



THE *KIRK OF THE HILLS*
CHRISTIAN DAY SCHOOL

Training Heirs of the Covenant for Kingdom Service

2010-2011
Parent Handbook

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2010-2011 PARENT HANDBOOK
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THE KIRK OF THE HILLS CHRISTIAN DAY SCHOOL 2010-2011 PARENT HANDBOOK

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PURPOSE AND GOALS

The purpose of Kirk Day School is to provide children with teaching that is in accord with God's universal authority and the subsequent covenantal world and life view. Kirk Day School is a ministry of The Kirk of the Hills Presbyterian Church which seeks to assist parents in their responsibility to raise their children in the nurture and admonition of the Lord.

The Kirk Day School's doctrinal basis is the inerrant Word of God and, subordinate to it, the Westminster Confession of Faith, which embodies the system of doctrine taught in the Bible. This provides the standard and basis for all teaching within our school.

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SCHOOL HOURS AND THE SCHOOL DAY

The school office hours are Monday-Friday, 8:00 a.m. - 4:00 p.m. Summer hours (June and July) are Tuesday, Wednesday, & Thursday, 8:00 a.m. - 4:00 p.m.

Kindergarten and Elementary children should arrive at school no later than 8:20 a.m. in order to be in their seats and ready to start when the class begins. **Kindergarten and Elementary students who are not in their seats and ready to begin at 8:30 a.m. will need to go to the school office for an Admission Pass.** (See section on Tardiness, page 11.) It is important that our students learn to be prompt and be responsible for hanging their coats and getting themselves ready so classes can begin on time. Thank you for your cooperation as we help you train your children in this responsibility.

All students who arrive before 8:20 a.m. must go directly into the gym. They should not take things to the classroom first. Please respect the teachers' preparation and prayer time in the morning. Parents of Preschoolers have the option of bringing their child to the classroom between 8:20 and 8:30 a.m.

ELEMENTARY GRADES 1 - 6

8:20 a.m. Students arrive in class
8:30 a.m. Classes begin promptly
3:00 p.m. Dismissal

KINDERGARTEN

8:20 a.m. Students arrive in class
8:30 a.m. Classes begin promptly
11:30 a.m. Kindergarten Dismissal
11:30 a.m. Kindergarten Enrichment begins
3:00 p.m. Kindergarten Enrichment dismissal

PRESCHOOL

- 8:30 a.m. Classes begin promptly
- 11:30 a.m. Preschool Dismissal
- 11:30 a.m. Early Childhood Enrichment begins
- 3:00 p.m. Early Childhood Enrichment dismissal from gym

Preschool and Kindergarten students who are not staying for the Enrichment programs must be picked up no later than 11:45a.m. At the end of the regular school day, students who have not been picked up by 3:20 p.m. will go into the Extended Day Program, and parents will be charged at the regular rates. (Please see the EARLY ARRIVAL AND EXTENDED DAY section for times and rates.)

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PLANNED LATE START

When we have a planned late start (as opposed to an emergency late start, such as with a snow delay) **school begins at 9:30 a.m.** The Gym opens for Early Morning Care beginning at 8:30 a.m. with the usual fee of \$2.00 for morning care between 8:30-9:00 a.m. Students who arrive after 9:00 a.m. will not be charged.

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EMERGENCY SCHOOL CLOSINGS

When emergency conditions make it necessary to close school, KDS will MAKE AN INDEPENDENT DECISION. (We may or may not be closed when the Parkway School District or Westminster Christian Academy is closed.) In case of an emergency closing, notice will first be made via our RenWeb Parent Alert System, and then announced on TV **Channel 5 (KSDK)** and **Channel 4 (KMOV)**. Information will also be available at the websites of Channels 4 and 5. **Please read and re-read this section carefully!**

1. Since we do not have public transportation, and because roads in subdivisions and outlying areas often are very treacherous, we may close school upon occasion even though the roads in your area may have been cleared.
2. If a SNOW SCHEDULE is announced, school begins at 9:45 a.m. Child Care in the gym begins at 9:00 a.m. Teachers and children will be arriving 80-90 minutes later than usual. Dismissal will be at 3:00 p.m. as usual. **PLEASE NOTE: THE GYM WILL NOT OPEN UNTIL 9:00 a.m.**
3. Some of our families live in outlying areas where driving conditions are even more difficult than those most of us experience. **Please use your discretion and do not attempt to come to school if conditions are too hazardous in your area.**
4. If, in your judgment, the driving is becoming hazardous during a school day and you would like to get your child before 3:00 p.m., you are welcome to come early. **PLEASE COME TO THE SCHOOL OFFICE WHEN YOU ARRIVE.**

5. SCHOOL CLOSING OR SNOW SCHEDULE WILL BE ANNOUNCED IN TWO (2) ways:
 - a. Your home, cell and/or work phone will be called by our RenWeb Parent Alert System.
 - b. TV Channel 5 (KSDK), TV Channel 4 (KMOV); (Radio announcements will no longer be made.)
6. On days when weather conditions worsen after school begins, we will announce any school closings by telephone to your home, work, and/or cell phone over our RenWeb Parent Alert System.

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SAFETY DRILLS

Fire drills are conducted several times during the school year. At the signal, all students leave their classrooms in orderly lines and walk to an assigned place outside the building. At the beginning of the school year, each teacher provides students with detailed instructions regarding this procedure.

Tornado drills are conducted several times during the school year. At the signal, all students leave their classrooms in orderly lines and walk to an assigned place in one of the hallways inside the building. At the beginning of the school year, each teacher provides students with detailed instructions regarding this procedure.

Security drills are conducted several times during the school year. At the signal, all teachers think through the process of what they would do with their students if there were a security alert or concern in the building. At the beginning of the school year, each teacher is reminded of the detailed instructions regarding security procedures.

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LUNCH

The KDS Kitchen serves daily hot lunches for \$3.25 per meal. Meals, which include a choice of milk or juice, may be ordered by the month or at a reduced rate for the semester or year. Menus and order forms are sent home each month to place your order for the following month. Milk and juice are available at a price of 50 cents for those who bring their lunch. (All lunch costs are subject to change, depending on our cost from suppliers.) Bread and butter are available for Hot Lunch students who are still hungry after they have eaten their entire lunch.

Please do not include **candy** or **soda** in your child's snack or lunch. Students who forget their lunches will not need to call home. Instead, a cheese sandwich will be provided by the school.

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EARLY ARRIVAL AND EXTENDED DAY

EARLY MORNING: \$2.00/day

There will be a child care worker in the gym beginning at 7:30 a.m. Please do not let your child(ren) out of your car until the door is unlocked at 7:30 a.m. (CHILDREN WHO ARRIVE AFTER 8:00 AM WILL NOT BE CHARGED.)

EXTENDED DAY: \$3.50 or \$7.00/day

Children who have not been picked up by 3:20 p.m., when Carpool time is over, will automatically go into the **Extended Day Program**. Children who are staying for any after school activity must either be signed into the **Extended Day Program** until their activity begins or be under the direct supervision of an adult or parent associated with the after school activity. No KDS students may be left unsupervised either before or after their after school activity. The charge for any part of 3:20 to 4:30 p.m. will be **\$3.50**; children picked up between 4:31 and 5:30 p.m. will be charged **\$7.00**. **Parents who forget to sign out their child will be charged for the full 2 hours of Extended Day.**

This is a "drop-in" program. No prior arrangements are necessary for either program. Bills will be sent out soon after the 15th of each month with the tuition invoices and are due by the first day of the following month. Bills should be paid promptly.

LATE CHARGE

Our Extended Day workers are paid only until 5:30 p.m. Any family with student(s) left after 5:30 p.m. will incur a "Late Charge" of \$10 for each 15 minutes they are late (per FAMILY, not per CHILD.) The "Late Charge Form" will be completed by the Extended Day workers and signed by the parent upon arrival. The "Late Charge" will then be added to the family's monthly account and will be payable at the end of the month with regularly incurred Extended Day charges.

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CARPOOL INFORMATION

The school does not provide transportation for its students; however, it does assist in coordinating carpools by providing a directory of families who have children enrolled at Kirk Day School. Any change in carpools must be arranged by parents before school. **Parents/guardians must notify the school office by phone or a written note by 2:30 p.m. if there is any change in carpool arrangements** (e.g., change of driver, child going to another child's house via a different carpool, birthday party, etc.). If you do not inform the school office of a change and we cannot reach you by phone, we will send your child home in his/her regular carpool.

At each loading time, please turn off your car engine as soon as you pull into place. The teachers on duty will raise their hands as a signal to start your engine again when the line is ready to advance.

ELEMENTARY CARPOOL INSTRUCTIONS:

MORNING:

Students may be dropped off in the morning beginning at 7:30 a.m. (if they are using the Early Morning program) or 8:00 a.m. (without extra charge) at one of the following specified school entrances. **Please remember that students should arrive no later than 8:20 a.m.**

1. The “green awning door” is located on the East side of the building (leading to the gym) and is for drop-offs only. **Please use this "drop-off lane" only if you are not planning to get out of your car.** Drivers should pull forward all the way to the end of the sidewalk to make room for **ten cars to unload at the same time.** The driver of the first car may not proceed **until all the children from the ten cars are on the sidewalk.** This drop-off area is supervised from 8:00 to 8:20 a.m. The teachers on duty will close the door at 8:20 a.m. when school starts, and the door will be locked at 8:30 a.m., *closing the Drop-off line.*
2. The main school door is located on the South side of the building near the KDS Office and is for parents who desire to park and walk their children into the building. Parents should park in the South parking lot and carefully cross the line of traffic with their children. **Please be sure to keep your children close to you at all times when crossing the parking lot.**

KINDERGARTEN CARPOOL INSTRUCTIONS:

Kindergarten students will follow morning Elementary instructions as outlined above. Kindergarten students will be dismissed at 11:30 a.m. following the **Preschool 11:30 a.m. pick-up** described below.

All students staying for the Kindergarten Enrichment Program will be dismissed at 3:00 p.m. with the **Elementary Carpool.**

PRESCHOOL CARPOOL INSTRUCTIONS:

MORNING:

Beginners ~ Please park your car in a designated space and bring your child into the school and down to the classroom between 8:20 and 8:30 a.m. each morning. Young children will need the security of your presence for the first few months. You will know if and when your child is ready to go into the Early Morning Program.

Pre-Kindergarten and Junior Kindergarten ~ Please park your car in a designated space and bring your child to the classroom between 8:20 and 8:30 a.m. If your child is comfortable going into the gym, you may bring him/her into the Early Morning Program if you arrive before 8:20 a.m.

11:30 a.m. pick-up ~ Children will be dismissed to the carpool line from the **East gym door.** Please wait in the carpool line with your number displayed clearly in the driver’s side of the front windshield so that it can be easily seen from the gym windows. A teacher or aide will bring your child to your car and will signal when it is clear for the loaded cars to proceed forward out of the parking lot.

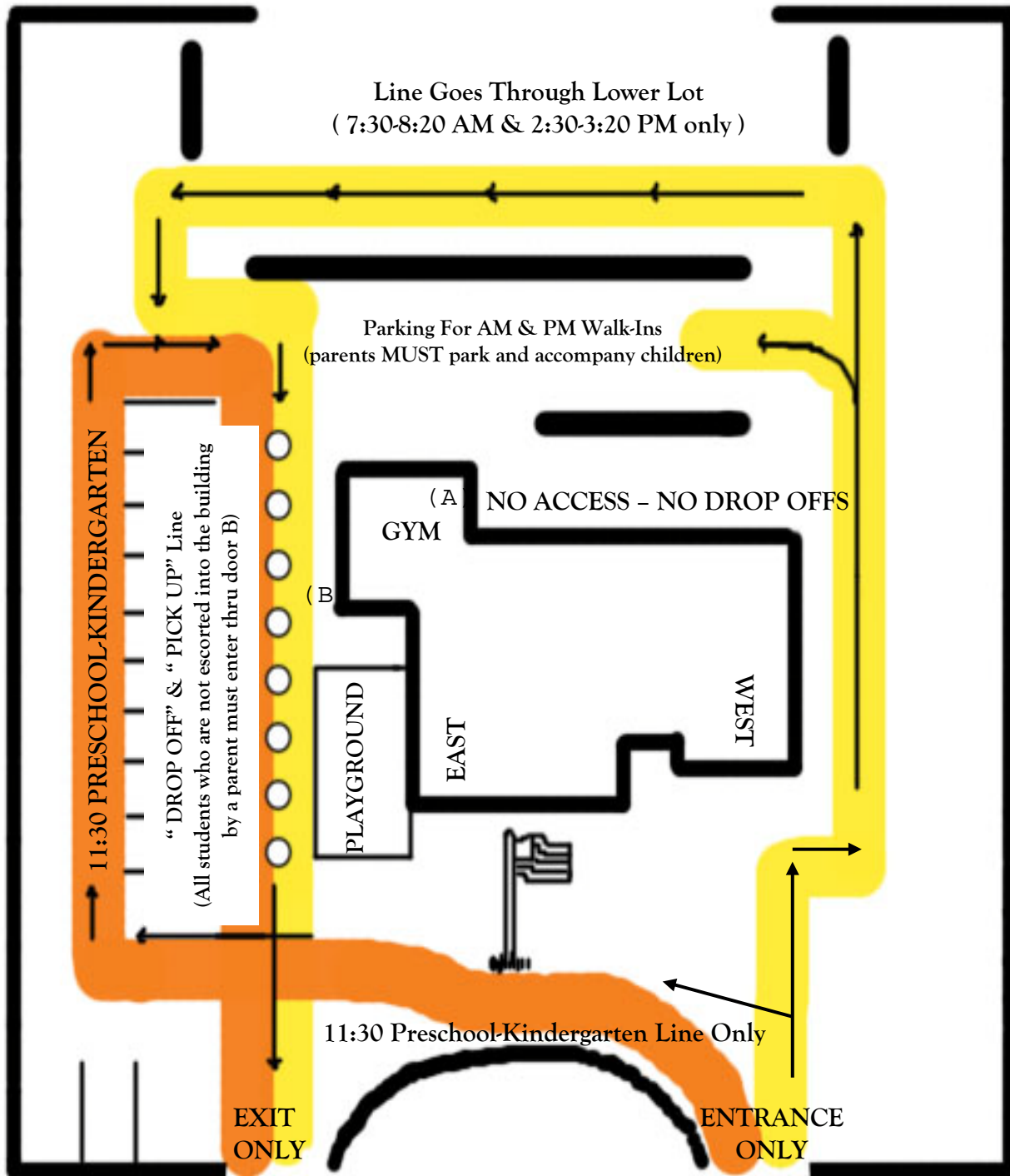
All students staying for the Early Childhood Enrichment Program will be dismissed at 3:00 p.m. with the **Elementary Carpool.**

AFTERNOON CARPOOL PROCEDURES:

Our staff has worked hard to keep the 3:00 p.m. carpool procedure both *safe* and *efficient*. We know that both your children's safety and your time are important to you. Our primary concern is to provide a safe plan for student dismissal that will be as efficient and as fair as possible for everyone.

- By 3:00 p.m., students will be assembled in the gym by class. They will be dismissed from there by *carpool number* either to the carpool line through door "B" or to "walk-in" parents at door "A" [see map].
- **CARPOOL LINE:** The carpool line will go around the WEST side of the sanctuary, onto the LOWER PARKING LOT and move around the GARAGE and up to the UPPER LOT on the EAST SIDE OF THE GYM. (Please do not enter the LOWER PARKING LOT until after 2:40 p.m. as there could be children playing until that time.) Students will be dismissed to 20 cars at a time, beginning at 3:00 p.m.
- **WALK-INS:** Parents who desire to park and walk inside to pick up their children should park in the SOUTH LOT behind the building [see map]. Please wait in the hallway until all students are in place in the gym. **NO STUDENT WILL BE DISMISSED TO A PARENT AS THE CLASS IS WALKING INTO THE GYM.** At 3:00 p.m., carpool numbers will be called out and your children will then be dismissed to you through door "A." For safety, the first pickup group should walk down the hall past the school office and exit through the Portico door. When you leave the building, please **keep your children at your side** until you load them into your car. You may then drive to the end of the carpool loading line. The on-duty teacher will signal when it is safe for you to exit the area.
- **CHANGES IN CARPOOL ARRANGEMENTS:** Any parents planning for their children to ride with someone other than their documented permitted drivers must notify the school office.

MORNING AND AFTERNOON DROP-OFF AND PICK-UP



SCHOOL TO HOME COMMUNICATION

EBLASTS: THE WEEKLY COMMUNIQUE

Every Friday during the school year (or Thursday, if school is not in session on a Friday), the school office sends out an eblast to all school families with *The Weekly Communique*. This newsletter contains all the important information that you need to know in the coming weeks. The email also includes attachments of registration forms, flyers, and special announcements for all school events. *The Weekly Communique* and all attachments are also posted on ParentsWeb (see below). From time to time, the school office sends out separate eblasts with important information for parents.

RENWEB SCHOOL MANAGEMENT SYSTEM

RenWeb is our school management software system that automates the flow of information between the school administration, the classroom, and the home, via the internet, using one database. RenWeb ensures that all data is secure over the internet with the same technologies used by online banking and other secure web applications.

PARENTS WEB

ParentsWeb is the parent portal of our RenWeb system. You can connect to ParentsWeb from home, work, or on the road. From the home page, you can view the school calendar, read the current issue of *The Weekly Communique*, access archived copies of the school newsletter and all attachments under Resource Documents, and find the School Directory.

Instructions for Logging in to ParentsWeb – Logging in for the first time:

1. Go to the Kirk Day School website: www.kirkdayschool.org.
2. Click on the **Parent Login** button.
3. Once on the ParentsWeb login window, click the **First Time Users** tab.
4. The district code, KIR-MO, should already be displayed, but if not, enter it yourself.
5. Enter your primary email that has been recorded in our RenWeb database. You may select the checkbox to remember the email you've entered to automatically display your email address on subsequent logins.
6. Click the **New Parent Login** button.
7. Once your email is verified in our database, you will receive an email containing your password within 3 minutes from RenWeb Support.
8. On the ParentsWeb login window, click the Parents tab.
9. Enter KIR-MO for the district code if not displayed already.
10. Enter your email address if not displayed already.
11. Enter the password that was assigned and emailed to you. (You may change your password later under Family Information > Change Password.)
12. Click the **Parent Login** button.

You should now be logged in to the School Information home page of ParentsWeb. To learn more about ParentsWeb, click the **Tour the New ParentsWeb** button to take a 6-minute video tour. (We are not currently supporting all of the features you will be introduced to on the tour video.)

Subsequent logins:

1. Go to the Kirk Day School website: www.kirkdayschool.org.
2. Click on the **Parent Login** button.
3. The default **Parents** page should be displayed, but if not, click **Parents** tab.
4. The district code, KIR-MO, should be displayed, but if not, enter it yourself.
5. Enter the email address that you originally logged in with, if it's not displayed already.
6. Enter your password.
7. Click the **Parent Login** button.

Note: If you are on a dial-up connection and experience long delays in loading the web pages, please select the **Dial-up** option on the Parents login page before clicking the Parent Login button. This will take you to a dial-up version of ParentsWeb that contains the same information, but in a dial-up-friendly environment that requires fewer graphics.

If you experience any problems or have any questions, please **contact Elizabeth Kessel, our KDS RenWeb Coordinator, at ekessel@kirkdayschool.org**.

TEACHER WEB PAGES AND FRIDAY LETTERS

Besides general school calendar items, announcements, and the school directory, ParentsWeb provides you with access to specific information about your child's classroom. At the Homeroom page, you can locate the Teacher's Friday letters, classroom calendar events, classroom announcements, candid photos, homework assignments and documents (if any), and any links to class resources. Be sure to click on your child's homeroom class to find classroom specific announcements, or select the Co-Curricular classes to find Music, Art, Spanish, or PE announcements.

Instructions for locating Teacher Friday Letters in Parents Web:

1. Login to Parents Web.
2. On the main school page, under the **School Information** menu bar on the left, select **Classes**.
3. You will see a list of classes for your child. If you have more than one child at the school, you will need to select the appropriate child's tab at the top of the page.
4. Select the abbreviated **Class** name for Homeroom, for example, 05 HR-A.
5. Select the **Resources** tab.
6. Under **Documents**, you will see names of Friday newsletters or any other documents your teacher has posted. Select the book icon under **View** to open the document.

Or, you may prefer to navigate to the newsletter this way:

1. Login to Parents Web.
2. On the main school page, select **Student Information** menu bar on the left.
3. Select **Student Home**.
4. If you have more than one child at the school, you will need to select the appropriate child's tab at the top of the page.
5. On the right, you will see a list of subjects and instructor names. Select Homeroom.
6. Select the **Resources** tab.
7. Under **Documents**, you will see names of Friday newsletters or any other documents your teacher has posted. Select the book icon under **View** to open the document.

PARENT ALERT SYSTEM

This feature of RenWeb allows us to contact all school families by home phone, cell phone, email or text message in the event of an emergency or for a special announcement.

THE KDS CONNECTION

This publication connects KDS families with the School Board and administration through features and articles celebrating school events and programs, as well as news from the School Board to the community.

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ATTENDANCE POLICIES

KINDERGARTEN AND ELEMENTARY POLICY

Consistent, regular attendance is not only essential to the learning process but also required by law. Each student will be allowed up to 8 absences per quarter. Only absences due to illness, doctors' appointments, death of a family member, or pre-approved "Grace Days" will be excused. With unexcused absences, a student is still responsible for all assigned work but will not earn credit for it.

If a student is absent because of illness or other emergency, the parent must call the school office by 10:00 a.m. that morning. Any absence that does not meet the guidelines for excused absences in the paragraph above, or for which the school has not received a phone call or written parental excuse upon the student's return, will be considered TRUANT. Recurring truancy will result in a parental conference with the Head of School. Students will be expected to make up the assignments they miss if truant, but they will not receive credit for the work. Any unfinished work will be considered incomplete for the grading period.

GRACE DAYS/PLANNED ABSENCES - KDS students are allowed up to five "Grace Days" per year for planned absences. A "Planned Absence Request" form must be submitted to the school office at least one week in advance. When parents give a week's notice, teachers will prepare assignments for the Grace Days and will give full credit for the work done. Assignments will be made available on or near the student's last day before the planned absence. If the request is made less than a week in advance, assignments will be available upon return. Assignments must be completed within two weeks of the student's return to school or by the end of the current quarter, whichever is earlier. Achievement Test Week is not eligible for Grace Day approval and, if taken, will be recorded as "Parent Discretionary Days." With **Parent Discretionary Days**, the parent may still request assignments, but the parent assumes full responsibility for that work (which is not to be turned in to the teacher for correction or grading) and for having the student ready to step back in upon return. There will be no make-up instruction or tutorial work provided by KDS teachers for **Parent Discretionary Days**. The student's grade will not be affected by tests or assignments missed on **Parent Discretionary Days**.

HALF - DAY ABSENCES - Students absent in excess of 2 hours are considered absent for half of that day.

PROCEDURE FOR ABSENCES AND MAKE-UP WORK

1. Parents must notify the school office between 7:30 and 10:00 a.m. each time their student is absent. (It is not necessary to call each day of a known, prolonged absence.) Assignments must be requested at this time.
2. When requested by 10:00 a.m., assignments will be written out by the classroom teacher and sent with the appropriate books to the school office or to another designated child in the absent child's carpool by 3:00 p.m., not before. Please do not interrupt a teacher's class to ask for assignments. A student with an excused absence will have two days to make up work for each day missed. It is the parents' responsibility to ensure that all work is completed.

EARLY DISMISSAL

Checking out of school early is disruptive to the flow of classroom instruction. Parents are encouraged to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before dismissal, the procedure below should be followed:

1. A phone call should be made to the school office from a parent or guardian; otherwise, a signed and dated note, written by a parent or guardian, stating the reason for the early dismissal should be brought to the teacher by 8:30 a.m.
2. When you arrive to pick up your child, please go to the school office. The office will call the classroom teacher, who will send your child to the school office to meet you (no later than 2:50 p.m.). Please do not go to your child's classroom or to the gym.
3. Any student leaving school during the school day must be met at the school office and signed out by an authorized, responsible adult.

TARDINESS

The KDS school day begins promptly at 8:20 a.m. Students are expected to arrive at school by 8:20 a.m. when teachers pick up their classes in the gym. By being prompt, the student demonstrates discipline and responsibility. Each student is expected to be seated at his/her desk with the materials needed for class by 8:30 a.m.

PROCEDURE FOR TARDINESS

Students who are not seated at their desks by 8:30 a.m. must report to the school office. Parents are requested not to accompany tardy students to their classes, as it causes further disruption of classes already in progress. **Admission Passes** will be issued by the office to students who enter the classroom after 8:30 a.m.; the student must have this pass to enter class. The **Admission Pass** must be signed by the parent and then given to the teacher to keep on file.

Although parents are discouraged from scheduling morning doctors' appointments, there are times when this is unavoidable. We do not categorize tardies as "excused" or "unexcused." When a student exceeds six "tardies" in any quarter, he/she will be monitored on the "Chronic Tardiness" list during the following quarter. A pattern of continued or recurring tardies can be addressed in a parental conference with the Head of School to explore reasons for or issues contributing to the problem. The KDS administration can provide encouragement while exploring possible solutions.

HEALTH CARE, ACCIDENTS AND ILLNESSES

Health Forms - As a condition of enrollment, each student must submit a completed Health Information Sheet to document compliance with Missouri immunization and communicable disease laws. **It is unlawful for any student to attend school unless the child has been properly immunized.**

All new Kirk Day School students must also submit the “Report of Physical Examination” form. Students of returning families must submit this form only for entry into Kindergarten. The physical may be dated up to 6 months prior to submission of the form if immunizations are current as listed below.

The following immunizations are required for all students:

1. Measles: Two (2) doses of live Measles vaccine, received on or after the child’s first birthday and separated by at least 28 days, are required for all students.
2. Mumps: One (1) dose of live Mumps vaccine, received on or after the child’s first birthday.
3. Rubella: One (1) dose of live Rubella vaccine, received on or after the child’s first birthday.
4. Polio: Three (3) doses of Polio vaccine with last dose on or after the child’s fourth (4th) birthday. If a combination of IPV/OPV is received, four (4) doses are required.
5. Diphtheria (DTaP/DTP): At least four (4) doses of Diphtheria, Tetanus and Pertussis vaccine for students entering Kindergarten. The last dose must have been received on or after the child’s fourth birthday unless the child has received six (6) doses.
6. Hepatitis B (HB): Children born on or after January 1, 1990, must have completed three (3) doses before entry to Pre-school or Kindergarten.
7. Hib: Must have completed three (3) doses before entry to Pre-school or Kindergarten.
8. Chicken Pox: Children attending Pre-school or Kindergarten are required to have one (1) dose of Varicella vaccine on or after their first birthday. If a child has had Chicken pox, the parent, guardian, or doctor may sign a written statement to document it.

Satisfactory evidence of immunization consists of a statement, certificate or record from a physician or other recognized health facility or personnel. The statement must include the type of vaccine given and the month, day and year of administration.

Accidents and Illness - In case of sudden illness or an accident resulting in injury, every effort will be made to notify the parent(s) or guardian(s). The affected student will be cared for and kept under observation of school personnel until the designated adult has been contacted and comes to school to take charge of the student. No student may be released from school on his/her own request.

No student with a temperature of 100 degrees F or above will be allowed to remain in school. If a child seems ill, he/she may be removed from class even though the temperature has not reached 100 degrees. Parents are requested to cooperate with the school in minimizing the spread of communicable diseases

among children. For this reason, we ask that you DO NOT RETURN YOUR STUDENT TO SCHOOL UNTIL HIS/HER TEMPERATURE HAS BEEN NORMAL FOR 24 HOURS (without any fever reducing medication) and/or until 24 HOURS after any vomiting or diarrhea has stopped. If the student is being given antibiotics, please do not send him/her to school until at least 24 hours after the first dose. Please do not bring your child to school if there is evidence of any of the following symptoms: fever, upset stomach, rash, watery or teary eyes with white or yellow discharge, bad cough, severe headache, vomiting, or a general unwell feeling.

Students who are unable to participate in the recess activities or Physical Education because of illness must have a note from home or a doctor's excuse.

MEDICATIONS

1. Over-the-counter medications: If a student requires OTC medication during the school day, it should be given to the school office as soon as the student arrives at school. Please put the medication in an envelope with the child's name, date and directions for use written on the outside.
2. Prescription medications for illness: When medication is prescribed by a doctor for an illness and must be given to a child at school, the medicine must be in the original pharmacy container with the specific dosage instructions printed on the label. Please send only the amount to be administered by the school. This will eliminate sending medication home at the end of the day and reduce the risk of loss or damage.
3. Prescription medications for regular use: When students have prescription medications which are taken regularly for chronic conditions, the medicine must be in the original pharmacy container with the specific dosage instructions printed on the label.

Medications will be given once a day to students during their lunch time. The school will not be responsible for multiple dosages per day. Please discuss this policy with your doctor to adjust the dosage and dispensing time.

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PARENTS OUT OF TOWN FORM

Parents must notify KDS when they will be out of town and leaving their children in the care of other responsible parties. The notification form is available in the school office.

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ADMISSION POLICIES

Kirk Day School admits students of any race, color, national and ethnic origin and affords them all the rights, privileges, programs and activities made available to students of the school. The School does not discriminate on the basis of race, color, or national ethnic origin in administration of its education policies, admissions policies, scholarship programs, athletic programs and other school administered programs. However, the school requires that at least one parent or guardian have a credible profession of faith in Christ.

ENROLLMENT PRIORITIES

Preschool Priority List:

1. Current KDS preschool student who re-enrolls by February 15
2. New applicant - Kirk member with a sibling in KDS who applies by the last day of February
3. New applicant - Kirk member without a sibling in KDS who applies by the last day of February
4. New applicant - non-member with a sibling in KDS who applies by the last day of February
5. New applicant - non-member without a sibling in KDS

Kindergarten & Elementary School Priority List:

1. Current KDS K-5th student who re-enrolls by February 15
2. New applicant - Kirk member with a sibling in K-6th who applies by the last day of February
3. New applicant - Kirk member without a sibling in K-6th who applies by the last day of February
4. New applicant - non-member with a sibling in K-6th who applies by the last day of February
5. New applicant - non-member without a sibling in K-6th

This policy is applied to new applicants only. It does not apply to the assignment of existing KDS students into classes. For information on assignment to classes policies, please refer to the next section in this handbook. To receive a **Kirk Member discount**, at least one parent who is a Kirk Member must have a regular Sunday Worship **attendance record of at least 50%** for the year as of May 1st. New members must have joined the church or be attending the New Members Class by **May 1st** prior to the start of the school year.

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ASSIGNMENT TO CLASSES

The ENROLLMENT PRIORITIES listed under ADMISSIONS POLICIES *do not* apply to the grouping of students into classes. Grouping of all students will be determined by the administrative staff and is based on a number of factors, including administrative and teacher judgment. Placement in classes and grade levels will be determined prayerfully by the faculty and administrative staff. Acceptance at the school is based on a decision by the Admissions Committee. The school reserves the right to adjust or modify course selections, class size, or combination of classes at each grade level based on final enrollment. Any parental request concerning placement of children in relation to other KDS students (for placement either *with* or *not with*) will be considered if it is received **prior to April 15**.

EARLY CHILDHOOD AND KINDERGARTEN ENRICHMENT PROGRAMS PRIORITIES

Within each of the categories below, priority for the full day class will go to the families in which both parents work. (For Kindergarten enrollment, there are no “current KDS students.”)

1. New applicant - Kirk member with a sibling in KDS who applies by the last day of February
2. New applicant - Kirk member without a sibling in KDS who applies by the last day of February
3. New applicant - non member with a sibling in KDS who applies by the last day of February
4. New applicant - non-member without a sibling in KDS

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SPECIAL SERVICES

As a covenantal school, we recognize that the families in our school have children with a wide range of learning needs. While KDS is not obligated or required to provide special education services under the *Individuals with Disabilities Education Act* (IDEA), we have chosen to voluntarily provide certain additional services for our students with special needs. These services currently include programs at three levels: Consult, Resource Room (pullout), and Intensive Classrooms (self-contained).

Special Services intervention is available to students in First through Sixth grades who possess cognitive abilities within the normal range and have been determined to have a primary educational need in the areas of learning disabilities, language disorders, or superior achievement potential as demonstrated through a standardized evaluation. Early childhood students are eligible for consult services as needed.

All students applying for enrollment at KDS will be required to have a completed full educational assessment in order to be considered for the Special Services Program. This evaluation must be current within three (3) years and must be on file in the school office. Students must be accepted into KDS through the general enrollment process. Copies of all previous academic information and the most recent psycho-educational evaluations must be reviewed by the Special Services Department. Application may be made at any time. Early application is advised, due to limited enrollment. Current KDS students are given first consideration, and new students will be accepted as space is available.

An *Individual Education Plan (IEP)* is developed for each student receiving services in a full time intensive classroom. All other students receiving Special Services have an *Individualized Support Plan (ISP)* to identify the specific needs of the child. It is the intent of the IEP/ISP process to document services to be provided to the student through specific goals and objectives, special educational services, and accommodations made in the general education program. The IEP/ISP Committee will consist of parents, school personnel and others significant to the educational success of the child. This committee will meet at least one time annually to evaluate the student's progress, appropriateness of the program, and to update the goals and objectives.

Additional services may be recommended by the Special Services Department, such as speech and language or occupational therapy. KDS may furnish space (as church and school needs allow) for therapists to provide services to students during regular school hours. All costs for such services will be incurred by the parents through a private contract with the therapist.

Students with an active IEP/ISP from another school may be considered for enrollment through the Special Services Department. Acceptance will be determined by the same factors as general enrollment and by the availability of services. It will be the discretion of the IEP/ISP Committee to determine program placement for optimal educational opportunities.

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CHANGE OF ADDRESS

Please notify the school office of any change of address or telephone numbers (including home, cell, work and physician). If your child is in a day care program other than KDS Extended Day, please be sure the school has a current name and phone number in case the day care personnel must be contacted.

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PHOTO RELEASE

Occasionally the activities of Kirk Day School or The Kirk of the Hills Presbyterian Church will involve students and staff being photographed or filmed. Additionally, members of the news media may visit Kirk Day School to document our activities and in so doing may photograph and note the names of students and staff. These images and the identity of the individuals involved may be used in various formats (including electronic) to promote the school and inform the community of Kirk Day School's activity and mission, among other purposes. Unless you have expressly provided KDS with written notice of your objection to using your child's image or identity, Kirk Day School and The Kirk of the Hills Presbyterian Church may use your child's image or identity in such a manner as KDS deems appropriate.

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FINANCIAL POLICIES

1. Families with delinquent financial accounts will not receive report cards, nor will any records be sent to another school until all financial obligations to Kirk Day School are paid in full. Families on the 12 month tuition schedule in their final year must have all financial obligations to Kirk Day School paid in full to receive report cards and/or to have final records sent to another school.
2. KDS students whose parents or guardians have an outstanding obligation from a previous year will not be permitted to attend classes in the following school year until the account is paid in full or special arrangements have been made with the Finance Committee of the School Board.
3. KDS students whose parents or guardians have an outstanding tuition account that is 60 days or more delinquent during the first semester will not be permitted to attend any classes during the second semester until the account is brought to a current status or special arrangements have been made with the Finance Committee of the School Board.
4. When children of separated or divorced parents are enrolled, the custodial parent is responsible for all payments and for all necessary communication with the school office.
5. In order to receive a **Kirk Member discount**, at least one parent who is a Kirk Member must have a regular Sunday Worship attendance record (**recorded on the attendance pad**) of at least 50% for the year as of May 1st. New members must have joined the church or be attending the New Members Class by May 1st prior to the start of the school year. If you are a Kirk member but are not attending church at

least 50% of the time, you do not qualify for this discount (attendance is checked every six months).
Please note that not signing the attendance pad can result in losing your church member discount.

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WITHDRAWAL

Permanent withdrawal must be conducted through the Head of School, not through the classroom teacher. To withdraw a student from KDS, the following steps must be followed:

1. The office must receive a signed formal statement of withdrawal from the parents.
2. Withdrawal of an *application* for an upcoming school year may be done without tuition obligation (except for the tuition deposit due with the application) until July 1, prior to the start of the school year.
3. All outstanding tuition, fees and other charges must be paid.
4. All school property and textbooks must be returned. A charge will be assessed for any unreturned items.
5. If a student withdraws for any reason, parents are responsible for payment in full of the tuition amount. The School Board will consider partial tuition release in extenuating circumstances only if a request is submitted in writing. If a student withdraws after July 1 but before school begins, and the Kirk Day School is unable to enroll another student to fill that place, the parents will be responsible for paying the full tuition for the first quarter. If a student leaves for any reason after classes have begun, whether or not another student has been enrolled, parents are still responsible for paying the full tuition for any quarter during which the student attended class. Under no circumstances will a refund be given for any part of a monthly payment.

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CURRICULUM

Our curriculum has been designed with much prayer, study (we reviewed many programs from both secular and Christian publishers) and consultation. We have selected instructional resources that we believe to be of the highest quality. The Christian teacher teaching Christianly is vital to our program. It is the teacher's responsibility to guide the children in their thinking and learning in a manner which honors our Lord, assisting them in developing a Biblical world and life view. Kirk Day School teachers are committed to teaching children to use discernment, to think Christianly in every area, and to be faithful stewards and servants of our sovereign God. It is only through His power, direction and Word that we are adequately equipped for this task.

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HOMEWORK POLICY

A sound educational program requires a sound curriculum. The curriculum drives the educational process, which involves both the formal presentation of skills, knowledge and strategies as well as appropriate time for drill and practice designed to increase understanding and lead to mastery and retention.

Homework is an integral part of the academic program and is important for reasons other than improving academic performance. It is also a valuable tool which can help children become responsible, resourceful and equipped with the knowledge and skills necessary for the calling that God has for them in adulthood.

At KDS, homework is designed to be meaningful, purposeful and age appropriate. It should be completed by the children, unassisted, with only occasional consultation with the parents. Parents can greatly encourage the children in this process by providing a quiet place for study and by establishing a regular homework routine.

While the total amount of time spent on homework will vary from child to child (depending on the work speed and learning style of the individual), parents should generally expect the amount of homework to increase each year as their children progress through school. It should also be understood that, at various times during the year, special projects might require time in addition to the regular workload. These will be communicated well in advance.

God's Word teaches that His law is a product of His covenantal love for us, providing for our *instruction*, our *protection*, and for our *joy and blessing*. In order to help parents teach their children to preserve the sanctity of the Lord's Day, KDS will have fewer weekend assignments and no tests on Mondays. Monday due dates, however, are permitted for long-term assignments.

To encourage families who choose to attend mid-week programs, KDS implements an incremental plan to assist parents in training students to manage homework assignments around Wednesday evenings. Our youngest children have no homework on Wednesdays. In third grade, there is rarely Wednesday night homework. In our upper grades, because of our departmentalized classes, our students are asked to take increasing responsibility for managing their work habits and assignments to keep Wednesday night work light. Teachers give more time in class on Wednesdays to reduce time spent on Math homework in the evening. When Thursday tests are scheduled, teachers do not give other homework and generally devote the previous Tuesday to review so the students can have two nights to prepare. All of this is specifically designed to assist parents in training their children in resourceful, responsible study habits.

Formal written assignments may be either typed or neatly hand-written. In either case, the work must be completed by the student. Students with diagnosed specific learning difficulties which suggest modification of these policies will have an IEP/ISP stating modifications or adjustments to be made by the classroom or resource teacher.

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REPORT CARDS

Report cards are issued to students four times a year at nine week intervals, provided that all financial obligations are current (see Financial Policies section). There is no need to return quarterly reports to the school.

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SERVICE PROJECTS

Dr. Stephen Kaufmann, in *Training the Next Generation*, describes the primary aim of education to be equipping students “to live according to the precepts of their (and their parents’) basic faith commitments.” The school is, therefore, an institution for dispensing knowledge of what it means to become a member of that faith community. Service projects appear to be appropriate for instructing children in one of the basic values of the Christian community - becoming servants.

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FIELD TRIPS

Students may take several field trips during the school year, which are well-planned educational experiences, organized by the classroom teacher with specific objectives and goals. The school depends on and appreciates the help of parent drivers for these field trips. While the assignment of drivers and supervisory responsibilities is at the discretion of the classroom teacher planning the trip, every effort will be made to allow parents to go on at least one field trip during the year. (However, every parent will not be able to go on every trip.) Lists of designated drivers and the children assigned to their care will be filed in the school office on the day before the scheduled trip.

Since supervision of KDS students is the primary duty of parent drivers, we ask that other siblings **not** be brought on the trip. The safety of our students requires attention and care that is difficult to give if the parent is also supervising other siblings. Mothers of young children are encouraged to “co-op” supervision of younger siblings for one another within the class so all parents who want to help in this important task will be able to do so without incurring childcare costs.

A field trip permission form and a student emergency form are sent home with other enrollment papers. These are to be filled out by the parents and are kept on file in the school office. Parents will receive notification of specific field trips in advance and will be given the opportunity to help provide transportation. KDS requires all students to wear seat belts while riding in cars. No Kirk Day School student may ride in the front seat of a vehicle with a passenger-side airbag.

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REWARDS AND AWARDS

It is Biblically just and right to affirm and/or discipline our KDS children, depending upon their faithfulness in obeying God's commandments. We recognize our responsibility to teach the whole child, striving to tap the abilities God has given him in all areas of life, guiding the child toward being a good steward of these gifts and abilities. To build an award/reward system strictly on academics or attendance is inadequate and inappropriate. It is rather our desire to affirm students for being good stewards of God's gracious gifts to them. At KDS, we strive to commend all children for their personal progress in developing the gifts God has given them.

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COVERING TEXTBOOKS

School textbooks should be covered at the beginning of the school year and recovered as necessary. Hardback books should be covered with any paper or cloth that does not to adhere anything to the book itself. Soft covered books should be covered with clear contact paper. Fines will be assessed at the end of the school year by the following schedule:

Adhesive Damage	\$2.00 - \$5.00
Damaged cover	\$10.00 Hardback or \$3.00 Soft cover (if book is still usable)
Lost Book	Replacement cost
Missing page(s)	Replacement cost
Permanent Markings	\$1.00 each occurrence
Torn Page(s) repairable	\$1.00 each occurrence
Water Damage	\$10.00 if book is salvageable

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PARTIES

Room Mothers are responsible for the following four parties: (1) Thanksgiving Feast (Beginners through Second Grade), (2) Christmas Parties, (3) Valentine's Day parties, and (4) End-of-the-Year Classroom parties. These parties, held *in the classroom*, are scheduled to last **45 minutes**. **No other classroom parties are permitted**. Room Mothers should consult with the teachers before planning the refreshments and activities. Funds have been set aside to cover the cost of these four parties. Room Mothers will be informed of the procedures at their fall meeting. No favors are to be given at parties. **Red and purple** colored drinks are not permitted, as these colors stain easily. We encourage the planning of parties that are enjoyable but not extravagant. Wedding and Baby Showers for teachers are permitted if specific permission is requested of the Head of School; **however, please do not plan to celebrate teachers' birthdays with class parties**.

Birthdays are very special events in the lives of our children, and we want to honor each child on this day. **IF YOU MAKE ARRANGEMENTS AHEAD OF TIME**, you may bring a special edible treat for the class. You may send the treat in the morning if you want the teacher to distribute it. If you prefer, you may bring it in time for lunch. **Birthdays will only be celebrated at lunch time in the Elementary School**.

Preschool and Kindergarten birthday treats will be celebrated at snack time. A child with a summer birthday may celebrate with an "un-birthday" at any time during the year. Please make plans for all birthday celebrations ahead of time with the teacher.

Distribution of thank you notes or invitations to home parties, such as birthday parties, will be permitted only when all students (or all students of the same gender) in the classroom are included. Students will not be permitted to hand out invitations or thank you notes to a limited number of pupils when others are left out. Parents are asked to handle this kind of communication by phone or mail.

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INFORMATION SPECIFIC TO KDS PRESCHOOL STUDENTS

PURPOSE

The purpose of the Kirk Day School Preschool program is to provide a Christian environment in which young children can work and play under the supervision of qualified teachers who are concerned with the child's spiritual, intellectual, social and physical development.

Biblical truth is not taught solely as a separate subject, but is an integral part of our life at Kirk Day School. Prayer time is any time a child seems receptive. Brief moments of awe and wonder, gratitude, joy or sadness help to foster a deeper understanding of God's sovereignty and Jesus' place in our lives. Each child is encouraged to develop to his/her fullest potential in an atmosphere of love and freedom as they demonstrate responsibility.

Specifically, our program offers foundational experiences in the areas of literature, Bible, reading, math, language, history, science, foreign language, development of fine and gross motor skills, social growth, music and art. Chapel services are held weekly, beginning with the Pre-K class.

Realizing that parental involvement in the school has a positive influence on the growth of the child, the school encourages parents to participate in the school program by sharing their special talents with the class. Conferences between parent and teacher to discuss the child's progress are held in the fall and the spring, or at any time the teacher or parent feel a need to confer. Parents are welcome to observe their child interacting in a group situation, after checking the date with the classroom teacher.

EARLY CHILDHOOD AND KINDERGARTEN ENRICHMENT PROGRAMS

Extended day opportunities are available for Pre-K, Jr. K and Kindergarten students through the Early Childhood and Kindergarten Enrichment programs. Both the Early Childhood and Kindergarten Enrichment classes include lunch, rest time and other activities that reinforce the core concepts presented in the morning. Children enrolled in Pre-Kindergarten, Junior Kindergarten and Kindergarten can either enroll in the appropriate enrichment program or participate in the "Monday only" Early Childhood option on an "as available" basis. Sessions meet from 11:30 a.m. to 3:00 p.m.

GENERAL PRESCHOOL PROCEDURES

STAFF: Teachers hold a minimum of a Bachelor's degree in Education or a related field. Classroom aides have experience in working with young children. Staff members regularly attend workshops and conferences to increase their knowledge of educating young children.

SCHOOL HOURS: The hours are 8:30 – 11:30 a.m. for the Beginners Program, Pre-Kindergarten and Junior Kindergarten. The Early Childhood Enrichment Program meets from 11:30 a.m. – 3:00 p.m. Please do not bring your child to the classroom more than ten minutes early, since teachers need preparation and prayer time. Children who arrive **before** 8:00 a.m. will be charged for Early Morning care. Please be prompt in picking up your child at the time designated. (See CARPOOL INFORMATION section for additional information.)

RELEASE OF YOUR CHILD: Your child will not be released to someone that we do not know. If you are going on vacation and a grandparent or sitter will be with your child, we **MUST** meet them or have a picture of them before you leave. In a situation of divorce or separation, if one parent is not to pick up the child, we must have written notice from the custodial parent.

CLOTHING: Dress children comfortably and in clothes that they can manage with little or no assistance. Mark all outer clothing and boots with a name. During winter, mittens, hat and coat are required since each class will play outdoors. In the fall and spring, please send a sweater or light jacket if the weather seems cool or changeable.

SNACKS: Your child will be assigned specific days on which to bring snacks for his/her class. Your child's teacher will furnish you with a list of appropriate snacks. For Birthdays, see the Parties section.

HOME TO SCHOOL COORDINATION: Two parent-teacher conferences are scheduled. The first conference is held in the fall and the second is held in the spring. Parents should feel free to contact the teacher or the Head of School with any questions or concerns. We encourage you to let us know of special circumstances, such as severe illness or death in the family, a new baby, traveling, when a child will be left with a sitter, etc., so that we may be better prepared to give your child any extra needed support.

FIELD TRIPS: Teachers plan field trips and will notify parents in advance with information and permission forms. For those trips that are only a short distance from the school, cars with parents as drivers and riders may be used. It is school policy that all children wear a seat belt while the car is in motion. If there are not enough parents who can drive or accompany the class, the trip will be canceled.

TOTE BAGS: All preschool and kindergarten children must have a tote bag with handles and an opening at the top with no zipper or closure. No backpacks, please.

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FACULTY AND STAFF

All faculty and staff of KDS must profess Jesus Christ as their Savior and Lord; must be active, regularly attending members in good standing of an evangelical and reformed Church; and be in agreement with the

statement of doctrine found in the Westminster Confession of Faith and the Larger and Shorter Catechisms. The By-laws of Kirk Day School begin with the following Preamble and Statement of doctrine:

PREAMBLE

The Kirk of the Hills Christian Day School has been organized as a ministry of The Kirk of the Hills Presbyterian Church, PCA. We hold to the reformed teaching of Scripture which affirms that the triune God is Sovereign King of the universe and that He has revealed Himself in creation, in the person of Jesus Christ and in His Word, the Bible. Striving to be obedient to the duties required by Scripture for Christians to raise their children in the fear and admonition of the Lord, the school sees its responsibility to complement the world-life view which the child receives in the church and home.

STATEMENT OF DOCTRINE

The standard and basis for conducting KDS and the administration of and teaching in the school is the inerrant Word of God and, subordinate to it, the Westminster Confession of Faith and Catechisms, which embody the system of doctrine taught in the Bible.

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INTERPERSONAL RELATIONSHIPS AND COMMUNICATION

Effective communication is critical to our success as a school. KDS seeks to partner with home and church to ensure the development and growth of each student. We recognize that this process comes with many challenges. There are times in which expectations, actions, or words are misunderstood. An appropriate understanding and/or solution cannot be accomplished without open and direct communication. In Matthew 18:15-16, we are given specific guidelines for handling personal conflicts with other believers. We believe these Bible verses have clear implications for relationships within the Christian school, and we encourage the following communication process to be used in resolving any student or parental concern.

1. When there is a conflict, the parties directly involved need to meet privately to seek a God-honoring solution. Most conflicts can be solved at the "two-person" level. Confidentiality is critical.
2. If a satisfactory resolution cannot be reached, then the two should agree to share the problem with the Head of School.
3. If all parties feel further resolution is still needed, then the Head of School takes the matter to the School Board.

Kirk Day School is a ministry of The Kirk of the Hills Presbyterian Church and, as such, its School Board serves under the authority of and is accountable to the session of The Kirk of the Hills Presbyterian Church.

CONDUCT AND DISCIPLINE

Since we believe that God created man in His own image, we also believe that each child is of infinite worth and value as an individual person. Therefore, we treat each child as a unique individual who is worth every effort in personal nurture and instruction. We also believe that human beings are fallen creatures who, by nature, are in rebellion against God. As sinful creatures, children need correction. However, we recognize that constraining inappropriate behavior is necessary but not sufficient to reach a child's heart. As image-bearers, they are worthy to receive personal admonition and loving correction that focuses on relationship and reaches into the heart. We earnestly covet your prayers as we seek to assist you in shepherding your children's hearts.

We further believe, according to Scripture, that parents bear primary responsibility and authority for teaching their children and for rearing them in the nurture and admonition of the Lord. This God-given responsibility and authority may not be avoided or surpassed by any other rule, institution, or state. This authority may be delegated to others at the discretion of the parents; the primary responsibility, however, remains with the parents. Therefore, parents should understand that the delegation of this authority does not eliminate their God-given duty to educate, to instruct and to correct their children.

The great commandment that Jesus gave (Matthew 22:37-40) tells us to love God first and foremost and secondly, to love our neighbors as ourselves. In other words, we are to obey God and we are to respect and care for those with whom we have contact each day. Those are the guidelines for acceptable and appropriate conduct within Kirk Day School. Students are to show proper stewardship of time, talents, possessions and opportunities given to them. These gifts from God are to be used and developed meaningfully for God's glory. The following guidelines for acceptable and appropriate conduct should be understood and subscribed to by all students:

1. Conversations held within the school and on the school grounds are not to infringe on the rights of others and are to relate constructively to the time and place. During class discussions, students may speak when they have been properly recognized and given permission to speak. At other times, they should remain quiet, listening attentively and respectfully to the contributions of others. Conversations, whether private or public, are expected to be positive, constructive and respectful. Inappropriate language, writing or drawing; gossip; bullying; misuse of God's name, use of "degrading names," or putting others down are examples of conduct which are unacceptable at Kirk Day School and are causes for immediate disciplinary action including, but not limited to, suspension and/or recommendation for expulsion.
2. All property, personal or other, is to be treated with due respect. Taking another student's belongings without their permission is cause for immediate suspension. Damaged or destroyed property is to be replaced by the student(s) responsible. Each student is personally responsible for cleaning up after using a table or study area.
3. Lying and/or cheating in any form may be cause for immediate suspension and/or recommendation for expulsion. Cheating will result in a failing grade on the assignment.

4. Hitting and/or any intention to physically hurt another individual is not acceptable. Any such incident will result in immediate disciplinary action including, but not limited to, suspension and/or recommendation for expulsion.
5. If the school has reasonable grounds for suspecting that a student is in violation of either the law or the rules of KDS, a search including, but not limited to, the student's property, desk, locker and clothing may be conducted. The scope of the search will be reasonable and not excessively intrusive. Searches will be documented and will include a second party witness. School officials reserve the right to report any incidents that may violate state or federal laws to the appropriate law enforcement agencies.
6. Each student is expected to come to class prepared. This includes having a pencil and/or pen, paper, appropriate textbooks and completed assignments.

It should be noted that KDS hopes that each student contributes to furthering the goals and purposes of the school as much as the school contributes to each student. Any student who counteracts KDS' goals and purposes, either on or off campus, or intentionally damages the reputation of the school may be asked to seek his/her education elsewhere.

DISCIPLINARY POLICIES

Our Mission Statement declares that "The Kirk of the Hills Christian Day School exists to assist the Christian parent in the nurture of covenant children, educating them in a Christian world and life view according to the truth of God's Word, equipping them to be disciples of Christ, impacting His world." Our school's acceptance of this delegated authority to educate, instruct and correct requires mutual understanding between the parents and faculty of KDS. The faculty understands that true Christian education includes instruction and correction in behavior. Individual teachers will handle inappropriate behavior biblically in their own classrooms. Most disciplinary problems can be resolved at this level between the teacher and student. In Co-Curricular classes (Art, Foreign Language, Music, Physical Education and Library), a written record of student behavior is kept in a weekly class log. If a student chooses to disobey during one of these classes, the following steps are taken by the Co-Curricular teacher:

- First offense: Warning
- Second offense: Time-out*
- Third offense: Contact parents
- Fourth offense: Early Morning Detention (see below)

*Time-out for grades K-2 is served immediately in that class in a place designated by the teacher. Time-out for grades 3-6 is served either during the noon recess or at another time designated by the classroom teacher and may include "acts of service" to the school.

The above consequences are not carried over from day to day. Every class period, the student begins with a "clean slate." If, however, a student develops a pattern of disobedience or exhibits willful disrespect or other severe behavior, any teacher may at his/her discretion move down the list of consequences as the behavior deserves.

“Early Morning Detention” will be held each day from 7:30 a.m. until 8:20 a.m. and will be supervised by the Early Morning Childcare Program supervisor. The names of students who have been assigned to Early Morning Detention will be reported to the KDS office and those students will be required to ***report to the gym by 7:30 a.m. on the next school day.*** The student will be seated at the “detention table” and assigned specific work to do for the duration of the detention. Tardiness to Early Morning Detention or failure to report on the designated day will result in **In-School Suspension** to be served the same day. If a student is ill on the day assigned for detention, the detention will be served on the first day the student returns to school. If a student exhibits habitual disobedience or disrespect that earns excessive Early Morning Detention assignments, that student and his/her parents will be called in for a meeting with the Head of School and/or Executive Committee of the School Board for the purpose of seeking ways to help the family hold the student accountable for obedience and respect in school.

Early Morning Detention may be issued:

1. For excessive failure to complete homework,
2. As a consequence for behavior at the discretion of the teacher or administrator,
3. At the teacher’s or administrator’s discretion for habitual disobedience resulting in lesser consequences, such as “time-out” or contact with parents.

If a student has behavior problems that are habitual or repeated in a manner that suggests the heart is not being reached, or if the student is involved in severe (uncooperative, uncontrollable, or dangerous) behavior, he/she will be sent to the Head of School, who may choose to meet with the parents for the purpose of designing an individual plan for the student. In some cases, a meeting with the Executive Committee of the School Board may be necessary.

Based on the circumstances, further action might include behavior contracts, suspension and/or expulsion. All of these potential further actions will be preceded by contact with the parents in the hope of correcting the behavior without severe disciplinary action.

Offenses which can result in suspension and/or expulsion:

1. Cheating or lying.
2. Willful and persistent violation of school policy.
3. Willful and persistent truancy.
4. Verbal, non-verbal, or physical aggression toward others.
5. Willful destruction of school property.
6. Any conduct prejudicial to good order or discipline.
7. Insubordination to a member of the school or church staff.
8. *Possession and/or use of weapons.
9. *Possession and/or use of alcohol or drugs.
10. *Possession and/or use of tobacco products.

*Appropriate law enforcement officials may be notified of these acts.

In the following sections, the term "administrator" refers to the Head of School or her designee.

IN-SCHOOL SUSPENSION

In-school suspension may be used by the administrator as a disciplinary measure for inappropriate student conduct. The administrator will assign the in-school suspension for a period of between **one** and **three** days. Suspended students are considered present in school but are not permitted in the classroom. On the day of the suspension, the student will report to the office by 8:20 a.m. and will be provided with the day's assignments. The student will remain confined in the designated area under the supervision of the designated school official. He/she will not be permitted to talk, sleep, or take breaks with the other students. The student will eat lunch in the in-school suspension room and will be permitted restroom breaks as necessary. He/she must complete the full regularly scheduled day, being dismissed with the other students at 3:00 p.m. There will be no interaction with any person other than the school official in charge. If the student is absent on the scheduled day of the suspension, he/she will complete the assigned day(s) beginning with the first day of return to school. Assignments completed during in-school suspension receive full credit.

SUSPENSION

Suspension refers to the temporary exclusion of a student from school life. The administrator may impose suspension from school life and premises for a period of **one** to **five** days. **Suspensions exceeding 5 days require School Board approval.** The days a student is suspended will be considered "unexcused absences." The assignments for the day must be done, but no credit will be given.

EXPULSION

Expulsion refers to long-term exclusion from the school including, but not limited to, permanent and irrevocable exclusion. Because of the severity of this form of discipline, expulsion can be administered only as an act of the School Board or an officially empowered committee of the Board. No academic credit will be given for periods of expulsion. A decision of expulsion by the Kirk Day School Board is final and therefore not subject to challenge by the parent or child in any state or federal action, even though such may be a limitation upon the parent or child's legal remedies. In the event of expulsion, no tuition shall be refunded.

PROCEDURES FOR SUSPENSION OR EXPULSION

1. The student will be informed orally or in writing by the administrator of the charges against him/her and given a chance to tell his/her side of the story.
2. If the administrator believes that a form of suspension or expulsion is in order, **the parents will be contacted and, if desired, a meeting will be arranged between the administrator, the student, and the parent(s) of the student.** At the meeting, the student will again be informed of the charges and be given a chance to tell his/her side of the story. If the parents decline to meet or fail to appear at a time and place designated by the administrator, then the administrator may proceed without a meeting.
3. The decision regarding what measures of discipline, if any, will be administered is made by the administrator unless a School Board action is in order.
4. Any disciplinary action may be appealed in writing by the student or by his/her parent or guardian within seven (7) school days of the time when the action was taken. Discipline by a teacher shall be appealed to the Head of School. Action of the Head of School may be appealed to the School Board, whose decision shall be final.

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PROHIBITED ARTICLES

Students are expected to bring to school only those items which are needed in the classroom. The following items are prohibited: cell phones, iPods and other similar portable devices, radios, CD or DVD players, electronic games or other electronic devices and any dangerous or potentially dangerous items such as guns, knives, matches, lighters, laser pointers, fireworks, trading or playing cards, war toys, guns, frightening toys such as monsters, ghosts, etc. If a student brings any of these items to school, KDS may hold them until the end of the school year. In extenuating circumstances, if a cell phone is required for after school family communication, a permission card may be requested from the school office and kept with the cell phone at all times. [NOTE: playing cards are often provided in the classroom for educational purposes.]

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STUDENT DRESS

Kirk Day School endeavors to uphold Biblical principles with respect to clothing and grooming standards. These standards are based on *neatness, appropriateness, modesty and love*. The standards are not a measure of spirituality, but a way to reflect the fact that KDS students are Christian young people. Their intent is not to unduly restrict, but rather to create an environment which is glorifying to God while allowing for personal choices and comfort.

Biblical Principles

1. Refrain from extremes which call attention to you. (I Tim. 2:9, I Peter 3:3)
2. Do not let your choices become a stumbling block to the weak. (I Cor. 8:9, Matt. 18:5-6)
3. Seek the good of others above your own. (Phil. 2:3-4)

When students think simply of **guidelines for modesty**, they tend to focus solely on **their own individual standards**. However, when students consider the **principle of love**, they are forced to think about **what others believe is immodest**. If students consider the reality that a Christian brother or sister may be tempted to sin because of what they are wearing, then *students must put the other person's good above their own and sacrifice some of their freedom*.

It is the responsibility of parents and teachers to help our students incorporate these principles into their daily lives. We are shepherding the hearts of KDS students toward holiness and righteousness as we prepare them for Kingdom service. The KDS dress code keeps our students within the Biblical guidelines of neatness, appropriateness, modesty and not causing distraction to others – and therefore demonstrates love for one another.

Dress Code in Effect - Kirk Day School expects students to observe this dress code during the regular school day and during extra curricular activities. School events, field trips, or other selected activities may allow for variation of the dress code.

Our dress code guidelines are intended to help our students:

* learn to make practical application of Biblical principles to their daily lives;

- * live in a Christian community without giving offense to others;
- * understand that they are valued as God’s creation and therefore worthy of respect;
- * show love by sacrificing some of their freedom for the sake of others.

KINDERGARTEN THROUGH 6TH GRADE:

All Students

- All clothing must be neat, clean, appropriately sized and in good repair (without tears or holes).
- Clothing with inappropriate or disrespectful writing or pictures is not permitted.
- No pants or shorts with writing on the seat, unless it is a moderately sized label on the pocket.
- Hats, caps and bandanas and hoods may only be worn outside the building.
- Students must wear shoes at all times. Sandals are permitted if they stay on the feet. Athletic/tennis shoes must be worn for PE.
- Hair should be clean and well groomed – above the eyebrows for all students and above shirt collars for boys.
- Body piercing is not allowed, except pierced ears for girls.

Boys

Tops

- No tank style tops, unless a T-shirt is worn underneath.

Bottoms

- Shorts, jeans, sweatpants, dress or casual pants are permitted.
- Shorts must reach at least midway between the top of leg and knee.

Girls

Tops

- Shirts or dresses must have a modest neckline.
- Shirts must cover the midriff and back even when raising the hand or bending over.
- No spaghetti straps or tank tops unless a T-shirt is worn underneath.

Bottoms

- Shorts, skirts, skorts, pants, jeans or sweatpants are permitted.
- Skorts, skirts and dresses may be no shorter than 3 inches above the knee, including slits in skirts.
- Shorts must reach at least midway between the top of leg and knee.
- Shorts or tights must be worn underneath skirts or dresses.

KDS PRESCHOOL DRESS CODE:

Dress children comfortably and in clothes that they can manage with little or no assistance.

DRESS CODE VIOLATIONS:

In the event of violations of the dress code, the following process will be followed:

1. The teacher will speak privately to the student about the violation and make a note of it in his/her records.
2. If there is a second violation, the teacher will again speak privately to the student and a note will be sent home to the parent(s) listing this and the previous violation.

3. If there is a third violation, the student's parent will be called and asked to bring replacement clothes to school by noon on that day.

If dress code violations continue, a meeting will be arranged with the administration and the student and his/her parents.

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PHYSICAL EDUCATION AND RECESS

Our Physical Education and fitness instruction offers a program for boys and girls to ensure better health and physical coordination, as well as to develop an understanding of sports, cooperation and teamwork. All elementary students enrolled in KDS are expected to participate in Physical Education classes as an integral part of their educational experience. No student will be excused from Physical Education classes without a written note from a parent or doctor explaining the reason and the length of time the student is to be excused from class.

Appropriate attire (modest clothing which allows for freedom of movement) is required for P.E. **Students must wear or bring tennis/athletic shoes on P.E. days.**

If a child brings rollerblades for recess, they must wear wrist guards and knee pads to protect against broken bones. We would encourage you to consider requiring that your child wear a helmet and elbow protection. Skateboards, bikes and hockey sticks are **not** allowed.

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OUTDOOR RECESS IN WINTER

Outdoor recess provides students with a needed break from learning activities, free time to socialize with peers and an opportunity to recharge their energy for the remainder of the academic day. For these reasons, we will attempt to have outdoor recess whenever the weather permits. Several factors are evaluated on a daily (and sometimes hourly) basis to determine whether recess will be outside or inside:

1. Weather in general – rain, or the aftermath of heavy rain, snow, or ice can prohibit the use of the playground.
2. Temperature and wind chill – a combination of these two indicators will determine whether it is too cold to go outside for recess. According to the National Weather Service's recommendation, a wind chill factor of 10 degrees is considered safe for children to be outside.
3. Playground conditions – icy or snowy surfaces will prohibit our use of the playground, despite an acceptable temperature/wind chill.
4. Sunshine – a bright sunny day can raise the perceived temperature, which may allow outside recess when it would not otherwise be possible on a cloudy day with the same temperature readings.

APPROPRIATE WINTER CLOTHING FOR OUDOOR RECESS

The Kirk Day School staff will make decisions daily, and sometimes hourly, about outside recess. Parents should expect that recess is likely to be held outside when the wind chill factor is 10 degrees or higher and the playground conditions are safe. Therefore, children should be dressed appropriately every day, including hats, gloves and winter coats. Students needing winter clothing may borrow items from the lost and found when needed. Generally, if a student is healthy enough to attend school, he or she is healthy enough to go outside for a 25 minute recess. Reminder: students with medical concerns such as asthma or injuries may stay in from recess provided they have notification from home.

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FACILITIES: CARE AND RESPECT

Since this church and school building is dedicated to God's glory, students should take pride in caring for their surroundings. This can be done by picking up and disposing of trash properly; refraining from marking walls with pencils, fingers or feet; and keeping desk tops in good condition. Students should show their respect by walking quietly from one part of the building to another. Damage to school property will result in appropriate disciplinary action. Replacement of damaged property by the student, parent or legal guardians will be expected. This includes textbooks and educational materials.

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LOST AND FOUND

Students should be responsible for personal belongings brought to school. Please label your child's coats, jackets, sweaters, hats, etc. Please report any lost items to your child's teacher. Any found items should be returned to the owner, a teacher or to the school office.

The Church also has "lost and found" bins which are located in the gym. Teachers will give students permission to look for lost items there. Parents are also encouraged to check for lost items. "Lost and found" tables will be set up during Parent-Teacher conferences and during the final week of school. All unclaimed articles will be donated to the needy in November, March and after the close of school in June.

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GUM CHEWING

Gum chewing is not allowed in the Kirk Day School building or on field trips, except as prescribed by a student's IEP/ISP.

ATHLETIC POLICIES

KDS ATHLETIC MISSION STATEMENT

The purpose of the Kirk of the Hills Christian Day School Athletic Program is to provide a sports program which brings glory and honor to Jesus Christ by teaching integrity and character development through the promotion of good sportsmanship, skill development and team work. While winning can be the fruit of hard work, dedication and excellence, it is subject to our primary goal of bringing glory to God.

KDS ATHLETIC PHILOSOPHY

The purpose of Kirk Day School athletics is to provide an opportunity for every interested KDS student to participate in team sports. Participation should have an educational focus that encourages and teaches skill development while promoting physical, social, emotional and spiritual growth.

Athletic performance should be based on individual and team improvement, rather than on winning. This goal can help a child to improve and experience success, as well as increase his/her opportunity to become truly successful later in life. Winning, while desirable, cannot be the primary focus of an athletic program that stresses an educational philosophy. The values learned through sports participation are the primary benefits achieved in addition to the skills acquired.

Coaches are the key to the educational process that takes place in athletics. Kirk Day School coaches are **volunteers** who give their time and talents for the sake of the children. Training will be provided for the coaches in skill development, sportsmanship and leading by example. Coaches will be trained in and expected to apply a Biblical philosophy of athletics. Parents are asked to get involved and help the coach when requested, both for the benefit of the team and for the benefit of their child.

BY-LAWS FOR KIRK CHRISTIAN DAY SCHOOL ATHLETICS

1. The KDS Athletic Committee (KDSAC) is a sub-committee of the Education Committee of The Kirk of the Hills Christian Day School.
2. The Athletic Committee will have the primary purpose of overseeing, guiding and directing the extra-curricular athletic activities of KDS to give glory and honor to our Lord and Savior, Jesus Christ.
3. The Athletic Committee will be chaired by the KDS Athletic Director and will be composed of the KDS Athletic Director, School Board members and five at large members nominated by the committee and approved by the School Board. The Athletic Committee members will serve under the authority and pleasure of the School Board.
4. The committee will discuss and recommend policy and procedures to guide the KDS Athletic Program. All committee members will be available to vote. The chairman of the Athletic Committee will take recommendations to the Education Committee for approval. No policy will be enacted without the approval of the KDS School Board.
5. The KDS Athletic Program will support building character and integrity, practicing good sportsmanship, the development of skills and learning how to play on a team.
6. All coaches will report to the Athletic Director.
7. All unresolved grievances will be submitted in writing to the KDSAC and shall be resolved at the discretion of the KDSAC and the School Board.
8. Requests to appear before the KDSAC will be made to the Athletic Director.

WEST COUNTY CYC DISTRICT

The Kirk of the Hills Christian Day School Athletic Program is a member of and participates in the West County CYC Soccer, Basketball, Baseball/Softball, Volleyball and Golf Leagues. Kirk Day School athletics will follow and submit to any league By-law or league requirement which does not conflict with the mission and purposes of KDS.

ASSIGNMENT TO KDS ATHLETIC TEAMS

Assignment of students to athletic teams will be determined by the KDSAC based on a number of factors, including administrative judgment and prayerful consideration. Any parent request concerning placement of their children **in relation to other students** will be considered if made prior to the publishing of team rosters. While any such request to be placed *with* or *not with* a specific student (when received by the deadline) will be considered, placement on the teams remains the prerogative of the KDSAC and is final.

TEAM INFORMATION

Kirk Day School will provide uniforms and equipment for all KDS teams. No games will be played on Sundays by any Kirk Day School team. In addition, Wednesdays will be avoided when possible. Teams for which no coach can be found will be subject to cancellation. In the event that a team must be disbanded, all registration fees will be refunded. Each team needs assistant coaches and team parents in order to be successful. All team events shall have at least 2 adults present (not necessarily coaching).

COACH INFORMATION

The Athletic Director solicits volunteer coaches for each sports program. Coaches are assigned to teams at the discretion of the Athletic Director and KDSAC. KDS coaches must have professed their faith in Jesus Christ as their Lord and Savior. Each coach serves at the discretion of the KDSAC and the School Board and may be removed at any time for any reason. Coaches who previously coached a team will have the first choice to coach that team again the following year. Coaches will act under the direction of the Kirk Day School Athletic Director and KDSAC. All KDS coaches are expected to know the KDS Athletic Handbook and the league By-laws for the sport they are coaching and will sign the coaches' contract prior to each season. Each coach is required to complete basic training sessions as designated by the Athletic Director and the KDSAC. Each coach will have a criminal background check every two years facilitated by and at the expense of the KDS Athletic Program.

PLAYER INFORMATION

All players will fill out a registration form and pay a fee before they are placed on a team. No registration form will be accepted without the set fee. (Scholarship money may be available; please contact the Athletic Director.) Refunds are given with a 10% administration fee applied. Registration forms that are accepted after the registration deadline are subject to a refund if there is no room available on a team. All Kirk Day School students are eligible to play on KDS teams (where age level is appropriate). Registration for non-KDS students will open after the deadline, based on available space and the following priority: non-KDS players who have previously played on a KDS team; children of Kirk members; students of KDS sister schools; and home-schooled children. All players, if desired, will have the opportunity to play various positions throughout the duration of the season (abilities may dictate positions, e.g. soccer goalie, baseball pitcher and catcher). All players are expected to attend at least one practice per week. At the coach's discretion, additional optional practices may be scheduled. Generally, it is desired that each player shall

have the opportunity to play half a game if he/she fulfills the practice requirements. Punctual attendance at all games is expected from each player and is essential for the teams' unity, structure and development.

Uniforms and equipment will be provided for all KDS teams. All KDS uniforms are to be washed and returned to the team's uniform coordinator at the end of each season.

COACHING AND PLAYING IN OTHER LEAGUES

The KDS Athletic program seeks to field a team in each sport for each grade, giving all students the opportunity to play on a Kirk team if they desire. KDS coaches and players are welcome to coach and play for teams in other leagues. However, a KDS coach may not solicit members from KDS teams unless all team members are invited to participate in the other program. We would ask our coaches to consider carefully the impact that such a decision might have on the school's athletic family and the team members who might be left without a KDS team on which to play.

SPORTSMANSHIP: RESPONSIBILITIES FOR EVERYONE

THE PLAYER:

1. Strives to be a good sport at every game and practice.
2. Listens and learns from coaches, treating them with respect and understanding that athletics is an opportunity to learn and have fun.
3. Exercises self-control and plays hard.
4. Respects officials and accepts their decisions without argument.
5. Respects and encourages other players.
6. Wins without boasting, loses without excuses and never quits.
7. Strives to improve performance from the beginning to the end of the season.
8. Encourages teammates and does not bully, tease, or use unkind words towards others.
9. Waits patiently (where the coach has designated) for his/her turn to play.

THE COACH:

1. Treats players fairly and with dignity, placing their emotional and physical well being ahead of any personal desire to win.
2. Treats each player as an individual, remembering the wide range of emotional and physical development for the same age group.
3. Encourages and rewards all players equally.
4. Provides a safe learning and playing environment for the players.
5. Demonstrates, teaches and encourages good sportsmanship.
6. Teaches age-appropriate fundamental skills correctly and progressively.
7. Leads by example in demonstrating fair play and sportsmanship.
8. Knows the rules of the league and the sport.
9. Encourages discipline, self-control and team work.
10. Encourages players to glorify God, play hard, have fun and win if they can.

THE PARENT AND SPECTATOR:

1. Encourages good sportsmanship by demonstrating positive support for all players, coaches and officials at every game, practice, or other youth sporting event.
2. Places the emotional and physical well-being of the players ahead of any personal desire to win.

3. Provides support for coaches and officials who are working with the players to provide a positive, enjoyable experience for all.
4. Remembers that the game is for the children, not the adults, making it fun for the players.
5. Shows respect to the coaches, letting them coach and being willing to remain a spectator.
6. Writes or calls the coach to make suggestions so as not to interrupt practices or pre-game time to suggest personal coaching techniques or philosophies.
7. Refrains from bringing pets to KDS athletic events.

THE OFFICIAL:

1. Knows the rules and their interpretations.
2. Places welfare of the participants above all other considerations.
3. Treats players and coaches courteously and demands the same respect from them.
4. Works cooperatively with fellow officials, timers and/or scorers for an efficient contest.
5. Is fair and firm in all decisions and never compensates for previous mistakes.
6. Maintains confidence, poise and self-control from start to finish.

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PARENTS AND VISITORS

Classroom visits – Parents are welcome at the school and may call the office to schedule a classroom observation at any time. It is understood that these visits are subject to approval by the classroom teacher and the Head of School. You may be asked to schedule a different day for your visit if it conflicts with the teacher’s plans for the class. On the day of your visit, **please sign in at the school office before going to the classroom.** Students must obtain permission from the Head of School to bring visitors into the classroom. Visitors must also sign in at the school office before going to the classroom.

While parents are welcome to visit our classrooms, we ask that you do not, under ordinary circumstances, accompany students to the classrooms. (Exceptions are made when you are bringing your preschool children to the classroom in the morning.) Should you need to have something delivered to your child during the school day, please mark it clearly with his/her first and last name, grade, and teacher’s name, and leave it at the school office. It will be delivered at a time that does not interfere with classroom routine. Parents are requested to respect teacher planning time before school and to make arrangements with teachers for a conversation at another time.

Playground visits – Parents and siblings are welcome to visit recess playgrounds when they are also in use by church or school classes. We do ask that visitors be sensitive to numbers in the area for safety reasons. **Parents are responsible for the direct supervision of their visiting siblings.**

Chapel – Parents and friends are always welcome and encouraged to attend any KDS chapel.

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KIRK PARENT ASSOCIATION (KPA)

The Kirk Parent Association (KPA) exists to support the purpose and mission of Kirk Day School. The KPA is a service organization made up of all parents and legal guardians of KDS students. If you are a KDS

parent, you are automatically a member of the KPA. Founded in prayer, our mission is to encourage and support KDS' students, teachers, staff and their families spiritually, emotionally and physically.

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CHAPEL

Students at KDS will be involved in a weekly corporate worship service. This chapel attendance begins with the Pre-Kindergarten class. Elementary school Chapel services are held on Fridays in The Kirk of the Hills sanctuary. Parents are welcome and encouraged to join us for Chapel anytime.

9:40 a.m. – Elementary Chapel (Grades 1-6)

10:10 a.m. – Early Childhood and Kindergarten Chapel

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PETS

Family pets may be brought to the pavilion on the lower lot for *Show and Tell* by appointment only with your child's classroom teacher. Small pets may be brought into the building if they remain in a cage. **Dogs may not be brought into the building.** No family pets may be on the lower lot or in the playground areas during recess. **Pets are not permitted at KDS athletic events.**

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TELEPHONE USAGE

All telephones are for school, church and emergency calls only. Classes are not to be interrupted to call a student to the telephone except in the case of an emergency. In case of illness, the school office will contact the parents. Generally, children will not be permitted to call parents and ask them to bring forgotten articles, except in an emergency. In extenuating circumstances, if a cell phone is required for after school family communication, a permission card may be requested from the school office and kept with the cell phone at all times.

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COLLECTIONS OF MONEY AND DISTRIBUTION OF LITERATURE

Distribution of literature will not be permitted without prior approval from the Head of School. Collection of money, except by Room Mothers, must be approved by the Head of School.