



NORTH KERN

CHRISTIAN SCHOOL

TRAINING UP CHILDREN IN THE WAY THEY SHOULD GO

2023-2024
Parent Handbook

Updated Sept 2023

HISTORY OF NORTH KERN CHRISTIAN SCHOOL

In the spring of 1978, the Mennonite Brethren Church of Wasco, under the guidance of Pastor Vernon Reimer, established a three-member fact-finding board to ascertain the possibility of beginning a Christian School on the church campus. This group continued to meet and seek God's will for such a school. After much prayerful planning, NORTH KERN CHRISTIAN SCHOOL (NKCS) became a reality in the fall of 1978, offering a course of study for grades K through 8 using the Accelerated Christian Education (A.C.E.) curriculum. In the fall of 1984 NKCS began using A Beka curriculum in grades 4 through 8 while maintaining ACE in the primary grades. In the fall of 1989, NKCS extended the use of A Beka to include the third grade, and in the fall of 1990, grades 1 and 2 also began using A Beka.

NORTH KERN CHRISTIAN SCHOOL is now a ministry of the Shafter Mennonite Brethren Church. The mission of the Shafter Mennonite Brethren Church is: To build the body of Christ at Shafter Mennonite Brethren Church by equipping people for Christ-like maturity and for reaching unbelievers in our community. NKCS is a non-denominational school and is open to all who want a Christian environment and Christ honoring staff and curriculum for their school-age children.

AFFILIATIONS

NORTH KERN CHRISTIAN SCHOOL is affiliated with the Association of Christian Schools International (ACSI), and is a ministry of the Shafter Mennonite Brethren Church.

NKCS STATEMENT OF FAITH

We believe the Bible to be inspired, the only infallible 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 the lost and sinful man, a regeneration of 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 lost: they that are saved unto resurrection of life, and they that are lost unto the resurrection of damnation;

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

STATEMENT on MARRIAGE, GENDER, & 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. (1 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; 1 Cor 6:9-10)

We believe that in order to preserve the function and integrity of NORTH KERN CHRISTIAN SCHOOL as a part of the Body of Christ, and to provide a biblical role model to the students, parents, and sponsors of NORTH KERN CHRISTIAN SCHOOL, and to the local community, it is imperative that *all persons employed by NORTH KERN CHRISTIAN SCHOOL in any capacity*, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22)

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; 1 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 NON-DISCRIMINATION

NORTH KERN 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. 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.

SCHOOL BOARD

The school board of NORTH KERN CHRISTIAN SCHOOL is appointed by a committee of the Shafter Mennonite Brethren Church. The school board meets on a monthly basis, and is responsible for the direction and policy of NKCS. Board meetings are open to parents. If you have a matter that needs to be taken up at a board meeting, please contact the principal or a member of the board.

School Board Members

Paul Neufeld, Chairman
Sandy Armstrong, Secretary
Art Cantu
Carl Demler
Med Garcia
Sean Hallenbeck
Melany Millwee
Frankie Moore
Steve Neufeld

FACULTY AND STAFF

Administrative Team

Kendall Funk, Principal
Deana Whitbey, Secretary
Valerie Aleman, Preschool Director

Grade School Staff

Cheryl Fager, Kindergarten
Angela Morfin, 1st/2nd Grade
Carina Garza, 3rd/4th Grade
Julie Rodarte, 5th/6th Grade
Kendall Funk, 7th/8th Grade
Stephanie Bernal, Aide
Corina Jones, Aide

Preschool Staff

Catalina Aguilera, Toddler Class
Angela Scialabba, Preschool Class
Evelyn Ocampo, Pre-K Class
Carissa Mendoza, Aide
Eva Ruddell, Aide and Grade-school lunch duty

Support Staff

Jamie Dunlap, After-school program and Preschool Janitorial
Liz Godoy - Janitor
John Hill, Maintenance and yards
Mikayla Mendoza - Janitor

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. The Bible-centered curricula leads the minds of students toward God and so can influence each life to regard Jesus Christ as the center of their lives. The 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 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 towards God and all others in authority.

Classroom Modifications: NKCS provides an academically challenging program. We do make reasonable accommodations as deemed best for students based on parent-teacher-administrator agreement or IEP evaluations. Students enrolled are expected to be able to function in NKCS's academic environment without extraordinary classroom or grading modifications.

GENERAL DESCRIPTION OF CURRICULA

The most unique characteristic of NORTH KERN CHRISTIAN SCHOOL is that Biblical truths permeate the entire program. Christian teachers using A Beka and ACSI Purposeful Design curriculum, model scriptural truth and principles throughout all subject matter. Besides the A Beka and ACSI curriculum, the Jr. High classes use Bob Jones Press curriculum for Math.

A BEKA BOOK - KINDERGARTEN - 8TH GRADES

A Beka Book curriculum is designed and developed by Christian educators. A Beka Book's purpose is to provide God-honoring textbooks and teaching aids. The curricula are written on the premise that all truth comes from God and that any teaching of man that is contrary to the clear teaching of the Word of God must be rejected and refuted. Christian character training is built into the presentation of each subject area. The A Beka Book program is based upon the traditional classroom approach. The scope and sequence are expertly worked out so that every year the students progress at the rate that will prepare them for the next year.

BOB JONES UNIVERSITY PRESS-JR. HIGH MATH & ALGEBRA

Bob Jones University Press (BJUP) materials are pervasively Biblical. BJUP has approached each subject from a thoroughly Biblical perspective that is logical, natural, unforced, and not simply tacked on. Not satisfied with simple memorization or recitation, math programs help the students understand why numbers relate as they do, and thus why operations work. The 7th & 8th grade curriculum covers fundamentals of math and pre-algebra. Algebra is offered for those 8th grade students that are prepared and have teacher and parent recommendations.

ACSI/PURPOSEFUL DESIGN

Purposeful Design points to a careful and deliberate approach to creating instructional materials. Their first commitment is to prepare materials of the highest quality in order to further the distinctive mission of Christian education. Second, the design of the curricula reflects the intentional and thoughtful approach taken in every textbook. **Purposeful Design** also speaks of a purposeful designer. Not only did God create the universe, but He is at work today sustaining His handiwork. He is also actively present in the creative enterprises of teaching and learning. Thus, this curriculum points to an education that invites the person of Jesus Christ to be an integral part of the learning process.

CURRICULUM CHARGES

There is a standard charge for all students for curriculum costs. This covers the costs for consumable materials such as workbooks, handouts, or practice pages; the rental fee for rental books; and the cost for e-book licenses. Workbooks are the property of the students. Students are encouraged to cover their books with clear contact paper. When covered with contact paper there is usually no problem with the books being able to last for the whole year. If a book is lost or destroyed, the student will be charged for the price of a new book to replace it. There is no way to charge just for the part used on consumable books.

The curriculum fee covers the cost for rental books, and for the normal wear and tear that they receive. However, if there is excessive wear, there will be a penalty fee to cover the cost of repair to the book. If a rental book is destroyed or lost, the student will be charged for the cost of a replacement book.

ADMISSIONS 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 a Christlike life. 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 NORTH KERN CHRISTIAN SCHOOL, 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 behavior. Thus, NORTH KERN 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).

NORTH KERN 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. 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 will be conducted as follows: (1) all forms must be secured and completed. (2) A personal interview will be scheduled with the school administrator. (3) Diagnostic testing, if necessary, must be completed and assessed. If a child is tested but not enrolled in school, a fee of \$10.00 is charged. (4) Transcripts and records from the preceding school must be ordered. (5) Upon acceptance, registration fees and first month's tuition must be submitted. All new admissions are conditional and are subject to review after an appropriate length of time.

1. Admission is primarily based on parental desire for Christian education demonstrated by parental statement, references from pastors and friends, and family involvement in church. The administration must be convinced that each family will fully support the standards, philosophy, goals of the school, statement of faith, and exemplify a consistent standard of ethical, biblical morality.
2. In that we are affiliated with the Shafter Mennonite Brethren Church, to be eligible for admission, one parent or legal guardian must be born-again, i.e., saved within New Testament biblical parameters. A parent or legal guardian, with whom the child resides, must be in regular attendance, with the child, at a recognized Bible-believing, Christian Church (those families unable to comply may seek an exemption from the school board.)
3. Admission priority has been established by the school board. First priority is given to presently enrolled elementary and junior high students and their siblings. Second priority is given to NORTH KERN CHRISTIAN SCHOOL Preschool families who meet the admissions requirements, followed by all others according to the date registration fees are paid.
4. Upon review of an application, the parent will be contacted and asked to come in and pick up a school handbook. All incoming students and parents must read, and agree to uphold all policies and goals as stated in the school handbook, and sign a statement to that effect.
5. An appointment for an interview with the school administration will be set up. This interview is a prerequisite for admittance of new students to NKCS and will consist of a time for parents and students to get acquainted with the school and its policies, as well as a time for pertinent questions related to your child's enrollment to be answered. This interview is necessary to determine the suitability of admittance.

6. Upon satisfactory completion of the application and interview, the family will receive notification regarding placement in school. If a student is entering the 6th grade or above, an interview with the school administration and a school board member with both the student and parents, will be scheduled. After this process, notification from the board regarding placement in school will be given. The board makes the final determination of admittance for all students entering the 6th through 8th grade.

7. After notification of acceptance is received, final admittance is not attained until all necessary forms have been completed, and all fees are paid. All students enter under a probationary period of up to nine weeks. The administration reserves the right to continue the probation period. During the probation period a student may be dismissed for (but not limited to these reasons) continual discipline problems, non-payment of tuition or fees, incomplete application package (in the instance where enrollment is allowed pending completion of the application), previous school records, and receipt of adverse information from previous school records or recommendation forms.

8. 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 attendance at NORTH KERN CHRISTIAN SCHOOL 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.

9. NORTH KERN CHRISTIAN SCHOOL reserves the right to determine suitability of the admission of any student and his continued enrollment for any and all special circumstances that may arise, including those not covered in the existing admission policy. Kindergarten students are to be five years old by September 1.

10. Individuals reapplying during the same school year must complete the re-registration process. Assuming re-admittance is granted, students assume a one- month performance probation period. At the completion of the performance probation period, administrators and faculty members will asses progress to determine whether marked improvement is evident. The administration reserves the right to continue or adjust the performance period, or dismiss the student from enrollment.

An orientation meeting must be attended by either parents, or guardians, early in the school year. At that time, they will be given detailed information and further exposure to the curriculum of their child's grade level.

WITHDRAWAL

Two weeks written notice or two weeks tuition is required upon the child's withdrawal from the program.

NECESSARY FORMS

The following forms must be filled out and returned to the school office for the registration process to be complete.

1. **APPLICATION AND RELATED FORMS** - These forms must be completed to begin the application process.
2. **MEDICAL HISTORY FORM** - This form must be completed with copies of the child's immunization records included. Listed below are the California Department of Health Immunization Requirements:

VACCINE	REQUIRED DOSES
Polio	4 doses at any age, but... 3 doses meet requirements for ages 4-6 if at least one was given on or after the 4 th birthday; 3 doses meet requirement for ages 7-17 if at least one was given on or after the 2 nd birthday.
Diphtheria, Tetanus, and Pertussis	Age 6 years and under: DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) 5 doses at any age, but... 4 doses meet requirements for ages 4-6 years if at least one was on or after the 4 th birthday.
Measles, Mumps, Rubella (MMR)	Kindergarten: 2 doses both on or after 1 st birthday 7th grade: 2 doses both on or after 1 st birthday Grades 1-6 and 8-12: 1 dose on or after 1 st birthday
Hepatitis B	Kindergarten: 3 doses at any age
Varicella	1 dose for children under 13 years; 2 doses for ages 13-17 years.
Tdap Booster (Tetanus, reduced diphtheria, and pertussis)	7th – 12th grade: 1 dose on or after 7 th birthday

3. **TRANSFER OF RECORDS FORM** - A student transferring from another school must have this form filled out so that we may obtain their school records.
4. **EMERGENCY INFORMATION FORM** - This form must be filled out each year. If there are any changes in information during the year, please contact the office immediately with the necessary changes.
5. **EMERGENCY TREATMENT RELEASE FORM** - This form must be filled out each year for each student. A student will not be permitted to go on field trips unless a copy of this form is on file in the office.
6. **HANDBOOK FORM** - This form must be filled out yearly by the parents stating that they have read and agree to abide by the school policy set forth in the handbook.
7. **FINANCIAL CONTRACT** – The Parent Handbook contains the financial obligation for enrollment and becomes the formal agreement between the school and the family for payment.
8. **FORCE MAJEURE CLAUSE** – This form ensures that both NKCS and parents cannot be held liable for failure to fulfill the terms of the Handbook agreements in

the event of events beyond the control of NKCS. The agreement may be postponed for a period of time or terminated depending on circumstances.

ADDITIONAL FORMS

1. **LUNCH RELEASE FORM** - If your child will regularly be going home for lunch, please fill out a release form in the office.
2. **FIELD TRIP DRIVER FORM** - If you will be driving for a field trip, we need to have a completed driver form on file in the school office. This form is available on the school website.
3. **VOLUNTEER LIABILITY FORM** (part of handbook form) - This form acknowledges that you understand that when you are doing volunteer work at NKCS you are not covered by NKCS workman's compensation insurance per California law. Should a volunteer become injured while serving in a school related activity, the volunteer's health insurance shall be primary, and the school's liability insurance secondary.
4. **MEDICATION ADMINISTRATION** - This form must be completed for a student to receive medication (including Tylenol, ibuprofen, and other over-the-counter medications). In the case of prescription medications, the prescribing doctor must complete part of the form. This form is also available on the school website.
5. **PUBLICITY RELEASE FORM** – This form is to be completed before a student's picture/video can be used in any material published by the school for publicity or other reasons.

COST

The Shafter Mennonite Brethren Church serves as an umbrella organization for NORTH KERN CHRISTIAN SCHOOL while the school operates on an independent, non-profit basis. The cost to operate the school can be divided into three major categories:

1. Buildings, maintenance, utilities, playground equipment, classroom and office furnishings, and insurance.
2. Personnel: Staff, Faculty, and Maintenance.
3. Instructional materials, equipment and supplies.

Tuition is fixed annually according to the amount needed to compensate the school staff for their ministry. The tuition may be paid in one lump sum, in ten equal payments beginning August 1, or on the twelve-month equal pay plan with billing beginning July 1. Other payment plans are available. We are encouraging automatic funds transfer (EFT) payment. A contract stating the financial obligation and outlining payment plans will be issued each school year. Those parents wishing to pay the **total tuition** by August 15 will receive a 5% discount. Parents are billed monthly for tuition and other expenses charged to the child's account. Tuition is due on the 1st of the month. After the 10th day of the month billed, a late fee of \$15.00 will be charged. Special arrangements may be made with the administration.

REGISTRATION AND TUITION POLICIES

REGISTRATION

Registration fees are charged on a sliding scale based on when the fee is paid. The registration fee scale is as follows and is paid by all incoming students upon enrollment including transfers during the school year.

Registration fees are used to cover the cost of student records, student insurance, per student city utility fees, ACSI student fees, Gradelink fees, and other per student fees and assessments that the school is charged.

By April 15	-\$60
On or before May 1	-\$75
On or before May 15	-\$100
On or before June 1	-\$125
After June 1	-\$150

For families new to the school, the rate tops out at \$100.

For current families whose account is not current, there will be an additional \$10 added to the registration fees.

Registration fees are not refundable unless the child is not accepted into the school. If the student is not accepted, a \$10.00 fee will be charged for any testing and office work.

TUITION

Tuition is a yearly fee set by the school board to cover the operational expenses of NKCS. It is not a monthly fee or a fee based on the number of days students are in class in a particular month. Because most families are unable to pay tuition in full before the beginning of the school year, we do offer several different payment plans to help spread out tuition expenses.

The tuition fees for the 2023-2024 school year are \$6,000.00 for students in Kindergarten-4th grade, \$6,100.00 for students in 5th – 8th grades, and \$5,000 for the half-day Transitional Kindergarten. Tuition can be paid in full on or before August 15 to receive a 5% discount. Tuition cost on the prepay plan is \$5,700.00 for K-4, \$5,795.00 for grades 5-8, and \$4,750.00 for TK.

There are five tuition payment plans available:

1. **12-month tuition, curriculum, and registration plan:** Tuition, curriculum, and registration are added together and divided into 12 equal payments beginning July 1, 2023, and ending June 1, 2024. The billing will show a \$150 registration fee in July and a \$125 curriculum charge in both August and September. The rest of the payment for these months will be applied to tuition. The remaining 9 months will have the entire payments applied to tuition.

K-4 th	\$533.33
5 th -8 th	\$541.67

2. **12-month tuition and curriculum plan:** Tuition and curriculum are added together and divided into 12 equal payments beginning July 1, 2023, and ending June 1, 2024. The billing will show a \$125 curriculum charge in both August and September. The rest of

the payment for these two months will be applied to tuition. The remaining 10 months will have the entire payments applied to tuition. Registration must be paid before the beginning of school.

K-4 th	\$520.83
5 th -8 th	\$529.16

3. **12-month tuition only plan:** Tuition is divided into 12 equal payments beginning July 1, 2023, and ending June 1, 2024. Registration and curriculum fees are paid separately. Curriculum charges are divided into two \$125 payments for August and September. Registration fees must be paid before the start of school.

K-4 th	\$500.00
5 th -8 th	\$508.33

4. **10-month tuition and curriculum plan:** Tuition and curriculum are added together and divided into 10 equal payments beginning August 1, 2023, and ending May 1, 2024. The billing will show a \$125 curriculum charge in both August and September. The rest of the payment for these two months will be applied to tuition. The remaining 8 months will have the entire payments applied to tuition. Registration fees must be paid before the start of school.

K-4 th	\$625.00
5 th -8 th	\$635.00

5. **10-month tuition only plan:** Tuition is divided into 10 equal payments beginning August 1, 2023, and ending May 1, 2024. Registration and curriculum fees are paid separately. Curriculum charges are divided into two \$125 payments for August and September, and will be billed separately for those two months. Registration fees must be paid before the start of school.

K-4 th	\$600.00
5 th -8 th	\$610.00

TK 8:20-11:30 Rates

We do offer the option of half day rates for the Transitional Kindergarten Program only. These are students that will be in full-time kindergarten for the 2024-25 school year. ***TK students can be in the classroom full time for the regular kindergarten rates.*** TK students must be picked up from school at 11:30. There is no afternoon daycare program for the TK students; however, afternoon daycare may be available in the preschool if space is available. The TK program is only available on the prepaid tuition plan or the 10-month tuition plan.

TK pre-paid	\$4,750.00 due August 15, 2022
TK 10-month billing	\$500.00 per month (August-May)

CURRICULUM FEES

For parents choosing payment plans 1, 2, or 4, the curriculum charges are included. For those parents who prepay tuition or choose either payment plan 3 or 5, the annual curriculum fee is \$250.

For those paying the curriculum fee separately, one half will be charged on the August 1 billing, and the remainder on the September 1 billing.

AFTER SCHOOL STUDY-HALL CHARGES

One child	\$60/month
Additional children	\$45/month each-maximum \$150/family/month
Late Pick-up Fee	\$15 for each 15 minutes late, \$15 minimum!
Drop-in rate	\$10/day

Children not picked up within 15 minutes of the end of the school day will be sent to study hall, and families will be charged the daily drop-in rate.

ELECTRONIC FUND PAYMENTS

Electronic payments are strongly encouraged but are not mandatory. Payment options will be tailored to needs and can be scheduled for any day of the month and even twice a month if desired. There is an agreement form in the registration packet to use for setting up payments. This applies to all school families, grade school and preschool.

DELINQUENT ACCOUNTS

Tuition is due on the 1st of each month. Payments received after the 10th of the month are considered late and a \$15.00 late charge will be billed to the account. Any parent whose account is 30 days delinquent may be asked to withdraw their child(ren). However, the parent may request a meeting with the administrator to discuss the student's continuing attendance. Report cards will not be issued if the account is delinquent. Eighth graders will not participate in graduation ceremonies or the eighth-grade trip if there is an outstanding bill.

FAMILY DISCOUNTS

The first three children from the same family are charged full tuition while additional children from that family have free tuition. In cases where differing charges are applicable, the discount will be applied to the lowest tuition. The discount is only for tuition charges. This free tuition does not apply to preschool.

STUDENT RECRUITMENT DISCOUNT

When a new student is enrolled at NORTH KERN CHRISTIAN SCHOOL, the family that is responsible for recruiting the new student will receive a \$20.00 per month discount for each new student recruited. This discount is in effect for 10 billing statements (\$200 discount). Five new students would be a \$100.00 per month discount. The family receiving the discount will be determined by whoever is listed on the application form; please remind the family you recruit to list you on their application form. This discount is for new students in kindergarten through eighth grades and does not apply to preschool students or students enrolling in the home school program. This discount does not apply to siblings, or former/returning NORTH KERN CHRISTIAN SCHOOL students.

TRANSFER STUDENT'S TUITION, REGISTRATION, AND FEES

Before a transfer student may attend class, all financial obligations must be met. Only tuition will be prorated and an established monthly payment set. All other policies regarding registration, curriculum, etc. remain the same.

INSUFFICIENT FUNDS POLICY

There will be a \$30.00 service charge for returned checks. If there is a returned check, we will no longer accept personal checks for the remainder of the school year.

FUND RAISERS

NKCS tries to keep the number of fund raisers that the children participate in to a minimum. Since funds generated apply directly to the general fund and keep tuition costs low for all families, all families are required to participate in the fundraisers. Since all receive the benefit of the fundraisers-by way of reduced tuition-all are required to participate. The fundraisers and requirements are:

1. **SCRIP SALES** – The sale of Scrip takes place throughout the year, generally orders are placed once a week, either on Monday or Tuesday. This is not a mandatory fundraiser, but families are encouraged to participate. [See PIR section for additional information]
2. **BIKE-A-THON** – This fun event takes place in the fall, at Westside Park in Wasco. Families are required to bring in at least \$50/student (\$100/family) in pledges. If the full pledge amount is not turned in, the family will be billed for the difference.
3. **BBQ/CARNIVAL/AUCTION** - This is our major fund raiser of the year. As such, all families are required to participate in this fundraiser. Families are required to work two shifts (hours worked at BBQ apply toward annual PIR requirement), sell one packet of BBQ tickets, and pay \$5.00 to purchase desserts.

The fund raisers are run by the Parent Teacher Fellowship and approved by the school board. All fund raisers help to keep down the cost of tuition. These requirements may be adjusted from time to time.

SCHOOL SUPPLIES

Unless otherwise noted, students are expected to supply certain school supplies such as paper, pens, pencils, note books, etc. Before school there will be a letter sent home listing any specific items that need to be purchased for the class. Also, students are strongly encouraged to cover their books with clear contact paper. Students also need to have an NIV version Bible in good repair. Bibles may be purchased in the school office. An NIV Bible is included in the kindergarten curriculum fee.

DAILY SCHEDULE

Classes begin at 8:20 and 1st through 8th grades are dismissed at 3:00 on Monday, Tuesday, Thursday, and Friday. Kindergarten is dismissed at 1:30 (2:00 on Wednesdays, see below) for the first quarter and at 2:00 for the rest of the year.

On Wednesdays, NKCS dismisses at 2:00. This early dismissal allows for staff meetings and in-service programs. This also gives parents time to schedule doctor's appointments, music lessons, etc. before most other students are out of school.

Daily Schedule - (MONDAY, TUESDAY, THURSDAY & FRIDAY)

7:30	Playground open	12:15	K-4 lunch recess ends
8:15	Warning bell	12:20	5-8 dismissed to playground
8:20	Classes begin	12:40	5-8 lunch recess ends
10:00	K-4 recess begins	1:15	1-4 Recess begins
10:15	K-4 recess ends	1:30	1-4 Recess ends
10:30	5-8 recess begins		Kindergarten dismissed (First Quarter)
10:40	5-8 recess ends	2:00	Kindergarten dismissed (2 nd -4 th Qtrs.)
11:30	K-4 lunch begins	2:15	5-8 dismissed for P.E.
11:50	K-4 dismissed to playground	3:00	1-8 dismissed
12:00	5-8 lunch begins		

Wednesday - (Chapel Schedule)

7:30	Playground open	11:50	K-4 Dismissed to playground
8:15	Warning bell	12:00	5-8 Lunch begins
8:20	Classes begin	12:15	K-4 Lunch recess ends
9:00	K-8 Chapel	12:20	5-8 Dismissed to playground
10:00	K-4 Recess begins	12:40	5-8 Lunch recess ends
10:15	K-4 Recess ends	2:00	K-8 Dismissed*
10:30	5-8 Recess begins		
10:40	5-8 Recess ends		
11:30	K-4 Lunch begins		

*Notes: Even during the first quarter, Kindergarten is dismissed at 2:00 on Wednesday.

HALF-DAY SCHEDULE

7:30	Playground open
8:15	Warning bell
8:20	Classes begin
10:00	K-4 recess begins
10:15	K-4 recess ends
10:30	5-8 recess begins
10:40	5-8 recess ends
12:00	K-8 school dismissed

FOGGY DAY SCHEDULE

9:45	Playground open
10:15	Warning bell
10:20	Classes begin
11:30	K-4 lunch begins
11:50	K-4 dismissed to playground
12:00	5-8 lunch begins
12:15	K-4 lunch recess ends
12:20	5-8 dismissed to playground
12:40	5-8 lunch recess ends
1:15	K-4 recess begins
1:30	K-4 recess ends
3:00	K-8 dismissed

FOG DELAYS - LISTEN TO YOUR RADIO DURING THE FOG SEASON!

NKCS will operate on a fog delay schedule when there is a fog delay for Wasco High School, Wasco Elementary, and/or Richland School District. NORTH KERN CHRISTIAN SCHOOL will not be announced on the radio. NKCS does not delay when either Shafter High or General Shafter delay. On fog delay days classes begin at 10:20, and school is dismissed at 3:00 including Wednesday. At no time will we have a three-hour delay.

If there are school cancellations announced for Wasco High School, Wasco Elementary, and/or Richland School District, NORTH KERN CHRISTIAN SCHOOL will be closed for the day.

Please do not call the school office to ask if there is a fog delay; listen to the radio for information about delays. At times the stations are slow getting out information, but calling the school ties up the phone lines that may be needed for school business. The Kern County Superintendent of Schools web site offers up-to-date fog delays. The web address is <http://alertline.kern.org>.

NOTE: We will not have enrichment classes on either half-day or foggy day schedules. If there is a foggy day on Wednesday, chapel will be canceled, unless it is a Crusader Chapel, which will begin at 10:30. On foggy days, kindergarten is dismissed at 3:00.

NOTE: Because fog can be very patchy, and we have parents that bring their children from areas outside the Wasco-Shafter areas, parents from outlying areas may bring their children to school late if the fog in their area makes it unsafe to drive. This will not count against the student in the tardy policy.

Flag Salutes

Pledges to the American flag, Christian flag and the Bible will be given each morning and in each chapel service.

AMERICAN FLAG SALUTE

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

CHRISTIAN FLAG SALUTE

I pledge allegiance to the Christian flag and to the Savior for Whose kingdom it stands, one Savior, crucified, risen and coming again with life and liberty for all who believe.

BIBLE SALUTE

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

SCHOOL PARTIES

Classrooms often have class parties for the different holidays throughout the year. Parent helpers for the parties are greatly appreciated by the teachers. Because of the inappropriate nature of the day, NKCS does not participate in any Halloween activities. If you would like to have a small class party for your child's birthday, please contact the teacher ahead of time so that it can be arranged. We ask that invitations to at home parties not be passed out at school unless the entire class is being invited. This helps prevent problems with hurt feelings in the classroom.

Because the goal at NKCS is to glorify our Savior, the overriding purpose of every celebration should point to Him and to His work on the cross for our salvation. With this in mind, here are some general guidelines:

For Christian holidays (Thanksgiving, Christmas, Easter, etc.), focus should be first and foremost on Jesus. No fictional or secular character should be celebrated.

For historical holidays (Presidents' birthdays, Valentine's Day, Independence Day, Veterans' Day, etc.) focus should be on how the event or people relate to Christianity and Jesus' message.

If historical figures are studied or noted in relation to the holiday (e.g., Pilgrims, St. Nicholas, St. Patrick, St. Valentine), care should be taken so that students are aware of accurate historical facts associated with these individuals.

No emphasis should be placed on any holiday which celebrates any event or character which is in direct violation to Scriptural commands (e.g., Halloween witches and ghouls, gay rights, etc.) except to answer questions students may have about why such an event/character is not being celebrated.

GRADES AND REPORT CARDS

At the beginning of the school year, you will receive from your child's teacher an explanation of his or her grading policy. This will include how papers, quizzes, tests, etc. are scored and how each affects the student's report card. If you have any questions regarding the grading system, please consult with the teacher as soon as possible. In addition, please review this policy with your child and maintain a copy in case you need to refer to it during the year. NKCS will be using an online grading program which will give you up to the minute information on your student. A login information sheet will be sent home at the beginning of school or shortly after enrollment.

NORTH KERN CHRISTIAN SCHOOL operates on a quarter system. The quarters are 9 or 10 weeks in length. After the 6th week of each quarter, deficiency notices will be sent home for any subject where the student is receiving less than a C grade. In addition, many of the teachers send home regular Progress Reports. Feel free at any time to set up an appointment to discuss your child's grades.

Parent-Teacher conferences are scheduled after the first quarter. You will receive the first quarter's report card at the parent-teacher conference. All parents are expected to attend the first quarter conferences. This is the only scheduled conference time during the year; however, you are encouraged to set up additional conferences any time you feel they are needed.

For the second and third quarters, the report cards will be sent home on the Thursday after the end of the quarter. For the fourth quarter the report card will be mailed home after the end of school. This gives the school time to make sure that there are no outstanding bills on your account. The report card will not be sent home until all charges are cleared.

NORTH KERN CHRISTIAN SCHOOL uses the following grades:

A	Outstanding
B	Above Average
C	Average
D	Below Average
F	Failing
E	Excellent
G	Good
S	Satisfactory
U	Unsatisfactory

The E, G, S and U grades are only used in non-academic classes.

NKCS uses the 4-point grade point system.

A	4 points
B	3 points
C	2 points
D	1 point
F	0 points

All letter grades are used to calculate the Grade Point Average. A GPA of 4.0 qualifies the student for the 'A' Honor Roll. A GPA from 3.5 to 3.9, without receiving a 'C', qualifies the student for the 'A/B' Honor Roll. A GPA from 3.0 to 3.5 without a 'C' or above 3.5 but receiving a 'C' qualifies the student for Honorable Mention. A grade of 'D' or 'F' automatically disqualifies a student from Honor Roll or Honorable Mention. Students must maintain a GPA of at least 2.0 in academic course work (does not include band, choir, or P.E) to remain eligible for extracurricular activities (sports, band, chorus, some field trips, etc.).

A student who is receiving below average or failing grades on a consistent basis may be asked to repeat a grade, or to withdraw from school. When an academic problem arises, the teacher will first set up a time to meet with the parent. If this does not change the situation, a Parent, Teacher, Administrator Conference will be set up to determine what is in the best interests of the child and NKCS.

GRADELINK

NKCS use the Gradelink on line grading program. Each student is assigned an individual account number. Parents and students are able to check homework, special assignment, participation, quiz, or test scores as soon as they are posted by the teacher. Parents can set up the program to send email notifications for high scores, low scores, missed assignments etc. Gradelink directions and passwords will be distributed at back-to-school night. Student ID numbers or passwords are available from the school administration. Please contact the office if you have forgotten your log on information. The school log on number for North Kern Christian School is 260.

We highly recommend that parents regularly check their child's grades on Gradelink. It is

one of the best tools for keeping up with what their child is doing in class. Teachers are also encouraged to include comments on a particular grade or score when appropriate. *Any assignment marked IC (incomplete) is scored as a zero and an assignment marked AB (absent) is not counted in the grade scores, but will be changed to an incomplete score if it is not completed in an appropriate time!* Work not turned in because of an absence needs to be turned in to be graded following the teacher's policy. Incomplete assignments need to be completed to be scored. Incomplete assignments may still count as a zero depending on the teacher's policy on the assignment.

HOMEWORK POLICY

Homework ideally teaches the student responsibility and discipline while reinforcing concepts taught in the classroom. In elementary grades K-6, assigned homework should cover material that the student has shown understanding and covered in class. An exception would take place if the student has been absent for an extended period.

The amount of time a student spends on homework is influenced by many factors. Every effort will be made to individualize the work to match each student's needs:

- efficient use of class time;
- focused concentration while doing the work;
- personal standards for doing the work;
- understanding and/or mastery of the concepts.

Keeping in mind individual task performance, standards and understanding, the following schedule for homework will be used **as a guideline**:

Homework assignments should be structured on the formula of approximately 10 minutes per grade (3rd grade = 30 minutes; 6th grade = 60 minutes). This is a general guideline, and may vary when larger projects are due.

Students are responsible for unfinished class work, to be completed the night the work was assigned in addition to any scheduled homework. Unfinished class work is work that reasonably should have been finished during the class period. **Unfinished class work is separate from assigned "homework", thus the total minutes a student spends any given evening will be a combination of 'unfinished' work and assigned 'homework.'**

Class work that is done incorrectly or turned in incomplete *may* be assigned as "correction" work during class time.

Since the student is responsible to do the work assigned, those assignments not completed and turned in will be counted as missing and will lower their grades in that class.

Grading – as a general rule, class work and home work will not be given a letter or percentage grade, but will count for 10-40% of the subject grade.

Long-term projects (book reports, research papers, etc.) need to be scheduled by the student into the regular home study period. Failure to do so can result in a large block of time being needed to complete the project immediately preceding the due date.

CORRECTIONS POLICY

Informal corrections: The student will be expected to make corrections on assignments which are related to the teaching from the board or from a specific skill "worksheet" designed for

a lesson. The teacher will monitor the initial assigned work by roving around the room monitoring progress. When mistakes are noted by the teacher, these will be pointed out right away with instruction on how to correct the mistake.

Independent practice corrections: Independent practice sheets are intended to help build skills learned. These assignments are given to students to work on at their own pace when the skill has been mastered. Since these are “extra” assignments, no grade will be attached to them, but the teacher will still check them as to structure and correctness. Incorrect answers will be marked for the student to see and correct as time allows.

In grades K-6, students *may* be given the opportunity to correct errors on tests. These corrected missed questions may be given up to half credit toward the final grade on the test.

ASSISTING WITH HOMEWORK

One of the most difficult homework questions- one that causes many headaches- is to what extent parents should help their children with their homework. NKCS provides the following as advice in this area:

1. The parent who does the student’s homework for him is contributing about as much to the student’s intellectual growth as eating his dinner for him would add to his physical growth.
2. When a parent does the lion’s share of the assignment, the teacher will be evaluating the parent’s work rather than the student’s and will have difficulty determining the student’s strengths and weaknesses, therefore negatively affecting the teacher’s ability to help the student.
3. Parents must remember that the child is responsible for knowing and understanding the information presented in class and will be taking tests and end-of-the-term exams.

It is sometimes difficult for a parent to help his child with homework because the parent-child relationship can become charged with emotion. When the help turns into a struggle or argument between parent and child, the help can become a hindrance.

LOST AND FOUND

When lost items are found at school, they are turned in to the school office. If your child has lost something please check with the office to see if it has been turned in. We would also encourage you to label your child’s clothing and personal items. This makes it much easier to get back to the owner. It is especially important for the 5th through 8th graders to have their clothing marked, as they change out for P.E. and it is easy to get clothing mixed. Items that are not claimed after a period of one week will be either placed in the uniform exchange closet or given to Goodwill.

STUDENT DRESS CODE

NKCS 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. Therefore, students are required to wear top quality professionally made uniforms. Uniforms standardize and neutralize external appearance while enhancing individualization of internal values.

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 those who believe” (1 Tim. 4:12). We would encourage parents

and all other adults who routinely come on campus to adhere to this general principle.

The administration reserves the right to determine appropriateness of all dress and grooming choices. Parents are asked to cooperate and ensure their student stays within the following guidelines. If a parent has a question as to whether a particular item of clothing is acceptable, he is encouraged to check with the school office and discuss the matter before sending the student to school wearing the item. Parents and students are asked not to request exceptions or appeal administrative decisions regarding the dress and grooming standards.

DRESS CODE VIOLATIONS:

If the staff observes a student in violation of the code, usually, it will not be brought to the attention of the student. Rather, a note (or phone call) will go home to the parents explaining the problem, so it can be corrected in the future*. If a student receives three violations in a quarter, he will be unable to participate in that quarter's "Free Dress Day." If a student receives more than three violations in a given quarter, he will be dealt with in an appropriate manner, up to and possibly including expulsion.

**In cases where the violation can be easily remedied (ex. Tucking in shirt) the student will simply be instructed to make the change to adhere to the code. However, if a student repeatedly has to be told, he may receive a dress code violation.*

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. Visible tattoos or body piercing that are visible at any time (including changing out for PE for upper grade students) are not permitted. Single earrings on the earlobes for girls are acceptable as stated in the Jewelry section of the Dress Code. *School uniform colors are red, white, and navy or royal blue; hence, when 'blue' is referred to in this dress code, it is to be interpreted as navy blue or royal blue.

SHOES: Conservative shoes or tennis shoes are acceptable; no sandals, moccasins, flip-flops, 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 colors, white, or blue*; or 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.

****Jackets and sweaters that are not school colors may be worn outside only, but not in the classroom or in chapel.**

GIRLS

UNIFORMS - #138 Hamilton Plaid (red, white, and blue); jumper style uniform will be worn by the kindergartners through 3rd graders, 4th through 8th graders may wear either the jumper or a skirt. It is strongly recommended that girls in K – 3rd wear Skorts (a skirt with shorts built in). Jumpers, skirts and skorts may be in navy as well as the plaid. For all girls, the minimum length for jumpers, skirts and skorts is two inches above the knee

(measured with a ruler while kneeling). Order blanks for these jumpers and skirts are available in the school office.

BLOUSES OR SHIRTS - Solid red, white, or *blue blouses or golf/polo styled shirts are acceptable. Blouses must have a collar and sleeves; they may not be sheer, excessively lacy, low cut, or of the tank top or T-shirt variety. Blouses and shirts are to be tucked in at all times. A polo style logo shirt is highly recommended which will be expected to be worn on many field trips, and will be encouraged to be worn on “logo shirt days” (Wed. and Fri.).

UNIFORM SHORTS - Shorts may be worn the entire year if the student desires. Shorts must be navy twill walking shorts and can be worn in place of the regular uniform skirt, skort or jumper. Acceptable manufacturers of this shorts are Dennis Uniform Co., Elder Mfg. (Becky Thatcher), Bruxtun Mfg., and French Toast (the latter may be purchased at Wal-Mart, Target and Penny’s, BUT are available only at the beginning of the school year). The exchange closet is also a good source for these. All shorts must comply with the following:

- must be a dressy type, walking short
- no cargo style shorts are allowed
- must fit student appropriately (not too tight)

Short length, measured from the floor with a ruler while student is kneeling, must be within 0 to 4 inches above the knee. Shorts must remain dark navy (not faded) in order to be acceptable school attire.

DRESS PANTS- Girls may wear long navy dress pants at any time of the school year. These may be cord or twill type “dress” pants with no decorative stitching. Denim jeans are not acceptable.

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 and must cover the ankle. Red, white, blue*, gray, or black, or any combination of these colors, 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, provided they complement the uniform and are not noisy or distracting. Pierced or clip-on earrings, located in the earlobe only, which do not extend below the earlobe are acceptable for girls. Only one earring per ear allowed.

HAIR RIBBONS AND ADORNMENTS: These should coordinate with the uniform.

BOYS

TROUSERS -Navy blue cords or twill trousers, with no decorative stitching, are acceptable. Denim jeans do not meet these guidelines.

SHIRTS - Solid red, white, or *blue golf/polo, turtleneck, or dress-style shirts (either short or long sleeved) are acceptable. Undershirts in solid red, white, or blue* may be worn underneath these shirts. A polo style logo shirt is highly recommended which will be expected to be worn on many

field trips, and will be encouraged to be worn on “logo shirt days” (Fridays.). All shirts must be tucked in.

UNIFORM SHORTS – Shorts may be worn the entire year if the student desires. Shorts must be navy twill walking shorts, and may be worn in place of the regular uniform trousers. Acceptable manufactures of this type of short are Dennis Uniform Co., Elder Mfg. (Tom Sawyer), Bruxtun Mfg., and French Toast (the latter may be purchased at Wal-Mart, Target, and Penny’s, BUT are available only at the beginning of the school year). Again, check the uniform exchange closet for your student. All shorts must comply with the following:

- must be a dressy type, walking short
- NO cargo style shorts are allowed
- must fit student appropriately (not too tight)

Short length, measured from the floor with a ruler while student is kneeling, must be within 0 to 4 inches above the knee. Shorts must remain dark navy (not faded) in order to be acceptable school attire.

BELTS - If worn, belts must be black, brown, or blue*. Buckles must be in good taste.

SOCKS- Socks must be worn at all times and cover the ankle. They must be red, white, blue*, gray, or black; or any combination of these colors.

GROOMING - Hair may not extend over the eyebrows, bottom of shirt collar, or below the top of the earlobe. No tails, ponytails, or design/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, a conservative necklace, provided it complements the uniform and is not noisy or distracting, or ID bracelet) or nail polish may be worn by boys.

P.E. UNIFORMS - Girls and boys in 5th-8th grades are required to wear standardized P.E. uniforms during P.E. period. These uniforms, consisting of T-shirts and shorts, are available for purchase from the school office. During the winter, red, white, ash, or blue sweat pants may be worn over the uniform shorts. The sweats must be a solid color, no logos (other than school logo), holes, or tears.

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 in the regular dress code. Since styles change from year to year, it is impossible to list every type of clothing that 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 is recommended for adults who are interacting with students or providing services (e.g., field trips, computer and reading volunteers, etc.), while on campus.

GIRLS FREE DRESS GUIDELINES

DRESSES - Dresses, jumpers and skirts must be of same length and modesty as uniform dresses

and skirts.

PANTS - Girl's pants, slacks, shorts* and jeans are acceptable. However, no torn or faded jeans are allowed.

TOPS - These must be long enough to cover the waistband, with modest necklines. Shirttail blouses must be worn tucked in.

UNACCEPTABLE ATTIRE - Leggings worn as pants, coveralls, overalls, cutoffs, plain white undergarment-style T-shirts (worn in place of a regular shirt), tank tops, sleeveless/cap sleeve shirts and dresses, including cap sleeves, 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.

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

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

*Free Dress Shorts: Uniform shorts are always acceptable for free dress days. The shorts do not need to be dress code colors; however, they must be loose fitting, though not excessively baggy.

STUDENT RESPONSIBILITY

1. **Physical growth** is a natural process. Each individual, however, has a personal obligation to grow properly as to posture, physical development, and skills. The physical education program at NKCS is intended to provide exercise for individual growth and group growth, for pleasure, and for general physical improvement and dexterity. All students are required to participate, unless limited or caused to abstain because of physical or medical reasons. Medical excuses, temporary or constant, will be honored. Long term P.E. excuses must be verified by your doctor.

2. **Social growth** - Although the curriculum is based on individual work, group activities are also daily or weekly experiences. Regular recesses, daily devotions and prayer, chapel services, physical exercise activities, and some group discussion sessions all permit social interaction. A Christian atmosphere is desired and encouraged. Children have the opportunity to cultivate close friendships and to learn to appreciate wholesome, character-building habits and practices.

3. **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 are expected to refrain from engaging in cheating, swearing, smoking, gambling, drinking alcoholic beverages, or using controlled substances. Bullying in any form will not be tolerated. Also, please do not bring radios, tape players, record players, records, tapes, CD's, electronic games, cell phones, Pokimon (or the same type of trading cards) or calculators to school

without the permission of the school staff. Students who participate in such activities are subject to disciplinary action up to and including suspension or expulsion. Items of the nature mentioned here will be taken away from the student and will only be returned to the parent/guardian of the student.

The student Standard of Conduct extends beyond the school facilities and school hours. Cyber-bullying or inappropriate conduct on social networks, in text messages, in e-mails, on the phone, etc., between students or students and staff is forbidden. Students are not allowed to “friend” staff members through social networks. Text messages, e-mails, phone calls, etc. between students and staff should only be school related.

Students are 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. When any of these areas are not in accord with school policies and principles, or biblical standards, the student will be placed on probation, suspended, or dismissed from school. In the case of probation, both parents are called for a conference. If, within two weeks, the administration feels the situation has not improved, parents will be asked to withdraw the student.

ALL NEW STUDENTS ARE ADMITTED ON PROBATION FOR THE FIRST GRADING PERIOD. THE ADMINISTRATION MAY ADJUST THIS TIME PERIOD IF IT IS DEEMED NECESSARY.

STUDENT CODE OF CONDUCT

The Biblical and philosophical goal of NORTH KERN CHRISTIAN SCHOOL is to develop students into mature, Christlike individuals who will be able to exhibit a Christlike life. 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 behavior.

Obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). And the building of personal responsibility and achievement is a necessary ingredient to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

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” (Colossians 3:17, NIV). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of NORTH KERN CHRISTIAN SCHOOL, both on and off campus, so that we might all live and work happily together.

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students, and visitors. Respect their person and property. (See Ephesians 4:28-32.)
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord. (See Hebrews 13:17, and 1 Thessalonians 5:12-13.)
3. Abstain both on and off campus and at all times (24/7/365) from the use or possession of alcoholic beverages, tobacco, drugs, and pornography as well as from gambling, sexual immorality and other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20.)

4. Abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting is harmful to others and certainly not appropriate or conducive to your moral and spiritual development. (See Ephesians 4:29.)
5. Refrain from a public display of affection on campus. As students, you are expected to conduct yourselves in a discreet and Christian manner. Therefore, while on campus, you should follow a “hands off” policy.
6. Do your own work – do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.
7. Avoid plagiarism, which is also a serious offense. The definition of *plagiarism* is “the use of another writer’s ideas or words without giving the writer credit for them.”
8. All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.
9. NORTH KERN 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).

DISCIPLINE CODE

The teacher has the first responsibility in the discipline process at NKCS. In addition, the aides and any other support staff on the playground or lunchroom are also responsible for the student’s discipline. Each teacher is to have specific rules posted which will be taught to the students. The rules should also be communicated to the parents at the back-to-school night.

If there is a problem that the teacher is not able to correct, the child will be sent to the office with a referral form. All referrals are filled out in triplicate. One copy is sent to the parents, one to the teacher, and one remains in the office.

Forms of discipline may include but are not limited to written work, loss of privileges, in school suspension, suspension, expulsion, or other items that may be appropriate to the situation. An expulsion may be appealed to the school board.

After a suspension, there is a parent, child, administrator meeting required before the student will be allowed back in class. If a discipline problem persists with no apparent attempt to improve, the problem will be brought to the board for student dismissal.

Defiance of a school authority will result in a minimum of a one-day suspension. Truancy will result in a minimum of a one-day suspension. Fighting may result in a minimum of a one-day suspension.

NKCS does not permit guns, knives, alcohol, tobacco, or illegal drugs on campus. A student may be suspended or expelled for violation of these bans.

If your child comes home upset about a rule or discipline he has received, please keep in mind the following:

1. This report may be emotionally biased, and he will not relate to you all the necessary information.
2. Support the administration and call the school to clarify facts.
3. Follow the Biblical procedure for dealing with problems between people, Matthew 18: 15-17. Go to the staff person who was involved, then come to the administrator if the problem is unresolved.

In addition, please see the section on Student Code of Conduct, above, for further explanation of the Discipline Code.

ELECTRONIC DEVICES

Any type of student owned electronic device is to be turned off and put away in the student's backpack during the entire school day, including lunch and recess times, unless specific teacher permission is given for use for class work. (This includes cell phones, smart phones, laptops, calculators, smart watches, tablets, electronic games, etc.)

Calculators are not allowed to be used for class work or homework without the specific permission of the teacher.

Any electronic device that is taken out of a backpack or disrupts a class will be turned in to the principal. The student will be able to pick up the device after school from the principal. If there is a second violation, the student's parents will be required to meet with the principal to get the device back. A third violation will result in a loss of the privilege to have an electronic device on campus for the rest of the year.

Electronic devices on campus are the responsibility of the student and therefore NKCS is not liable or responsible for lost, damaged, or stolen devices.

Student owned electronic devices are not to be turned on afterschool including those students in after-school study hall. Students may turn on their devices after school when they are at the benches in front of the offices and are waiting to be picked up.

Classroom computers are intended for school work and supplemental learning activities. Web surfing, gaming, and other non-educational use of the computers is not allowed. Classroom teachers may place further restrictions on the use of computers at their discretion.

School owned electronic devices are to remain on school property at all times.

NKCS Technology System

Internet access, e-mail, and network resources are available to teachers, administrators, and students of NORTH KERN CHRISTIAN SCHOOL solely for educational and instructional purposes and other purposes consistent with the spiritual-social-educational mission of NKCS. Use of the internet, e-mail, and network is a privilege.

With internet and e-mail access comes the availability of material that may not be appropriate. NKCS will do all that it can to monitor and prevent access to inappropriate material, but cannot ensure that users including students who use the internet, e-mail, or network will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. NKCS, however, believes the value of information available through on-line sources outweigh the possibility that users may procure inappropriate or offensive material.

NKCS reserves the right to log, monitor, and review internet, e-mail, and other network

use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a district computer, by the use thereof, agrees and consents to such logging, monitoring, and review; and acknowledges that he has no right or expectation of confidentiality or privacy with respect to internet, e-mail, or other network usage.

NKCS administration may review student and staff files and communications to maintain system integrity and ensure that students and staff are using the system only for appropriate purposes. Users should expect that files stored on school servers or computers will not be private.

All students, administrators, staff members, and other users who use the internet, e-mail, and other network facilities must agree to and abide by all conditions of the policy. Students may not use school computers for access to the internet or for e-mail without the approval or supervision of a teacher or staff member.

School administration and staff members have the right to prohibit the use of devices at certain time or during designated activities (i.e., chapel, testing, performances, guest speakers) that occur during the school day.

The school's system is any configuration of hardware and software that is the property of North Kern Christian School. The system includes, but is not limited to the following:

- telephones, cellular phones, and voicemail technology
- email accounts
- servers
- computer hardware and peripherals
- software including operating systems, software, and application software
- digitized information stored on any school equipment
- internally or externally accessed data, applications, or tools
- school provided internet access
- school provided Wi-Fi
- new technologies as they become available

System Use Statement

Use of the internet, e-mail, and network must be in the support of the educational mission and instructional program of NORTH KERN CHRISTIAN SCHOOL.

With respect to all users, the following are expressly prohibited:

1. Use for inappropriate or illegal purposes.
2. Use in an illegal manner or to facilitate illegal activity.
3. Use for commercial, private advertisement, or for-profit purposes.
4. Use for lobbying or political purposes.
5. Use to infiltrate or interfere with a computer system and/or damage to data, file, operations, software, or hardware components of a computer or system.
6. Hate mail, harassment, discriminatory remarks, threatening statements, and other antisocial communication on the network.
7. The illegal installation, distribution, reproduction or use of copyrighted software.
8. Use to access, view or obtain material that is obscene, pornographic, or harmful to minors.
9. Use to transmit material that is likely to be offensive or objectionable to recipients.
10. Use to obtain, copy, or modify files, passwords, data, or information belonging to other users.
11. Use to misrepresent other users on the network.
12. Use of another person's e-mail address, user accounts, or passwords.

13. Loading or use of unauthorized games, programs, files, music, or other electronic media.
14. Use to disrupt the work of other persons. Hardware or software of other persons shall not be destroyed, modified, or abused in any way,
15. Use to upload, create, or attempt to create a computer virus.
16. The unauthorized disclosure, use, or dissemination of personal information regarding minors.
17. Use for bullying or cyber bullying.
18. Use which involves any copyright violation.
19. Use to invade the privacy of other persons.
20. Posting anonymous messages.
21. Use to read, delete, copy, or modify the e-mail or files of other users; or deliberately interfering with the ability of others to send or receive e-mail.
22. Using the school's hardware, software, or network while privileges are suspended or revoked.
23. Any attempt to circumvent or disable the filter or any security measure.
24. Use inconsistent with network etiquette and other generally accepted etiquette.

Student Prohibitions

Student users and any other minors shall not:

1. Use the system to access inappropriate or obscene materials or materials that may be harmful to minors.
2. Disclose, use or disseminate any personal identification or information of themselves or other students.
3. Engage in or access chat rooms or instant messaging without the permission and direct supervision of a teacher or administrator.
4. Download or install any commercial software, shareware, or freeware onto local and/or network drives, disks, or any other storage device.
5. Do not order/purchase any materials -physical or digital- or use credit cards or any other form of electronic/digital payment using the district network.
6. Use school computers or network resources for access to the internet or for e-mail without the approval or supervision of a teacher or staff member.

Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

1. Conduct yourself in all forms of communication that brings honor and glory to God, NKCS, your family, and yourself.
2. Be polite. Do not become abusive in messages to others. General school rules for behavior and communicating apply.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
4. Do not reveal the personal addresses or telephone numbers of others.
5. Recognize that e-mail is not private or confidential.
6. Do not use the internet or e-mail in any way that would interfere with or disrupt its use by other users.

7. Consider all communications and information obtained by others as their private property.
8. Be respectful of the rights of other users and maintain an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status, or handicap status.

Security

Each user is required to report any security problems to the school administration. The problem is not to be demonstrated to other users. To protect the integrity of the system, the following guidelines shall be followed:

1. Employees and students shall not reveal their passwords to another individual.
2. Users are not to use a computer that has been logged in under another student's or employee's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

Consequences of Inappropriate Use

The user whether a student or employee, shall be responsible for damages to equipment, systems, or software resulting from deliberate or willful acts. Users will be financially responsible for any deliberate or willful damage. In addition to other appropriate disciplinary procedures, failure by any user to follow the procedures, and prohibitions listed in this policy may result in the loss of access to the network, internet, and e-mail. Illegal activities or use may be reported to the appropriate legal authorities for possible prosecution. NKCS reserves the right to remove a user from the network to prevent unauthorized or illegal activity.

The use of the NKCS network, the internet, and e-mail is a privilege, not a right. The NKCS administration and/or school board will deem what is appropriate and inappropriate use, and their decision is final.

PLAYGROUND RULES

NO running on cement walks
NO running in any area between buildings
NO playing or loitering in bathrooms
NO fighting, roughness or kicking
NO bad language
NO rock or sand throwing
NO food on playground
NO pulling on volley ball net - tether ball
NO standing or twirling in swings or double swinging
NO chasing
NO playing in puddles or mud
NO sitting on tables
NO talking to anyone through the fence
NO riding bikes, skates, skateboards, or rollerblades on campus
NO 5th-8th graders on tire swing
NO using equipment for any use other than that for which it was designed

JUMPROPES

For jumping only - NO twirling JUMP ROPES overhead; DO NOT tie ropes to swings or bars

OFF LIMITS

Grass - by any classroom (in session) unsupervised
Outside of fence
Behind shed - grass area as well
Parking lot
Between Junior High/5th & 6th grade classroom and old Preschool fence (except going to/from field)
Any where beyond boy's and girl's bathrooms, unless student has a hall pass
Inside any room during recess unless permitted by teacher or yard duty person
Drinking fountain, without permission - do not wash hands, etc.
Any place not visible to the person serving on yard duty

BICYCLES

Students who ride their bikes to school are expected to keep them locked in the bike-racks during the school day. There are to be no students at the bike-racks during school. Because NKCS has a legal responsibility for its students on their way to school, and on the way home, we require all students who ride bikes to school to wear bicycle helmets as required by law. We also reserve the right to deny a student bicycle privileges if they are using them in an unsafe manner on their way to or from school.

PARENT-SCHOOL RELATIONSHIPS

We need your support in the following areas in order that the parent and school can be an effective team:

MATTHEW 18 PRINCIPLE

NKCS attempts to use the Biblical teachings in Matthew 18 as a guide to resolving conflicts that may arise between people. In brief, the passage instructs a person to first go privately to the person that has offended them. If this does not resolve the problem, the person is to bring witnesses with him. If this still does not take care of the situation, the problem is to be brought to the proper authorities.

There is a short pamphlet from ACSI that deals in more detail with the Matthew 18 principle as it applies to school relationships. Copies of this pamphlet are available in the school office. The six principles listed in this pamphlet are:

1. Keep the matter confidential.
2. Keep the circle small.
3. Be straightforward.
4. Be forgiving.
5. The parent and teacher should agree to share the matter with the school principal.
6. The school principal should explain the problem to the school board.

Please pick up a copy from the school office if you are interested in more detail.

PARENT-TEACHER FELLOWSHIP -PTF

The Parent-Teacher Fellowship (PTF) cooperates with the school families in promoting the spiritual and educational progress of the children through well-planned programs designed: (1) to disseminate information of particular interest to parents, (2) encourage the maintenance of high standards, (3) create a growing appreciation of the purpose and nature of Christian education, and; (4) assist by helping with fund raisers to improve school facilities and services. All parents are automatically members of this valuable organization. One or both parents are encouraged to attend meetings throughout the school year.

Definition

PTF abbreviates Parent Teacher Fellowship, which is made up of parents of students enrolled in **North KERN CHRISTIAN SCHOOL**, who can serve in various capacities. The PTF board is a type of “booster” group that provides support to the school in many areas.

Statement of Purpose

The purpose of the PTF board is to provide opportunities for parents and family members to support the NKCS school board and staff in the extra activities requiring donated time and/or acquiring funds.

One primary function of PTF is to execute the three major fundraising events each year. A portion of the resultant funds is used by the PTF in ways that benefit the students and staff, and enhance the school. These are usually “extra” activities or programs that the General Fund cannot support. The remaining funds go into the General Fund and play a major role in helping keep tuition affordable. Additionally, PTF is responsible for publicizing NKCS to the community.

The PTF President is appointed by the NKCS School Board following recommendations by the PTF Board. The various PTF Board positions are filled by volunteers and by general election. These positions change in description and/or function from time to time. The PTF is under the jurisdiction of the school board. PTF meetings are generally held once a month, and are open to all parents. Participation in all PTF activities is strongly encouraged through Parent Involvement Requirement (PIR).

PARENT INVOLVEMENT REQUIREMENT (PIR)

In lieu of higher tuition and fees to our parents, each family will be required to donate a certain amount of time towards school functions, like fundraisers, BBQ, Carnival, and other school projects. The amount of time is set forth in the Parent Involvement Requirement.

(GUIDELINES ADOPTED BY PARENT/TEACHER FELLOWSHIP)

Each family with students enrolled in NORTH KERN CHRISTIAN SCHOOL is required to complete volunteer service hours in order to encourage pride in, and partnership with, the school.

Grades K-8: 40 hours per school year

PIR volunteer activities may include (but not limited to):

- Classroom help
- Cleaning, gardening and repairs
- Driving, chaperoning on field trips
- Office help
- PTF or board functions (include meetings, carrying out offices, etc.)
- Yard and lunchroom duty
- School sanctioned tutoring
- Assistance in band, chorus, sports, etc.
- Organizing, supervising and helping at fundraisers (not to include time spent selling tickets, etc, - see *below)

This obligation can be fulfilled by any qualified member of your family (including extended family, older children or helpful friends.) In cases of extreme hardship, please contact the school office and request a waiver form.

A \$20 per hour value has been placed on this service time. In lieu of volunteer service, a family may opt to pay this amount per PIR hour not performed.

Donations will not be accepted as PIR hours without prior approval from the Parent/Teacher Fellowship Board.

A sign-up sheet (one per family) is located in the school office to validate hours served. At the end of the year, families with fewer than required PIR hours will be billed \$20 per hour for their remaining requirements.

*Jog-a-thon pledges collected can be counted as PIR time (\$25 in pledges collected = 1 hour.)

*Whenever cookies, etc. are brought to the school for an event, 1 hour of PIR time can be taken.

*The PTF may change these awards from year to year, replacing them with other incentives.

Of course, the idea is that the more parents involved, the easier it is for all. Further information and suggestions for ways to help will come from the PTF parent board throughout the school year.

PTF POSITIONS WITH DESCRIPTIONS

Executive Officers:

1. **President**- Runs the PTF meetings and is the official PTF representative to the school; represents the PTF; speaks on behalf of the PTF; and supports all the volunteers, chairs, and coordinators. Regular tasks include creating and communicating meeting agendas, writing articles for the newsletter as needed, and attending any school or school board meetings if needed. The President is a member of all committees; therefore, he/she can attend any or all meetings as deemed necessary. The President oversees the overall PTF calendar and adherence to policies and procedures determined by the school. The President is to delegate activities and responsibilities to the various chairs and coordinators and to serve as the go-to-person when questions arise.
2. **Vice President**- Serves alongside the President. Chairs meetings and performs President's duties if and when the President is unavailable. Works with the President and Development Director on all events and activities of the PTF. It is recommended that the Vice President become the President after his/her term is complete.
3. **Secretary**- Takes minutes, presents prior month's minutes for approval, records attendance, and maintains the records of all PTF meetings. Writes correspondence such as thank-you notes, encouragement notes, etc.
4. **Preschool Liaison**-Is the main communication link between the preschool and the PTF. To be appointed by the Preschool Director.
5. **Development Director**-Is the staff liaison for the PTF, provides oversight, counsel, and direction when needed. Confers with the Principal or school board on any items communicated from PTF that might affect the program and mission of the school. All

PTF Committee members fall under the management of the Director of Development, coordinating with that office all events and practices of the PTF Committee. He or she will attend all PTF meetings and is the main communication link between the staff and PTF. All communication to the various parts of the school must first start at the desk of the Development Director. He/She will then involve additional staff as needed.

6. **Home School Liaison-** Is the main communication link between the home school program and the PTF. To be appointed by the home school program.

The President, Vice President and Secretary are to be elected by all parents

Committee Chairs

1. **Hospitality Chair-**Coordinates refreshments for various functions: First Day of School, Back to School Night, Spring Concert, Teacher Appreciation Week, Christmas Program and Christmas Dinner. He/she will also be in charge of having the chapel decorated in early December for Christmas.
2. **SCRIP Coordinator-**Promotes SCRIP fundraiser to school community through weekly notes, is present at the Back to School Night to explain how SCRIP works, enters all SCRIP purchases in the computer, and handles disbursement of SCRIP to the parents.
3. **Volunteer Coordinator-** Organizes volunteers for workdays and maintains a list of tasks for volunteers in the PIR binder. Maintains the PIR binder, sending reminders to parents of their need to fulfill their PIR requirements.
4. **Publicity Coordinator(s)-Jobs a & b are two separate positions**
 - a. Is in charge of creating and displaying signs/posters around school for PTF/School events including updating bulletin boards and the sign in front of the school.
 - b. Provides appropriate news articles to local media; *Shafter/Wasco Press*.
5. **Jog-a-thon Chair-**Coordinates and runs the Jog-a-thon by making the schedule, soliciting and scheduling, and coordinating volunteers. Position is particularly busy in the fall.
6. **BBQ Chair (s) (2 positions)-** Organizes all aspects of the annual BBQ, prints and passes out tickets, handles rewards for ticket sales, collects and tracks monies from ticket sales, organizes the supply lists, buys necessary supplies, solicits and organizes workers, and coordinates with Carnival Chair and Auction Chair.
7. **Auction Chair(s) (2 positions)-** Organizes both the live and silent auction for the BBQ/Carnival.
8. **Academic Competition Coordinator-**gathers information from principal for current school year upcoming events. Coordinates paperwork, fees, transportation, etc. for each event. (Dependent on ACSI reinstating local academic competitions)
9. **Yearbook Coordinator-**collects photos and creates yearbook.

All chair positions can have a co-chair. It is always good for the chair to form a committee to spread the work out. In the event of multiple persons seeking the same position the executive officers will consult with the principal and decide.

SPECIAL EVENTS

There are a number of special events that take place throughout the school year that parents are encouraged to attend. Attendance for the back-to-school night and first quarter parents-teacher conferences are required. Parents are strongly encouraged to attend other activities such as the Christmas program, the spring concert, and graduation.

ATTENDANCE

ABSENCES - Regular school attendance is required by law and is necessary for good scholarship. To establish uniform procedures the following classifications for absence have been developed.

There are three types of absences at NORTH KERN CHRISTIAN SCHOOL: excused and unexcused and truant.

1. **Excused** is an absence due to illness (or quarantine) and absence due to professional services in connection with the student's health and welfare (medical, dental, optometrical) which has been verified in accordance with school board policy. If you bring your child to school on the same day as a doctor's appointment or other professional service, be sure to have your child in proper school uniform.
2. **Unexcused** is an absence for reasons other than illness or personal emergencies, which the school administration finds, could have been taken care of in some other manner even though approved by the parents.
3. **Truant** is an absence for reasons which are neither acceptable to the school nor approved by the parents; or where evidence shows parents have misrepresented facts regarding the absence with intent to not have the student in school as required by law.

Please do not send children who are ill to school. If a child becomes ill at school, the decision about whether he should remain in school will be made by the principal and must be accepted by the parent. If it is determined that the child needs to leave school, the child will be isolated, with an adult in attendance, and the parent or guardian called. To prevent group exposure to common diseases, the school should be notified upon a child's contact of a disease. Please notify the school if your child will be absent and send a note the day he returns. **AN ABSENCE WILL NOT BE EXCUSED WITHOUT A NOTE SIGNED BY THE PARENTS OR GUARDIAN.** Unexcused absences will be dealt with in an appropriate manner.

Students planning to be absent should notify the school office and their teachers. The student **must** present a note at least 24 hours in advance to be signed by the principal and teacher. A parental telephone call would be appreciated concerning a planned absence; however, it is not mandatory. When returning from an absence, students should be careful that all work is brought up to date so as to avoid getting further behind in school work.

Upon returning to school, an admit slip will be given to the student signed by the school secretary. The student then takes the slip to class and gives it to the teacher permitting the student to re-enter class.

Students are never permitted to leave the school grounds for any reason unless permission from the parent or guardian has first been obtained in a note or phone call to the school secretary. A student leaving the grounds without parental permission will be truant, and will be disciplined in an appropriate manner.

TARDIES - Students who come to school late will report to the school office. If a child has four tardies in a quarter, he will lose the next free dress day that he is entitled to (this includes end of the quarter free dress day, free dress days earned from PTF fundraising incentives, free dress days from participation in school work days, or field trip free dress days). Each additional tardy will result in the student being assigned to pick up trash on the playground during lunch recess. Each additional four tardies will result in the loss of another free dress day.

ARRIVING AND LEAVING

When bringing your children to school, please use the Peters St. entrance. This will help alleviate the congestion in the parking lot. Children should not arrive at school before 7:30 a.m. as there is no yard supervision until that time. Since there is no yard supervision after school, children are required to leave the campus when school is dismissed. Please notify the school if you have any stipulations as to who can or cannot pick up your child. When picking up your children, please park in the parking lot. **DO NOT BLOCK THE TRAFFIC LANE WAITING FOR YOUR CHILD, PULL INTO A PARKING SPACE!**

When bringing something to the school, please bring it to the school office first. Do not go directly to the classroom. Also, if the children are out on the playground, do not give it to them over the fence. Please do not stop and talk to the students through the fence. This is in compliance with current laws. We have instructed the students to not talk through the fence and to direct the person to the office.

VISITING CLASSROOMS - Parents, please check with the school office before going to the classrooms. Knock and be recognized before entering the classroom while class is in session. So as to maintain order in the classroom, parents are asked to check with the teacher before speaking with their child while he is in the classroom.

Please remember to not go directly to the classrooms during school hours without checking in at the office first. Messages for the teacher or student can be left in the office. It can be very disruptive to the class when the teacher or class is interrupted for a quick message or a quick question. During school hours, the teacher's responsibility is with their class. Homework questions, etc. can be dealt with during non-classroom times.

NUTRITION - Please give your children a nutritious breakfast before sending them to school. Nutritious foods will increase attention span, energy level, and decrease irritability and negative behavior. Thus, you can help us maintain an educational environment and proper conduct by carefully planning your child's diet.

FIRST AID

The inevitable scratches and scrapes that happen when children play will be treated with first aid items such as: soap, water, Bactine, Band-Aids, etc. Because of the common nature of these events, we generally will not make an official report of these events unless you have specifically requested that from the school. A written report will be made on more serious injuries that may occur. All staff members have pediatric first aid and CPR training by the American Red Cross.

In case of SERIOUS INJURY, we will take the following steps:

1. You will be telephoned so that the injury may be reported to you. You will decide whether to come and see your child and/or take him to the doctor. If you cannot be reached immediately, we will proceed with medical help as the office continues to try to contact you.
2. Depending on the injury, we will meet you at the hospital, call an ambulance for transportation, or call the Fire Department for assistance.
3. We will stay with your child until you arrive.
4. A written report will be made out for you to sign.

If for some reason your child needs to take medication during the school day, you must send the medication to the office. You also need to send a signed note indicating how the medication is to be given. Students are not allowed to keep medication themselves (State Law makes an exception for inhalers). If your child needs a cough drop, please send a note to the classroom teacher asking for permission for the child to have a cough drop in class. We are not allowed to administer any medication without explicit permission. If the medication needs to be refrigerated, please make sure that the note clearly states this.

INSURANCE INFORMATION

Parents are expected to obtain their own primary medical insurance that offers protection for any school activity, including field trips and transportation to and from school. Each child is covered by a secondary accident insurance plan. The parents are responsible for their own primary medical insurance to cover any accident, and to pay the deductible when the secondary plan is used. Information regarding the secondary plan is sent home sometime during the first few weeks of school.

In addition, North Kern Christian School's Workers Compensation Insurance does not cover persons volunteering at the school. Parents and others working as volunteers should have their own insurance coverage for times while at the school.

EMERGENCY/DISASTER PROCEDURES

Emergency/safety drills are held regularly, as required by law, to assure the safety of the children. We have drills and procedures for fire and earthquake emergencies. We keep emergency supplies on hand at all times. Please refer to the information on first aid.

In case of a major disaster while your child is at school, the school and staff are committed to the care and safety of our children. It may be safer for you to stay where you are and know we are doing the very best for your child's care and safety during this time. We urge you to follow the procedures listed below.

1. Do NOT call the school.
2. Do NOT come to school.
3. Community disasters will be reported on the radio. Listen to the radio for directions.
4. Be assured that the school and staff are giving your child any emergency care that he may need. We, too, are listening to the radio and will be hearing the same instructions as you.
5. The safest place in case of disaster is to be off the city streets and out of the way of emergency and rescue equipment.
6. When it is safe you may come to pick up your child. Only your authorized persons listed on your emergency forms may pick your child up from school. Each child will need to be signed out at the attendance center before leaving. The school bus may not be able to make its route during an emergency.

Student Antiharassment Policy

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, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

NKCS 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.

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 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:

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, 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:

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.

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:

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 student's race, color, national or ethnic origin, age, or disability.

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.

Physical conduct such as touching, assaulting, impeding, or blocking movements.

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.

II. 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, NORTH KERN CHRISTIAN SCHOOL has the right to expect and does expect that students and any employee 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 | 758-5997 (school)
747-3919 (cell) |
| | Name | Title | Telephone |
| 2. | Deana Whitbey | Secretary/Administrative Assistant | 758-5997 (school) |
| | Name | Title | Telephone |

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 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.

FIELD TRIP POLICY

NKCS often uses parents as chaperones for field trips. Because chaperones are responsible for the students, we ask that chaperones not bring other children (ex. younger siblings) with them. Parents are welcome to attend field trips with other children when possible (some locations are restricted on ages or group sizes); however, we ask that they not attend as chaperones.

1. Each driver will be given a map and/or directions to the destination (in case you get lost or lose sight of the other drivers.)
2. The teacher should be in the lead car so he/she arrives first.
3. Drivers should always travel the same route to and from the destinations. Devise some sort of "buddy system" where two or three cars will look out for each other in case of unexpected roadside emergencies.
4. While the children are in your car, you are in charge. Please encourage them to remain seated properly with seatbelts buckled and to keep reasonably quiet. You are the driver; you know how much noise you can handle. If any child does not cooperate, please inform the teacher when you arrive at the destination or return to school.
5. Upon arriving at the destination, please keep the children in the car until the teacher lets you know he or she is ready for them. Remind them to stay by you or in the group as a whole-- not to run or wander off.
6. Drivers need to understand that they are chaperons as well, and will be responsible for the children that ride in their car throughout the function/activity, making sure no one gets left behind or lost, or leaves the group. The driver must make sure that they transport the same

students to and from the event – no trading of vehicles once you have left the school. The teacher is in charge, but he or she often has many extra things to do, people to talk with in making arrangements, getting tickets, etc. and cannot always be aware of what the students are doing. The teachers appreciate all the eyes, ears, and assistance they can get when the children are out of their regular classroom situation. The kids get very excited and can easily get out of control. If there is a problem that you feel you are unable to handle, take that child to the teacher immediately!

7. When the field trip is an all-day event, it is important that everyone eats together as a group.
8. Please keep in mind that students and staff have a dress code. In fairness to them and others, and to represent our school well, we ask that you also try to comply.

LUNCHES

NORTH KERN CHRISTIAN SCHOOL does not have the facilities to prepare hot lunches for all of the students; however, the students may purchase a lunch from the Crusader Café. Because of this, students not purchasing the Crusader Café lunch need to bring a prepared lunch to school. We do not have facilities to refrigerate lunches and heating of lunches is limited.

Chewing gum and sunflower seeds are not permitted at school.

Please do not send items in containers that your child can not open. There is not enough time at the lunch tables for the supervisor to open things for each child and pass out milk, juice, etc.

For safety, please do not send items in glass containers or other containers that could break or shatter.

Milk can be ordered through the Crusader Café.

NORTH KERN CHRISTIAN SCHOOL has a closed campus policy; students are not allowed to go home for lunch unless they have a note. If your student will regularly go home for lunch, please send a note for the office files about this. If it is an occasional event, send a note on the morning that the student will be going home for lunch.

If you are picking up your child for lunch, make sure that you sign them out in the office. Even if you are with your child, it is an unexcused tardy if they are not back in class when classes resume. Make sure that when you bring your child back after lunch that you sign your child back in at the school office.

Lunchroom Rules:

1. Students are to remain seated, unless given permission to get up, for the entire 20-minute lunch period.
2. During the first five minutes of lunch students should be eating and not talking. After this,

students may talk quietly. If there is a second request to quiet down, there will be no talking for the rest of the lunch period.

3. Students are expected to keep the lunch area clean. Students are responsible for cleaning up any mess that they make. Trash is to be thrown into the trash cans. Do not empty noodles or other food items into the drains.
4. Students are expected to enter and leave the lunch room in an orderly fashion. There is to be no running or loud talking on the way to or from lunch.

In addition, lunch pails must be in good taste. Avoid any unpleasant pictures or words.

ETCETERA

Our school is in compliance with AHERA legislation, which concerns asbestos in schools. We have a management plan in the office that is available for review.

Force Majeure Clause

North Kern Christian School, its employees, and parents/guardians agree that neither shall be liable for any delay or failure in performance resulting from a force majeure event from acts beyond reasonable control, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of revolution, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond North Kern Christian School's control. The duties and obligations in this Agreement may be postponed for a period of time or terminated depending on circumstances.

CLOSING STATEMENT

The staff of NORTH KERN CHRISTIAN SCHOOL sincerely desires to provide a Christian environment that is both safe and happy for your child. We are here to serve, minister, and to work together with you in caring for and disciplining your child so as to bring them up in the admonition of the Lord. We will be diligent in expressing the love of Christ to your family, and we earnestly desire your prayers for our school, staff, students, and other families.