

# KACS School Handbook: 2024-2025

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## MISSION STATEMENT

At Kitsap Adventist Christian School, we are dedicated to building committed Christians and responsible citizens through the following:

### STRONG ACADEMICS

guided by a competent and caring staff who strive for excellence;

### FAMILY LIVING

in a nurturing environment where lifelong friendships are formed;

### SOCIAL INTERACTIONS

that develop grace and poise;

### WORK EXPERIENCES

where students develop an appreciation for the dignity and blessings of work;

### CHRISTIAN GROWTH

where students choose Christ as their best Friend and learn to be workers for their Savior while preparing for eternity; and

### CHRISTIAN SERVICE

in which selfless service to others becomes a way of life.

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### MOTTO

Seek, Serve, Soar

## **GENERAL INFORMATION**

Kitsap Adventist Christian School is a Transition to Kindergarten through Grade 8 school program, owned and operated by the Washington Conference of Seventh-day Adventists. In the Adventist concept, Christian education is designed to provide opportunities for maximum development of the mental, spiritual, and physical growth of each student. Christian principles have first place in determining the school's policies and standards. The current school is actually a joining of two separate schools, Bremerton SDA School and Port Orchard SDA Schools that combined at the present location.

For more information on Seventh-day Adventist Beliefs please visit:

<https://www.adventist.org/beliefs/>

The constituencies of the Bremerton and Port Orchard Seventh-day Adventist Churches financially support and operate Kitsap Adventist Christian School. The school board, elected by the churches, is charged with its administration.

## **ACCREDITATION**

Kitsap Adventist Christian School is owned and operated by the Seventh-day Adventist Church and is part of the largest Protestant educational system in the world. The school is fully accredited by the Middle States Association Commissions on Elementary and Secondary Schools, the National Council for Private School Accreditation and the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc

## **ADMINISTRATIVE AUTHORITY**

The school board sets operating policy for KACS in accordance with the academic policies of the Education Department of the Washington Conference of Seventh-day Adventists. The principal of the school is charged with interpreting and carrying out the directions of the board and Washington Conference policy. Therefore, inherent in the office of the principal is the authority to interpret and administer, along with the school staff, all the details and decisions pertaining to the policies outlined in this handbook as they relate to the school and its operations.

## **NONDISCRIMINATORY**

### **POLICY**

Kitsap Adventist Christian School (KACS) recruits and 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. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid and scholarships, and other school administered programs. KACS will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

## **ADMISSION & REGISTRATION**

Enrollment, while selective, is not limited to children whose parents are members of the

Seventh-day Adventist Church. Because this is a Christian school with high ideals and objectives, parents should only apply to have their children admitted if the parents and children are in full sympathy with the standards of Christian education.

The character of the student is, in part, determined by the way the student relates to the principles of Christian living and conduct for which the school stands. It should be the student's purpose to observe the regulations of the school as a matter of honor, realizing that these regulations have been found necessary to the successful guidance and education of the young person. Students should realize that when they present themselves for admission, they thereby pledge themselves to willingly observe all of the school's regulations and to uphold the Christian principles upon which Kitsap Adventist Christian School is operated.

Kitsap Adventist School is not equipped to accept students who have serious mental, physical or emotional challenges, or who demonstrate serious academic and/or behavioral problems. In some cases, and with full agreement between parent(s) and KACS regarding expectations of outcome, students with special needs may be admitted.

### *Returning Students*

Acceptance of returning students is based upon the recommendation of the administration and faculty. A decision to not accept a student will be based on the school's understanding of the best interest of the child, the needs of the classroom, and the overall requirements of the school program.

### *New and Transfer Students*

All new and transfer students will be admitted with an automatic probationary status for the first five weeks of school. The student will be observed in the areas of social conduct, academic performance and the parents' dependability in meeting their financial obligations to the school. At the end of that period, a recommendation will be made to the school board regarding the student's continued enrollment.

Transferring students and students who have been homeschooled, must take math and reading placement tests prior to admission. Placement tests must be taken in August, prior to the first day of school. The teacher will discuss the results of these assessments with the parent before the child may be enrolled. The student's placement within the instructional program will be based on test results.

Parents must complete all steps of the registration process before a student may be admitted.

### *Registration Procedures for Returning Students*

Submit all applicable registration forms through the online portal using your JupiterEd password.

- Update student & Family Information
- Consent to Treat
- Non-Emergency Consent Forms
- Financial Agreement
- Credit Card Information
- Physical Form required for 9th grade
- Updated Immunization Record or Exemption Form
- Medication Authorization
- Payment of Registration Fee (not online)
- All documents must be

### *Registration Procedure for New and Transfer Students*

In addition to the above forms, submit the following:

- Copy of student's birth certificate
- Recommendation Forms

Schedule the following:

- Entrance interview with the principal
- Readiness Test (only for students entering Kindergarten and potential students who have not attended Kindergarten)
- Math & Reading Placement Test ( only for students entering grades 1 through 8)

### AGE

Children entering the Transition to Kindergarten Program must be four and one-half years old on, or before, August 31 of the current year. Children entering Kindergarten must be five years old on, or before, August 31 of the current year. Children entering first grade must be six years old on, or before, August 31 of the current year. Parents are required to bring birth certificates at the time of enrollment.

### ARRIVAL & DEPARTURE

Children who arrive more than 20 minutes prior to the beginning of the school day will be required to check in to the Extended Care Program. Students are to leave promptly on dismissal. If the parent or driver is more than 15 minutes late after dismissal, the students will be required to attend the Extended Care Program, and the parents will be required to pay any accompanying fees.

Parents and drivers are responsible for supervising their children when they arrive at school to pick them up. We are asking that the children stay with the parent or driver or in their car. If, for whatever reason, this is not possible, please make arrangements for the students to check into the Extended Care Program.

## **ATTENDANCE POLICY**

Children need to be present regularly in order to receive optimum benefit from the school program. Lectures, discussions, and activities are carefully planned by the teachers to enhance learning beyond the written work for the day. Some work can be made up, but the student may be unable to recover all that was lost in a particular school day when he or she is absent.

Students should be punctual and attend regularly. All tardies and absences are to be authorized by a note, phone call, or personal visit from the parent explaining the reason, and all work must be made up. Because instruction begins immediately at the appointed time, every effort should be made to avoid tardiness. Three tardies equal an absence. Seven absences can result in failure for the quarter.

Excused absences only include illness of the students, attendance at a funeral, court appointments, and unavoidable medical/dental appointments. To be excused for scheduled medical/dental appointments or other pre-arranged absences, parents must notify the teacher and front office via email. If students are to be taken out of school for an extended period, permission should be arranged before commitments are made and plane tickets are purchased.

An approved excuse for an absence does not relieve the student of the duty of meeting the teachers' requirements for schoolwork missed. Whenever possible routine dental or medical treatment should be arranged outside of school hours. Vacations and family outings are unexcused absences; please try to plan these events during school breaks. A parent may be asked to meet with staff if absences become excessive.

Students/parents are responsible to contact the teacher immediately upon return from absences to arrange to complete all makeup work assigned and to establish a date to turn in completed work. Work may be required to be completed and submitted in advance of a planned absence at the discretion of the teacher.

As stated in the Guidelines for the North American Division of Education, cases of students who are repeatedly absent or tardy will be reported to the school board for consideration and to the public school authorities as required by law in Washington.

## **CLASSROOM SPACES**

Areas used by students to store their books and belongings are school property and may be searched by administrators at any time and must remain free from personal decor. Backpacks and bags are for the storage and transport of school-related items and personal effects. The administration reserves the right to inspect a student's bag or backpack at any time. Because of the school's limited ability to track items removed

from unattended backpacks and bags, students are encouraged to leave items of value, such as large sums of money, expensive watches, jewelry and electronics at home. The school is not responsible for items of value misplaced by students during the school day, after school activities, field trips, or other off campus activities.

### CLOSED CAMPUS

Kitsap Adventist Christian School operates as a closed campus. Students are expected to remain on campus from the time they arrive on campus in the morning until the conclusion of their school, extra-curricular activities, sports, or Extended Care program, at the end of the day. If a student needs to leave the campus early for any reason, permission must be provided by the student's parent or guardian and a reason must be provided to the administration (e.g. physician or dentist appointment, etc.). Parents must check out with the front office or the student's teacher prior to the student leaving campus.

### COMMUNICATION

Beyond face-to-face communication Kitsap Adventist Christian School utilizes the following to keep parents and constituents informed of school activities.

Social Media: Website & Facebook

Newsletters: Friday Flyer and Classroom Newsletters

Academic & Notification: JupiterEd

Other: Dojo, texts, and email

Parent/Teacher Conferences are scheduled twice per year on days designated on the school calendar. Additional Parent/Teacher Conferences may be scheduled with a teacher in advance as needed.

### DISASTER PREPAREDNESS

Kitsap Adventist Christian School has a Disaster plan which covers many situations including fire, earthquake, and intruder. Campus wide drills are held regularly.

### E-DAYS

In the event of a school closure school work instructions will be sent by email no later than 9:00 a.m. of the closure day. E-days will involve work sent by email, provided on Google Classroom, and/or Zoom meetings.

### ELECTRONICS POLICY

Kitsap Adventist Christian School maintains that cell phones, smart watches, and other electronic devices pose a distraction to our students during the school day. As such, we discourage students from bringing cell phones and electronic devices to school. Smart Watches may be used while at school for the sole purpose of telling time. Cell phones **may not** be used during the school day, and must be turned off and kept in the student's backpack, unless permission is granted by the teacher under extreme conditions.



1. Cell phones are to be turned off, or in AIRPLANE mode during school hours and are to be kept in the student backpack.
2. Parents should not use the student's personal cell phone number to call or text their students or expect to receive a call or text from their student during the school day. If a parent needs to make contact with a student during school hours, he/she may contact the school office and a message will be conveyed to the student.
3. Smart watches being used to make calls, text parents or peers, or play games during the day will be confiscated and returned to students at the end of the day.
4. Students needing to call a parent during the day are to ask permission to use a school phone.

Students may not photograph or take videos of any staff members or other students in or outside the school.

### **EXTENDED CARE**

Kitsap Adventist Christian School operates an Extended Care Program before and after regular school hours to accommodate family needs.

Monday - Thursday, 6:30 a.m. - 8:00 a.m. & 3:30 p.m. - 5 p.m.

Friday, 6:30 a.m. - 8:00 p.m. & 2:15 p.m. to 4:00 p.m.

When parents, or guardians, are on campus before or after school their student(s) must be with them, otherwise, the student(s) will be escorted to the Extended Care Program and charges will be applied..

All students in this program are expected to follow the code of conduct and follow the policies of the school. All incidents will be reported to the principal.

[See the Financial Information for fees.](#)

### **FIELD TRIPS**

The educational philosophy of KACS calls for meaningful off-campus trips and activities designed to coordinate with and supplement the academic curriculum. Field trips are considered a privilege, not a right. Students with poor attendance, poor grades, or inappropriate behavior may be excluded from trips, even if that trip is part of the curriculum for a class. Students who behave inappropriately on school trips will receive disciplinary action by the administration upon returning to school. While some field trips will be free of charge, most will require a fee to help cover expenses. Appropriate field trip attire for excursions will be announced by the teacher.



## **FUNDRAISERS AND DONATIONS**

It is the goal of Kitsap Adventist Christian School to keep tuition and extra-curricular costs as low as possible for the benefit of our families. Fundraisers are conducted to provide money for classroom needs, clubs, trips, and designated school projects. We appreciate student, parent, and constituent support of these projects, though participation is strictly voluntary. Donations to KACS are tax deductible.

## **GRADE PLACEMENT**

Kitsap Adventist Christian School reserves the right, after testing the student, counseling with the parents, and receiving the approval of the Washington Conference of Seventh-day Adventists Education Department, to change the grade placement of a child if it is deemed in the best interest of the student.

## **HOME & SCHOOL**

Parents and community members maintain an active Home & School organization which coordinates many social and fundraiser activities throughout the school year. Families are encouraged to attend and be an active part of this organization.

## **HOT LUNCH**

Kitsap Adventist Christian School offers a vegetarian hot lunch option on Tuesdays and Thursdays for a reasonable price. If a student forgets to bring their own lunch, a meal will be offered and charged to his/her account.

## **INSURANCE**

KACS provides basic student insurance for accidents occurring during school functions. Specifics about cost and coverage limits are explained in a brochure available at the school office.

## **LIBRARY**

The school library is open for students to use under supervision. Library instruction is available for all classrooms. Students are expected to treat books checked out from the library with care. Replacement fees may be assessed for any book that is damaged beyond normal wear, torn, or that is lost.

## **LOST & FOUND**

All unmarked items left at school will be disposed of if unclaimed for thirty days.

## **MUSIC**

Music is an integral part of the KACES curriculum. Students are trained in music theory and performance. They perform as members of the bell choir and singers in the choral ensemble. The school schedules between 3 and 5 performances throughout the year. Performances are typically on Saturdays and students are required to attend. Performance dates will be published in advance in the school calendar so parents can make proper arrangements for students to participate.

## P.E.

All students are expected to fully participate in P.E. class. A doctor's note is required for a student to be excused from a P.E. activity. Such a note should specify the time limitation for any particular activity. Shoes appropriate for active exercise and play are required.

## REPORT CARDS

Report cards are sent home at the end of every nine-week period. Final grade cards are not released until tuition accounts are paid in full. It is our policy to withhold the transcript of academic credit and the 8<sup>th</sup> grade diploma until the student's account is paid in full.

## SCHOOL CLOSURE

In the event of an emergency or extreme weather conditions that may necessitate delaying or closing school Kitsap Adventist Christian School will follow the same schedule as announced by the South Kitsap School District. Information may be obtained by listening to local radio stations or by watching KOMO 4, KING 5, or KIRO 7 TV for school closures. Listen for the South Kitsap School District. KACS will follow any decisions they make as to late starts or school closures in these situations. Information will also be posted to the KACS website, and sent through email and/or Dojo messages to all current families.

## SCHOOL HOURS

The regular school day is from 8:20 a.m. to 3:15 on Monday through Thursday. On Fridays, the hours are from 8:20 a.m. to 2:00 p.m.. If the school is operating on a half-day schedule, the hours are from 8:20 a.m. to 12:00 p.m. with **no** lunch break. The schedule may be adjusted as needed due to unexpected events. Announcements of any schedule changes will be made to parents.

## SCHOOL VISITATION

KACS teachers appreciate visitors and open communication with families! However, parents are to contact the classroom teacher for a mutually convenient time to meet. Appointments should be outside of school hours (8:00 a.m. - 3:30 p.m.) if you would like to discuss something with your child's teacher. If you would like to do a drop in visit, please arrange times/days ahead of time as well. This allows the teachers to be prepared and have plenty of time to devote to the parents. Please let your child's teacher know via Dojo or email if you have any questions.

Visiting parents must stop by the office to sign in and acquire a temporary visitor badge. Visits from prospective students and their parents must be conducted outside of school hours.

### **SKATEBOARDS, BICYCLES, etc.**

Skateboards, roller skates, wheeled shoes, and rollerblades are prohibited on school property due to potential injury along with insurance and liability issues. A student may ride his or her bicycle to and from school with written consent of the parent to the administration. Bicycles used to commute to and from school should remain secured during the school day.

### **STAFF & VOLUNTEER REQUIREMENTS**

Every adult working with children in the classroom or on field trips needs to complete the background screening process through Sterling Volunteers and be approved by the Washington Conference of Seventh-day Adventists. Every approved driver must have a valid Washington State driver's license, show current proof of insurance, and complete the background screening and driving process through Sterling Volunteers and approved by the Washington Conference of Seventh-day Adventists. To begin the process of screening go to: <https://www.nadadventist.org/asv>. Complete instructions may be obtained from the school office.

### **SUPERVISION**

Students shall attend all assigned classes and be punctual. Other than restroom breaks, students are not to be in any unsupervised areas before, during, or after school. Once parents have arrived for pick-up, students are expected to stay with their parents. The playground may only be used after school under parent supervision.

### **WORSHIP**

As a Christian school, Kitsap Adventist Christian School integrates worship time and Bible study into the curriculum. Through worship we give God praise for all He does for us. It is our greatest act of love for God. Students are expected to attend and participate in all weekly chapel programs, daily classroom worship, and Bible study activities.

## MEDICAL REQUIREMENTS

### PHYSICALS AND IMMUNIZATIONS

Physical examinations by qualified medical personnel are required of all new students and all students entering the sixth grade. Completed forms are to be turned in prior to the start of classes. In the event that KACS includes a 9th grade, those students will need a completed physical prior to starting 9th grade.

Parents are to bring an immunization list at the time of enrollment.

All new students must present a completed Certificate of Immunization Status in accordance with Washington State Immunization Law (WAC 246-105-040) or have an exemption form signed by a doctor **before** they can be admitted to school. **State law no longer allows personal or philosophical exemptions for the MMR vaccine.**

### **Required Immunizations for School Year 2024-25**

	<b>Hepatitis B</b>	<b>DTaP/Td/Tdap*</b> (Diphtheria, Tetanus, Pertussis)	<b>Polio*</b>	<b>MMR***</b> (Measles, Mumps, Rubella)	<b>Varicella</b> (Chickenpox)
<b>K - 5th Grade</b>	3 doses within the correct timeframes	5 doses within the correct timeframes	4 doses within the correct timeframes	2 doses within the correct timeframes	2 doses within the correct timeframes**
<b>6-9<sup>th</sup> Grade</b>	3 doses within the correct timeframes	5 doses <b>DTaP</b> <b>AND</b> 1 dose <b>Tdap</b> , all within the correct timeframes	4 doses within the correct timeframes	2 doses within the correct timeframes	2 doses within the correct timeframes** Exceptions allowed for some students.

\*Vaccine doses required may be fewer than listed.

\*\*Or healthcare provider verified child had the disease.

\*\*\*Personal or philosophical exemptions are not allowed for MMR.

### ADMINISTRATION OF MEDICATIONS

State law requires schools to have parents fill out an “Authorization of Medication” form if a student is required to take any type of medication while at school. All medication is to be kept secured by the teacher and handed out by the teacher. This includes over the counter and prescription medications of any kind. This form must be signed by the student’s physician and filed in the school office.

## ILLNESS AT SCHOOL

Students are not allowed to come to school with a fever, a communicable disease, or an illness from which they have not sufficiently recovered. If the school staff feels that a student is not well enough to remain at school, the parent will be called to come and pick him/her up. **A sick child cannot remain at school.** Illness requiring a student to stay at home includes, but is not limited to: vomiting, diarrhea, lice, a temperature of 100 degrees or greater, suspected contagious illness (also see COVID related requirements), or if the student is not yet recovered from an illness. This includes runny noses and productive coughs. A student must be fever and symptom free (without the use of a fever reducing medication) for a minimum of 24 hours prior to returning to school. COVID requirements as updated by the state are made available for parents as announced. In the case of an injury while at school parents will be notified to take the student home or to transport the student to receive medical care as needed. In the event of a serious injury 911 will be called and the student transported to the nearest appropriate hospital facility. Staff will use their best judgment in these situations, but if in doubt they will call 911. If staff are unable to reach a parent or guardian, the individuals listed as the alternate emergency contacts for the student will be notified as soon as possible.

All staff members maintain current certifications in First Aid, CPR, and AED administration.

## DRESS CODE

### UNIFORM GUIDELINES

Pants (**Dockers style ONLY**), shorts, skirts, skorts and jumpers

- Colors: Navy blue and khaki.

Skirts, skorts, and jumpers

- Colors: Navy blue and Khaki. Additionally, girls have the choice of plaid skirts, jumpers, and skorts from the French Toast store (<https://www.frenchtoast.com/>) in Clear Blue Plaid or Navy Red Plaid. This brand is also available through other retail stores.

Polo shirts, button-up blouses and shirts, sweaters and sweatshirts (Shirts and blouses must have a collar.)

- Colors: Navy blue, light blue, white, and red.

T-Shirts - The official school T-shirt is acceptable only on announced days.

Half days are casual dress with no uniforms required; however, the rest of the dress code, as stated below, still applies.

## GENERAL DRESS CODE

1. School administration reserves the right to make the final decision in regards to any questionable student dress or appearance.
2. Clothing must be clean and in good condition without tears, holes, or damage.
3. Clothing must be hemmed and in good repair.
4. Hair must be clean and well-groomed. Hair color must be a natural hair color.
5. A small unadorned round stud may be worn in ear piercings. Other piercings may be filled with a plain placeholder only. No other jewelry is allowed.
6. Heavy makeup is considered inappropriate and students will be asked to have it removed. Nail polish (if worn) needs to be of a natural color.
7. Pants, shorts, skirts, skorts and jumpers:
  - These must be no more than one size larger than the actual size of the student.
  - Pants must be off the ground.
  - Hemlines for shorts must be close to the knee.
  - Skirts, skorts, and jumpers **must be a length close to the knee.**
  - Pants, shorts, skirts, and skorts must be worn at the waist.
8. Shirts, blouses, sweaters, and sweatshirts:
  - Solid school colors must be worn in the classroom.
  - All shirts must be long enough that the midriff doesn't show at any time.
  - Shirts must not exceed fingertip length.
  - All shirts and blouses must have a collar, except on casual days.
  - No writing on clothing, other than school name and logo, except on casual days.
  - Sweaters must comply with previously stated policy. Sweatshirts may be worn in a solid school color of navy blue, light blue, red, or white with the only writing on them being the brand name in small lettering.
9. Footwear:
  - Students must wear appropriate footwear that is also suitable for physical education. Shoes must have covered toes and closed heels. No wheels are allowed on shoes, but lights are acceptable.
10. Headgear  
Headgear (hats, caps, hoods, scarves, etc.) is not to be worn in the school.

## FINANCIAL INFORMATION

### REGISTRATION FEE

A non-refundable registration/book fee is charged per student. This must be paid prior to the first day of school. There is no discount for late registration or entrance.

\$300.00	By August 1 for each student
\$325.00	After August 1 for each student

### TUITION

A tuition charge will be assessed for each student attending Kitsap Adventist Christian School.

TUITION RATES		
GRADES K-8	MONTHLY	ANNUAL
One Child	\$460.00	\$4,600.00
Two Children	\$874.00	\$8,740.00
Three Children	\$1,256.00	\$12,560.00

- Tuition rates are based on 10 monthly payments due August 15 through May 15.
- Tuition will be payable to Kitsap Adventist Christian School using cash, check, money order, or credit card.
- Tuition can be paid automatically each month via Visa or Master Card.
- Tuition not paid by the 20th of each month will be charged to the Credit Card required to be on file with the school
- A 5% discount is given for the yearly tuition paid in full before the start of the school year.
- Tuition owing from the previous year will require payment by cash or money order before the first day of school.
- Tuition 60 days past due will result in suspension of student(s) from school until the past due amount is paid in full.

### MISCELLANEOUS FEES

Miscellaneous fees will be charged for various school items and projects such as hot lunches, school pictures, school clothes, field trips, pizza days, and other approved items.



## EXTENDED CARE

The Extended Care Day Program is available to all children ages 4 ½ through 15 years old who are enrolled at Kitsap Adventist Christian School. Two payment options are available:

### Regular Usage

Registration Fee	\$25.00 beginning of year only
1st Student	\$80.00 per month
Add'l Student(s)	\$65.00 each per month

### Occasional Usage/Drop In

Registration Fee	\$25.00 beginning of year only
Punch Card	\$60.00 deposit good for 10 hours (\$3 per half hour for any part of a half hour)

### Late Fee

\$5.00 for every 10 minutes past pick-up time.

## METHOD OF PAYMENT

All payments to the school should either be by cash, check, credit card, or money order. Checks should be made payable to Kitsap Adventist Christian School. Receipts will be available upon request. A valid credit card must be **maintained** on file with KACS. The card will be charged the month's tuition on the 20<sup>th</sup> of each month that tuition is not received.

A \$30.00 charge will be assessed for the first check returned from the bank due to insufficient funds or any other reason. A \$50.00 fee will be charged for a second NSF check. After the second offense, everything must be paid by cash, credit card, or money order.

## TUITION ASSISTANCE

Kitsap Adventist Christian School maintains a low tuition rate. As such, it does not offer tuition assistance to families. Members of the two constituent churches, Bremerton SDA and Port Orchard SDA, may appeal to the church boards for assistance as needed. Families from other churches may appeal to their own church boards.

Mentor/Scholarship Program – Kitsap Adventist Christian School is happy to be considered for the Partnering for Eternity Scholarship Program. For more information, please see the brochure available at the school office.

## OUTSTANDING ACCOUNTS

It shall be the policy of schools within the North Pacific Union Conference (this includes KACS) to withhold transcripts of academic credit (where not in violation of state law) until student accounts are paid or until satisfactory financial arrangements have been made: but when a student transfers to another school, the cumulative folder (minus transcript) should be forwarded to the new school when requested.

## DELINQUENT ACCOUNTS

The finance committee of the school board meets regularly to review accounts. Any student whose account is 60 days delinquent will be automatically suspended until written financial arrangements are made with the finance committee by the person responsible for the accounts.

**For all non-returning students: all outstanding bills will be turned over to collections by September 1, following the school year.**

If an account is sent to collections, an additional 10% handling fee will be added to the account.

## INCENTIVE FOR RECRUITMENT

Any family with children currently attending Kitsap Adventist Christian School is eligible for the recruitment incentive. A credit of \$200 will be given toward their tuition. This will be divided into two payments with \$100 being credited at the end of each semester IF the recruit is still enrolled at that time.

(A recruited family is a new family that has never had any children in their immediate family previously attend Kitsap Adventist Christian School) **Please be sure to have the new family note on their registration form that you recruited them.**

## REFUND POLICY

If a student withdraws at any time, within any given month, there shall be no refund of the tuition for that month.

## STUDENT CONDUCT CODE

Kitsap Adventist Christian School expects students to abide by Christian standards of behavior as outlined in this section. Some practices are, of course, simply not permissible at a Christian school, and the first violation of any of the prohibited behavior makes a student subject to discipline.

All student conduct guidelines explained in this section apply not only during regular school hours, but also at school-sponsored activities such as church performances, field trips, athletic events, etc. Regulations adopted by the administration, and publicly announced, will be as valid as if printed in the school handbook. The following lists are representative, not exhaustive.

We believe in creating and maintaining a “Culture of Kindness” throughout our school in every classroom.

### SCHOOL RULES

Rules are connected to students’ and teachers’ goals for social and academic learning. Rules are created collaboratively between students and teachers in the early weeks of school. Students learn why rules exist and their role in keeping everyone safe and helping them achieve their learning goals. These influence all of our Code.

Our school Student Conduct Code can be simply reduced to these following categories:

- Respect Yourself
- Respect Others
- Respect Property
- Respect God

### BEHAVIOR CODE

Proper student behavior is an essential element of a successful school program. At Kitsap Adventist Christian School the main objective is “to promote a Christ-like environment.” Self discipline is one of the most important lessons taught through education. It is the training that develops self-control and character. It is the key to good conduct and proper consideration for other people. Schools have a special duty to assist students in the development of self-discipline. If this task is to be done effectively, the school and home must cooperate. Working together, we need to provide students with guidelines and experiences in developing a personal sense of socially acceptable conduct and responsibility. It is most important that parents and educators reinforce the efforts of each other as they work with students in meeting their responsibilities.

Each classroom will post a list of classroom rules appropriate to that grade level. Responsible behavior and actions by students will receive praise, compliments and other positive forms of recognition. Pride and achievement will be our focus in order to build student self-esteem.

## **REVERENCE**

Students must show reverence for God, biblical teachings, and Christian principles at all times.

God's name (God, Jesus, Christ, substitutions for God's name etc.) is never to be said in a slang or casual way. Students may not use euphemisms for God's name.

Students may not express support, verbally or otherwise, for activities and ideas that are counter to Christian values.

## **RESPECT FOR AUTHORITY**

Students must show respect to all adults they encounter in connection with the school program, as well as those who happen to be on campus.

Students are expected to respond promptly and respectfully to the directions of all staff, whether or not the directions come from the students' particular classroom teacher.

Students are expected to obey classroom rules, as well as school-wide rules.

## **DISCIPLINE POLICY**

Because an objective of our school is "to promote a Christ-like environment," the following types of behavior are considered to be unacceptable and constitute grounds for serious discipline, suspension, or dismissal.

1. Profane, obscene, other unkind language, or discourteous conduct towards teachers, staff, other students, or self. Profane, obscene, unkind language, or discourteous conduct towards teachers, staff, and other students, (spoken or written) is unacceptable. The possession of materials containing such language is also prohibited.
2. Dishonesty - Student integrity is expected at all times. Lying, stealing, cheating, gambling, and willful deception are unacceptable behaviors.
3. Using, having in one's possession at any time, or furnishing to others tobacco, drugs, drug paraphernalia, or alcoholic beverages in any form.
4. Willful destruction or defacing of school property, including desks and books.

**PLEASE NOTE:** Parents will be held responsible for repair and/or replacement costs of property damaged by their children.

5. Possession of fireworks, knives, firearms, or weapons of any type, or any facsimile thereof, including any type of "toy" weapons.
6. Constant and obstinate violation of any school regulation which constitutes insubordination.

7. Physical aggression or aggressive confrontation, whether or not physical contact occurred, is not permitted and will be referred immediately to administration. Roughhousing may result in injury and is not permitted.
8. Negative attitudes that may be detrimental even though there has been no specific violation of other school regulations. Students should respect the teacher and their fellow students and not disrupt the teacher or interfere with instruction in the classroom. Continuous negative attitudes can be detrimental to the classroom or school atmosphere even though there has been no specific violation of other school regulations.
9. Non-compliance with the dress code. Parents of students not conforming to the dress code will be asked to bring necessary clothing to the school for the student to immediately come into compliance.
10. Leaving the school grounds without permission.
11. Disrespect/Disobedience of any other rule announced and explained by the teacher that is not written within this policy.

## **ANTI-BULLYING**

Kitsap Adventist Christian School is dedicated to providing a safe and courteous, Christian environment that encourages learning and high academic standards. Harassment, intimidation, bullying, or other disruptive or violent behavior disrupts a student's ability to learn and the school's ability to teach.

Harassment, intimidation, or bullying is any intentional written, spoken, or physical act, motivated by a fellow student's race, color, religion, ancestry, national origin, gender, sexual orientation, unique characteristic, including mental, physical, or sensory handicap that

- Physically injures a student or damages their property, or
- Has the effect of considerably interfering with a student's education, or
- Is so severe, constant, or all-encompassing that it creates an intimidating or threatening setting, or
- Has the effect of significantly disrupting school operations.

Cyberbullying consists of bullying, harassment, or intimidation conducted via electronic means (e.g. cell phones, text messaging devices, and on-line chatting). This is not permitted. Cyberbullying doesn't have to occur during school time, on school property, or involve school computers, if the incident has a negative impact on the student in the school setting. However, Kitsap Adventist Christian School expects parents to monitor and be responsible for their child's social media and electronic usage away from school.

Action to take when bullying is observed by a school employee, student, or volunteer:

-If you see or have trustworthy information that a student has been subjected to harassment, intimidation, or bullying, report it to the school principal, who will follow the established discipline procedure stated in the School Handbook.

- No one may engage in retribution against a victim, witness, or any person with reliable information.

-Reporting an incident of harassment, intimidation, or bullying may prevent legal action which could arise from failure to properly deal with the reported event.

## INTERNET AND SOCIAL MEDIA

Kitsap Adventist Christian School urges parents to monitor their students' internet access at home. Though the school cannot block every inappropriate website, we monitor students' access to the internet and apply filters to make accessing inappropriate sites more difficult. Social media sites are not to be accessed from school computers. Students who access inappropriate websites, post negative comments online, send or forward inappropriate material, cyber-bully, or harass are in violation of the school's internet policy. This will result in disciplinary action which may result in the loss of internet privileges.

## SEXUAL HARASSMENT

Kitsap Adventist Christian School is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported so school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal. School employees who engage in sexual harassment are also subject to discipline up to and including termination.

Definition: Sexual harassment is any unwelcome sexual advance or request or any other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It can include offensive pictures, graffiti, jokes, and/or gestures.

Reporting Procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher. If the harassment comes from an adult, the students shall report directly to the principal or school chairperson

## CONSEQUENCES

Discipline when needed, will be designed not merely as a punishment, but as a means of helping the student toward a more meaningful acceptance of Christian rules of conduct. The teaching staff will do all within their power to resolve the problem between the student and themselves or between students. If unsuccessful, the teacher or principal will advise the parents of the problem and seek their cooperation as far as possible. The principal may suspend a student for egregious or ongoing problems. If

the efforts are unsuccessful, or of a more serious nature, the matter shall be referred to the school board chairperson for evaluation by the discipline committee or referral to the school board.

Offenses may result in the following:

- classroom correction
- administrative referral
- administrative intervention strategies
- parental meetings
- development of a behavioral plan
- in-school suspension
- at home suspension
- probationary status
- withdrawal/expulsion

### **DISCIPLINE PROCEDURES**

Discipline, when needed, will be designed not merely as a punishment, but as a means of helping the student toward a more meaningful acceptance of Christian rules of conduct. In case of serious discipline of students, the procedure shall be outlined as follows:

1. The teaching staff will do all within their power to resolve the problem between the student and themselves and/or between students.
2. If unsuccessful, the teacher or principal will advise the parents of the problem and seek their cooperation as far as possible. The principal may suspend a student for egregious or ongoing problems.
3. If the above efforts are unsuccessful, the matter shall be referred to the school board chairperson for evaluation or referral to the school board.



## PARENTAL CONCERNS

Parents of school-age children delegate a share of their authority to the teacher. It is, therefore, imperative that there be genuine unity of purpose and proactive communication between parents and the teachers. Because harm could be done to a child, class, teacher, or to the school's reputation in general by half-truths or unfounded theories, parents are to voice their concerns regarding school-oriented situations through proper channels by taking the following steps, in this order:

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1. Talk with the teacher in an effort to resolve the problem.
2. If there is no resolution to the problem, talk with the principal and teacher together.
3. If this is not satisfactory, the school board chairperson should be contacted.
4. If necessary, the parent has the right to request a meeting with the school board.

## VOLUNTEER POLICY

Volunteers are an important and valued part of our school program. We couldn't participate in many of our activities without their support. In order to keep a safe and pleasant environment for our students, all volunteers need to comply with the following guidelines.

1. Interested individuals must first fill out a volunteer application form.
2. Individuals may sign up to volunteer at the school, but the final selection of volunteers will be determined by the staff.
3. All volunteers must complete a background screening through **Sterling Volunteers** and be approved by the Washington Conference of Seventh-day Adventists. This must be renewed every three years. There are no exceptions.
4. Volunteer drivers must be on the approved driver list. Each volunteer must complete a background and driving screening through **Sterling Volunteers**, and be approved by the Washington Conference of Seventh-day Adventists. Volunteers must also have a copy of their current driver's license and insurance kept on file at the school. This must be updated yearly.
5. All volunteers must support the mission of Kitsap Adventist Christian School and the Seventh-day Adventist Church.
6. No volunteer is ever to be alone with a student.
7. Volunteers must sign in at the office and pick up a name badge there. They must sign out when they leave.
8. Volunteers are expected to dress modestly and appropriately within the guidelines of the school.
9. Volunteer work must be scheduled in advance through the principal or the classroom teacher. The teacher will assign the students, activity, and place of instruction.
10. Under no circumstance may the volunteer take a student anywhere without the teacher's knowledge.
11. Teachers have the final say about the volunteer needs in the classroom. Some students have a difficult time emotionally when their parent comes to volunteer in class. Teachers have the right to change volunteer opportunities or cancel them as needed.
12. To start the background screening process go to: <https://www.nadadventist.org/asv>