

The logo for King's Christian School (KCS) features the letters 'KCS' in a large, bold, dark red serif font. Below the letters is a dark red rectangular bar with the words 'KING'S CHRISTIAN SCHOOL' in a smaller, gold-colored, all-caps serif font. The entire logo is centered within a light beige rounded rectangle, which is flanked by two horizontal grey lines extending to the left and right edges of the page.

KING'S CHRISTIAN SCHOOL

*Educating for Life*

## FAMILY HANDBOOK

*King's Christian School provides an educational environment that supports the faith based practices of home and church to ensure that students are given the strongest possible foundation to become true Disciples of Christ.*

### MISSION STATEMENT:

As a community of Christians,  
we desire to educate for life.  
Our mission is to teach children to  
know God, his word and his world,  
challenging children to excel, yet  
with humility serve God and humanity.

## CONTENTS

COMMUNITY LIFE.....	4
Accreditation .....	4
Associations .....	4
Office Hours .....	4
Bell Schedule.....	4
SCHOOL GOVERNANCE.....	6
Board .....	6
Committees .....	6
Society Meetings.....	6
CONNECTION & COMMUNICATION.....	6
Teacher Communication .....	6
Website.....	6
Newsletters .....	7
Family Directory Updates.....	7
Visitors.....	7
Attendance.....	7
Students Late for Class.....	8
School Cancellation.....	8
Tuition & Fees .....	8
PARENT INVOLVEMENT .....	9
Community Events .....	9
Volunteer Service .....	9
Volunteer Drivers .....	9
HEALTH AND SAFETY.....	10
Student Safety .....	10
Closed Campus.....	10
Student Counseling Services.....	10
Illness/Injury/Medication .....	10
Communicable Diseases and Isolation.....	11
Student Drop-Off / Supervision.....	11
Privacy Act.....	11

---

STUDENT LIFE .....	11
Community Guidelines.....	11
How We Worship .....	11
School Work .....	11
Cheating / Plagiarism .....	12
Damage / Destroyed Property .....	12
How We Play.....	12
Games .....	12
Sport Philosophy.....	12
Electronic Devices .....	13
Substance Abuse .....	13
Dress .....	13
Language.....	13
Relationships.....	14
Abuse.....	15
Bullying .....	15
Contraband .....	15
ACADEMICS.....	15
Academic Assistance .....	15
Career Counseling .....	15
Extra-Curricular .....	15
Homework.....	15
Missions.....	16
Field Trips.....	17
Final Exams .....	17
Report Cards and Grading .....	17
Awards.....	17
Conflict Resolution / Appeals .....	17
Discipline .....	18
RESOURCES.....	18
Computers/iPads.....	18
Learning Assistance (Hub) .....	19

Post-Secondary Scholarships .....19

School Supplies / Textbooks .....19

Locks and Lockers .....19

Lost and Found .....19

Telephone .....19

HISTORY of KING’S CHRISTIAN SCHOOL .....20

## COMMUNITY LIFE

---

At King's Christian School, we are shaping a community where individuality can be nourished, and where each person can find fulfillment in our community life.

In the way we work, play, and present ourselves, we seek to acquire His perspective on all things, to pursue the wisdom that comes from above, to regard godliness as essential, and to cultivate a habit of thankfulness so that students can mature in their walk.

Working together with parents and church leaders, we equip students to make a difference in their local church, community, and the world for Christ.

It is our desire that students are prepared to follow a lifestyle where they serve others, live out their faith, and affect change in those around them and in the world

## Accreditation

King's Christian School follows the BC Guide for Independent Schools and is fully certified to provide students with the courses they need to receive their Provincial Dogwood Diploma.

King's Christian School is a Group One Independent School, receiving grants from the Provincial Government equal to approximately 50 percent of the per pupil operating cost in the local school district.

All King's Christian School teachers are certified to teach by the Province of British Columbia. They are dedicated Christians, committed to the teaching profession, and to helping our students mature as image bearers of Christ.

## Associations



## Office Hours

Our office is open Monday to Friday from 8:00 am to 4:00 pm from mid-August to the end of June.

## Bell Schedule

8:30 am – Buses arrive

8:40 am – Warning Bell

8:45 am – Classes begin

12:10 – 12:55 pm – Lunch

3:10 pm – Classes dismissed

3:18 pm – Buses leave

## SCHOOL GOVERNANCE

---

### Board

King's Christian School is a society-directed school with an elected school board. Board or committee members must be members in good standing of the Shuswap Christian Education Society; members must be in good standing in a Christian church and agree to and sign Articles II, III, IV and V of the Constitution (see Policy Manual, By-laws).

### Committees

There are committees for Education, Finance and Transportation. These committees require parent volunteers as well as board and Administration representatives. For more information on being part of the board or a committee, please contact the school office.

### Society Meetings

Society meetings occur in the fall. Society members and parents are encouraged to attend. Parents are encouraged to become members of the Society, membership forms may be obtained at the school office.

## CONNECTION & COMMUNICATION

---

### Teacher Communication

Communication is an important part of school life. Teachers' concern for the well-being of each student makes contact between the school and home integral to building community. In addition to formal reports, time is set aside for parent/guardian-teacher interviews following the first report period. Teachers, administrators, and parents/guardians also communicate informally with each other through phone calls, e-mail, meetings, and agendas regarding student progress and behavior. Communication with school staff is welcomed and encouraged. Teacher email addresses can be found on our website.

### Website

[www.kingschristianschool.com](http://www.kingschristianschool.com)

Our school website is an excellent communication tool between the school and families. Some of the items you will find on our website are:

- School Calendar (Pro-D Days, Special Events, Meetings, etc.)
- Athletic schedules
- Newsletters
- Upcoming Events
- Enrolment documents
- Teacher Blogs

## Newsletters

A school newsletter is sent home via email and optional subscription once a month and is also posted on our website. The aim of our newsletter is to provide you with information about school events, student accomplishments, and upcoming calendar items.

## Family Directory Updates

At the beginning of every school year, parents are asked to complete and hand in a Student Information Verification form with correct contact and emergency information. If there are any changes during the school year to your family's email, home address, phone number or emergency contacts, please notify the school office as soon as possible. In addition, if there are any changes to the parental rights/guardianship within a family, the school must be notified.

## Visitors

To ensure the safety of everyone at KCS, all visitors must enter through the front doors and check in with the office upon arrival. Parents/guardians are encouraged to visit the school but are asked to check in at the office before heading to their child's classroom. Please communicate with the teacher if you would like to volunteer during class time.

## Attendance

Punctual, regular attendance is an important component to educational success. If a student is absent, a parent/guardian is required to phone the school (250-832-5200) or send an email to: [attendance@kingschristianschool.com](mailto:attendance@kingschristianschool.com) before 8:45 a.m. Email is the preferred method of communicating absences. For student safety, the office will email parents regarding any absences for which we have not been notified.

All notes from a doctor regarding absences should be forwarded to the office. A copy will be provided to the teachers as required. Students are responsible for making up missed work.

If a student will be absent for a test, permission from the subject teacher may be required. A re-test for unexcused absences may not be accommodated. Pre-arrangements for absences such as trips must be discussed with the appropriate staff.

In the event of an absence, it is the student's responsibility to obtain any materials, notes, or class work required, and complete any assignments.

### Maximum Amount of Absences

A student may only be absent from school a maximum of **twenty classes per course**, for each semester, without possible loss of credit. Unused absences may not be transferred to another semester or course. A student, who exceeds the maximum number of absences in one semester for reasons that are beyond their control, may appeal in writing to the principal for a waiver of the policy.

### Skipping Class

Skipping class is a serious offence. Students who are skipping will meet with Administration and receive consequences on a case-by-case basis.

## Students Late for Class

Being on time and prepared for class is a priority at KCS. Punctuality is an important component for school life and a vital aspect of every student's journey beyond high school. We understand that occasionally there are legitimate circumstances that prevent a student from arriving to class on time, however, we ask that parents support and encourage their children's punctuality.

All students arriving late to any class must report to the office to obtain a late slip which then needs to be delivered immediately to the classroom teacher. Arriving late for class disturbs the community of the classroom. A pattern of lateness will be addressed with the following:

**1-5 lates** (from a single class): addressed by the teacher

**10<sup>th</sup> late** (combination of classes): a meeting arranged with student, and Administration

**15<sup>th</sup> late** (combination of classes): student may be placed on an attendance contract

## School Cancellation

The school will make every effort to contact families before 6:30 am if school and/or bus service is cancelled for the day due to weather or emergencies. Cancellation notices will be delivered via email, and/or the KCS website and social media accounts.

## Tuition & Fees

The Federal Government allows parents who choose faith-based schooling for their children to utilize a portion of their tuition fees as a charitable donation for income tax purposes. This amount varies from year-to-year dependent on the cost of operating the school, the number of students attending, and the revenue received from sources other than tuition (e.g. Government grants). The calculated cost per student attending KCS is deducted from each student's tuition fees paid, and the remainder qualifies as a charitable donation for tax purposes. Donations outside of regular tuition fees in the amount of \$25 or more are also eligible for a tax receipt.

Tuition fees can be calculated based on the most recent tuition schedule. This schedule is available on our website and in the office. Additional fees on top of tuition may include:

- Bus fees. This fee is in addition to tuition
- Non-refundable application fee of \$35 per applicant
- Certain courses, athletic teams or field trips may require additional fees
- An Enrolment Intent fee of \$100 is payable each spring for returning families. This fee is credited to September's tuition.

Please note, one month's notice prior to withdrawal is required.



## PARENT INVOLVEMENT

---

### Community Events

Each year the KCS community hosts several events where parent participation is encouraged. Some of these events include:

- Opening Assembly
- Back to school BBQ/Meet the Teacher Event
- Missions fundraising auction
- Christmas Program
- Grandparents Day
- Grad Transition Night
- Fine Arts Evening
- Community Day Events
- Graduation

### Volunteer Service

We see parent participation and volunteerism as a critical part of the community at King's Christian School. We rely on parent help in many areas such as reading with students in class, driving students to sporting events and field trips, school clean-up projects, fundraising, and community social events.

Without parent participation and support, our school could not give our students the enriching experience we all desire for them. Please watch for opportunities to participate and serve with us. Please also feel free to phone the school to let us know if you have a special gift, ability, or skill that you are willing to offer. We value parents as integral members of our KCS community!

### Volunteer Drivers

All drivers for school activities must be adults holding a valid driver's license of the appropriate class. At no time are students permitted to drive students who are non-family members, to or from school activities. KCS uses a school bus and/or parent/guardian drivers for most off-campus activities such as field trips or athletic events. Drivers must provide the school with a copy of a valid driver's license, vehicle registration and insurance. This must be done annually. All drivers and students must always wear individual seatbelts.

## HEALTH AND SAFETY

---

### Student Safety

Policies and procedures have been put in place to provide a safe, secure environment at King's Christian School. Copies of these policies are available at the office. The following areas are covered:

- Abuse Response
- Appeals
- Apprenticeship / Work Experience
- Building and Maintenance
- Bullying
- Bus Ridership and Bus Maintenance
- Conflict Resolution
- Contraband
- Discipline
- Field Trip
- Fire and Earthquake Drills
- Incident Reporting
- Internet Use
- Playground
- Student Supervision
- PIPA (Personal Information Protection Act – FISA)
- Volunteers
- Emergency Response Protocols

### Closed Campus

King's Christian School has a closed campus policy (see "Visitors" section for more info). This means that Grades K-9 students must stay on the campus during the school day. When a student in Grades K-9 need to leave the campus during class times or at lunch/recess times, they must be signed out at the office by a parent/guardian.

Grades 10 -12 students wishing to leave the campus during school hours must complete and submit an "Off-campus Agreement" (available in the office). They must sign out or in when leaving the school for spares, but do not have to sign out and in at lunch. Should a student's off-campus behaviour not reflect or adhere to KCS community values, the off-campus privilege will be revoked. In addition, students who go off campus at lunch and arrive late to class may have their off-campus privileges revoked.

### Student Counseling Services

We work with local counselors to facilitate appointments for students who may benefit from counseling services. Students, or their parents, are encouraged to contact the office for more information.

### Illness/Injury/Medication

The school has a sick room and maintains a first aid kit with basic medical supplies.

If a child requires administration of medication at school, please see the office for the appropriate form. No medication of any kind is given to students without written parental consent.

When a student becomes ill or injured, parents/guardians are expected to pick up the student as soon as possible. The school office will contact the parents to come pick up the child. If hospitalization is

required, the home or work number will be called immediately but the school reserves the right to transport the student to the hospital or call an ambulance if needed.

## Communicable Diseases and Isolation

Please consult and follow the [Interior Health Guide to Childhood Diseases](#) treatment and isolation recommendations.

## Student Drop-Off / Supervision

Parents/guardians are encouraged to pick up and drop off students in the upper parking lot during school hours. The lower parking lot is reserved for school bus access. Before and after school supervision in the upper parking lot will be provided from 8:30 – 8:45 am and again from 3:10 – 3:18 pm.

## Privacy Act

Safeguarding personal information of parents and students is a fundamental concern of King's Christian School. The school is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation. All teachers and staff are required to adhere to the King's Christian School Personal Information Privacy Policy. p

## STUDENT LIFE

---

### Community Guidelines

The Christian School provides a place for students to know God, His word and His world; a place where they are challenged to excel, yet humbly serve God and humanity. Our service is shown through how we worship, work, play and present ourselves.

### How We Worship

As a Christian community, we are called to imitate, glorify, and honour our heavenly Father. In our school community we can do this by modeling Christian behavior.

This includes:

- Being encouraging and responsible
- Showing respect, courtesy, compassion, and gratitude
- Chapel is a time for worship, and to receive spiritual refreshment, perspective, and edification. Chapel times are led by students, staff, and guests.

### School Work

Students are expected to:

- be punctual in the completion of assignments
- be diligent in daily work habits

- be prepared to cooperate and participate by arriving on time and contributing to a positive learning environment
- have necessary school supplies
- work to the best of their ability on tests and assignments
- use time efficiently

## Cheating / Plagiarism

This is a form of dishonesty. Any students involved in cheating or plagiarizing will receive consequences appropriate to the situation.

## Damage / Destroyed Property

We expect our students to treat all school property, including school supplies, equipment, and facilities with respect. Any property damage, due to deliberate misuse or carelessness, must be reported immediately to a staff member. Students and parents/guardians are responsible for replacement or repair of damaged items.

## How We Play

Our school bears the name “Christian”, and our words and actions should reflect this. Students are expected to positively represent themselves to honour Christ and our school (during school events and activities – on and off campus).

## Games

Our games reflect a positive expression of our Christian worldview and are appropriate for the school. Games that undermine a Christian worldview are not permitted.

Students are expected to positively represent Christ and our school (during school events and activities – on and off campus).

## Sport Philosophy

### Rationale:

King's Christian School teams exist to provide students with the chance to compete as individuals or as part of a team in an organized, structured setting against other schools. School teams must further the purpose, vision, and mission of King's Christian School.

### Goals:

1. To become truthful witnesses to the ways of Jesus Christ
2. To enjoy and develop athletic gifts and talents
3. To show respect and appreciation to teammates and opponents
4. To develop the ability to win and lose with grace

### Student Related Philosophy Statements:

- King's Christian School team participation is an extra-curricular activity.
- Participation is voluntary and not associated with a class credit or grade.

- Participation is a privilege that can be lost or regained because of individual choices and behavior.
- A student may be temporarily or permanently denied participation for behavioral or academic reasons.
- If a student is absent for class on a game day (or the day before a weekend for a weekend event) they will not be allowed to participate unless prior arrangements have been made with Admin.
- Students are responsible for communicating with teachers and catching up any missed class work. Participating in sports does not excuse them from any school assignments.
- Students participating on King's Christian School teams are expected to conduct themselves in an acceptable and appropriate manner while at school and during games and tournaments at other locations. All school rules with respect to language, dress, behavior, respect for others and respect for property apply in these occasions.
- Students who are selected for teams are expected to attend all practices, games and tournaments. If a student is unable to attend for whatever reason, it is necessary to inform the coach well ahead of time.
- All participating students and their parents must sign a "Sports Contract" at the beginning of the sports season.

## Electronic Devices

School is a learning environment, and the use of electronic devices can be both an important tool in this learning and a distraction. Electronic devices that can be integrated into teacher directed learning can be very valuable in a classroom setting.

Students are permitted to have electronic devices at school but are advised to use them with discretion. Electronic devices may not be used during class time unless specifically permitted by the classroom teacher.

## Substance Abuse

King's Christian School recognizes the danger to one's physical, psychological, and spiritual well-being with the use of certain products and substances. Therefore, students of KCS are to refrain from the use of tobacco (in any form), vaping products, alcohol, non-medicinal or recreational drugs as well as the abuse of prescription drugs.

## Dress Code:

Our appearance will reflect a positive expression of the Christian lifestyle and be appropriate for school and weather conditions.

**Principles: Respectful, Appropriate, God-Honouring**

**Student Dress Standards:**

### 1. Shirts

- a. Shirts must not expose the midriff or stomach
- b. Shirts may not expose cleavage. Shirts must be high enough on chest to cover undergarments or bras.
- c. Shirts must not reveal undergarments or bras. ie. No sheer, lace tops without a shirt underneath.

**2. Pants**

- a. Sheer tights and fabrics are not allowed as pants, but may be worn with skirts, shorts or dresses
- b. Pants may not be low enough to reveal undergarments
- c. Shorts, dresses, or skirts need to be an appropriate length not to expose any undergarments or buttocks.

**3. P.E. Strip**

- a. KCS shirts and athletic shorts or pants are to be worn
- b. Shorts should be an appropriate length as not to reveal any undergarments or buttocks.

**Appearance requirements**

Clothing and appearance should reflect a sense of stewardship and be clean, neat, and tidy. This includes being in good repair and fitting properly. Clothing and appearance should be appropriate for all school activities.

- a. Clothing should not advertise drugs, tobacco, alcohol, or have slogans of suggestive, obscene, defiant, negative or un-Godly language.
- b. Clothing should not be excessively tight, baggy, or sloppy.
- c. Students should have proper hygiene, grooming habits and present themselves in a respectful, proper manner.

**4. Enforcement**

Staff and administration will enforce the above requirements regarding the clothing and appearance of students. Parents are likewise encouraged to instruct their children in making wise, God-honouring decisions and to support the school in its efforts to regulate student attire. This code will be more easily maintained if students clothing follows the spirit of the ideal rather than pushing the boundaries.

In the case of dress code violations, students will be instructed to correct their appearance. If they are unable to do so, KCS shirts, shorts, or sweatpants will be available for loan at the office. In the case of repeat occurrences, the students parents will be notified and further repercussions will be discussed with administration.

**Language**

We will use our language to honour God and build up one another. Profanity, crude or sexually explicit language, and put-downs will not be tolerated.

**Relationships**

Our relationships will be characterized by mutual respect. Relationships with the opposite sex will reflect modesty and self-control. Public displays of affection are not permitted.

## Abuse

King's Christian School strives to provide a community where all are safe from verbal, physical, and sexual harassment. KCS has a spiritual, moral, and legal obligation to provide a safe and secure environment for its students. KCS has adopted the Abuse Response Policy contained within "A Guide for Independent School Personnel Responding to Child Abuse".

## Bullying

Physical, verbal, sexual and other forms of bullying have no place in a Christian, or any other, community. Bullying will be dealt with in a manner appropriate to the situation. See bullying/harassment policy for more details.

## Contraband

Any item that may be construed as a weapon or as dangerous may not be brought to school (including knives, real or imitation guns, laser pointers, lighters, and matches). Bringing any such items to school will result in immediate confiscation and possible disciplinary action.

## ACADEMICS

---

The choices offered in our academic curriculum enable success for a variety of learning styles. Leadership opportunities are offered in Active Leadership, Music Leadership, Student Council, and Intra-murals. For Grades 10-12 students, KCS facilitates trades program apprenticeship, Teaching Assistant credits, and Mission Trip service credits. Credits may be requested in other study areas, with approval on an individual basis. The Student Services Counselor offers academic and career preparation assistance.

## Academic Assistance

See "Learning Assistance (Hub)" under "Resources".

## Career Counseling

Career counseling is offered as part of Planning 10 and from the Student Services Counselor.

## Extra-Curricular

Throughout the school year, a variety of extra-curricular activities such as sports, student council, and lunch hour clubs are offered to students to encourage them to strengthen their gifts and contribute to the school community. Students with failing marks and unsatisfactory attendance, effort or behaviour may be denied permission to participate in these extra-curricular activities.

## Homework

Our desire is to provide a consistent guideline to KCS families and teachers for the use of homework as a relevant, purposeful extension of in-class learning. It is our hope that the use of homework will support the development of our learners. Homework is an out-of-classroom learning experience, assigned and

monitored by the teacher. It is a planned component of the educational process, related to learning expectations and designed to enhance individual student learning, as outlined by the BC Ministry of Education.

There are four types of assigned homework:

- Preparation: Work that prepares students for upcoming classroom learning.
- Practice/Application: Work that reviews and reinforces concepts and skills taught in class.
- Completion: Work assigned during the school day and not completed in class.
- Extension/Enrichment: Work that refines or expands on classroom learning.

Homework assignments should be curriculum based and clearly articulated and communicated to students and parents.

Homework assignments should be designed to require no additional teaching outside the classroom.

Parents are encouraged to end homework after the advised length of time for the grade level and communicate progress with the teacher.

### Kindergarten

- There is a strong connection between parental involvement and student achievement. Families are encouraged to engage in early learning activities such as reading, playing, and speaking. Teachers may provide resources to support home-based early learning activities.

### Primary: Grades 1-3

- Homework should not exceed **30 minutes** in an evening.

### Elementary: Grades 4-6

- Homework should not exceed **45 minutes** in an evening.

### Intermediate: Grades 7-8

- Homework should not exceed **60 minutes** in an evening.

### Secondary: Grades 9-12

- There should be no homework during the final examination period other than preparation for the examination itself.
- Homework depends on course load and project commitments.
- Parents and students are encouraged to communicate with teachers regarding any homework issues.

## Missions

Each year King's Christian School plans a Mission trip. The mission trip will be targeted for Grade 11 students with opportunity for possible inclusion of Grade 10 and 12 students. Fundraising is done as a group and individually, with the intent of being completely self-funded.



The Mission program's aims and objectives are:

- To develop within the students, the heart of Christ for the lost and the compassion of Christ for the needy.
- To give opportunity for the Lord Jesus to work in and through the students' hearts and in the lives of those to whom they minister.
- To experience the unique culture in a developing nation.
- To equip students in determining God's plan for their lives in both the secular and Christian realm so they gain a missional perspective in every aspect of life.
- Through a team setting, to learn to work cooperatively and develop a sensitivity to others.
- To stimulate global "needs awareness" by visiting a culture and community removed from their own environment.

## Field Trips

King's Christian School affirms the educational value of well-planned and well-supervised curricular and extra-curricular field trips. These experiences enrich the curriculum and provide opportunities for young people to encounter the world around them beyond the school setting. Such trips will supplement the curricular and extra-curricular programs in the school.

Information will be sent out as field trips are planned, and permission slips will need to be signed by a parent/guardian for all field trips.

## Final Exams

Students in Grades 8-12 are required to write final and provincial exams on the scheduled date. Should there be an emergency or circumstance that would prevent a student from writing an exam on a specific date; arrangements to make up the exam will be made in conjunction with the administration, teacher and parent/guardian (as per provincial policy).

## Report Cards and Grading

For Grades K-7, the year is divided into trimesters ending November, March, and June. Grade 8-12 are on a combined system of linear and semester courses with reporting periods in November, February, April, and June.

## Awards

KCS students receive awards marking different school-year accomplishments. King's Christian School strives to recognize the variety of achievements, development and giftings of our students.

## Conflict Resolution / Appeals

When conflicts or disagreements occur, they will be handled in a manner that leads to restoration and resolution. Where positive communication is regular, conflicts are infrequent. However, when concerns or conflicts arise, we desire to resolve the issue by following the Matthew 18 principle. Should a parent/guardian have a complaint or a concern with a staff, committee or board member, the parent/guardian needs to speak with that person. If there is no resolution of the concern, the Principal needs to be informed, and a meeting can be arranged.

Procedure for Conflict Resolution and Appeals to student disciplinary actions:

- parent/guardian with person with whom they have conflict (i.e., teacher)
- parent/guardian with Administrator (with teacher aware)
- parent/guardian with KCS Board
- parent/guardian with SCSBC Mediation and arbitration committee (contact info at KCS office)

## Discipline

The goal of school discipline is to:

- change destructive behavior
- help the individual develop self-discipline
- restore relationships
- protect the other members of the community
- bring an end to/prevent any behavior which undermines the community KCS is building

A wide range of methods and approaches are used at the discretion of the teachers and administration. Discipline procedures may involve restitution, isolation, detention, mentoring, service, and restorative curriculum. Wherever appropriate, parents/guardians are kept informed and involved in the discipline process.

General communication procedures for discipline issues are as follows:

- teacher with student
- teacher with parent/guardian
- student with administration
- administration with parent/guardian

In addition to in-school actions, the following may be considered:

- suspension (in/out of school)
- probation
- voluntary withdrawal
- expulsion

Please note, this procedure considers the progression of behaviour in logical steps. At any point, if a concern grows rapidly or if a safety issue is involved, steps may be skipped to remedy the situation more quickly.

## RESOURCES

---

### Computers/iPads

Students must have permission to use school computers and iPads. All access to the internet will be monitored and supported by school administration.

## Learning Assistance (Hub)

Learning assistance is provided for students experiencing difficulties in core subject areas. Our learning assistance staff will work with the subject teacher to meet the goals established for students recommended for learning assistance.

## Post-Secondary Scholarships

King's Christian School awards scholarships and bursaries to graduates through an application process. Applications are reviewed, and selections made by a committee. Awards are presented at the Graduation Ceremony in June. Application forms are available from the Student Services Counselor in the Spring.

## School Supplies / Textbooks

King's Christian School has developed a school supply program to ensure students get the same quality school supplies required for specific grade levels. Additional required supplies such as binders, indoor shoes, notebooks, etc. will be itemized on a supply list given to each student before the start of a new school year.

## Locks and Lockers

Lockers and locks are issued to middle and high school students. Only locks distributed by the school are permitted, and lock combinations are registered. Students are to keep these combinations confidential. If a lock is lost, the student must pay a replacement fee. Lockers are to be kept locked during the day and overnight. KCS does not accept responsibility for valuables missing or removed from lockers. Valuables are not to be taken to the change room during PE classes but should be stored in a locked locker. Students may use sticky tack to decorate the interior of their lockers for the year, but decorating must meet KCS Community Standards.

## Lost and Found

Lost and found items are stored in the main floor hallway. A few times a year, opportunity will be given for families to claim lost items, unclaimed items will be donated to a thrift store. Calculators, watches, glasses, and other valuable items are kept in the office and may be claimed there.

## Telephone

There is a telephone available outside the office for student use. During class time, students are expected to obtain permission from a staff member for phone use.

## HISTORY of KING'S CHRISTIAN SCHOOL

---

King's Christian School opened as Enderby Christian Academy in September 1977, with 42 students in attendance. The lead-up months to opening day involved quite a tremendous challenge to faith and effort. Had it not been for wonderful answers to prayer, the vision and drive of Dr. Wilf Wendland, and the generosity of a few dedicated saints such as Mr. Ted Mutz and Mr. Craig MacNair, the above-mentioned goal could never have been achieved.

The membership of the Enderby Evangelical Chapel kindly agreed to allow the Academy to use its premises but stipulated that no money would be available from the church budget for salaries or operating expenses. It was also indicated that the school would require at least forty students to meet the meagre, agreed upon budget. No provincial government grants would be available until the school had completed its first year of operation.

Two certified teachers, Harold and Faye Carlaw, and three volunteers, Ozelle Sharp, Sadie Schalin and Esther Monson, enabled the school to function for the first year using the Accelerated Christian Education program which the Chapel had decided upon for use in the new school. Fortunately, the staff was later permitted to expand into other curricular materials and programs. A third teacher, Miss Vogt, was added to staff during the 1980-81 school term. Each year of operation, the enrollment increased until it stood at 68 in June 1981.

In 1985, Enderby Christian School qualified for Group One funding with the BC Ministry of Education. The school followed the BC core curriculum and used a variety of resources and Christian curriculum.

In 1988, the Enderby Evangelical Chapel purchased the Cliffview Building where the school began operating.

Purchase of a school bus in 1991 helped increase enrolment.

The authority to operate the school changed in 1994 from Enderby Evangelical Chapel to the Christian Education Society of Enderby.

Through God's sovereign and divine providence, in 1997, a door was opened for the school to work jointly with the Broadview Evangelical Free Church in Salmon Arm to develop a church/school facility. The project was made possible by the Lord's supply of a Christian general contractor, Henry Muller, who was able to construct the new facility at under half the cost of conventional construction.

In October of 1997, with the move to Salmon Arm in mind, the Christian Education Society of Enderby voted to change the name of the school to King's Christian School.

In September 1998, King's Christian School opened in its new location.

The addition of a second bus in 1998 expanded the school's reach through to the Sorrento area.

June 1999 saw the school celebrate the graduation of its first Grade 12 class.

Enrollment topped 200 in the 1999-2000 school year.

In the spring of 2004, KCS high school students began serving on mission trips (Dominican Republic, Los Angeles, Mexico, Belize, Guatemala).

December 2006 the society name was changed to "Shuswap Christian Education Society".

KCS's 30<sup>th</sup> year opened with close to 300 students. To God be all the glory.

In September 2011 King's Christian Preschool began operation with two classes during weekday mornings.

In 2017 KCS celebrated its 40<sup>th</sup> year of Christian Education.

The school continues to operate while seeking out God's wisdom and innovation.