even more important for student and parent participation.
9. Textbooks are the responsibility of Kingsway Christian School. No student shall be charged for textbooks required for their CCP class. However, students will be responsible for the care and proper use of their textbooks. All textbooks are property of Kingsway Christian School and must be returned. A replacement fee may be charged to a student who damages or does not return their CCP textbook issued by Kingsway Christian School. Other classroom supplies or fees required by the syllabus for the CCP course are the responsibility of the college or university.
10. Students who wish to participate in the College Credit Plus program will be required to comply with all Kingsway Graduation Requirements in order to graduate with a Kingsway Christian School diploma. If participation in the CCP program prevents a student from taking classes that are required for a Kingsway diploma, that student is responsible for making up those classes on their own at their own expense.
11. If a student's involvement in the CCP program prevents them from being a full time Kingsway student, the student must leave every day at the same time (exceptions must be cleared by administration). Students will not be permitted to be on the school grounds while school is in session, and students will not be permitted to have more than two (2) full time study halls.
12. Students must participate in and be present every day in their courses to receive credit in any classes required by ODE for graduation. No classes required by the ODE will be waived due to involvement in the CCP program.
13. Students must participate in and be present every day in their courses to receive credit in any classes required by Kingsway for graduation. No classes required by Kingsway will be waived due to involvement in the CCP program unless the student has followed the Kingsway appeals process as described on the "Waiver of KCS Graduation Requirement" form after these policies.

## Weighting Grades

Kingsway Christian School will implement the following policy for awarding of grades and the calculation of class standing for courses. This policy will be equivalent to the school's policy for courses taken under the advanced standing programs of AP or IB or other honors courses as they become available within the school. CCP courses will be weighted at the highest weight offered for the advanced standing programs such as AP, IB or honors classes available in the same subject area as the CCP courses in accordance with ORC 3365.04. In anticipation of growth in an Honors, AP or IB program at Kingsway Christian School, the following weighted grades will be implemented as courses become available.

**NOTE:** CCP courses in a subject area not offered by Kingsway will be weighted according to the highest grading scale in use and be included as an elective course.

The following grading scale will be used for grades 7-12 as they apply to that Subject Area. Honors courses will receive an additional 0.5 points and AP/IB courses will receive an additional 1.0 point. College Credit Plus will receive the highest weighted grade available within the corresponding class in that Subject Area.

Grade	Percent	GPA	Honors	AP
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A	94-100	4.0	4.5	5.0
A-	91-93	3.7	4.2	4.7
B+	88-90	3.3	3.8	4.3
B	84-87	3.0	3.5	4.0
B-	81-83	2.7	3.2	3.7
C+	78-80	2.3	2.8	3.3
C	74-77	2.0	2.5	3.0
C-	71-73	1.7	2.2	2.7
D+	68-70	1.3	1.3	1.3
D	64-67	1.0	1.0	1.0
D-	61-63	0.7	0.7	0.7
F	60	0	0	0

### **Exceptions**

All matters within this policy are mandatory for all CCP usage unless an exception has been formally documented and then submitted to and approved by the Principal/Administrator of Kingsway Christian School.

**Kingsway Christian School**  
**Waiver for KCS Graduation Requirement**

Must be submitted to School Counselor prior to appealing to the School Board  
Must be submitted NO LATER than August 15 with Parental Signature

Student Name: \_\_\_\_\_ Date of Application Submission: \_\_\_\_\_

Received by: \_\_\_\_\_ Date of Student Conference: \_\_\_\_\_

Administrator/Counselor

Course being waived: \_\_\_\_\_

Reason for Waiving the Course:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ODE Graduation Requirements Satisfied: YES NO

*Comments/Concerns:*

Date of Administrator Review: \_\_\_\_\_

*Comments/Concerns:*

Date of Board Submission: \_\_\_\_\_  Approved  Denied

Reason(s) for Denial:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I acknowledge my child is requesting the above Kingsway graduation credit to be waived.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Signature of School Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Board President: \_\_\_\_\_ Date: \_\_\_\_\_

Copy to:  Counselor  Student Records  Parent/Student

# APPENDIX G: GRADUATION REQUIREMENTS

Applicable for grades 9 through 12

## **State of Ohio - Minimum Requirements**

English	4 units
Health	½ units
Math	4 units
PE	½ units
Science	3 units
Social Studies	3 units
Electives	<u>5 units</u>
Total:	20 units

**NOTE:** Students must also receive instruction in Economics and Financial Literacy and complete at least two semester units of Fine Arts.

Social Studies requirements include:

American Government	.5 units
American History	.5 units
World History	.5 units

Students must also meet testing requirements or graduate through an alternative pathway.

Permanent Graduation Requirements beginning with the Class of 2023:

1. Show competency on ELA 2 and Algebra 1 End of Course Exams (EOC)
  - Option 1: Career focused activity
  - Option 2: Enlist in Military
  - Option 3: CCP coursework
2. Earn a minimum of two seals (See the summary below for more information or meet with the school counselor for additional details)

## **Kingsway Requirements - Above Minimum**

English	4 units
Health	½ units
Math	4 units
PE	½ units
Science	3 units
Social Studies	4 units
Bible	4 units (One unit for every 9-12 grade year attending Kingsway)
Fine Arts	1 unit
Electives	<u>3 units</u>
Total:	24 units

**NOTE:** Students must also receive instruction in Economics and Financial Literacy and complete at least two semester units of Fine Arts.

## **State and Local Graduation Seal**

The Kingsway Christian School Board authorizes students to earn the following seals to fulfill State requirements to earn an Ohio High School Diploma.

Students will demonstrate readiness for their post high school paths by earning two diploma seals that allow them to demonstrate important foundational and well-rounded academic and technical knowledge, professional skills, social and emotional competencies, and leadership and reasoning skills. These important sets of knowledge, skills and dispositions are necessary for high school graduates to be successful in the workplace, college, the military or other self-sustaining professions. Students will demonstrate readiness by earning at least two diploma seals, one of which must be state defined. The second can be state defined or district defined. Students may earn as many seals as they want. All seals earned will be listed on student transcripts.

See the school counselor for a complete description of the State and Local Graduation Seals.

*The following State Defined Seals were adopted from Ohio's Graduation Requirements Long-term Requirements 2023 and Beyond. [http://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Ohio-s-Graduation-Requirements\\_Long-term-Requirements-2023-and-Beyond.pdf.aspx?lang=en-US](http://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Ohio-s-Graduation-Requirements_Long-term-Requirements-2023-and-Beyond.pdf.aspx?lang=en-US)*

State Defined Diploma Seals	Requirements								
Ohio Means Job Readiness Seal	Demonstrate proficiency in each of 15 identified professional skills. Use the provided forms to demonstrate each professional skill. Work with a mentor to validate each skill across a minimum of two of the three environments (school, work or community).								
State Seal of Biliteracy	Demonstrate eligibility for a high school diploma; Demonstrate English language arts proficiency by scoring a proficient level or higher on any of Ohio's required state test and demonstrate world language proficiency by obtaining a 4 or higher on an AP or IB exam in a foreign language.								
Industry-Recognized Credential Seal	Earn an approved 12-point industry-recognized credential that is aligned to a job considered in demand in this state and its regions.								
College-Ready Seal	Earn remediation-free scores on the ACT or SAT. Remediation Free Scores are: <table data-bbox="727 1199 1154 1339"> <tr> <td>ACT</td> <td>SAT</td> </tr> <tr> <td>English: 18</td> <td>Writing: 430</td> </tr> <tr> <td>Reading: 22</td> <td>Reading: 450</td> </tr> <tr> <td>Math: 22</td> <td>Math: 520</td> </tr> </table>	ACT	SAT	English: 18	Writing: 430	Reading: 22	Reading: 450	Math: 22	Math: 520
ACT	SAT								
English: 18	Writing: 430								
Reading: 22	Reading: 450								
Math: 22	Math: 520								
Military Enlistment Seal	Provide evidence that a student has enlisted in a branch of the U.S. Armed Forces. Must provide a DD Form 4 as proof. Or participate in two years of a JROTC program.								
Citizenship Seal	Choose 1 or more of the following: 1. Earn a score of proficient (700+) or higher on both the American History and American Government End of Course Exam 2. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement 3. Earn a final course grade that is equivalent to a "B" or higher in appropriate classes taken through the College Credit Plus program								
Science Seal	Choose 1 or more of the following: 1. Earn a score of proficient (700+) or higher on the Biology End of Course Exam								

	<p>2. Earn a score that is at least equivalent to proficient on appropriate Advanced Placement Exam</p> <p>3. Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program</p>
Honors Diploma Seal	<p>Earn one of the five below:</p> <ol style="list-style-type: none"> <li>1. Academic Honor Diploma</li> <li>2. Career-Tech Honors Diploma</li> <li>3. STEM honors Diploma</li> <li>4. Arts honors Diploma</li> <li>5. Social Science and Civic Engagement Honors Diploma</li> </ol>
Technology Seal	<p>Choose 1 or more of the following:</p> <ol style="list-style-type: none"> <li>1. Earn a score that is at least equivalent to proficient on an appropriate Advanced Placement Exam in Computer Science, Computer Science Principles, Design Technology or Information Technology</li> <li>2. Earn a final course grade that is equivalent to a “B” or higher in an appropriate class taken through the College Credit Plus program</li> <li>3. Complete a course offered through the district or school that meets guidelines developed by the Department</li> </ol>
<b>Local Defined Diploma Seals</b>	<b>Requirements</b>
Community Service Seal	<p>Complete 120 hours of community service at an approved organization during the high school career. Hours should be accumulated by grade according to the following:</p> <ul style="list-style-type: none"> <li>● Freshman no less than 25 hours</li> <li>● Sophomore 60 hours</li> <li>● Junior 90 hours</li> <li>● Senior 120 hours by the completion of senior year</li> </ul>
Fine and Performing Arts Seal	<p>Choose 1 or more of the following:</p> <ol style="list-style-type: none"> <li>1. Complete 3 credits of the same fine arts course</li> <li>2. Complete 4 credits of any combination of fine arts courses</li> <li>3. Complete 2 credits of any fine arts course in combination with 1 dramatic production</li> <li>4. Complete 3 dramatic productions</li> </ol>
Student Engagement Seal	<p>Complete 4 points across 3 different categories (Categories to include Clubs, Fine Arts, Organizations or Sports). A complete list of options can be found in the Kingsway policy.</p>

### **Physical Education Requirement - PE Waiver**

The Board of Trustees at Kingsway Christian School adopts the following policy regarding the Ohio Core Physical Education Graduation Requirements, as permitted by Section 3313.603 of the Ohio Revised Code (ORC).

High school students attending Kingsway Christian School may be waived from the high school physical education requirement providing they have participated in and have completed interscholastic athletics or cheerleading for at least

two full seasons. However, the student is still required to complete an additional one-half unit of instruction in another curriculum area and to complete the full 24 credits required to graduate from Kingsway.

All 9th grader students will be required to take a Physical Education course. No student will be permitted to apply for a PE Waiver until the beginning of their sophomore year and the student must have completed at least one sport for an entire season. Exceptions to this requirement must be made with School Counselor, parent, and Administrator.

**NOTE:** If a student becomes ineligible, is injured, quits the team, is cut from the team, and/or does not otherwise fulfill the expected requirements of two full seasons, the student shall be required to complete the regular physical education requirement of .5 units. Therefore, if a student only completes one full season of interscholastic athletics or cheerleading that student will be required to fulfill all the normal physical education requirements for graduation of .5 units. Kingsway and state law does not permit partial physical education credit through participation in interscholastic athletics or cheerleading. (ORC section 3313.603).

### **At Risk of Not Graduating Procedures**

Kingsway Christian School has adopted specific procedures for handling students who are at risk of not graduating. For more information regarding how students at risk of not graduating are handled at Kingsway, please see the school counselor.



# APPENDIX H: CREDIT FLEX POLICY

Senate Bill 311 - provides students with the flexibility to meet higher expectations of the Ohio Core Curriculum and allow them to:

- Show what they know and that they are ready to move on to higher-order content; and
- Learn subject matter or earn course credit in ways not limited solely to seat time or the walls of a school building.

The Kingsway Christian Board of Trustees believes that it is essential for an effective education program to include multiple opportunities for students to develop to their best potential. The credit flexibility allows for greater access to numerous resources. Kingsway Christian School provides an ample number of courses to meet the graduation requirements set by the State of Ohio. However, some students may have a desire to advance beyond the regular curriculum and/or study a content area that may not be covered in the present curriculum. Students may earn high school credit using various resources to help them develop their unique needs and talents as they discover their potential in Christ. This requirement can be met through service learning, guided independent study, internships or mission trips. The administration shall develop procedures for the implementation of independent study and flexible credit. When considering application for the approval of guided learning experience, the administration shall consider the qualifications of the student, the objectives established for the course, a description of the method of study and the research to be undertaken, the staff assigned to advise the project, the manner in which the project will be evaluated, and a proposal for the number of units of credit to be awarded for the course.

## **Application**

Any student may apply for high school credit to be awarded through Credit Flexibility. The student must meet with the school counselor prior to submitting an application on the Credit Flexibility Application form. All required information must be provided. The student may be required to provide supporting documentation as determined by the School Counselor and/or Administrator. Applications are due to the school counselor one month before the semester in which the student plans to use Credit Flex.

## **Review of Application**

The school counselor(s) and administrator will review the application. The student is responsible for locating and/or identifying a mutually acceptable course of study or educational program not offered in the school to earn a desired credit. The course of study or educational program must be biblically integrated and it must meet the Ohio Academic Content Standards. If the application is approved, a teacher of record will be selected from our faculty, school counselors, or administrators; the teacher of record will assess the student's progress and assign quarter and semester grades. Upon approval of a completed application, the student may proceed with the learning activity and credit will be awarded when all requirements are completed and evaluated. The school counselor may consult with the teacher of record, department head, or others as needed to provide information prior to making a decision regarding the awarding or denial of credit.

## **Awarding Credit**

A student may be eligible to receive credit upon satisfactory completion of the alternative coursework, activity, assessments and/or performances as required by the counselor. Approved credit awarded through this policy will be posted on the student's transcript and counted toward student grade point average (GPA), class rank, and as graduation credit in the related subject area or as an elective. The following standards and guidelines apply to awarding credit:

1. The total number of credits that may be awarded is not limited.
2. The successful completion of a pre-approved course may result in credit being designated as fulfilling either required or elective credit toward graduation requirements.
3. All courses must be biblically integrated.
4. All courses, as applicable, must be aligned to the Ohio Academic Content Standards to receive credit.

5. Credit from other educational providers, including online providers, may be accepted in accordance with the Ohio Operating Standards.
6. The school counselor or administrator may award credit in the amount approved in advance based upon the equivalence to a 60 hour course. In pre-approved cases, partial credits may be awarded where deemed appropriate.
7. The school counselor or administrator may award credit or partial credit for pre-approved assessments, performances, or work products that demonstrate mastery of content of any course offered at Kingsway. Elective credit for courses not offered at Kingsway may also be earned in this manner as pre-approved.
8. If a student transfers from another school district to Kingsway and the student has not completed the course requirements to receive credit as approved by the other district, Kingsway's school counselor or administrator may consider this a new application for credit. The School Counselor may assign partial credit for partial completion as deemed appropriate.
9. Credits completed in another district before transfer to Kingsway will count as credits toward fulfilling graduation requirements as awarded by the sending district. The school counselor will review the transfer credit to determine equivalency to specific courses offered by Kingsway.
10. To qualify for credit by assessment (test-out), the student must show mastery in the subject as determined by the teacher of record. Kingsway developed and/or approved tests and assessments, including papers and projects, used to determine advancement and course credits will be given quarterly (each nine weeks); exams will be given in December and May. Quarterly grades will be used to demonstrate progress. Students failing to pass a required course by assessment will be required to take the course through traditional methods in subsequent semesters.
11. There are NO weighted grades for credits earned through credit flexibility.
12. The teacher of record reserves the right to withdraw the student from a course (with penalty) for issues involving plagiarism and copyright violation.
13. The student must complete all coursework assigned by the teacher of record on or before the due date or the student may be withdrawn with penalty from the course.
14. The decision of the teacher of record regarding a withdrawal from the course may be appealed to the administrator. The administrator must receive a letter outlining the reason(s) for the appeal within 10 calendar days following notification of withdrawal.
15. The student is responsible to ensure that extracurricular eligibility requirements are met.

## **Determining Grades**

Grades earned through Credit Flexibility will NOT be weighted. Credit Flexibility courses will be taken pass/fail unless a request for a grade is made. The letter grade to be posted on the transcript and included in the student's grade point average will be awarded as determined by the teacher of record.

1. If a student fails to make adequate progress on coursework, the approval to further pursue the proposed credit may be revoked and a failing grade will be posted to the student's transcript.
2. The final grade for the course must be posted before the credit can count toward graduation.
3. If a student is unable to complete the course due to illness (with provided medical documentation) or other valid reason as determined by the school counselor or administrator, an extension may be permitted and/or requirements revised. If the student does not intend to complete the credit and there has been an illness or other valid reason, the application may be withdrawn without penalty by the school counselor or administrator.
4. Should a student transfer to another school district, upon written request of the student or parent, the district shall forward a copy of the approved application to the new district for their consideration.

# APPENDIX I: BIBLICAL LIFESTYLE

## **Sexual Immorality**

Kingsway Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, the biblical definition of marriage and sexual conduct described in the Statement of Faith, as well as failure to support the moral principles of the school.

The biblical and philosophical goal of Kingsway Christian School is to develop students into mature, Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Kingsway Christian School, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Kingsway Christian School retains the right to refuse enrollment to (or to expel) any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13; Romans 1:27).

Students may not choose to maintain a sexually immoral lifestyle and still attend Kingsway. Because all have sinned and fallen short, students who are children of God will make mistakes. While God's grace is sufficient, it does not exclude a person from consequences. If a student is found to have engaged in sexual immorality and he or she is willing to publicly acknowledge and actively repent of the sin, partner with an adult mentor, and work with administration to protect the school culture, he or she may be restored to the Kingsway community. The Principal/Administrator will determine the degree of publicness that is required for restoration. Students who refuse to acknowledge a lifestyle of sin that has become recognized by their peers, teachers, and/or administration will part ways with Kingsway.

## **Care of Property**

Students are expected to take pride and appreciation in the appearance of the school building. Writing on desks, walls, textbooks, PCs, chromebooks, etc. is prohibited. Chewing gum will not be permitted in classrooms in order to protect the school furniture and carpet. Students will be required to restore, replace or pay for damaged property or equipment at the Administration's discretion. Food is to be confined to the lunchroom area. There is to be NO food or drink in any lockers, classroom or gym.

## **Grievance/Conflict Resolution (Based on Matthew 18)**

During the course of the year, misunderstandings or problems may arise between students, staff members, coaches and/or parents of the school. Kingsway is committed to open and honest communication and seeks to provide a process to resolve conflict or grievances in a manner that is fair and just. Confidentiality will be respected at all times and decisions made with care and impartiality. The procedure for dealing with these situations is outlined below.

### **Definition**

A grievance is a formal disagreement or complaint based on the belief that someone was wronged or an act was unfair, unlawful, or misleading.

### **Goal**

The aim for this policy is to come to a solution. Not every resolution will satisfy all parties involved, but the grievance procedure will address all concerns and provide a clear response to each stage.

### **General Procedure**

If a person connected to Kingsway believes someone has committed a **sin**, follow the principle of Matthew 18:

"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. 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. If he refuses to listen even to the church, treat him as

you would a pagan or a tax collector. 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. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there I am with them." Matthew 18: 15-20

From this passage, Kingsway Christian School encourages those having non-sin related complaints or issues with a person related to Kingsway to follow the application below:

1. Pray.
2. All questions, problems, or complaints should first be brought directly to the staff member or person in conflict before anyone else is involved.
3. If the situation is not cleared up at this level through direct contact, it should then be brought to the Administration. The staff member will be included in this meeting.
4. Finally, but only when all of the above steps have been taken, does the problem find its way to the School Board through written appeal from the parties involved. It will then be placed on the agenda of the entire School Board at its regular meeting. The School Board is the final level of appeal.

### **Specific Circumstances**

Students/Parents to Teachers/Coaches:

1. All classroom concerns must first be addressed to the teacher by the parents, or by the student if mature enough. An attitude of humility and respect is required at all times by all parties.
2. If resolution is not found, the parents or student may bring the concern to the Dean of Students. Complaints at this level are to be documented in order to identify any recurring issues that may need addressed.
3. If the problem is not resolved, the concerns should be brought to the Principal Administrator in writing. The Principal will investigate the matter, speaking to all the parties involved, and make a final decision in writing. The writing shall include reasons for the decision.
4. If the decision is still unsatisfactory, within two weeks of the Principal's decision, the parents may write an appeal to the Kingsway Christian School Board of Trustees asking them to review the decision.

Parents/Volunteers/Donors to Administrator:

1. If parents, volunteers, or donors have a complaint or concern about the operation of the school (aside from classroom management and instruction), the individual(s) should voice their concerns to the person responsible for the department of operation.
2. If the problem is not resolved, the concerns should be brought to the Principal/Administrator in writing. The Principal/Administrator will investigate the matter, speaking to all the parties involved, and make a final decision in writing. The writing shall include reasons for the decision.
3. If the decision is still unsatisfactory, within two weeks of the Principal/Administrator's decision, the parents may write an appeal to the Kingsway Christian School Board of Trustees asking them to review the decision.

**NOTE 1:** This procedure applies to all board members when they are acting in their role as a parent, volunteer, or community member, and not as a Board representative.

**NOTE 2:** Considering that discord and disunity have the potential to destroy Kingsway, in Christian maturity and deference, concerns will be kept confidential by all parties involved. Any person found to be perpetuating discord among school families, students, and/or staff will be dismissed from the school.

### **Antiharassment, Intimidation, and Bullying**

The policy of Kingsway Christian School is to provide an academic environment that is free from harassment—whether based on sex (gender), race, color, national or ethnic origin, age, or disability—an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

## Definitions and Prohibited Acts

1. **Sexual harassment.** "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:
  - a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.
  - b. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
  - c. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
  - d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
2. **Unwelcome and Offensive.** The fact that a student may not openly object to others' actions or words does not prove that they were unwelcome. Under the law of harassment, or bullying and intimidation, a student does not have to openly object to others' actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.
3. **Verbal Harassment.** Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.
4. **Physical Sexual Harassment.** Prohibited actions include, but are not necessarily limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.
5. **Sexual Harasser.** A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.
6. **Race, Color, National or Ethnic Origin, Age, and Disability Harassment.** Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:
  - a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

- b. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
  - c. The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
  - d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
7. **Electronic Harassment.** Harassment may occur through a number of mediums or means, including electronic communications. The student antiharassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.
8. **Physical Harassment.** Prohibited actions include, but are not necessarily limited to, the following:
- a. Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.
  - b. General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.
9. **Definition of Bullying or Intimidation.** "Bullying or intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.
10. **Examples of Harassment, Bullying, or Intimidation.** Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:
- a. Unwanted sexual advances or propositions.
  - b. Offering academic benefits in exchange for sexual favors.
  - c. Making or threatening reprisals after a negative response to sexual advances.
  - d. Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
  - e. Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.
  - f. Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.
  - g. Physical conduct such as touching, assaulting, impeding, or blocking movements.
  - h. Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

### **Application of Antiharassment Policy**

The student antiharassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role

model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

## **Prohibited Actions**

**Employee-Student Harassment, Bullying, or Intimidation.** Employee-student harassment, bullying, or intimidation of any type is prohibited.

**Student-Student Harassment, Bullying, or Intimidation.** Student-student harassment, bullying, or intimidation of any type is prohibited.

## **What to Do If You Experience or Observe Harassment, Bullying, or Intimidation**

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to one of the school officials designated below.

Students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to one of the school officials designated below. All complaints will be promptly investigated.

## **Where to Report Harassment, Bullying, or Intimidation**

The following school employees are specifically authorized to receive complaints and to respond to questions regarding harassment:

1. School Counselor
2. Principal/Administrator
3. Administrative Assistant

## **Confidentiality**

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## **Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

## **Procedure for Investigation of a Complaint and Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Principal/Administrator. The Principal/Administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

## **Examples of Conduct that Requires Intervention**

- Students "hanging out" around the lockers and commenting on the physical appearance of students passing by
- Spreading of sexual rumors
- Pressures for sexual activity
- "Making out" in the hallway
- Blocking movements

- Explicit pictures, posters, or calendars on school grounds
- “Pantsing,” pulling clothes, bra snapping
- Name-calling of a sexual nature, whether oral or written
- Sexual threats, demands, teasing, taunting
- Sexual gesturing, grabbing, bumping, brushing
- Passing of pornographic material or sexual notes, cartoons, jokes, or pictures
- Homophobic sexual harassment
- Making references to body parts
- Poking, pinching, patting
- Teasing about body development, either over/under or early/late
- Whistling, catcalls
- Retaliatory harassment of a student reporting harassment



**Report Form for Reports or Complaints of Harassment**

Complainant \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_\_) \_\_\_\_\_

Date of alleged incident(s) \_\_\_\_\_

Did the incidents involve: \_\_\_ sexual harassment, \_\_\_ racial harassment, \_\_\_ national or ethnic origin harassment,  
\_\_\_ disability harassment, and/or \_\_\_ age harassment?

Give the name of the person who you believe harassed or was violent toward you or another person:  
\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person:  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

This complaint is filed on the basis of my honest belief that \_\_\_\_\_ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief. I agree to keep this complaint confidential during the investigation. I have read the school's antiharassment policy and understand the procedures the school will follow.

Complainant signature \_\_\_\_\_ Date \_\_\_\_\_

Complaint received by (name) \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX J: DEVICES, NETWORK AND ACCEPTABLE USE POLICIES

Kingsway has been greatly blessed with technology resources which continue to make electronic devices (ie. tablets, Chromebooks, laptops, etc.) and internet access available for use by our students. These technology resources are intended to be used solely at the discretion and direction of the school's faculty, staff and administration for academic purposes in line with our mission. Access to these resources is to be considered an important privilege, not a right, for every student. In order for Kingsway to be able to continue making its electronic devices, network and internet access available in an effective and efficient manner, all students must take responsibility for appropriate and lawful use of these resources. Students need to understand that misuse of these resources will negatively impact other faculty and students and jeopardize their privilege to enjoy such access.

Students are expected to honor Christ in all their behavior and activities including in their use of cell phones, use of Kingsway's electronic devices and all internet websites, blogs, emails, and social media sites 24 hours a day, seven days a week, and 365 days a year. Kingsway's current expectations in each of these areas are covered in three main policies which can be found in the rest of this appendix. In light of the ever-changing technology landscape, these policies will continue to be reviewed and revised as needed to stay aligned with our mission.

- Kingsway's Personal Electronic Device Acceptable Use Policy – electronic devices students bring to school
- Kingsway's Electronic Device Acceptable Use Policy – electronic devices Kingsway provides, owns and manages
- Kingsway's Network Privacy and Acceptable Use Policy – any access to the Kingsway network or internet

Parents (or guardians) and students will need to read the three policies. Parents with younger children may need to explain the policy details to their children. If parents or students have any questions about any of the stipulations found in these three policies, please contact the school administrator.

Failure to use personal electronic devices, Kingsway electronic devices, the network or access to the internet in the manner prescribed in these policies will result in disciplinary action which may include the termination of the student's account and technology privileges, possible suspension or expulsion, and/or financial sanctions to compensate Kingsway for any damage caused by the student's misuse of these resources. Kingsway Administration will discern the severity of any offense and decide on the proper discipline and consequences based on these policies.

**NOTE:** Kingsway will not provide access to any student who, if 18 years old or older, fails to sign and submit the Technology Use Agreement as directed or, if under 18, does not return the Technology Use Agreement with the signatures of the student and their parent or guardian.

## **Technology Use Agreement (One per student)**

In order to be granted access to a Kingsway electronic device and Kingsway's internet access, each student must first turn in to the front office this agreement, duly signed, along with their annual \$50 usage fee. This agreement will need to be reviewed and signed each school year. Access to the device and internet will be removed on the last day of the school year covered by the signed agreement.

By signing this agreement, I am indicating that I have read, understand and agree to support and abide by the policies as prescribed in APPENDIX J of the Kingsway Family Manual. I grant permission for my child to have a Kingsway Gmail account. Finally, I understand that I will be financially responsible for any purchases made on the internet by my child and may incur the full cost to repair or replace a School device if any damage is deemed to be the result of inappropriate, intentional or negligent abuse.

**NOTE:** If the student is signing this Policy when they are under 18, the student understands that when they turn 18, this agreement will continue to be in full force and effect.

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>For use by Kingsway front office staff only:</b>	<b>\$50 Annual Usage Paid?</b>	<b>Yes / No</b>
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# **Kingways's Personal Electronic Device Use Policy**

## **Definition of Personal Electronic Devices**

Personal Electronic Devices (PED) include, but are not limited to the following devices: iPods, iPads, Tablets, Laptops, MP3 players, Cell Phones, Handheld Gaming devices, etc. With certainty, any PED that can access the internet is included in this definition.

## **Purpose of this PED policy**

### **1. Clarify appropriate use of student PED's on campus**

Student use of PED's is not permitted from 7:55AM – 3:10PM. A rare exception applies when pre-approved by a faculty member for a specific project, during a specific time period, and under direct faculty supervision in the classroom. PLEASE NOTE: All access to the internet by a student PED in the classrooms currently requires use of the student's data plan.

### **2. Protect our WiFi and internet bandwidth capabilities throughout the campus**

Our WiFi and internet bandwidth capabilities must be available throughout our campus to allow all members of our school community access to the internet. An overload of our bandwidth by allowing PEDs to access the Kingsway internet at any time and for any purpose will only slow down the access required for academic purposes. Our faculty members utilize the internet for many of our project-based learning plans and for various student-centered applications. We want to give the maximum amount of bandwidth to our faculty led learning environments in order to maximize our student's learning experiences.

### **3. Protect the integrity of the academic learning process**

The technology available now makes it possible for students to readily transmit photos/videos/text messages of test questions and answers to other students and otherwise compromise the integrity of our faculty assessments and grading of student learning. In addition, student use of PED's during the school day can be a distraction to our learning environments.

## **Appropriate Use of PED's**

1. PED's may be used by students until 7:55AM during school days. No later than 7:55AM, students must place any PED in their school locker until school is dismissed.
2. After school dismissal, PED's may be used again using the GUEST WIFI access. Currently, GUEST WIFI access is restricted to the lobby and gym areas.
3. PED's must be turned off prior to being placed in school lockers.
4. Emergency use of a PED (specifically cell phones) during the day must be granted by faculty, office staff, or administration PRIOR to the emergency use. Granting of emergency use will be a rare exception.

## **Consequences of Inappropriate Use of PED's**

This PED policy will follow a "Sight and Sound" guideline which means that if a PED is seen or heard during the restricted school day, consequences will be applied.

1. For the first offense, one detention will be given and the PED will be taken from the student and held in the office until the end of the school day at which time the student may request return of the PED.
2. For a second offense, two detentions will be given and the PED will be taken from the student and held in the office until the end of the school day, at which time only a parent or legal guardian may request return of the PED.
3. For a third offense, a one day in-school suspension will be given and the PED will be taken from the student and held in the office until the end of the school day, at which time only a parent or legal guardian may request return of the PED. In addition, the student will be required, for 20 school days, to sign in their PED at the office before the start of each school day and may request return of the PED at the end of the school day.

## **Kingsway's Electronic Device Use Policy**

It is our intent to give all students in K-12th grade access to an electronic device ("device") that will remain the property of Kingsway Christian School (School) and be managed and controlled by Kingsway. These devices may be Chromebooks, laptops or tablets at the discretion of Kingsway's Administration. Any K-12 student who does not already have a Kingsway Gmail account, will be assigned one. Students and parents need to understand that all school Gmail accounts, emails and documents created using a Kingsway device are owned by Kingsway and are not private. As such, KCS has the right to monitor student usage of any KCS technology and to access student created, stored or shared information at any time. Further, all student internet access using Kingsway's Network is subject to Kingsway's Network Privacy and Acceptable Use Policy which can be found in the Kingsway Family Manual, APPENDIX J.

**NOTE:** Student access to their Kingsway Gmail account and all document access stored via their KCS Gmail account will cease to exist once the student is no longer actively enrolled, or if deemed appropriate at the discretion of KCS Administration, while the student is still enrolled.

A non-refundable, annual usage fee will be required from each student before they are issued their device. The usage fee does not cover intentional or negligent damages nor the cost to replace lost devices. Current replacement prices for similarly configured devices are \$300-400. Any intentional or negligent damage may result in disciplinary actions and, at the discretion of KCS Administration, fines up to the cost of replacement.

Each student will be assigned a uniquely labeled device for their use (no sharing of devices). Each day the student will pick up their device from their assigned charging location and return the device to the same charging location at the end of the day for overnight charging. Students are expected to keep their device charged and in good working condition. All devices will be periodically collected for maintenance and all repairs will be completed at the discretion of the KCS Technology Department.

### **Device Usage Policy**

1. Device usage is a privilege and not a student right, and should be viewed as such.
2. All devices will remain the property of KCS and as such, are not to leave the KCS campus without prior written approval. Contact the Office for the proper form in order to request prior written approval.
3. Many of the student devices are clearly labeled as purchased with State of Ohio Auxiliary funds and are not allowed to be used in Bible classes. Each Bible class will be given access to additional devices purchased with donated funds.
4. Each device will have labels that identify the student to which the device is assigned and other information. These labels are to remain intact at all times and unaltered in any way. **Furthermore, all devices must remain free of any writing, drawing, stickers, or labels not provided by KCS.** Students will be assessed a \$5 fee for each violation of this policy. Multiple violations may result in disciplinary action.
5. Devices should only be used for school-related academic purposes as directed by faculty or administrator.
6. Students are not allowed to "power wash", download, install or load any operating system, software or applications on any KCS device.
7. Devices must never be left in any unsupervised area with the exception of the assigned overnight charging locations or temporarily on top of the student's locker (E.g. 7<sup>th</sup>-12<sup>th</sup> grade students may do so during lunch).
8. Students may be selected at random to provide their device for inspection of damages or misuse.
9. Students are responsible for bringing their sufficiently charged devices to all of their classes, unless specifically instructed to not bring them to class by faculty or administrator.
10. Sound must be muted at all times unless specifically instructed otherwise by faculty or administrator for academic purposes.
11. Devices that are broken or fail to work properly are to be taken immediately to the Technology office.
12. Devices are not permitted in the cafeteria unless directed to do so by faculty or administrator.
13. Under no circumstances are students permitted to share their device or device password with another student.
14. Under no circumstances is it permissible for students to sync a non-Kingsway issued user account with their Kingsway issued user account.
15. Upon request, each student will make available for inspection by an administrator, staff member or faculty any messages or files sent or received to or from any internet location. Files stored and information accessed,

downloaded or transferred on KCS-owned technology are not considered private in that they may be viewed, monitored or archived by KCS at any time.

16. All devices must be returned upon a student's withdrawal from Kingsway or at the end of each school year.

### Care of your Assigned Electronic Device

Students are responsible for the general care of their assigned device. To help keep the device in good working order, some precautionary items are listed below.

- Past experience indicates that screens tend to incur the most misuse and damage.
  - Do not hold an opened device by the screen; hold it using the bottom, keyboard area.
  - Close the Chromebook/laptop lid before carrying it.
  - Do not place anything on the inside and then close the lid (even paper can damage the screen).
  - Do not lean on top of the device when the lid is closed.
  - Do not poke the screen with a pencil, or other sharp objects.
  - Use only a dry, soft, micro-fiber cloth to gently wipe the screen or casing.
  - Do not put the device in a backpack; the weight of other objects can damage it.
- Carefully plug and unplug power cords at the yellow dot on the Chromebooks to avoid damage.
- Do not store the device in excessive heat or cold.
- Do not eat or drink around the device. Even crumbs can make a keyboard difficult to use.
- Do not pick at the keys; when damaged or removed, they are nearly impossible to re-attach.
- Do not attempt to repair or remove any hardware components.

### Frequently Asked Questions

1. Does Kingsway provide internet filtering and block inappropriate materials?
  - a. We make our best effort within the technology available to us to provide internet filtering that blocks inappropriate materials. It is the student's responsibility to immediately report any access to inappropriate sites (inadvertent or otherwise).
2. Where are the Chromebooks to be kept during lunch?
  - a. On top of the student's locker or on top of the student's assigned Chromebook cart. *Not in the cafeteria.*
3. What if a student needs to use their device after school-day dismissal for homework while waiting for other activities?
  - a. Devices are to be stored and plugged into the student's assigned charging cart before 3:15pm.
4. What if a student comes late or leaves early during the school day?
  - a. Students arriving or leaving between the hours of 8:05am and 3:05pm will need to stop into the office. Once students have checked in in the office, they will receive a pass and report to their scheduled classroom. At the direction of the teacher, the student may be permitted to retrieve their device.
5. What will I use if my device needs repair?
  - a. A loaner device may be temporarily issued to the student depending on availability and the repair needed.
6. Can I personalize my device?
  - a. No. All devices remain the property of KCS and should not be altered in any way. A \$5 fine will be issued for each violation.

***Failure to comply with the stipulations found in this policy may result in the suspension of all device privileges.***

## **Kingsway's Network Privacy and Acceptable Use Policy**

Kingsway has been blessed with the technology resources to make electronic devices and access to the internet available to our students. Failure to use the network internet access responsibly will result in disciplinary action which may include the termination of the student's access account and technology privileges, possible suspension or expulsion, or financial sanctions to compensate Kingsway for any damage caused by the student's misuse of these resources.

The internet continues to add new sites at a constantly increasing rate making it nearly impossible to control access to just the appropriate sites. Therefore, an industrious student may discover controversial information. Students must be aware there are many services available on the internet that could potentially be offensive to themselves, other students and teachers alike. Kingsway cannot eliminate access to all such services nor can we begin to identify them all. However, Kingsway believes that the academic resources available on the internet outweigh the risk that students may unintentionally encounter websites that are inconsistent with the academic goals of this school. While our teachers and other staff will continue their efforts to supervise student use of and access to internet sites, they must have student and parent cooperation in exercising and promoting responsible use of this access.

### **Acceptable Uses**

1. **Academic Purposes Only.** Kingsway is providing access to its devices, networks and the internet only for academic purposes as determined by the faculty, staff and administration. If you have any doubt as to whether a contemplated activity is academic, don't hesitate to ask your teachers or the principal.
2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:
  - a. Uses that violate the law or encourage others to violate the law.
    - i. Don't transmit offensive or harassing messages
    - ii. Don't offer for sale or use any substance that the possession or use of is prohibited by Kingsway
    - iii. Don't view, transmit or download pornographic materials or encourage others to violate the law
    - iv. Don't intrude into the networks or electronic devices not assigned to you
    - v. Don't download, store or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials found on the internet are protected unless there is explicit permission on the materials to use them.
  - b. Uses that cause harm to others or damage to their property.
    - i. Don't engage in defamation (harming another's reputation by lies) or gossip of others
    - ii. Don't upload a worm, virus, "trojan horse," "time bomb" or other harmful form of programming
    - iii. Don't participate in "hacking" activities or any form of unauthorized access to computers, or systems.
    - iv. Do not attempt in any way to intentionally bypassing Kingsway's internet filtering or access monitoring and/or proxy servers.
  - c. Uses that jeopardize the security of student's access and of the computer network or other networks on the Internet.
    - i. Don't disclose or share your password with others.
    - ii. Don't attempt to impersonate someone other than yourself when communicating with others.
  - d. Uses that are commercial transactions.
    - i. Do not sell or buy anything over the Internet.
    - ii. Do not use the computer and/or network for financial gain or illegal activity
    - iii. Do not give others private information about you or others, including credit card numbers
3. **Netiquette.** All students are to abide by rules of network etiquette, which include the following:
  - a. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language or any form of unkindness or bullying.

- b. Avoid language which may be offensive to others. Don't use access to make, distribute, or redistribute jokes, stories, or other material, which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion.
- c. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. Do so only with their permission.
- d. Be considerate when sending attachments with e-mail (where this is permitted).
- e. Note that electronic mail is not guaranteed to be private. Messages relating to or in support of illegal activities, will be reported to the proper authorities.

## Internet Safety

- A. **Individual Responsibility of Parents and Students.** All students and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for students. Every student must take responsibility for his or her access to the internet and stay away from these sites. If a student finds that other students are visiting offensive or harmful sites, he or she should report such use to a staff member.
- B. **Personal Safety.** Be safe. In using the computer network and internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the internet without your parent's permission. You should never agree to meet a person you have only communicated with on the internet in a private setting.
- C. **"Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the School's computer network or the internet to gain, or attempt to gain, unauthorized access to other electronic devices or systems. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other law or municipal ordinance, is strictly prohibited.
- D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way outside of Kingsway authorized, created and managed websites without the permission of their parent or guardian or, if the student is 18 or over, the permission of the student themselves. Students should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved academic projects and activities.
- E. **Active Restriction Measures.** Kingsway has deployed filtering software and other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technology means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors or of a non-academic nature. **NOTE:** The term "harmful to minors" as used above means any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## Privacy

Kingsway is providing access to its devices, networks and the internet only for academic purposes as determined by the faculty, staff and administration. Kingsway reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School and no student shall have any expectation of privacy regarding such materials.



## **Failure to Follow Policy**

Student use of the computer network and Internet is a privilege, not a right. Students who violate this Policy, shall at a minimum, have his or her access to the computer network and Internet disabled, which the School may refuse to reinstate for the remainder of the student's enrollment at the School. A student violates this Policy by his or her own action or by failing to report any violations by other students that come to the attention of the student. Further, a student violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any student whose access has been denied or terminated. The School may also take other disciplinary action in such circumstances.

## **Warranties/Indemnification**

Kingsway makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any student or his or her parent(s) or guardian(s) arising out of the student's use of Kingsway's computer devices, networks or the Internet under this Policy. By signing this Policy, students are taking full responsibility for his or her use when the student is 18 years old or older. In the case of students under 18 years old, the parent(s) or guardian(s) are agreeing to indemnify and hold Kingsway Christian School and all of its administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the student's access to the internet through Kingsway's computer network including but not limited to any fees or charges incurred through purchases of goods or services by the student. The student or, if the student is a minor, the student's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a student's use of his or her access to Kingsway's computer network and the internet, whether that use is on a Kingsway issued electronic device or a PED.

## **Updates**

Students, and when appropriate, the student's parent(s) or guardian(s), will be asked to sign a new Technology Use Agreement every year in order for that student to continue using School electronic devices and gain network access. The Technology Use Agreement will be provided at Back To School Night each fall and sent home during the first week of school. Parents and Students should read together the terms of each of the three policies. Parents may need to explain various details to their children. Once this is done, the parents and students will each sign the Agreement form and return it to the school.

## **Computer Guidelines**

School issued computers are a resource that offers us the ability to search the internet for needed information. Access to the internet is a privilege. The purpose of school issued computers are for the Christian education of students. The following is a list of the activities approved for use with school issued electronic devices:

- School-related assignments
- Google Classroom
- Researching websites for class assignments
- Writing school newsletters or newsletter articles, and creating flyers for school sponsored extracurricular activities.

The following are activities/sites NOT approved:

- Any and all kinds of shopping sites such as: cars, computers, fashions, etc.
- Social networking sites such as: Facebook, Twitter, Pinterest, Instagram, etc.
- Secular Magazine sites such as: Vogue, Teen, Seventeen, People, Redbook, Sports Illustrated, Field & Stream and all other similar "worldly" magazine sites
- No gaming sites such as: arcade games, Nintendo, gambling, etc.
- No music and/or video streaming sites
- Personal E-mail, "chatting" with friends

While it is impossible to list all activities and/or websites, those that are not honoring Christ or **that violate the spirit of these guidelines** are not permitted. These guidelines will be reviewed and updated periodically. It is the responsibility of the students and parents to keep themselves informed of any changes to these policies as they become available.

Disciplinary actions for violations to the above listed guidelines in any given school year.

- 1st offense: Verbal warning.
- 2nd offense: Loss of electronic device for the remainder of the day.
- 3rd offense: Loss of electronic device for one week.
- 4th offense: Loss of electronic device for the remainder of the quarter or more.
- 5th offense: Loss of electronic device for the remainder of the school year.

# APPENDIX K: MEDICAL POLICIES

## First Aid Provisions

- First aid supplies will be kept in the school office.
- A nurse's clinic is available in the school office where students can rest in the event of illness until a parent or guardian arrives to take them home.
- Staff will be given periodic training in First Aid and CPR.
- Special precautions will be taken when dealing with injuries involving blood.
- A parent or guardian shall be notified in the event that the student requires further medical care.
- In the event the injury does not warrant further medical attention at that time, the parent or guardian shall be contacted with a phone call or note, explaining the nature of the injury.
- In the event of an emergency or serious illness, every effort will be made to notify parents. When the parent cannot be contacted, the Emergency Medical Form will be presented to the hospital or practitioner rendering treatment and proper medical attention will be given to the child.

## Immunizations

Parents or guardians are required by Ohio law (Section 3701.13 Revised Code) to provide written evidence of immunizations for compulsory immunization of elementary and high school students against Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Rubella (3 day measles), Rubella (10 day measles), and Mumps. The law provides that pupils be immunized or be in the process of receiving this protection at the time of opening of school in August. The law further requires that students be tested for tuberculosis if they attend school or lived in a "high risk" country in the preceding school year.

No student shall be permitted to remain in school for longer than 15 days if written evidence of immunization has not been presented. It is an Ohio State law that a record of the exact dates of immunization of each student is on file in the school folder. A summary of all initial entry pupil immunization records must be reported to the Director of the Ohio Department of Health, annually by October 15th.

Immunization requirements are as follows:

- DPT: A minimum of four doses (grades 2-12). A fifth dose of DTP/DtaP/OTITd vaccine is required if the fourth dose was administered prior to the fourth birthday .(grades K-1 only).
- POLIO: A minimum of 3 doses of polio vaccine (grades 2-12). If the third dose was received prior to the fourth birthday, a fourth dose is required (grades K-1 only).
- MEASLES, MUMPS, AND RUBELLA: 2 doses of live virus are required for all students (K-12). The first dose must have been administered on or after the first birthday and the second at least 28 days later.
- VARICELLA (chickenpox): 1 dose of vaccine is required (K-1 Only). This dose must have been administered on or after the first birthday. If this vaccine is not received on the same day as the MMR, they must be separated by 28 days. A signed statement from the student's physician indicating a history of varicella (chickenpox) may be substituted for this vaccine.
- HEPATITIS B: 3 doses of vaccine are required (grades K-8 only). The second dose must be administered at least 28 days after the first dose. The third dose must be administered at least two months after the second dose and at least four months after the first dose and at least six months of age.

All vaccines must be given at proper intervals to be considered valid doses.

Students whose immunization records have been misplaced or are not available are required to have a booster of each of the following: DPT, POLIO, and MMR.

An exception would be allowed in the case that a written statement is submitted by a physician indicating that immunization is medically contraindicated for an individual.

An exception would also be allowed in the case of a good cause/religious objection. A statement signed by a parent/guardian, stating the objection must be on file with the immunization records.

## **Medication Policy**

Whenever possible, parents should provide medication for their children outside of school hours, and encourage their physician's cooperation in this regard. In some cases, however, the administration of medication to a student during school hours may be deemed necessary by their physician. Prescription and non-prescription medications (ie. Advil, Tylenol, tums, cough drops, etc.) are to be kept in the school office and not on the student's person. Special conditions may warrant an exception and permission may be requested in writing by parents and granted by the school administrator.

The following procedures MUST be followed in requesting the assistance of the school personnel to give medication.

### **Prescription Medication**

Our Medication Policy and State law allows Kingsway Christian School to only administer prescription medication with a physician's signature.

- A "Student Medication Request Form" must be filled out completely and must include the name of the medication, dosage, time and duration of medication and possible side effects. This form is found in the school office.
- The request form MUST be signed by both the physician to authorize the medication and by the parent to authorize the school personnel to administer the medication.
- The physician's address and phone number MUST be listed on the request form.
- The parent should bring the medication enclosed in the original container, labeled with the student's name, the name of the medication, the dosage, the time to be given, and the physician's name.

**NOTE:** The administration of any prescription drug in the school without the order of a physician and the permission of the parent or guardian is PROHIBITED BY LAW.

### **Non-prescription Medication**

The administration of non-prescription drugs is generally discouraged unless absolutely necessary for the student's attendance at school. They will be administered only through the school office and with a completed "Non-Prescription Medication Request Form" (found in the school office). All medicine must be brought to the school office by the parent or guardian, in the original container, clearly marked with the child's name. Please send one dose only whenever possible.

Medication will not be administered if forms are not completely filled out with the name, dosage, time, and parental signature.

**NOTE:** The administration of any non-prescription medication in the school without the written permission of the parent or guardian is PROHIBITED BY LAW.

## **Vision and Hearing Screening**

Kingsway Christian School will provide vision and hearing screening in Kindergarten 1st, 3rd, 5th, 7th, 9th, and 11th grade. Parents will be notified if their student receives a referral for further evaluation and possible care.