

**2009-2010 LOWER SCHOOL HANDBOOK (GRADES K-5)**  
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August 2009

Dear Parents and Students,

Welcome to the 2009-2010 school year. We are thrilled and thankful to have your family at Keswick Christian School. We will do our very best to minister to your family and partner with you to raise sons and daughters that love and trust the Lord and seek to walk in obedience with Him each day of their lives.

This handbook provides very important information and will help you and your family have a successful year. Please read through it carefully and become familiar with our policies and practices. Some areas have been revised for this year so please take time to read through this document carefully. After you have read the handbook, please complete the covenant included as the last page and be prepared to turn that in on the first day of school.

We look forward to seeing our returning families and getting to know our new families. Through our partnership and unified efforts, along with the blessing of the Lord, we can achieve Keswick's mission of providing a Christ-centered education that instills and reinforces Christian thought, belief, and practice in all areas of life.

We have high expectations for this school year. The Lord has richly blessed us with a wonderful facility and a godly staff.

May the Lord richly bless you and your family as well as our year together!

Serving Him,

Mr. David K. Holtzhouse M.R.E.  
Superintendent, Keswick Christian School

Mrs. Diana Dumais  
Elementary Principal

I. **Introduction** — May God bless our school family as we work together to serve our Lord and Savior.

- A. **School Heritage** — Keswick Christian School is a non-denominational, private, non-profit Christian school. Keswick was founded by Ruth Munce in 1953 as the Grace Livingston Hill School. Mrs. Munce, a Bible teacher and missionary, named the small campus in memory of her mother, a Christian author. Keswick gained its present name in 1961 when Bill Caldwell assumed responsibility for the school and established the Southern Keswick family of ministries – Keswick Christian School, Keswick Bible Conference, and Keswick Radio. At that time enrollment was 81 students. In 1978, all three ministries were given to Moody Bible Institute of Chicago, which operated them as part of its worldwide network of Christian training and service ministries. In 1996, Keswick Christian School became an independent Christian school owned and operated by a local School Board.

Keswick Christian School is located on a beautiful 29-acre campus in Seminole, Florida and is a preschool through grade 12 liberal arts, college preparatory, Christ-centered day school.

Historically, over ninety-five percent of Keswick Christian School graduates continue their formal education after high school. Our graduating classes for the past few years have received thousands of dollars in scholarships, including the Florida Bright Future Academic and Merit Scholarships.

- B. **Accreditation** – Keswick is accredited by the:
- Southern Association of Colleges and Schools
  - Association of Christian Schools International
- C. **Educational Philosophy** – Keswick Christian School exists to support the biblical training received by its students in the home and in the church. This includes working to achieve a redemptive goal. Children are sinners who need to be redeemed and then submit to the authority of God in all areas of life. Parents and the Christian community, including the church and the Christian school, are God’s instruments to bring this about. Therefore, working cooperatively with the home and church, Keswick’s goal for each child is that he or she will acquire, believe, and apply the knowledge, understanding, skills, wisdom, and virtues to take dominion over creation for the glory of God and the good of others.
- D. **Parent Participation** – As those responsible for the education of their children, parents delegate to the school a significant part of the job of educating their children in the truth. This requires that parents and teachers dialogue regularly for the children’s welfare.
1. The Parent Teacher Fellowship, directed by a parent-populated PTF Steering Committee and officer board, and working with the Superintendent and his designees, plans and assists with the creation and implementation of fellowship and educational support activities for the school community. These events are designed to promote the short and long term educational benefits of Keswick Christian School to Christian parents and their children. Regular and required PTF meetings communicate and explain the application of a biblical philosophy of education.
  2. Parent-Teacher Conferences – During calendared conference days, parents are to confer with at least one of the child’s teachers. Parents should feel free to email, write, or call teachers to solicit information that will help them support the curriculum, instruction, and student learning at Keswick Christian School.
  3. Keswick Prays – The Superintendent will meet on a regular basis with parents who desire to pray for the effectiveness of this ministry. Prayer times and location will be determined at the beginning of each school year.
  4. Volunteers – The school needs parent volunteers to read with children, drill students on the grammar of elementary subjects, chaperone field trips, facilitate communication with other parents, serve on various committees, help with campus beautification projects, and fulfill a multitude of other tasks. Volunteer parents help keep the cost of attending Keswick Christian School as low as possible. Volunteer needs are communicated through teacher requests, PTF, and the office. Volunteers may be required to submit to background screening.

## II. Spiritual Life

### A. Statement of Faith

We believe the Bible to be verbally inspired by the Holy Spirit in the original manuscripts, and to be the infallible and authoritative Word of God. (II Tim. 3:16; II Peter 1:21)

We believe in the Triune Godhead in three persons - Father, Son, and Holy Spirit — three persons and yet but one God. (Deut. 6:4; Matt. 28:19; I Cor. 8:6)

We believe in the personality of Satan, called the Devil, and his present control over unregenerate mankind. (Gen. 3:1,14,15; II Cor. 11:14; Luke 10:18; Eph. 6:11,12;2:2; Rev. 12:9,10)

We believe in the fallen and lost estate of man, whose total depravity makes necessary the new birth. (Romans 3:10,23; John 3:3)

We believe in the deity of Jesus Christ, His virgin birth, death, bodily resurrection, present exaltation at God's right hand, and personal and imminent return. (Col. 1:15; Matt. 1:18-25; Matt. 28:1-10; Acts 1:9-11; Hebrews 1:1-4; I Thess. 4:16-18)

We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. (John 1:12; Acts 4:12; Eph. 1:7; 2:8-10; I Pet. 1:18-19).

We believe in the resurrection of the saved unto everlasting life and blessedness in heaven, and the resurrection of the unsaved unto everlasting punishment in hell. (I Cor. 15:50-58; Rev. 20:4-6; 11-15; II Thess. 1:7-10)

We are members of the church, The Body and Bride of Christ, consisting only of those who are born again, for whom He now makes intercession in heaven and for whom He shall come again. (Acts 13:38,39; Acts 2:41; Eph. 1:3-6; I Cor. 12:12,13; Rev. 11:15-17)

We believe Christ's great commission to the Church to go into all the world and preach the gospel to every creature, baptizing and teaching those who believe. (Matt 28:18-20)

B. Bible Translations - The King James, New King James, and New American Standard translations of Holy Scriptures are the accepted translations of the Keswick Christian School Lower School Department.

C. Mission Statement – Responding to the biblical command that families raise their children in the knowledge and admonition of the Lord, Keswick Christian School provides a Christ-centered education that instills and reinforces Christian thought, belief, and practice in all areas of life.

### D. Chapel

Students in grades K-5 meet weekly for chapel. The preschool meets separately. The primary purpose of chapel is to honor the Lord with our worship, to grow in our understanding of the Gospel and knowledge of the Word. Students have opportunities to take part in chapel activities when their class is assigned to a chapel time. Staff and outside speakers are invited to share special messages. Keswick Christian School is a missions-minded school. Children are encouraged to bring in offerings for missionaries and projects we support. We encourage students to earn their own money when possible. Parents are always welcome to attend chapel after signing in at the office.

### E. Student Conduct Policies

1. Keswick Code of Ethics - Because of God's grace alone through faith alone on account of Christ alone, every member of the Keswick Christian School community ought to:
  - a. fear, love, trust, and enjoy God above all things.
  - b. think, speak, and do all things for the glory of God alone and the physical and spiritual benefit of others.
  - c. fear and love God so that he does not curse, swear, use satanic arts, lie, or deceive by His name, but call upon it in every trouble, pray, praise, and give thanks.
  - d. fear and love God so that he does not despise preaching and His Word but hold it sacred and gladly hear and learn it.
  - e. fear and love God so that he does not despise or anger his parents and other authorities, but honor them, serve and obey them, love and cherish them.

- f. fear and love God so that he does not hurt or harm his neighbor in his body, but help and support him in every physical need.
  - g. fear and love God so that he leads a sexually pure and decent life in what he says and does.
  - h. fear and love God so that he does not take his neighbor's money or possessions, or get them in any dishonest way, but help him to improve and protect his possessions.
  - i. fear and love God so that he does not tell lies about his neighbor, betray him, slander him, or hurt his reputation, but defend him, speak well of him, and explain everything in the kindest way.
  - j. fear and love God so that he does not scheme to get what belongs to his neighbor, or get it in any way which only appears right, but help and is of service to him in keeping it.
2. Discipline Policies and Practices
- a. The classroom teacher is the classroom authority ordained by God to govern an orderly, productive, and Christ-honoring learning environment.
  - b. The goal of discipline is self-control that enables the child to choose to do what is right in the sight of God.
  - c. In K5 through 5th grade, the school's aim is to teach, train, enforce, remind, reward, and discipline based on Biblical principles and administered in love.
  - d. The school's expectations are grounded in the authority of Scripture and our mission.
    - 1) Students are expected to respond respectfully to all school authority and be respectful of all other students.
    - 2) Parents are expected to support the school in the discipline of their children at all times. When there is disagreement, parents are invited to request a conference with the teacher or principal if necessary and to work cooperatively together in helping the child grow toward godly self-discipline.
  - e. Clear communication to students and parents is important.
    - 1) Teachers will keep parents informed of their child's progress and character development. Conduct notes will be sent home during the week, as needed, identifying behavior which needs to be adjusted. At the teacher's discretion, a telephone or in-person conference may be necessary, especially for persistent or recurrent behaviors.
    - 2) Students can expect consequences for improper behavior. Teachers have several choices of consequences. More serious infractions and chronic offenses may require the principal's assistance. The principal may also set up times for counseling the student or recommend pastoral counseling.
    - 3) After School for grades 3-5 – The teacher may assign a thirty (30) minute after-school consequence to a student. Parents will be notified one day in advance. During this time a parent can expect one or more of the following: counseling, purposeful written work, quiet time, trash pick-up, or similar exercise.
    - 4) The possibility of probation, suspension, and in extreme cases, expulsion, exists in the event of a serious breach of behavior or chronic, inappropriate behavior after reasonable improvement has failed.
3. Standards in the Home – Standards of conduct must be established, in our case, by the Christian home, in such a manner as to reflect the spiritual expectations of the home and to maintain a testimony to the unsaved community. All KCS families are expected to attend a Bible-teaching church. Keswick Christian School challenges the Christian family to examine carefully God's direction for their family, to exercise discretion, and to attempt to maintain standards of separation and testimony in regard to the following areas of behavior and practice:

### **III. General Policies & Procedures**

#### **A. Admission and Retention**

- 1. Admission to Keswick Christian School is a privilege granted to those students and families who manifest a desire to live and work as Bible-believing, consecrated Christians. The school reserves the right to dismiss any student and family who does not support or cooperate with the goals of the learning community.
- 2. Keswick Christian School admits students of any race, color, national or ethnic origin.



Any communication needing to be sent regarding homeroom activities must be approved through the teacher and then the elementary office. Please give the office a minimum of two days advanced notice for these types of communication.

- G. Website – Keswick Christian School can be found on line at [www.keswickchristian.org](http://www.keswickchristian.org). Homework assignments, school calendars, and other useful information are posted there or through the KCS *InfoDirect* page. *InfoDirect* may be accessed through the KCS website.
- H. Fundraising – Families are asked to support the ministry of the school above and beyond tuition and fees as they are financially able. This can be accomplished through voluntary tax-deductible gifts or participation in the fund-raising programs of the school. **All Lower School fundraisers or on-campus selling must be pre-approved by the principal.**
- I. Financial Aid – Financial aid awards are based on the family’s demonstrated need. Awards are based on the availability of financial aid funds. Information is available through the Business Office and on the school website.
- J. Responsibility for Debts – All families are expected to meet all financial responsibilities to the school promptly. Records will not be released until all debts are paid.
- K. Tuition and Fees Policy
  - 1. A per student Application Fee is charged when the family begins the admissions process.
  - 2. A Testing Fee is charged to applicants for kindergarten who have not attended Keswick Christian School and for students applying for grades 1-12 who do not have results of a nationally recognized standardized test taken within the last 12 months.
  - 3. A Registration Fee is paid annually for each student. New students are required to pay the registration fee to complete the registration process.
  - 4. Consumable supply expenses are included in tuition and cover the cost of textbooks and workbooks as well as certain other supplies.
  - 5. Students may be required to purchase a novel for a nominal fee.
  - 6. Tuition may be paid by one of the following plans:
    - a. By the year in advance (3% discount will apply if paid prior to August 1)
    - b. By the semester in advance – July and January
    - c. Twelve equal payments – June through May (10% of the annual tuition is non-refundable if the student does not attend in the fall.)
    - d. Ten equal payments – June and September through May (10% of the annual tuition is non-refundable if the student does not attend in the fall.)
    - e. Tuition is accepted in cash, by check, or by Electronic Funds Transfer (EFT). Parents interested in setting up EFT payments should make arrangements through the Business Office.
  - 7. When a child enrolls in Keswick Christian School, a space is reserved for the entire school year. When a change during the school year becomes unavoidable, tuition charges will be prorated on a monthly basis. Report cards and transcripts are released to pupils, parents, or other schools only when the student’s account is paid up to date.
  - 8. Tuition payments are due on the first of each month. A late fee will be added to accounts after 10 days, plus a 1% carrying charge on the unpaid balance. If an account is not paid within 60 days, the parents’ children will be withdrawn from school.
    - a. Parents who are two months in arrears by the 15th of the second month of arrears will be required to become current with all tuition and late fee payments and will be required to enroll in an electronic funds transfer (EFT) by the end of the second month in order to maintain enrollment for their children at Keswick Christian School.

- b. Parents who submit a non-sufficient funds tuition payment check (NSF) will be required to enroll in an electronic funds transfer (EFT) by the end of the month for which the NSF tuition check is submitted in order to maintain enrollment for their children at Keswick Christian School.
9. Families who find it necessary to withdraw a child from the school for reasons other than an unpaid balance should contact the Registrar for information on the withdrawal procedure. Parents are responsible for the entire month's tuition even if they only attend a part of the month.

#### **IV. Lower School Policies and Procedures**

##### **A. Attendance Policies**

1. Excessive Absences – If a student in Lower School accumulates more than twenty (20) absences during the school year, he or she may not be promoted to the next grade (subject to administrative review.)
2. Absences and Excuses – Every effort should be made to be in attendance every day. **Whenever a child will be absent, or tardy, due to an appointment, parents must call the office to notify the school of the absence by 8:45 a.m.** A written note of explanation, an email, or a phone call, from a parent or guardian, is required of each student for any absence from school and should be given to the classroom teacher or lower school office. Students who must leave school early for a doctor's appointment or some other emergency are to present a note or email from their parents to their classroom teacher. The note is to include the student's full name, date, time of departure, estimated time of return (if returning that day) reason for leaving early, and a parent's signature. The student will be called to the office for parents to pick up and sign out. Students should never be picked up at the classroom. Students who arrive after 10:15 a.m. or who leave for the day before 1:15 p.m. will be considered absent for half a day.
3. Make-up Work: When students have an excused absence, each teacher will determine a reasonable amount of time allowed for work to be made up, but it will not exceed twice the number of days missed. Work turned in by the time limit set by the teacher will be graded at full credit. Work turned in after the time limit will receive a penalty grade. Work assigned prior to the absence, and tests assigned prior to the absence, should be fulfilled upon return. (Exceptions may be made after absences which exceed two days.)
4. Pre-planned Absence: (Related to parental requests regarding church or religious activities, family vacations, etc.). A pre-planned absence for personal reasons and other circumstances must be approved by the Lower School principal depending upon the student's attendance record, academic performance, and length of proposed absence, if it is for more than a one day absence. **A form must be secured from the office and completed at least ten (10) day before the absence. E-mails are not acceptable.** Parents need to inform the **teachers at least one week** before the absence. Please do your best to avoid any absences during SAT week.
5. Tardiness and Passes – All students are expected to be on time to school. Students should be in their seats when the bell rings to begin class. Students who arrive after 8:15 will need to report to the Lower School Office for a tardy slip before entering class. The tardy student should be signed in and escorted to class by the parent. Three unexcused tardies will prevent a student from receiving the Perfect Attendance Award.

##### **B. Lunch Procedures**

1. Students may bring their lunches from home or purchase food items from the cafeteria each day. A menu available to be viewed on the Keswick website. All food is sold a la carte. Lower School students may not purchase or bring soft drinks from home. Milk, juices, and water are available in the cafeteria. Students with food allergies must document this sensitivity with the cafeteria manager. For safety reasons, students are not permitted to use the lunchroom microwave.
2. It is helpful for younger students and the cafeteria staff when parents send a note indicating the items that the child should purchase.

3. If a student forgets his lunch, one will be provided and the cost will be billed to the parents.

C. Academic Policies and Related Items

1. Promotion Policies

- a. Grade Retention – The final decision rests with administration regarding retention of a student at grade level.
- b. Academic Probation – Academic probation is determined by the administration. A student may be placed on academic probation when his grade point average is lower than C in two of the following subjects: Bible, Reading, English, History, Social Studies and Mathematics.

2. Awards - Children who have achieved academic excellence and demonstrated Christian virtue will be recognized.

3. 1-5 Grading Scale

Grades 1-5

A+ = 97-100  
A = 93-96  
A- = 90-92  
B+ = 87-89  
B = 83-86  
B- = 80-82  
C+ = 77-79  
C = 73-76  
C- = 70-72  
D+ = 67-69  
D = 63-66  
D- = 60-62  
F = 0-59

Also for Grades 1-3

E = Excellent  
G = Good  
S = Satisfactory  
N = Needs Improvement  
I = Incomplete

4. Late Work Policy – Children should always be strongly urged to turn all work in on time as required by the classroom teacher. Points deducted or “0’s” may be assigned for any work turned in late. The number of points deducted is the sole discretion of the teacher and may vary from teacher to teacher or even from assignment to assignment. From time to time, it is possible that mitigating circumstances have prohibited your child from completing an assignment. Teachers will use their professional judgment and discretion.

5. Field Trips – Field trips are an extension of the classroom, specifically planned to acquaint the students with learning experiences that cannot be scheduled or duplicated within the classroom. All school rules and regulations continue during field trips.

- a. **The teacher is solely in charge while on a field trip and will carry a cell phone.**
- b. Permission slips, signed by the parent or guardian, must be turned in before a student is permitted to leave on a field trip. Permission by phone will not be accepted.
- c. No radios, CD players, cell phones, beepers, or toys are allowed on field trips unless approved by administration.
- d. No candy, gum, snacks, or other items not planned for the trip shall be allowed.
- e. All students must ride in school-provided transportation to the destination.
- f. Parent chaperones may ride in the school bus. The teacher assigns chaperones. There will normally be two chaperones per field trip. The teacher will give chaperones verbal and written instructions for student safety prior to the field trip.
- g. A student may leave from the field trip with a parent if he has been signed out for the remainder of the day on the appropriate form. If a child is signed out before 1:15, this would be considered a half-day absence.
- h. Siblings are not permitted to be pulled from another class to attend field trips.
- i. Students will wear uniforms on all field trips unless an alternative dress code has been approved by administration. This is for the safety of our children. The ability to spot a Keswick student in the mix of other children is very important.
- j. Bus rules for field trips - Our chief concern on the school bus is the safety of each rider. If the driver is being distracted by a discipline problem, the safety of all students may be jeopardized. For this reason, we have established the following rules:
  1. Observe the same conduct as in the classroom.
  2. No eating or drinking on the bus unless permission is given.

3. Keep the bus clean.
4. Cooperate with and respect the bus driver.
5. Stay in your seat.
6. Keep head, hands and feet inside the bus.
7. Toys and electronic items are not permitted unless approved.
8. Cell phones may not be used.

6. Care of Textbooks and Workbooks

- a. Textbooks – All textbooks that are issued to students remain the property of Keswick Christian School. Textbooks must be handled with care and kept in good condition, free from marks and writing. Damage assessment is made at the end of the year. Parents will be notified if any payment is required.
- b. Workbooks – Most workbooks and certain paperback books become the property of the student. The student's name should be printed, in ink, on the inside cover of any workbooks or paperback books.

7. Standardized Testing – Students in grades K-5 are given the Stanford Achievement Test in the spring. Parents should make every effort to have their child in school during test week and to make sure that their children are well rested each day. Students who are absent may not be able to make up missed tests. Parents should not plan a pre-planned absence at this time.

8. Library/Media Center – The school has a library staffed by a library/media specialist and an assistant. The well-stocked library is available to students during the school day. At the elementary school level, students are regularly taken to the library to learn how to use this valuable educational tool. Library rules and regulations are communicated to and practiced by the students. Fines are assessed for overdue books. The Internet is accessible to students with limitations, regulations, and protections for the spiritual welfare of the child.

D. Student Welfare Policies

1. Emergency Contacts – Every student is to have emergency information on file at Keswick Christian School making it possible for the school to contact someone in the family at all times. It is the responsibility of the parents/guardians to keep this information current.

2. Dress Regulations - Keswick Christian School sets standards for student dress that enhance the atmosphere of the school and reflect biblical standards of neatness, modesty, and appropriateness. In addition, the dress code boundaries are designed to promote the safety, security, protection, and the moral well being of the students and staff.

Enforcement of the code is the responsibility of the Superintendent working through the divisional principals, faculty members, and staff. Parents demonstrate their willingness to partner with the school by ensuring and supporting the compliance of their children at school and school activities.

**The school's supplier for uniform shirts is Allen Sports Center, 6485 Seminole Boulevard, Seminole, FL (397-0421). Items such as pants, shorts, jumpers, skorts, culottes, and capris may be purchased at Target or Wal-Mart in their uniform sections as well. ALL KCS shirts must be purchased through Allen's and embroidered with the appropriate Keswick monogram. Pants, shorts, jumpers, skorts, culottes, and capris may be purchased at Allen's or from the uniform sections of WAL-MART or TARGET. For student and parent convenience, there is a used uniform closet at Keswick.**

- a. School Day On-Campus Dress and Appearance Standards for All Students (K5 -12<sup>th</sup> grade)
  - 1) Clothing must be fit properly, be modest, neat, and clean. (Other than t-shirts, underclothing should not be visible.)
  - 2) The Keswick monogram is to appear on all **uniform shirts**.
  - 3) Plain belts of appropriate length are to be worn with all uniform pants and shorts.
  - 4) Extreme or distracting jewelry and accessories should be avoided. (Girls are allowed no more than two earrings of reasonable length per ear. Other body piercing is not acceptable. Boys are not permitted to have body piercing. Students should not display tattoos.)

- 5) Students are to wear the KCS physical education uniform. However, plain white t-shirts are acceptable for physical education.
  - 6) Jackets, coats, hats, gloves, etc. should be taken off at one's earliest convenience upon entering a campus building.
  - 7) Students should only wear athletic or casual dress shoes with socks during the school day. No sandals, flip-flops, boots, or open-toed shoes of any sort or style. Socks should be solid dark color or plain white.
  - 8) When attending after-school events (**on or off campus**) when school uniform dress is not required, students will want to wear modest attire that is appropriate for the event.
  - 9) Special dress-up and dress-down days will be scheduled and announced in advance.
  - 10) Sweaters, if worn, should be plain (pull-over, zipper, etc.) and should be **white, dark green (forest green), light blue, or navy.**
- b. Girls (K-5)
- 1) Modest uniform jumper, **plaid or navy.** Shorts worn under jumpers may be any dark color and are required for the sake of modesty. Uniform culottes, skorts, and capris may be worn and must also be modest in length.
  - 2) Uniform **navy or khaki** pants or shorts may be worn.
  - 3) Uniform **white, dark green (forest green), light blue or navy** shirt with short or long sleeves, or uniform turtleneck with short or long sleeves, or uniform **white** Peter Pan collar blouse with short or long sleeves.
  - 4) Socks, tights, or leggings, if worn, should be **solid navy, dark green (forest green), black or white.** Slacks or warm-up pants are not to be worn under skirts.
  - 5) Girls may wear solid or uniform **white, navy, or dark green (forest green)** hooded or non-hooded sweatshirts. There should not be any logo or print on non-KCS uniform sweatshirts.
  - 6) If a long or short-sleeved shirt or top is worn under the uniform shirt or blouse, it must be **solid white.**
  - 7) Girls' hair is to be neatly groomed. Hair should not have unnatural colored styles.
- c. Boys (K-5)
- 1) Uniform **navy or khaki** pants or shorts.
  - 2) Uniform **white, dark green (forest green), light blue or navy** shirt with short or long sleeves, or uniform **white** oxford cloth shirt with short or long sleeves, or uniform turtleneck with short or long sleeves.
  - 3) Socks should be **solid white or solid navy.**
  - 4) Boys' hair is to be neatly groomed, out of their eyes, and should not cover the entire collar or ear. Hair should not have unnatural colored styles. Lines, letters, numbers, or designs are not to be cut into the hair. No extreme shaved sides or top that are in sharp contrast to the rest of the hair will be permitted. Excessively spiked or unkempt styles are unacceptable.
  - 5) Boys may wear solid or uniform **white, navy, or dark green (forest green)** hooded or non-hooded sweatshirts. There should not be any logo or print on non-KCS uniform sweatshirts.
  - 6) If a long or short-sleeved shirt is worn under the uniform shirt, it must be **solid white.**
- d. Consequences for Non-compliance – When a student is in violation of the dress code, parents will be notified in one of the following ways: violation form, phone call, or request for a conference.
- e. PLEASE NOTE: **The school's supplier for uniform shirts is Allen Sports Center, 6485 Seminole Boulevard, Seminole, FL (397-0421). Items such as pants, shorts, jumpers, skorts, culottes, and capris may be purchased at Target or Wal-Mart in their uniform sections as well. ALL KCS shirts must be purchased through Allen's and embroidered with the appropriate Keswick monogram. Pants, shorts, jumpers, skorts, culottes, and capris may be purchased at Allen's or from the uniform sections of WAL-MART or TARGET.** For student and parent convenience, there is a used uniform closet at Keswick.
3. Bicycles, Boards & Blades – All bike riders are expected to park their bicycles in the racks between the preschool wing and playground immediately upon arrival at school. All bicycles must have locks and should be registered in the event of loss. It is understood that the school cannot be held responsible for bikes that are stolen or damaged. State law requires that all bike riders wear helmets. Students are not permitted to use skateboards, roller-skates, or roller blades on campus at any time.

4. Care of Facilities – It is of utmost importance that we all work together to keep KCS facilities in good condition and looking clean and neat.
  
5. Health Policies and Procedures
  - a. Re-enrolling students must be prepared to update their medical records to reflect any health status changes.
  - b. Immunizations – Parents are expected to keep their children’s immunizations up to date, and to have the current immunization records (Florida State **HRS 680** –blue card) sent to the school. The Pinellas County Health Department requires the following immunizations for all children before they may enter school.
    - DTP shots unless 4<sup>th</sup> was given after 4<sup>th</sup> birthday
    - 4 Polio shots unless 4<sup>th</sup> was given after 4<sup>th</sup> birthday
    - 2 MMR shots
    - 3 Hepatitis B shots (this series must have been started before entrance into Kindergarten)
    - HIB shot – vaccine for Meningitis given before age 5
    - Chicken Pox vaccine (Varicella) – If your child has had this disease, the date and year must be documented on the blue card by the Doctor.
  - c. Health Condition Referrals – Any student suspected of having a communicable disease or infestation (e.g. lice) shall be referred immediately to his/her parent or guardian for care by their physician or local Health Department. The student is not to return to school until he/she is non-infectious and/or non-infested “nit free”. Students must be checked in at the Lower School Office and be declared “nit-free” before being admitted to class. If a student returns to school with symptoms or signs of infection or infestation, the administration may insist on the student being referred to the local Health Department for evaluation.
  - d. Medical Release Form – Every student must have a signed Medical Release Form each school year. The form must be filled out completely and be notarized, giving school personnel permission to have emergency medical treatment administered when necessary. The forms will accompany the students whenever they go off campus for field trips.
  - e. Medications – The following criteria must be met in order for school personnel to dispense prescribed medication:
    - 1) **ALL** medication must be in the **ORIGINAL, LABELED CONTAINER**
    - 2) The label must contain the following:
      - The child’s name
      - The name of the drug
      - The dosage and frequency
      - The prescribing physician’s name
      - The date the prescription was filled (Antibiotics and prescribed cough syrup cannot be over 14 days old.)
    - 3) Any over the counter medication such as aspirin must also be in the original container with the manufacturer’s directions printed on it.
    - 4) **All medication (prescribed and over the counter) must be accompanied by a medication card** giving the following information: date, medication, dosage, reason for dispensing, physician’s name and phone number, and the parent’s signature. If a medication card has not been filled out and signed by the parent, the medication will not be given.
  - f. Absences Due to Illness – Students are not expected to be in attendance when they are ill. Students may not attend school if they are known to have a contagious disease. Parents should call the school as soon as they know a child will be absent on a particular day. If the school office is not yet open, parents can leave a message in the school voice mailbox by dialing 393-9100, ext. 600. If parents have not called the school by 8:45 a.m., the school secretaries will call the parents to confirm the absence.
  - g. Emergency or illness – Please be certain you notify the office of any phone number changes. Parents will always be contacted first. If unavailable, then the person you designate will be contacted.
  
6. Student Services
  - a. Photographs – Each fall and spring the school makes arrangements to have individual photographs taken of all students. Class pictures will also be taken in the spring.

- b. Lost and Found – Any items found on the campus or in the hallways should be brought to the school offices. All lost and found items will be put out on tables in front of the elementary office on designated days so that students may reclaim their property. Please be aware that uniform items not marked with the student’s name will be washed and put into the used uniform closet. Other clothing items not marked with a name will be held for one month and then, if still unclaimed, will be given to D & D Missionary Homes. Smaller items such as watches, rings, cell phones, glasses, and jewelry will not be placed on the lost and found table, but will be kept in the offices for claiming.
  - c. Telephones – A telephone is located in the elementary office. Permission must be granted by the elementary office staff and will be given when it is deemed necessary.
  - d. Messages – Please do not request a message to be delivered to your student unless it is an emergency. In the case of an emergency, call the school office giving the student’s name, grade and a concise message. The student will be given the message at the earliest convenient time. Except in cases of extreme emergency, classes will not be interrupted to deliver a message, or to have a student return a call to the parent.
  - e. Student Cell Phone Use – Cell phones are to be off and left in book bags during school hours. If cell phones are out, they will be confiscated.
- E. Extended Care – The Extended Care program is designed for parents who need additional care for their children. This is a service intended to be used by parents whose work schedule requires childcare or when an emergency occurs. It should not be used as a babysitting service or extra playtime for children. Behavior expectations are consistent with other school activity guidelines.
- 1. Before Care begins at 6:45 a.m. Children must be in Before Care if they are on campus before 7:45 a.m. Any student who arrives after 7:45 is supervised by the teacher on duty. You may elect to use Before Care after 7:45, but you will be charged the full fee.
  - 2. After Care begins at 3:30. Please be sure to pick up your child before 3:30 p.m. if you do not wish to have added charges for childcare. Parents can depend on After Care for their children in case they are delayed unexpectedly in picking up their children. Children may bring a snack for After Care. A designated time for homework will be provided when staffing permits. After Care ends at 6:00 p.m. Please make every effort to be prompt. Parents will be assessed \$10.00 for every fifteen (15) minute period or portion thereof after 6:00 p.m.
- F. After School Clubs will continue to be offered as staff volunteer to plan and schedule them. Clubs will be offered by semester as announced. There is an additional cost for participation in each club.
- G. Student Use of Technology – Keswick Christian School is committed to preparing students for success in life and work in the 21<sup>st</sup> century. The use of computers and the Internet is an integral part of a Keswick education. As such, we strive to provide excellent equipment and services for our students. Protection of our students is a key component of our computer and Internet services. One of the primary reasons we chose RoadRunner as our Internet service provider and Sonic for Internet content filtering, was for student protection.
- Sonic does a fine job of filtering but one activity that cannot be filtered is Internet e-mail accounts. Students that need e-mail accounts for school purposes will be provided one and can use that account under a teacher’s direct supervision as set forth in the Student Technology Policy. Students are not to check or use their personal Internet e-mail accounts on school computers or Internet access. In addition, students are not to use online auction services. Faculty and Administration have the final say on whether an Internet site is appropriate for viewing at Keswick.
- Keswick does not use any Instant Messaging service with the exception of NetMeeting for internal purposes. Students are not to download or use any Instant Messaging service.
- Keswick provides all of the software that is needed for the educational purposes of our school. Students are not to download, install or bring software in from home to use on school computers. If additional software is needed to fulfill educational instruction or purposes, students should bring that to the attention of the teacher.
- The responsibility of each student is to take care of and properly use computer equipment and peripherals. Any student who tampers with or intentionally damages/vandalizes any type of hardware or software (including all computer components, printers, programs, files, etc.) at KCS will be subject to immediate disciplinary action.
- 1. Educational Purpose
    - a. The computers and network on the Keswick campus is for one of two purposes: Educational purpose and Administrative use. The term ‘educational purpose’ includes classroom activities, career development, and high-quality spiritual development activities.

- b. The Keswick system has not been established as a public access service or a public forum. Keswick has the right to place restrictions on the material students access or post through the system. They re expected to obey the law and follow the rules set forth in their use of the Keswick system.
  - c. The Keswick system was not established for commercial purposes. This means students may not offer or provide products or services through the Keswick system. Purchases may be completed via the Keswick system provided those purchases are in support of Keswick’s educational purpose.
  - d. Students may not use the Keswick system for political lobbying. They may use the system to communicate with elected representatives and to express their Christian opinions on political issues.
  - e. The use of Keswick computers, network and Internet access is a privilege. Abuse of this privilege can result in its loss.
2. Student Internet Access
- a. Students may have access to Internet World Wide Web information resources through their classroom, the library or school computer labs.
  - b. Students will have e-mail and/or Internet access only under their teacher’s direct supervision using a classroom account. Students may be provided with individual e-mail and/or network accounts under special circumstances, at the request of their teacher and with the approval of their parents.
  - c. Students and their parents must sign an Account Agreement to be granted access to the Keswick system. This Agreement must be renewed on an annual basis. Parents can withdraw their approval at any time.
3. Unacceptable Uses
- a. Personal Safety
    - 1) Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone number, school address, work address, etc.
    - 2) Students should promptly disclose to the teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
    - 3) They will not repost a message that was sent to them privately without permission of the person who sent them the message.
    - 4) They will not post private information about themselves or another person.
  - b. Illegal Activities
    - 1) Students will not attempt to gain unauthorized access to the Keswick system or to any other computer system through the Keswick system or go beyond their authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purposes of ‘browsing.’
    - 2) Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
    - 3) Students will not use the Keswick system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
4. System Security
- a. Students are responsible for their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a they provide their password to another person.
  - b. Students should immediately notify a teacher, an administrator, or the Sr. Technologist if they have identified a possible security problem. Students should not go looking for security problems because this may be construed as an illegal attempt to gain access.
  - c. The responsibility of everyone is to take care of and properly use computer equipment and peripherals. Any student who tampers with or intentionally damages/vandalizes any type of hardware or software (including all computer components, printers, programs, files, etc.) at KCS will be subject to immediate disciplinary action.
5. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages and material posted on Web pages.
  - b. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
  - c. Students will not post information that could cause damage or a danger of disruption.
  - d. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - e. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending those messages, the student must stop.
  - f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.
6. Inappropriate Access to Material
- a. Keswick uses a content filtering service but no service is full-proof.
  - b. Students will not use the Keswick system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature), gambling, auction and gaming sites. On rare occasions a special exception may be made for certain topics if the purpose of gaining access is to conduct research and both the teacher and the student's parents have approved. In addition, such access must be approved and documented by the proper administrator.
  - c. If students mistakenly accesses inappropriate information, they should immediately tell the teacher or other Keswick employee. This will protect them against a claim that they have intentionally violated this policy.
  - d. Students are not to check or use their personal Internet e-mail accounts on school computers or Internet access. In addition, students are not to use online auction services. Faculty and administration have the final say on whether an Internet site is appropriate for viewing at Keswick.
  - e. Parents should instruct their children and if necessary, contact the proper school authorities if there are additional materials that they think would be inappropriate for students to access. Keswick fully expects students will follow their parents' instructions.
7. Plagiarism and Copyright Infringement
- a. Students will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own.
  - b. Students, faculty and staff must be aware that material on the Internet is covered by copyright laws. This includes pictures, text and other graphics. All materials used off of the Internet must be properly cited using the MLA format. This should include materials taken from 'free' sites.
  - c. Students will respect the rights of copyright owners. Copyright infringement occurs when a person inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If they are unsure whether or not they can use a work, they should request permission from the copyright owner. Copyright law can be very confusing. If they have questions, they should ask a teacher.
8. Respecting Resource Limits
- a. Students will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
  - b. Students should limit downloading large files unless absolutely necessary.
  - c. Students will not post chain letters or engage in 'spamming.' Spamming is sending an annoying or unnecessary message to a large number of people.
  - d. Students should check their e-mail frequently, deleting unwanted messages promptly.
  - e. Personal Software and software licensing - Keswick provides all of the software that is needed for the educational purposes of our school. All executable computer software (programs) must be approved by the Senior Technologist's office prior to installation. To obtain permission a program must have documented, valid license, adhere to all school policies and have demonstrable educational value. Keswick and Keswick's network support personnel will not support, or be responsible for, software outside the scope of the generally approved school programs unless otherwise stated. Currently approved programs include:

Microsoft Windows XP, Microsoft Office 2003 and certain business and educational software.

- f. Unapproved software, including games, screen savers, commercial software, shareware and freeware, may be removed at any time by the system administrators and could subject the persons involved to disciplinary action.
9. Rights
- a. Students should not expect privacy with respect to the contents of their personal files or email on the Keswick system.
  - b. Routine maintenance and security monitoring of the Keswick system may lead to discovery that they have violated a policy, the disciplinary code, or the law.
  - c. An individual search will be conducted if there is reasonable suspicion that a student has violated a Policy, the disciplinary code or the law. The investigation will be reasonable and related to the suspected violation.
  - d. Parents have the right at any time to request to see the contents of their child's personal files.
  - e. Keswick will cooperate fully with local, state or federal officials in any investigation related to any illegal activities conducted through the Keswick system.