



**NORTH KERN**

**CHRISTIAN SCHOOL**

**TRAINING UP CHILDREN IN THE WAY THEY SHOULD GO**

**Home Study Program**

**Handbook**

**Updated April 2023**

# NORTH KERN CHRISTIAN SCHOOL

North Kern Christian School is a ministry of the Wasco Bible Church, whose mission is: "worshipping and glorifying God; rejoicing in the love of our Savior, Jesus Christ; helping people find Christ and making them His disciples. We seek to provide a church home by accepting all in a caring and unselfish love and by encouraging spiritual growth; with God's help, meeting the spiritual, educational, and physical needs in the body, the community and the world."

## PHILOSOPHY OF EDUCATION

North Kern Christian School (NKCS) exists primarily to assist Christian parents in fulfilling their divine responsibility to thoroughly train their children to obey God in every area of life and make them true disciples of Jesus Christ.

The ultimate purpose of NKCS is to provide quality education in a Christian environment using a Christian curriculum. Every subject is taught with the consciousness that Jesus Christ is to be central in all living and learning. The NKCS program is geared to meet the student's intellectual, spiritual and social needs.

The day-to-day procedures and assignments are intended to encourage and help students become self-reliant citizens and workers. Bible-centered curriculum leads the minds of students Godward and so can influence each student to regard Jesus Christ as the center of his or her life. Daily devotions, prayer and weekly chapel services emphasize the new birth experience and the individual's daily walk by giving each student the opportunity to grow in Christian grace and to become more Christ-like.

"As we proclaim Him, admonishing every man and teaching every man with all wisdom that we might present every man complete in Christ. And for this also I labor, striving according to His power which mightily works in me." *Colossians 1:28-29*

Parental authority and responsibility for a child's education come directly from God. The school is a supplementary agency, commissioned to support but not supplant, compliment but not compete with, reinforce but not replace, the home. It is, therefore, important to consider parents as partners and it is also imperative that parents enrolling their children understand the motive and philosophy of NKCS. In addition, parents should be willing to sign a statement agreeing to support the school's philosophy and procedures once their child is enrolled.

## **OBJECTIVES**

1. To develop spiritual awareness that will lead each child to a saving knowledge of Jesus Christ and to help each student achieve an appropriate growth in Christian maturity.
2. To develop the individuality of the student, assisting each student to properly relate to others.
3. To develop the self-confidence, individual God-given talents and abilities in creativity, goal-setting, analysis, communication, academics and the principles of success.
4. To develop self-discipline by training students to be reverent, consistent, appreciative, responsible and thorough in attitude, character and actions.
5. To assist students in seeking their purpose for life's service and necessary preparation for eternity through emphasis upon biblical relevance.
6. To help students learn how to live to honor the Lord by meeting the daily responsibilities with which God has entrusted them.
7. To develop in each student a submissive will toward God and all others in authority.

## **PARENT AND STUDENT RESPONSIBILITY**

**SOCIAL GROWTH:** A Christian atmosphere is desired and encouraged. Children should have opportunities to cultivate friendships and to learn to appreciate wholesome, character-building habits and practices.

**PHYSICAL GROWTH:** Physical growth is a natural process. Each individual, however, has personal obligations to grow properly as to posture, physical development and skills. A physical education program is to provide exercise for individual and group growth, for pleasure and for general physical improvement and dexterity.

**EDUCATIONAL GROWTH:** Educational growth, as evidenced by a continual maturation of abilities to read, write and verbalize, to analyze and compute mathematical and scientific data, and to understand and appreciate history, art and literature, is fundamental to this program. Each parent/teacher has the responsibility to provide the curriculum and program necessary to ensure such growth. Each student has the responsibility to pursue excellence in all scholastic endeavors.

**SPIRITUAL GROWTH:** All other aspects of this program are ultimately intended to lead each student toward Christ-likeness. This process begins with his or her humble acceptance of Christ's gift of salvation, followed by steady growth in knowledge of God's Word. Each parent/teacher should prayerfully resolve to guide this process as mandated by Scripture.

**STANDARD OF CONDUCT:** We believe that "all things should be done decently and in order" and that our students should be taught to accept a given responsibility to "walk honorably before all men". Students shall be expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. They must agree to strive toward unquestionable character in dress, conduct and attitude.

**STUDENT CODE OF CONDUCT:** The goal of North Kern Christian School is to develop students into mature, Christlike individuals. Obedience, respect, and responsibility are key virtues that

students must develop. These result in genuine freedom in life (John 8:32; Luke 10:36-37; Rom. 12:18; 14:12; I Cor. 10:31; Eccl. 9:10). Our goal should always be to obey the Scripture that says, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Col. 3:17 NIV). In order to accomplish these objectives, the following standards should be upheld:

1. Practice courtesy and consideration in all of your associations. Respect others' persons and property. (Eph. 4:28-32)
2. Respect the authority of parents and adults in authority. Treat them courteously, respectfully, and obediently as unto the Lord. (Heb. 13:17; I Thes. 5:12-13)
3. Abstain from the use or possession of alcoholic beverages, tobacco, drugs, and pornography, as well as from gambling, sexual immorality, homosexual or bisexual activity, cheating, and other practices that are recognized to be harmful to health and Christian character. (I Cor. 6:19-20)
4. Abstain from profanity and vulgar or abusive speech and actions. (Eph. 4:29)
5. North Kern Christian School Home Study Program retains the right to refuse enrollment to or expel any student or family who engages in or condones, supports, or otherwise promotes practices outlined above which are contrary to God's instruction in His Word (Lev. 20:13; Rom. 1:27).
6. Abide by the Student Anti-Harassment Policy (Appendix J).

The Student Code of Conduct extends beyond the school facilities and school hours. Cyber-bullying or other inappropriate conduct on social networks, in text messages, in e-mails, on the phone, etc., between students is forbidden. Students are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. They should strive toward unquestionable character in dress, conduct, and attitude.

**MARRIAGE, GENDER, and SEXUALITY:** We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; I Cor. 6:9-10). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor with the teachings and policies of North Kern Christian School.

## **STATEMENT OF FAITH**

We believe the Bible to be inspired, the only infallible and authoritative Word of God;

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Ghost;

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful man, a regeneration by the Holy Spirit is absolutely essential;

We believe in the creation of man by the direct act of God as recorded in the book of Genesis;

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life;

We believe in the resurrection of both the saved and the unsaved: they that are saved unto the resurrection of life, and they that are not unto the resurrection of damnation;

We believe in the spiritual unity of believers in our Lord Jesus Christ.

## **GENERAL INFORMATION AND POLICIES**

North Kern Christian School operates on a non-profit basis. In order for admission of new students to occur, the following guidelines must be followed. All new admissions are conditional and are subject to review. New students are admitted on probation for the first semester.

### **ADMISSION AND REGISTRATION**

The biblical and philosophical goal of North Kern Christian School is to develop students into mature, Christlike individuals who will be able to exhibit Christlike lives. Of necessity, this involves the school's understanding and belief of what qualities exemplify a Christlike life. Even though parents may personally believe differently, while enrolled at NKCS, all students are expected to exhibit the qualities of a Christlike life espoused and taught by the school and to refrain from certain activities or behaviors. Thus, NKCS 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 (Lev. 20:13; Rom. 1:27).

NKCS 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, scholarship, athletic and other school-administered programs.

Admission of new students/families in the Home Study Program will be conducted as follows: 1) all forms must be secured and completed, including agreement to uphold all policies and statements within this Handbook; 2) in the case of new transfers in grades 8 and up, a personal interview must be held with at least two Advisory Board members, the student, and at least one parent; 3) diagnostic testing, if necessary, must be completed; 4) transcripts and records from the preceding school must be ordered; 5) orientation with Supervising Teacher must take place; 6) upon acceptance, registration and orientation fees must be submitted. All new admissions are conditional and are subject to review.

Admission is primarily based on parental desire for Christian education, demonstrated by parental statement, references from pastors and friends, and family involvement in a church. The Advisory Board must be convinced that each family will fully support the standards, philosophy, goals, statement of faith and standards of the school. In that the school is affiliated with the Mennonite Brethren Church of Shafter, to be eligible for admission, at least one parent must be born again, according to New Testament biblical parameters. At least one parent or legal guardian, with the student, must be in regular attendance at a recognized Bible-believing Christian church. (Families unable to comply with this may seek an exemption from the Advisory Board.)

North Kern Christian School does not discriminate against any qualified family and/or child on the basis of race, color, national origin, or citizenship. We welcome all people who desire a Christ-centered educational program. It must be remembered that admission to NKCS is a privilege, not a

right, and every student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality, and honesty at all times. NKCS reserves the right to determine suitability of the admission of any student and his/her continued enrollment for any and all special circumstances that may arise, including those not covered in the existing admission policy.

# HOME STUDY PROGRAM POLICY

NOTE: North Kern Christian School HSP is overseen by an Advisory Board of veteran HSP parents who are appointed by the NKCS Board. The Advisory Board employs Supervising Teacher(s) and Administrative Assistant(s) as needed to carry out the functions of the Home Study Program. The Home Study Program has a mutually beneficial working relationship with NKCS day school and the school board, and maintains offices and a library on the school campus.

## I. Responsibilities of NKCS Staff and Board

- A. Keep accurate, confidential student cumulative records, honoring parental requests to forward records to other educational institutions.
- B. Prepare, provide, and keep on file any forms necessary for the efficient and legal functioning of the school.
- C. Annually administer an appropriate and recognized standardized testing instrument to students for the purpose of diagnosis and evaluation, at the parents' expense. Annually administer an eighth grade competency test to students in grades 6 (optional), 7 (optional) and 8 (passage of this test is mandatory for graduation), to determine readiness for high school coursework.
- D. Annually appoint a Home Study Advisory Board, which shall consist of at least five persons, as described in Section II below.
- E. Provide liability insurance coverage, at parents' expense, for all school functions.
- F. Provide facilities for student activities as needed.
- G. Provide facilities for group parent/teacher meetings as needed.
- H. Provide access to extra-curricular activities and classes (e.g., music, holiday programs, sports) to home study students, on an individual basis as requested by parents and at parents' expense.
- I. Present graduation diplomas to qualified home study students. No diploma may be issued unless all paperwork and fees are current. In addition, eighth grade graduates must have passed the Eighth Grade Proficiency Exam as verified by NKCS Supervising Teacher (waivers for students with special needs may be granted at the discretion of staff upon documentation of need). Each high school graduate must have completed the courses and testing specified in his/her individualized high school plan, as verified by NKCS High School Advisor.

## II. Responsibilities of Home Study Advisory Board

- A. Elect a Chairman, who shall be responsible for calling and chairing meetings of the Advisory Board; a Secretary, who shall keep accurate minutes of said meetings; a Treasurer, who shall collect and administer moneys necessary for operating the Home Study Program. As necessary, the board may also appoint a Job Supervisor, who shall hold accountable and assist members in performing the voluntary jobs which carry out school functions; and a Coordinator, who shall maintain communication between the school, the Advisory Board, and the HSP staff.
- B. Meet on a regular basis, for the purpose of conducting Home Study Program business and interviewing applicants, as necessary. Suggested meeting dates are:
  - first Monday in August
  - first Monday in October
  - first Monday in December
  - first Monday in February
  - first Monday in April
  - first Monday in June or July, to be determined in April.Meetings may be canceled or rescheduled upon a decision by Chairman and

- Secretary that there is not sufficient business to warrant a meeting, or in the event that at least 51% of Advisory Board members are not able to be present.
- C. Set and update policies of Home Study Program as necessary.
  - D. Establish and collect sufficient dues from enrolled families to cover regular expenses, which shall include program administrative costs, accounting, compensation for Supervising Teacher(s), High School Academic Advisor(s) and Administrative Assistant(s), guest lecturers, supplies, and other costs deemed appropriate. Financial reports shall be made available annually.
  - E. Represent the Home Study Program before the board of North Kern Christian School as necessary.
  - F. Interview parents of new applicants as needed and make recommendations for program admission. [Students in 8<sup>th</sup> grade through 12<sup>th</sup> grade who are applying for admission must take a diagnostic test (to be administered by Supervising Teacher/Academic Advisor at parents' expense), and/or 2) submit a copy of the printout from a recognized achievement test administered within the previous year, and/or 3) provide a transcript and cum file from the last school attended.]
  - G. Hold accountable, as detailed in Parts V and VI below, all enrolled Home Study parent/teachers and students and exert disciplinary measures as necessary on behalf of the school board.
  - H. Interview applicants and arrange for the employment of Home Study Supervising Teacher(s), High School Academic Advisor(s) and Administrative Assistant(s).
  - I. Set limits for enrollment and maintain waiting lists as necessary.
  - J. Provide volunteer jobs for each parent/teacher, the performance of which will contribute toward enriching the educational experiences of the entire group. Hold accountable parent/teachers who have committed to each job.
  - K. The Advisory Board will, as deemed necessary by a majority of its current membership, recommend new members for appointment by the NKCS Board. Qualifications for new advisory board members shall include a desire and commitment to serve.
  - L. If disciplinary action should ever be deemed necessary, a majority of NKCS-HSP Advisory Board members is required to recommend dismissal of an Advisory Board member. Such vote would not be held until the biblical guidelines of Matthew 18:15-17 have been carried out, and only in the event that no satisfactory solution could be reached in this manner.

### III. Responsibilities of Home Study Supervising Teacher(s)

**NOTE: Some of these duties may be delegated by the Supervising Teacher to an Administrative Assistant or Activities Director)**

- A. Plan for an orientation for newly enrolled families, and regularly scheduled Home Study Parent/Teacher Fellowship meetings in September, November, January, March, and May.
- B. Maintain contact with enrolled families to offer encouragement and support.
- C. Meet with each parent/teacher, near the beginning of each semester, in order to receive and review the Semester Objectives for each student.
- D. Meet with each parent/teacher, near the end of each semester, in order to:
  1. Review lesson plans prepared by the parent/teacher;
  2. Review samples of each student's work from each subject.
  3. Review (and receive copies of) Progress Report and attendance records for each student.
- E. Receive an annual Home Study Agreement (students in grades 5 and up) and photograph (photo optional) per each student, for inclusion in cumulative files.
- F. Conference or counsel any parent/teacher who requests more in-depth help.

- G. Collect samples of each K-8 student's work in math and language arts at Parent/Teacher Fellowship meetings in November, January, March and May, and assemble a portfolio of the student's progress from these work samples.
- H. Enter the following materials into each student's cumulative file at North Kern Christian School:
  1. Objectives and Progress Reports (with attendance record)
  2. Annual achievement test scores (required for grades 5 and up)
  3. Photo (optional).
  4. Any other materials deemed necessary to provide an accurate record of schooling (letters of explanation, reading lists, etc.).
- I. Inform the Advisory Board of any family that has not fulfilled its commitment to its child(ren)'s education.
- J. Refer any family who needs more in-depth counseling to an educational consultant.
- K. Keep a file for each family which contains records of all of the above actions.
- L. Oversee field trip plans, and advise volunteer field trip chairmen.
- M. Plan and implement Parent/Teacher Fellowship Meetings in September, November, January, March and May, in order to provide instruction, enrichment and support to member families.
- N. Provide regular e-mail announcements which contain information about activities offered by NCKS-HSP, as well as community events families might like to utilize as part of their children's education.
- O. Keep a record of expenses incurred, and submit to Treasurer.
- P. Administer Eighth Grade Proficiency testing to all prospective Eighth Grade graduates, and affirm passage of same on "Intent to Graduate" forms.
- Q. Administer appropriate diagnostic testing as needed to all new applicants who wish to enter NKCS-HSP.
- R. Delegate any of the above duties as appropriate to an Administrative Assistant or Activities Director who has been so designated by the Home Study Advisory Board.

#### **IV. Responsibilities of High School Advisor(s)**

- A. Attend regular high school counselor training in order to keep updated on high school graduation requirements and college entrance requirements, high school coursework, laws, and trends in high school education.
- B. Meet with each parent/teacher of a high school student near the beginning and end of each semester, for the purpose of planning and implementing an appropriate high school plan for each student, and preparing and collecting required documentation.
- C. Advise high school students and parents about appropriate high school courses of study, including work experience, career education, and college preparatory coursework.
- D. Maintain a high school reference binder, containing information and necessary forms for high school functions (e.g., work permits, college preparatory and high school equivalency testing, course descriptions, work experience training, concurrent college enrollment).
- E. Hold at least one meeting annually for high school parent/teachers for the purpose of training in necessary high school procedures, and planning monthly activities for high school students.
- F. Prepare high school transcripts and any other required high school paperwork, including work permits, letters of referral, affidavits of attendance, diplomas, etc., as requested by enrolled families.
- G. Administer appropriate diagnostic testing to all new applicants who wish to enter NKCS-HSP as high school students.
- H. Certify each transcript or diploma as to its validity and accuracy.

- I. Delegate any of the above duties as appropriate to an Administrative Assistant who has been so designated by the Home Study Advisory Board.

**V. Responsibilities of Parent/Teachers of Students in grades K-8**

- A. Provide and implement an educational program that provides instruction in all basic subject areas in accordance with the needs and abilities of each child.
- B. Pay all tuition and fees promptly, or, if unable to pay, contact Treasurer immediately to set up an alternate payment arrangement.
- C. Complete and submit required forms promptly, including:
  - 1. Application for each student (upon initial application) or Intent to Return for each family (annual);
  - 2. Statement of Faith signed by both parents (upon initial application only);
  - 3. Philosophy of Education written and signed by both parents (upon initial application only);
  - 4. Completed Medical History for each student (upon initial application and as needed as laws change);
  - 5. Completed Student Record Release (for transfer students upon initial application);
  - 6. Proof of kindergarten physical (for kindergarten students or students not previously enrolled in a school); or signed waiver for same;
  - 7. Home Study Agreement for each student in grades 5 and up;
  - 8. Health and Safety Policy Agreement for each family (annually);
  - 9. Proof of membership in HSLDA (upon initial application and annually).
- D. Attend Orientation meeting (first-time enrollees).
- E. Prepare and submit Semester Objectives for each student at the beginning of each semester.
- F. Keep an accurate and up-to-date lesson plan book, and provide such, with required samples of each student's work, for review at scheduled semester evaluations with Supervising Teacher.
- G. Prepare a Progress Report and attendance records for each student, to be submitted at the end of each semester and entered in student's cumulative file at the close of the school year.
- H. Provide for the administration of a standardized achievement testing instrument for all students in grades 5 and up. This test must be administered by NKCS-HSP Advisory Board-approved personnel. Any requests for administration by someone other than NKCS or HERC (Home Educators' Resource Center) staff must be submitted in writing, complete with evidence of qualifications, for Advisory Board approval. Any requests for testing waivers must be submitted in writing on an annual basis, to be included in student's cumulative file.
- I. Keep scheduled evaluation appointments with Supervising Teacher, bringing all required materials.
- J. Contact Advisory Board with any procedural or policy concerns, or with any support needs.
- K. Meet the monetary obligations ascribed to each family by the Home Study Advisory Board, on a timely basis. Re-enrollment for subsequent years may not take place unless balance is paid in full, or other arrangements have been made with the Treasurer.
- L. Assume the responsibility for at least one of the Home Study Parent/Teacher Fellowship Responsibilities.
- M. Attend mandatory Home Study Parent/Teacher Fellowship meetings. Notify the Supervising Teacher or Administrative Assistant of absence excuse within one week of missed meeting.

- N. Provide, at Parent/Teacher Fellowship meetings in November, January, March and May, samples from each student's work in language arts and in mathematics, to be included in the student's portfolio.
- O. At least one Parent/Teacher must have a high school diploma or equivalent.
- P. Cooperate with and support the philosophies and goals of North Kern Christian School, including participation in school-sponsored fund-raising and public-awareness activities.
- Q. Follow the rules and regulations of North Kern Christian School and its Home Study Program, and commit to a high standard of Christian conduct.
- R. **Follow the biblical procedure for dealing with any problems which may arise between people - Matthew 18:15-17. Go to the person who was involved first; come to the Advisory Board later if the problem remains unresolved. Guiding principles include: 1) Keep the matter confidential; 2) Keep the circle small; 3) Be straightforward; 4) Be forgiving.**

## VI. Responsibilities of Parent/Teachers of High School Students

In addition to all of the above responsibilities (see section V), parents must meet with the High School Academic Advisor at the beginning and end of each semester, complete the High School Semester Objectives at the beginning of each semester, complete the High School Semester Progress Report forms at the end of each semester, and present appropriate work samples or verifications for each course completed. Please refer to the High School Binder for specific directions.

## VII. High School Graduation Requirements

High school graduates must have met the requirements outlined above. In addition, they must meet the requirements for the course of study chosen by their family, as outlined below.

### PATHS TO HIGH SCHOOL GRADUATION

After appropriate testing and consultation with NKCS High School Academic Advisor, parents may select a suitable path to graduation for each student. Available testing includes career and interest inventories, achievement, and aptitude testing (e.g., SAT-10, ITBS, EXPLORE, PLAN, ACT, PSAT, SAT), as well as special needs diagnosis as needed.

Traditional 4-Year Path: In order to meet the requirements for this graduation path, students must study each prescribed course for a minimum of 140 hours per one-year credit, or complete the assigned textbook, depending on course requirements, and submit appropriate portfolio documentation to support the grade earned. Suitable documentation, upon approval by academic advisor, may include a final exam, written report, video or photo documentation, or, in the case of courses where there is no written coursework (i.e., physical education, work experience, music), a written verification by an instructor. The following are suggestions:

#### **Minimum State Requirements for Public School Students**

- 3 Years English
- 2 Years Math (including 1 year Algebra I)
- 3 Years Social Sciences (including 1 year US History/Geography, 1 year World History/Culture/Geography, 1 semester American Government, 1 Semester Economics)
- 2 Years Science (including 1 year Biological and 1 year Physical)
- 1 Year of either Visual and Performing Arts or Foreign Language
- 2 Years Physical Education

**College Prep Requirements** (generally required by 4-year colleges and universities)

- 4 Years College Prep English
  - 3 Years (4 Years Recommended) Math (including Algebra, Geometry, and Intermediate Algebra)
  - 3 Years History/Social Science (including 1 year US History/Geography, 1 Year World History/Culture/Geography, 1 semester American Government, 1 semester Economics)
  - 2 Years Science (3 Years Recommended) (including one physical and one biological science, with lab, to be chosen from Biology, Chemistry and Physics)
  - 2 Years Same Foreign Language (3 Years Recommended)
  - 1 Year Visual and Performing Arts (may include Dance, Drama, Music, or Visual Art)
  - 2 Years Physical Education
  - 1 Year Electives (may be chosen from college prep courses in History, English, Advanced Mathematics, Lab Science, or Fine Arts)
- In addition, with either of the above courses, NKCS-HSP requires:**
- 2 Years Bible
  - 1 Year Electives
  - 3 Years Appropriate Testing (as agreed with Academic Advisor)

Traditional Method with Non-traditional Classwork: Students may take the above required classes from correspondence schools, community colleges, online schools, local private schools, private tutors, Regional Occupational Programs, or other approved sources.

Work Experience: Students who have completed two years of high school coursework may choose to complete their remaining two years of high school on a part-time basis, working up to 8 hours per school day (dependent upon compliance with state and federal work regulations). They may receive school credit for work experience with proper documentation.

California High School Proficiency Exam: Upon successful passage of both the written and multiple-choice sections of this state-administered exam, a student receives a certificate of high school proficiency from the state, and may receive a diploma of graduation from NKCS-HSP. This exam is available to students who are at least 16 years of age, or in their second semester of 10<sup>th</sup> grade.

Special Needs: Students with special needs which preclude them from completing the required coursework as listed above may be granted a Certificate of Completion in lieu of a diploma upon completion of four years of high school. However, students who are able to complete the courses with specified accommodations (as annotated in class records) may receive a diploma.

## Appendix A

# Home Study Parent/Teacher Fellowship Responsibilities

All parent-teachers enrolled in NKCS-HSP are required to accept the responsibility for at least one of the following jobs. A parent may offer to perform a job that is not listed, after consultation with the HSP Advisory Board.

**Activity or Party Chairman** - Accept responsibility to arrange and coordinate a field trip, party or activity to be held on a pre-set date; arrange advance publicity and signups; collect and pay any required fees. Information about scheduled field trips or parties must be submitted to Supervising Teacher by the 15<sup>th</sup> of the month before the event, for newsletter.

**Family Night Coordinator** - Selects, plans and promotes an annual program and meal that is fun and educational for the whole family. Arranges for location and details, and forwards all information to newsletter editor by the 15<sup>th</sup> of the month prior to the event. Coordinates all activities, preparation, and cleanup.

**Field Trip Coordinator** - Collects information on potential field trip destinations; helps activity chairmen select and arrange appropriate field trips; keeps notes on each trip for future reference. Coordinator may set up field trips in addition to those scheduled on calendar, with approval from Supervising Teacher.

**Hospitality Chairman** - Coordinates the procurement of, and serves, refreshments (and necessary supplies) at one or more Parent/Teacher Fellowship meeting. Is responsible to arrive at least 30 minutes prior to meeting to set up, and remain afterwards until kitchen cleanup is complete.

**Kids' Newsletter Editor** - Solicits input from HSP students (e.g., announcements of achievements, written work or drawings), then produces a brief "Kids Newsletter" approximately 5-6 times per year. Provides such to HSP office in a timely manner for distribution.

**Overnight Field Trip Coordinator/Committee** - Selects, plans and promotes a multi-day trip to an educational location. This may include arranging for lodging and meals in addition to educational tours/activities. Coordinates any necessary signups/payments. Provides necessary directions and information to attending families. Acts or appoints someone to act as group leader during trip.

**Photographer** - Is responsible to make sure photos are taken at NKCS-HSP events, and provides for backup photographer in case of absence. Sees that all photos are identified. Plans a display board/collage of such photos for the May meeting of each year. Contributes selected photos for inclusion on NKCS-HSP website and/or Facebook page.

**Science Day Chairman** - Plans for a science activity which can include all students. This could be a field trip, a workshop with a guest speaker, or a group science project. Makes all arrangements, takes signups, collects any money, purchases any necessary supplies, arranges for location and cleanup.

**Summer Reading Club Chairman** - Plans, advertises and coordinates a summer reading-incentive program for all NKCS-HSP students (and parents, if desired). Such program shall include, but not be limited to: standards, method of accountability, prizes, get-together(s), end-of-summer party/book sharing time.

**Resource Librarian** - Collects, files, and catalogs all CDs/videos/software. Assists school staff with book and curriculum library. Makes selected library resources available to school families during Parent/Teacher Fellowship meetings, during regular Library Days, and any other times librarian designates. Distributes listing of available titles on an annual basis. Keeps record of resources checked out and due dates; follows up on past due items.

**Devotional Chairman** - Plans for encouraging devotional and prayer thoughts to be shared at parent-teacher meetings and/or via email correspondence throughout the year.

### **Reimbursement Policy for Events**

Reimbursement (with receipts only) may be made for HSP activity expenses, subject to budget limitations.

Activity chairpersons are encouraged to find additional methods of covering costs as well, such as inviting donations, charging a fee, or asking volunteers (or everyone) to bring things.

If chairpersons and their committees wish to graciously donate the materials themselves, this will be very much appreciated by everyone involved!

Thank you for helping keep tuition low!

## Appendix B

# Home Study Program Attendance Guidelines

In response to numerous requests for attendance guidelines, the HSP Advisory Board has adopted the following general recommendations for conscientious schooling. (Please keep in mind that the state does not regulate attendance of private school students other than to request that records be kept; however, this could quickly change, especially if we misuse this precious privilege.)

- ☺ Your primary objective, of course, is to achieve the educational goals and objectives you set each semester. Of secondary importance, a good target for attendance is 175-180 days per school year.
- ☺ An easy way to set goals is to count the number of lessons contained in your curriculum, e.g., A Beka generally gives you 170 lessons. (Remember, though, that you should use the curriculum—don't let the curriculum dictate what's best for your child.)
- ☺ When students are sick or otherwise unable to complete their daily assignments, mark them (A)bsent on their attendance sheets. (However, if they are able to make up the work, it is not necessary to mark them absent.)
- ☺ Field Trips DO count toward school attendance, but be sure you include them in your lesson plans! (Some other documentation, such as a report or photo journal, wouldn't hurt, either.)
- ☺ The state mandates hours of school for public school ISPs—they must occur between 7 a.m. and 4 p.m. Ours aren't specified. If your student completes the work necessary to achieve the goals you've set, then he's attended school a full day.
- ☺ Set your school hours and days to coincide with public school hours as much as possible to avoid unnecessary accusations. (Remember, if someone asks questions, you need only state that the child is enrolled in a private school. Refer further questions to the school office, or to Home School Legal Defense—your attorneys.)

If you have any doubts, feel free to call one of your Advisory Board members and check it out.

## Appendix C

### Penalties for Late or Missed Obligations

<u>Infraction</u>	<u>Penalty</u>
Unexcused* missed parent/teacher meeting	\$50 (excuse must be requested within 48 hours)
Unexcused* missed testing	\$25/day/student plus cost of testing
Late paperwork**	\$20 per 30 days per student
Missed Supervising Teacher conference**	\$50
No proof of HSLDA membership	\$15 every month
Unfulfilled parent/teacher job	\$100

These amounts will be billed to your account. In addition, if you signed up for a field trip for which there is a cost, you will be billed for it, regardless of whether or not you are able to make it. (Field Trip Coordinators are responsible for submitting these bills to the Treasurer.) Always check your calendar before signing up, and mark the event on your calendar right away so you won't forget!

**Please Note:** Payment of penalty fees does not exempt you from meeting the requirements. Continued failure to meet requirements will result in possible suspension or expulsion from the program. Additionally, no diplomas will be issued unless all educational requirements and financial obligations are current.

\*Excused absences may be obtained from the Administrative Assistant or Supervising Teacher within 48 hours of the missed parent/teacher meeting. Testing fees will be charged for missed testing unless cancellation was made at least 60 days in advance.

\*\*Some deadlines may be extended. In order for a family to receive an extension, their "Request to Extend Deadline" form must be received in the NKCS-HSP office **before** the original deadline. If this form is merely handed to the Supervising Teacher or Administrative Assistant or any other person, the request may not be granted. If the requirement is not met by the extended deadline date indicated on the form, all penalties will be assessed from the original deadline.

## Appendix D

### CAMPUS DRESS CODE

HSP students and parents abide by the school's "Free Dress" code while on campus, while day school students are required to wear uniforms. HSP students who are enrolled in on-campus PE classes are required to wear the school's PE uniforms. A copy of the school's pertinent policies follows.

NKCS's grooming standards for both boys and girls are designed to minimize the unattractive spirit of clothes competition which seeks to draw attention to self or gender. It is incumbent upon all Christians to look their best at all times, to avoid compromising faddish or counter-culture attire, and display an element of quality Christian modesty. As Christians, we are to "show ourselves as an example of (to) those who believe" (I Tim. 4:12). We would encourage parents and all other adults who come on campus to adhere to this general principle.

#### **General Dress Code and Grooming Guidelines:**

All clothing must be clean, in good repair, and well pressed. Hair should be clean and well-groomed. Hair may not be dyed an unnatural color, nor be in a faddish, extreme or excessive style. No visible tattoos or body piercings (including tongue piercing) are acceptable (other than earrings for girls).

SHOES: Conservative shoes or tennis shoes are acceptable. No sandals, moccasins, thongs, or high heels.

LOGOS: Manufacturer's logos (pictures or words) are allowed if they are small in relationship to the garment, and are not objectionable. Any other slogans or advertisements are not acceptable.

SWEATERS, VESTS: Solid red, white, or navy blue, or any combination of these colors.

JACKETS: Any style and color in good taste is acceptable.

JEWELRY: No accessory-style pins should be worn on uniforms or sweaters.

#### **Girls Guidelines:**

UNDERGARMENTS: Appropriate undergarments must be worn at all times. For modesty, all girls shall wear shorts, which are long enough to cover their underwear, under their skirts or jumpers. Sweat pants or slacks worn under the uniform are not acceptable.

SOCKS: Socks are to be worn at all times. Red, white, or blue\*, or any combination thereof, of crew socks, knee socks, or tights, are appropriate. Flesh-tone nylons (no designs, glitter or seams) may be worn with socks by seventh and eighth grade girls only.

MAKEUP/NAILS: Modestly-applied, natural-looking makeup may be worn by seventh and eighth grade girls only. Nail polish may be worn; however, it must be one color only (not black). Artificial nails and nail art are not acceptable. The administration reserves the right to have students remove excessive and extreme makeup.

JEWELRY: Conservative necklaces and bracelets may be worn. One earring per ear, which does not extend below the earlobe, is the acceptable standard for girls.

## **Boys Guidelines:**

**SOCKS:** Socks must be worn at all times and cover the ankle.

**GROOMING:** Hair may not extend over the eyebrows, bottom of shirt collar, or below the top of the earlobe. No tails, pony tails, or designs/patterns cut into the hair are acceptable; hair must be cut in traditional, conservative styles only. Hair may not be pulled up or slicked down to fit these guidelines. Sideburns must be kept trimmed above earlobe. No other facial hair is acceptable. No makeup, jewelry (other than watch, one ring, or ID bracelet) or nail polish may be worn by boys.

## **P.E. UNIFORMS:**

Girls and boys in fifth through eighth grades are required to wear standardized P.E. uniforms, consisting of T-shirts and shorts, during P.E. period. During the winter, solid-colored red, white or blue sweatpants (free of logos and holes) may be worn as well. These uniforms are available for purchase from the school office at the beginning of each school year.

## **FREE DRESS CODE:**

All attire should be in keeping with the high Christian standards set forth here at North Kern Christian School. Grooming, shoe and sock guidelines remain the same as regular dress code. Since styles change from year to year, it is impossible to list every type of clothing which may or may not be acceptable; therefore, final determination as to the appropriateness of dress is up to the faculty and administration.

NOTE: This free dress code applies to HSP students and adults while on campus.

## **Girls Free Dress Guidelines:**

**DRESSES:** Dresses, jumpers, and skirts must be of modest length.

**PANTS:** Girls' pants, slacks, shorts and jeans are acceptable. However, no torn or faded jeans are allowed. Shorts must be of modest length (within 0-4 inches above the knee) and not excessively tight or baggy.

**TOPS:** These must be long enough to cover the waistband, with modest necklines. Shirrtail blouses must be worn tucked in.

**UNACCEPTABLE ATTIRE:** Coveralls, overalls, cutoffs, plain white undergarment-style T-shirts (worn in place of a regular shirt), tank tops, sleeveless tops, spaghetti-strap tops, low-cut tops, sheer clothing. No advertisements, slogans or pictures inconsistent with a Christian testimony are acceptable.

## **Boys Free Dress Guidelines:**

**PANTS:** Slacks, cords, shorts or jeans are acceptable. However, no torn or faded jeans are allowed. Shorts must be of modest length (within 0-4 inches above the knee) and not excessively tight or baggy.

**SHIRTS:** Collared shirts or knit-type pullover shirts with sleeves are required. Shirts with tails must be worn tucked in.

**UNACCEPTABLE ATTIRE:** Coveralls, overalls, cutoffs, plain white undergarment T-shirts (worn in place of a regular shirt), tank tops. No advertisements, slogans or pictures inconsistent with a Christian testimony are acceptable.

## Appendix E

### What REALLY Counts: Developing an Eternal Perspective

One of my motivations for “homeschooling” my children was that I didn’t want them to develop the selfish world-view exhibited by the junior high students I was teaching. God used the tragic death of the most popular of those students and the sudden death of my young and healthy father a couple of months later to force me to see HIS viewpoint instead of mine.

This lesson was grueling—I so wanted to spare my kids that kind of pain! I wanted to help them “fix our eyes not on what is seen, but on what is unseen. For what is seen is temporary, but what is unseen is eternal” (II Cor. 4:18). I wanted them to see others with God’s eyes, and to see problems from His all-powerful perspective. I wanted them to fear God rather than men. Most of all, I wanted to be with them for eternity!

Dr. Dobson recently reminded me of this resolve:

“It is the illusion of permanence, you see, that distorts our perception and shapes our selfish behavior. When eternal values come in view, it becomes our greatest desire to please our Lord and influence as many others for Him as possible, beginning with our own sons, daughters, and loved ones....If we truly believe that the eternal souls of our children hang in the balance—that only by winning them for Christ can we spend eternity together with them in heaven—will we change the way each day is lived?”

Then he speaks to parents of young ones:

“I urge you to keep this biblical truth in view as you race through the days.... Don’t permit yourselves to become discouraged with the responsibilities of parenting. Yes it is an exhausting and difficult assignment, and there are times when you will feel like throwing in the towel. But I beg you to stay the course! Get on your knees before the Lord and ask daily for His strength and wisdom.... There is no more important task in living.... In the blink of an eye, you will be hugging your children good-bye and returning to an empty house. You will pause for a moment to utter a prayer that the values and lessons you’ve imparted over the years have taken root in your sons and daughters and that they will bear fruit for the kingdom for the rest of their lives.... If your children enter adulthood with a clear concept of Who God is and what He wants them to do, you will have achieved the greatest accomplishment in life.”

(Family News from Dr. James Dobson, October 2002).

I’m almost to that point. I will endeavor to instill eternal values in my kids, up to the last good-bye.

In the process, we have developed a wonderful friendship as they have joined me in the adult world. As I look back on my many years of homeschooling I have at times felt pretty smug. I have smart kids who will do well—in fact, who ARE ALREADY doing well—in the “real world.”

But “smug” is not a feeling the Lord approves. He has shown me, again and again, that He can only use us when we’re not so sure of ourselves:

“To keep me from becoming conceited... there was given me a thorn in my flesh, a messenger of Satan, to torment me. Three times I pleaded with the Lord to take it away from me. But He said to me, ‘My grace is sufficient for you, for my power is made perfect in weakness.’ Therefore I will boast all the more gladly about my weaknesses, so that Christ’s power may rest on me. That is why, for Christ’s sake, I delight in weakness-es, in insults, in hardships, in persecutions, in difficulties. For when I am weak, then I am strong” (II Cor. 12:7-10).

Yes, I’m weak. This is probably why I don’t like to set myself up as an example for others. I’ve made lots of mistakes. I’ve SINNED big time. And so have my kids. But the Lord is faithful to honor the commitment I made to Him when each of my babies was born, and that each of them individually made to Him when they accepted Him as their own personal Savior and Lord. They belong to Him, and He doesn’t make mistakes!

Now the Lord would have me share this: I can now confidently send my children out of my house into adulthood BECAUSE they belong to Him, and He loves them MORE THAN I DO! No matter how fiercely I protect them, and how fervently I guard them from the world, I am powerless to shield them from Satan’s arrows. Only when I, in complete helplessness and desperation, placed them in His all-capable hands, did I do my best for them. Only then were they safe. And only then did I become strong.

Ironically, even though I’ve realized how weak I am, I am strong now. Strong in faith. In hope. And my fierce love and protectiveness for my mostly-adult children is as strong as ever. Only now it’s not weakened by fear, or guilt. It’s powered by His almighty hand!

And my job isn’t done! As long as He leaves me here on earth, He will give me strength to do the job He has given me to do.

Who else but me has God provided to cover my children in prayer? Who else has He provided to teach them His Word and introduce them to His mighty ways? Who else has He provided to model a godly lifestyle, or to lead them in the paths of righteousness? Oh, what a glorious—and humbling—task!

Most humbling of all—who else has He provided to give them a glimpse of His love for them—unselfish, uncompromising, unrelenting, UNCONDITIONAL love? I pray that they see His love in me.

With Paul, I encourage you:

“Stand firm. Let nothing move you.

Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain” (I Cor. 15:58).

In Christ’s service,

Sandy Armstrong

11/02

## Appendix F

### Biblical Truths for School Subjects

North Kern Christian School rejoices in the freedom we enjoy to teach truth in all subject areas from the ultimate resource text: God's Word. We believe that the Bible is authoritative in every area in which it speaks, including scientific themes as well as doctrinal issues. Therefore, in order to avoid sheltering our students from the whole truth and providing them with only a partial understanding of the subjects taught, teachers must diligently search out scriptural truth and impart it throughout the entire curriculum.

"My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely Christ, in whom are hidden all the treasures of wisdom and knowledge" (Colossians 2:2-3).

"Do not deceive yourselves. If any one of you thinks he is wise by the standards of this age, he should become a 'fool' so that he may become wise. For the wisdom of this world is foolishness in God's sight. As it is written, 'He catches the wise in their craftiness,' and again, 'The Lord knows that the thoughts of the wise are futile' " (I Corinthians 3:18-20).

"So, then, men ought to regard us as servants of Christ and as those entrusted with the secret things of God. Now it is required that those who have been given a trust must prove faithful. I care very little if I am judged by you or by any human court; indeed, I do not even judge myself. My conscience is clear, but that does not make me innocent. It is the Lord who judges me" (I Corinthians 4:1-4).

Our students' thinking is being shaped with each assignment in each course, and our mandate is to ensure that they "Do not conform any longer to the pattern of this world, but [that they] be transformed by the renewing of [their] mind. Then [they] will be able to test and approve what God's will is—His good, pleasing and perfect will" (Romans 12:2). Our ultimate goal, after all, is to prepare them to face eternity as God's faithful servants, invited to "Come and share [their] Master's happiness" (Matthew 25:21).

In order for this kind of transformational learning to take place, both students and teachers must be engaged in solid Bible study. They need to become increasingly familiar with what it says about each subject studied. Here is a tiny sampling of scriptural foundations for certain school subjects:

**Fine Arts:** "I will sing to the Lord, for he is highly exalted.... The Lord is my strength and my song; he has become my salvation. He is my God and I will praise him, my father's God, and I will exalt him" (Exodus 15:1-2).

**Health and Physical Education:** "So God created man in his own image, in the image of God he created him...." (Genesis 1:27). "Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body" (I Corinthians 6:19-20).

**Language:** "In the past God spoke to our forefathers through the prophets at many times and in various ways, but in these last days he has spoken to us by his Son.... We must pay more careful attention, therefore, to what we have heard..." (Hebrews 1:2, 2:1). "These things happened to them as examples and were written down as warnings for us, on whom the fulfillment of the ages has come" (I Corinthians 10:11).

**Mathematics:** "...God is not a God of disorder, but of peace" (I Corinthians 14:33).

**Science:** "But ask the animals, and they will teach you, or the birds of the air, and they will tell you; or speak to the earth, and it will teach you, or let the fish of the sea inform you. Which of all these does not know that the hand of the Lord has done this? In his hand is the life of every creature and the breath of all mankind.... To God belong wisdom and power; counsel and understanding are his" (Job 12:7-13).

**Social Science:** "O my people, hear ... things from of old—what we have heard and known, what our fathers have told us. We will not hide them from their children; we will tell the next generation the praiseworthy deeds of the Lord, his power, and the wonders he has done.... Then they would put their trust in God and would not forget his deeds but would keep his commands" (Psalm 78:1-7).

For a detailed study of scriptural bases for school subjects, please see the series Bible Truth for School Subjects by Ruth C. Haycock, Association of Christian Schools International, P.O. Box 4097, Whittier, CA 90607. This resource may be obtained from the Home Educators Resource Center library.

**Appendix G**  
**Education Basics - What's Important?**  
by Sandy Armstrong

The bottom line: We have taken the responsibility for our children's education because we have realized that God is holding us alone accountable for that job. There is no one else He will trust with that responsibility—parents were created with built-in programming to care about their offspring and follow through in a way no employee could possibly imagine. "O my people, hear my teaching.... I will open my mouth in parables, I will utter hidden things, things from of old—what we have heard and known, what our fathers have told us. We will not hide them from their children; we will tell the next generation the praiseworthy deeds of the Lord, His power, and the wonders He has done. He decreed statutes for Jacob and established the law in Israel, which He commanded our forefathers to teach their children, so the next generation would know them, even the children yet to be born, and they in turn would tell their children. Then they would put their trust in God and would not forget his deeds but would keep his commands" (Psalm 78:1-7). "Fix these words of mine in your hearts and minds.... Teach them to your children, talking about them when you sit at home and when you walk along the road, when you lie down and when you get up. Write them on the doorframes of your houses and on your gates, so that your days and the days of your children may be many in the land that the Lord swore to give your forefathers, as **many as the days that the heavens are above the earth**" (Deut. 11:19-21).

Ultimately, we realize that **the most important reason for us to teach our children is to prepare them to be citizens of heaven.** "Now we know that if this earthly tent we live in is destroyed, we have a building from God, an eternal house in heaven, not built by human hands.... While we are in this tent, we groan and are burdened because we...wish to be clothed with our heavenly dwelling, so that what is mortal may be swallowed up by life. Now it is God who has made us for this very purpose and has given us the Spirit as a deposit, guaranteeing what is to come.... We live by faith, not by sight" (II Cor. 5:1-7).

This motivation pervades all we do as parents and teachers. Our children's **Spiritual, Physical, Mental, Emotional** and **Social** development and future level of maturity depend upon the basics they are taught from the very beginning (and it is never too late to start!).

♥**Spiritual** maturity can only be attained by those who have become intimately acquainted with their Creator and Heavenly Father, and have then developed a personal dependence on their Lord and Savior.

First, children learn what their Heavenly Father is like by getting to know His representatives—their parents. We can see that children with inadequate parents may have a warped view of God from the start. But this is vital! We who know the truth are responsible to God to make sure our children can see God in us!

Natural interactions little ones have with God's creatures and creations teach them more about their Creator. Parents, encourage these encounters, using them as teaching tools to introduce your children to attributes of the Creator.

As children grow and learn to read God's Word, they can become acquainted with Him on a more intimate basis. Here again, parents play a key role in directing the search for this knowledge, and in guiding conversations which may lead to positive personal decisions based on His Word. We can see why **our children's academic life is inseparably linked to their spiritual life.**

♥**Physical** maturity involves a developing awareness of a child's own body, and of his responsibility to his Creator as far as that body is concerned. Nurturing a respect for that unique body will result in healthy habits of diet and exercise for life. With interactive parenting, it should also allow the child to understand how good stewardship of that body not only honors the Lord, but is required of Him as the real owner of all we have (for example, working diligently to

maintain cleanliness in the home, to prepare nutritious food, and eventually, to provide financial support so that he can pay for his own food, clothing, and shelter).

♥**Mental** maturity can only happen in the mind of God. But parents can help their children begin to conform their minds to God's mind as they develop an attitude of wonder in observing God's creation all around them, as they marvel at God's design. Encourage questions and cultivate the habit of finding answers to these questions TOGETHER—nothing stifles enthusiasm faster than being told to “look it up yourself” every time he asks. Remember, Jesus said, “whoever humbles himself like this child is the greatest in the kingdom of heaven” (Mat. 18:4).

Creativity is a God-given characteristic of young children, and parents need to encourage it in their children from the start, no matter how messy or inconvenient! Conventional schools tend to stifle creativity in the name of order and discipline, but we don't have to “do” conventional school! The child's creativity itself stimulates learning. Besides—what a blessing we have! In our creativity, God has given us a tiny glimpse of His own character! As we develop a sense of wonder and awe at observing God's handiwork, we will automatically cultivate the proper respect and awe due Him for His power, wisdom, intelligence, and of our utter dependence on Him. (Read Psalm 104 for an awesome picture of God!)

♥**Emotional** maturity is vital to your child's success as an adult. If the above aspects of his education have been cultivated, it should follow that he will have developed a deep sense of security in his place in his family, and, soon after, in his place in the heart of God. Your children need to know that they are **top priority** in your schedule—that you will be there for them every time they need you. You need to be their cheerleader, their confidant, their ally as they face the world. They need to be able to trust that you have their best interests at heart in all things. Guard against letting any spirit of mistrust develop—remember, **their relationships with their parents build the foundation for their relationship with God**. They must know that ultimately, God is their cheerleader, their confidant, and their ally, and wants the best for them. But this is less likely to happen if they haven't experienced this deep security at home first.

♥**Social** maturity develops naturally in a child who is becoming spiritually, physically, mentally, and emotionally mature as the Lord has planned. Children need to learn to see others as God sees them: “The Lord does not look at the things man looks at. Man looks at the outward appearance, but the Lord looks at the heart” (I Sam. 16:7). Our children need to develop God's love, compassion, and respect for each individual He has created. Here, homeschooling is practical, since the negative aspect of peer dependence is avoided. This negative and artificial dependence on popularity with peers only serves to hinder healthy social development and confidence.

## **Appendix H HEALTH AND SAFETY POLICY**

North Kern Christian School Home Study Program shall strive to protect the safety and health of students in our school, as well as their families, and our staff. This health and safety policy has been developed from the guidelines recommended by the Center for Disease Control, the National Association of State Boards of Education, the California Department of Health, and the California State Board of Education.

**Privacy.** Pupils and staff members are not required to disclose personal health information to anyone. If information or speculation about an individual student's or staff member's health is shared with the school board or staff for the purpose of assessing potential special needs or enforcing school policies, such information is treated as highly confidential. Access to student health records and related information is available only to the school staff and to the student, or, if the student is a minor, to his parent or guardian, except as required by law.

**Education.** With the goals of healthful living and avoiding risks of injury, illness, and disease, North Kern Christian School Home Study Program will make this health and safety policy available on an annual basis and will require, as a condition of enrollment, that every parent sign a notice of receipt and agreement to follow these policies at all school activities.

**Enrollment.** No student will be denied enrollment in North Kern Christian School Home Study Program based solely upon the presence of an injury, disability, illness, or disease. However, under certain conditions (explained below under "exposure control"), a student may be excluded from participation in group activities.

**School Entry Health Exam.** Parents of incoming kindergarten or first grade students are required by law to submit a school entry health exam report from their physician, or to sign a waiver of the exam. This report is kept on file with the student's permanent record.

**Immunizations.** North Kern Christian School requires that, in accordance with state law, every student be fully immunized for the following diseases, unless a waiver based upon personal beliefs has been signed by the student's parent or guardian, or a waiver based upon medical reasons has been signed by the student's physician: 1) diphtheria; 2) haemophilus influenzae type b, except for children who have reached the age of four years and six months; 3) measles; 4) mumps, except for children who have reached the age of seven years; 5) pertussis (whooping cough), except for children who have reached the age of seven years; 6) poliomyelitis; 7) rubella; 8) tetanus; 9) hepatitis B, for all children [entering school] on or after August 1, 1997; 10) varicella (chicken pox), effective July 1, 2001, except for students already enrolled in kindergarten or above before July 1, 2001.

Parents of all students must present a written immunization record to be kept on file by the school within 10 days of enrollment. Students in the Home Study Program are exempt from this requirement, as the primary place of instruction is the home.

**Exposure Control.** While no one can guarantee that no injury will ever occur nor illness or disease be contracted, the following policies are adopted for the health and safety of all students and their families.

### Injury Prevention and Response

We recommend that:

- A. All parents, and students in grades nine and above, take the Basic First Aid and CPR course offered by the Red Cross.
- B. If any injury to a child occurs, the parent of the injured child should be the person to give first aid or other treatments.
- C. The Universal Precautions be followed when blood or bodily fluids are present, including the use of latex gloves by those treating the injured or ill person and by those cleaning up.
- D. All parents have and maintain a simple first aid kit, including latex gloves, bandages, band aids, and antibacterial cleaning solution. Such a kit can be kept easily in a purse or car to have available in an emergency.

#### Presence of Contagious Illness or Disease

Students and family members may not participate in group activities sponsored by North Kern Christian School Home Study Program unless they are free from contagious illness, in order to avoid exposing others. If an attendee at an event manifests symptoms of any potentially contagious disorder (e.g., severe coughing or sneezing, evidence of lice infestation, oozing open wounds, sores or rashes, etc.), or any other condition which reasonably causes health concerns among staff or parents present, that person may be asked to leave and may be excluded from attending school functions until he has demonstrated that the condition has abated or the contagious period has ended.

#### Notification of Exposure to Communicable Disease

Whenever the school staff has good cause to believe that a student who is not completely immunized against a particular communicable disease may have been exposed to that disease, that information shall be reported by school personnel to the student's parent and to the county's local health officer. In conjunction with the recommendation of the local health officer related to the pupil's risk of developing the disease, the school may require the exclusion of the student from school activities until the completion of the incubation period and the period of communicability of the disease.

#### Ongoing Medical Conditions

If a student or family member has continuing special medical needs, North Kern Christian School Home Study Program will make a reasonable effort to accommodate those needs. However, all accommodations will be considered by balancing the special need of the individual with the general needs of the group. A parent who is unsure whether a particular activity can accommodate specialized equipment or other special needs should ask before attending.

#### Administration of Medicine or Procedures

No one other than the parent or guardian of a student may administer medication or other medical procedures to that student (e.g., asthma inhalants, insulin injections, aspirin, etc.).

#### Parental Supervision

North Kern Christian School Home Study Program requires that a parent or guardian attend all events attended by their student(s), or designate another adult to act in their stead by the use of a signed and dated Medical Release form. In the case of an illness or condition which presents any special consideration in the event of a health emergency (e.g.,

diabetes, epilepsy, HIV, etc.), the parent or guardian is required to remain in close enough proximity to the student that the parent can reasonably be the first to respond and administer proper procedures for both the safety of the affected student and others.

Exclusion from Activities

No student or family member will be permanently excluded from activities hosted by North Kern Christian School Home Study Program based solely on the existence of a medical condition. If the particular condition creates a risk to others or it is a need which the school cannot accommodate without unreasonably sacrificing the benefits of the activity or the needs of others, the school staff or advisory board will meet with the parent(s) in an attempt to resolve the issue, consulting with local health officials or obtaining other medical advice if necessary, to assist in determining appropriate action. In such cases, the decision of the advisory board will be final.

**Expulsion.** Failure to follow these guidelines may result in immediate expulsion from North Kern Christian School Home Study Program.

**Conciliation.** The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; I Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the *Rules of Procedures for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available at [www.HisPeace.org](http://www.HisPeace.org)). Judgement upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

**Agreement.** I have received, read, understand, and agree to abide by the North Kern Christian School Home Study Program Health and Safety Policy.

Signed by Parent/Guardian \_\_\_\_\_ Date\_\_\_\_\_

Signed by Parent/Guardian \_\_\_\_\_ Date\_\_\_\_\_

## Appendix I STUDENT ANTI-HARASSMENT POLICY

The policy of North Kern 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, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

NKCS-HSP does not tolerate harassment, nor does it tolerate reprisals against any student or adult who makes a harassment complaint. Administration, 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.

### I. 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:
  - >>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.
  - >>Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
  - >>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.
  - >>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 person may not openly object to others’ actions or words does not prove that they were welcome. 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 person or group 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 person or group, especially if they are repeatedly made. Although some individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during school events.

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 person 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 victim.
6. Race, Color, National or Ethnic Origin, Age, and Disability Harassment. Unwelcome statements, name calling, or other verbal or physical conduct based on a person's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:
  - >>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.
  - >>Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
  - >>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.
  - >>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, e-mail, cell phones (including picture phone or text messaging as well as voice), 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:
  - >>Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any person based on gender, race, color, national or ethnic origin, age, or disability.
  - >>General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the person's gender, 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 person or damaging his or her property or placing a person 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 person or group 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:
- >>Unwanted sexual advances or propositions.
  - >>Offering academic benefits in exchange for sexual favors.
  - >>Making or threatening reprisals after a negative response to sexual advances.
  - >>Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
  - >>Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a person's gender, race, color, national or ethnic origin, age, or disability.
  - >>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.
  - >>Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
  - >>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.
  - >>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.
  - >>Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, gender, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations.
  - >>Physical conduct such as touching, assaulting, impeding, or blocking movements.
  - >>Any conduct that has the effect of insulting or demeaning a person or group 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.

## II. Application of Anti-harassment Policy

The student anti-harassment 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, North Kern Christian School has the right to expect and does expect that students and employees of the school will conduct themselves in a Christlike 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.

### III. Prohibited Actions

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

### IV. 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.

### V. Where to Report Harassment, Bullying, or Intimidation

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

1. Kendall Funk, Principal/Administrator - 758-5997 (school) or 747-3919 (cell)
2. Deana Whitbey, Administrative Assistant - 758-5997 (school)
3. Sandy Armstrong, Home Study Program Supervising Teacher - 319-2500 (for matters pertaining to Home Study Program)
4. Christine Findley, Home Study Program Administrative Assistant - 704-3141 (for matters pertaining to Home Study Program)

### VI. 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.

### VII. 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.

### VIII. Procedure for Investigation of a Complaint and Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he/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.