

**2009-2010 UPPER SCHOOL HANDBOOK
TABLE OF CONTENTS**

I. Introduction	6
A. Educational Philosophy	6
B. Mission Statement.....	6
C. Heritage of Keswick Christian School	6
D. Accreditation	6
II. Spiritual Life	6-7
A. Statement of Faith	6-7
B. Christian Service	7
C. Student Bible Studies.....	7
D. Bible Version Use.....	7
E. Chapel Programs	7
III. Campus Life.....	7-9
A. Arrival Procedures.....	7
B. Departure Procedures.....	7
C. Traffic Safety	8
D. Lunch Procedures	8
E. Care of Facilities	8
F. Security	8-9
1. Emergency Closing Procedures	8
2. Fire Drills.....	8
3. Tornado Warning Drills.....	8
4. Bomb Threats	8-9
5. Lockdowns.....	9
6. False Alarms.....	9
IV. Parent and Alumni Involvement.....	9-10
A. Parent Participation.....	9
1. Parent Teacher Fellowship.....	9
2. Parent Teacher Conferences	9
3. Website.....	9
4. Upper School Office	9
5. Keswick Newsletter	9
6. Keswick Prays	9
7. Volunteers.....	9
B. Alumni or Non-Keswick Visitors	10
V. Tuition and Fees Policy	10-11
A. Responsibility for Debts	10
1. Application Fee	10
2. Testing Fee.....	10
3. Registration Fee	10
4. Consumable Supply Fees	10
5. Tuition Payments.....	10
6. Pro-rated Accounts.....	10
7. Payment Expectations.....	10
8. Withdrawals	10
9. Athletic Fee.....	10
B. Financial Aid.....	10
C. Fundraising	11
VI. Student Life	11-20
A. Dress Regulations.....	11
1. General Standards for All Students (K5 - 12 th grade).....	11
2. Uniform Standards Girls (6-12).....	11-12

3.	Uniform Standards Boys (6-12)	12
4.	Dress Down Day Policy	12
5.	Consequences for Non-Compliance	12
B.	Student Health	12
1.	Physical Examinations	12-13
2.	Immunizations	13
3.	Medical Release Form	13
4.	Health Condition Referrals	13
5.	Sports Physical Examinations	13
6.	Medications	13
C.	Vehicle Use	13
1.	Parking Fee	13-14
2.	Student Parking Lot	14
3.	Forfeiture of Driving Privileges	14
D.	Student Services	14
1.	Photographs	14
2.	Class Rings	14
2.	Lost and Found	14
3.	Lockers	14
4.	Locks	14
5.	Telephones	14
E.	Privileges	15
1.	Senior Privileges	15
2.	Junior/Senior Trip	15
3.	Senior Trip	15
4.	Cell Phones and Electronics	15
5.	Calculators	15
6.	Commencement Activities	16
F.	Student Activities	16
1.	Athletic Program	16
2.	Fine Arts Program	16
3.	Student Government	16
4.	School Yearbook	16
5.	Parties	17
5.	School Socials	17
6.	Socials Unrelated to KCS	17
G.	Student Use of Technology	17-20
1.	Educational Purpose	17
2.	Student Internet Access	18
3.	Unacceptable Uses	18
4.	System Security	18
5.	Inappropriate Language	18
6.	Inappropriate Access to Material	18-19
7.	Plagiarism and Copyright Infringement	19
8.	Respecting Resource Limits	19
9.	Rights	19-20

VII. Attendance Policies 20-21

A.	Absences	20
1.	Definitions	20
2.	Absences Due to Illness	20
3.	Absence Procedure	20
4.	Absence Limits	20
5.	Attendance Appeal	20
6.	Make-up Work	20
7.	Pre-Planned Absences	20
8.	College Visits	20
B.	Tardiness	20
C.	Hall Passes	21
D.	Field Trips	21

VIII. Student Academic Policies	21-22
A. Admission and Retentions	21
B. Academic Honesty	21
C. Course Offerings	21
D. Graduation and College Admissions.....	21
E. Grade Promotion.....	21
F. Academic Probation	21
G. Summer School.....	22
H. Standards for Written Work.....	22
I. Semester Examinations	22
1. Examination Procedures	22
2. Examination Exemptions	22
3. Classroom Tests.....	22
J. Care of Textbooks and Workbooks.....	22
1. Book Covers	22
2. Workbooks.....	22
K. Library Regulations	22
 IX. Student Conduct Policies	 23-25
A. Standards of Conduct	23
B. Discipline Policies and Practices	23
C. Drug Testing.....	23
D. Upper School Disciplinary Policies	23
1. Level I Offenses.....	23
2. Level II Offenses.....	23
3. Level III Offenses	23
4. Level IV Offenses	24
5. Accumulation of Points.....	24
6. Detentions	24
7. Suspensions	24
8. Behavioral Probation	24-25
9. Expulsion	25
E. Bus Transportation.....	25
 X. Parent & Student Covenant.....	 26

August 2009

Dear Parents and Students,

Once again, it is my joy and delight to welcome you to the beginning of a new school year. Each year brings new hope and challenges along the way. My prayer is that this will be a year in which your faith is strengthened and your relationship with God is ignited in a fresh way.

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 the stated policies and practices. Some areas have been revised (cell phone and electronics, some minor dress code issues affecting sweatshirts and sweaters, disciplinary issue of cheating, etc.), so please take the time to read through this document carefully. After you have read the handbook, please complete the covenant page included as the last page and be prepared to turn that page in as requested by your teacher. The covenant form needs to be signed by parent and student.

I look forward to an exciting year. I am already anxious to see our returning students and families as well as getting to know all our new students and families. Through our partnership and unified efforts, along with the blessing of the Lord, we will accomplish the mission that Keswick Christian School has, that of providing a Christ-centered education that instills and reinforces Christian thought, belief, and practice in all areas of life.

Thank you for choosing Keswick Christian School. May the Lord richly bless you, your family, and our exciting year together.

Serving Him,

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

I. Introduction

- A. 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.
- B. 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.
- C. Heritage of Keswick Christian School - Keswick Christian School is a non-denominational, private, non-profit Christian school, which 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.

- D. Accreditation - Keswick is accredited by the:
- Southern Association of Colleges and Schools
 - Association of Christian Schools International

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)

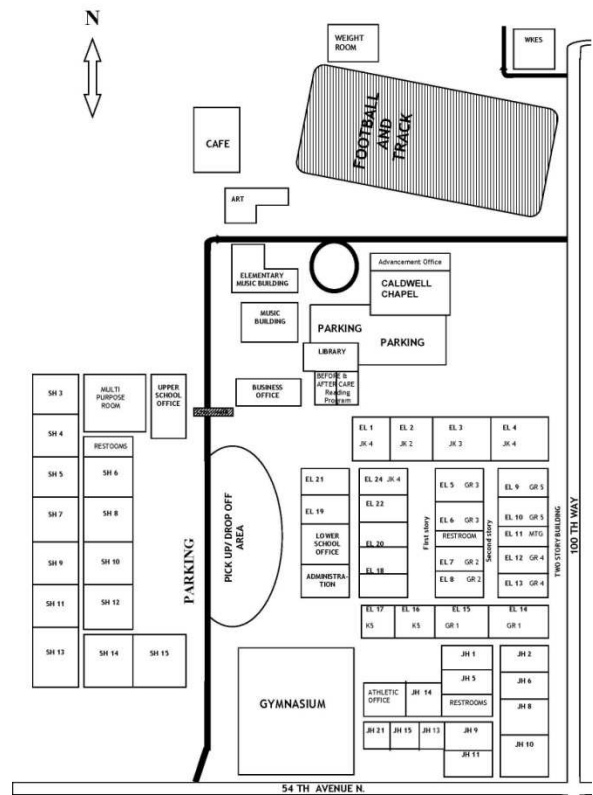
We believe in the resurrection of the saved unto everlasting life and blessedness in heaven, and the resurrection of the unsaved unto everlasting punishment in hell. (I Cor. 15:50-58; Rev. 20:4-6; 11-15; II Thess. 1:7-10)

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. Christian Service - Every Christian is called to follow Christ's example and serve others. (John 13:15) Our students at Keswick have many opportunities to serve at home, school and in the community. We share God's love with our local community and abroad through student mission trips, Keswick Serves and various other outreach groups.
- C. Student Bible Studies - Senior and junior high students at Keswick have the opportunity to participate in the student lead Bible studies and prayer time. These groups provide student accountability, time in prayer and Bible study. Listing of times and locations of these student Bible studies will be available in the office.
- D. Bible Version Use - Faculty members will use the English Standard Version (ESV), New American Standard Version (NAS), the New King James Version (NKJV), the King James Version (KJV), the New International Version (NIV), the New English Translation (NET), the Revised Standard Version (RSV), or the New Living Translation (NLT) in their daily Bible instruction. Students should have a copy of one of these versions for their use at school at all times. Teachers may standardize which translation they desire for student memorization purposes.
- E. Chapel Programs - The primary purpose of the weekly chapel time is to provide opportunity for inspiration and worship. This special time of the week will allow students to learn from a variety of Christian leaders, develop ministry skills, and give students sound Biblical teaching. Class sponsors, student government, and our Bible department will be working together to get students involved in our chapel. Students without a predefined role should enter quietly and maintain a worshipful attitude throughout chapel. Bibles should accompany students to every chapel.

III. Campus Life

- A. Arrival Procedures - Junior High and Senior High students should plan to arrive between 7:45 a.m. and 7:55 a.m. in order to report to class by 8:00 a.m. Students who are not in their assigned area per the instructions of the teacher when the tardy bell rings, will need to obtain a tardy slip from the High School office. **Morning traffic must enter via 54th Avenue and exit on 100th Way.** A student drop-off area is provided in front of the Lower School Office. Please pull all the way forward. Those wishing to park may do so to the left of the drive and use the crosswalk at the Log Cabin. Parking is also provided behind the Library by the Caldwell Chapel.
- B. Departure Procedure - **All traffic must enter from 100th Way and exit on 54th Avenue.** Junior High and Senior High students will be dismissed at 3:15 p.m. Unless participating in an after school KCS sponsored activity, all students must be picked up or leave campus by 3:30 p.m. Upper school students are not allowed to stay and just "hang out" after school hours without adult supervision. If students are coming back to attend a sport's function or another KCS sponsored activity, they should not be on campus any more than 30 minutes prior to the scheduled event.



- C. Traffic Safety - All drivers must adhere to the 10 mile per hour speed limit while driving on campus and stop at all crosswalks. The safety of our students is a priority. Student drivers may not drive on campus between 7:15 a.m. and 3:30 p.m.
- D. Lunch Procedures - The Junior High and Senior High have separate lunch periods. Students are required to eat in the cafeteria or cafeteria pavilion. Students wishing to use the library during their lunchtime must obtain a library pass before arriving at the cafeteria. Students are not to go to their cars or sit in any cars during the lunch period. They are also expected to be prompt in reporting to the cafeteria or the location designated on their pass. Any student who is not in the appropriate lunch areas will be subject to discipline.
1. Students may purchase all or part of their lunch from the cafeteria or bring their own lunch.
 2. Students are not to enter the hallways or classrooms until the lunch dismissal bell rings. However, the restrooms by the music building are open and available to students during lunchtime. Students are not to use restrooms in the library, academic buildings, or the gymnasium during the lunch period.
 3. Parents, alumni, and former students in good standing are welcome to come and visit during High School Lunch. Parents, alumni, and former students must sign in at the high school office per our rules concerning security. Those not affiliated with Keswick may not visit during lunch without prior permission from the high school office, the Upper School Principal, the Dean of Men, or the Dean of Women. Pastors and Youth Pastors are welcome as long as they sign in at the Upper School Office.
- E. Care of Facilities - The buildings and grounds belong to the Lord. All of our school property has been provided through the sacrificial gifts and labors of many parents, staff, students, and friends. It is of utmost importance that we all work together to keep KCS facilities in good condition and looking clean and neat.
- F. Security - in order to provide a safe environment for our students, faculty, and staff, Keswick Christian School functions as a closed campus during normal hours of operation. Therefore, all parents, invited guests, and other visitors to the Upper School must sign in at the Upper School office desk and wear an identifying badge while on campus. Students who graduated from Keswick (alumni) and former students in good standing are welcome to visit the campus so long as they are not a disruption or distraction while school is in session (i.e. visiting a classroom or teacher without invitation or prior arrangement or roaming the hallway while classes are in session. All other visitors or guests will be directed to the appropriate office or personnel or may be required to leave campus immediately. Please see **Parent and Alumni Involvement** for further information.
1. Emergency Closing Procedures - Every effort will be made to keep school in session on normal school days. In the event of an emergency closing, the school will inform parents that children must be picked up early. School closing information will be broadcast on local radio stations, via the ReadyAlert® system, and utilization of the faculty and staff phone tree. School closing information will also be on the school's voice mail, which can be accessed at 393-9100. We will generally only announce a school closing. "No information" should be interpreted as meaning that there will be school as usual. If weather conditions cause the Pinellas County schools to close, we will close as well.
 2. Fire Drills - Fire drills will be held monthly. The fire drill signal is the fire alarm. When the signal is given, all class activities must cease and everyone is to walk out of the building as quickly and quietly as possible. Teachers will give instructions for fire drills.
 3. Tornado Warning Drill - Tornado drills will be conducted during the tornado season. The tornado drill signal is the continuous ringing of the school bells. Teachers will give instructions for tornado drills.
 4. Bomb Threats - As soon as it is known that a bomb or lethal explosion device exists, or is reported to exist, in any of our buildings, a "CODE YELLOW" alert will be given over the intercom system to notify staff that a threat was received and the fire alarm will ring. The children will be

evacuated from the buildings immediately and they will proceed across the fields to the fence, and along the fence to a predetermined staging area at a safe distance from the buildings to await further instructions. If the children are not able to re-enter the building, they will be moved to the closest available facility that can safely house them. No one may re-enter the building unless the all clear is sounded by a voice command.

5. Lockdowns - As soon as a situation arises in which we feel our students' safety could be compromised due to an intruder on campus, KCS administration will initiate a "CODE RED" alert which will be given over the intercom system. Buildings and classrooms will be secured and students will not be allowed to leave their current classrooms until administration gives the appropriate "ALL CLEAR" message. Teachers and students practice this drill routinely in order to be prepared for its implementation should the situation arise.
6. False Alarms - It is against the law to give a false alarm. Any student giving a false fire alarm or bomb warning will be answerable to civil authority in addition to school discipline.

IV. Parent and Alumni Involvement

- A. Parent Participation - Parents are responsible for the education of their children. By sending your child to Keswick you are delegating a significant part of your child's education to us. Therefore it is necessary that you send your children to school attentive, respectful, and prepared. Also, communication between the teachers and home becomes essential for your child's welfare.
 1. Parent Teacher Fellowship - 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 - Face to face communication regarding the needs of the child is essential. During calendared conference days, parents are to confer with at least one of the child's teachers. Call the High School office to schedule appointments. Parents should feel free to email, write, or call teachers to solicit information that will help the parents support their child's learning.
 3. Website - Keswick Christian School can be found online at www.keswickchristian.org. Homework assignments, school calendars, faculty and staff email addresses, and other useful information are posted there on a regular basis. Also, parents can access their child's grades, course syllabus, and weekly assignments at www.infodirect.us/kes02. Contact Mrs. Ward in the Registrar's office if you would like further information.
 4. Upper School office - The upper school office is open 7:30 a.m. - 4:00 p.m. (M,T,Th,F; Wed.: 7:45 - 4:00) when school is in session. The office can be contacted at 727-393-9100.
 5. Keswick Newsletter - *The Weekly Watch* is a newsletter that will be e-mailed to parents on Friday afternoons. This newsletter will keep you up to date with upcoming events, celebrate student achievements, and let you know how you can help. It is also posted on the school website at www.keswickchristian.org.
 6. 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.
 7. Volunteers - The school needs parent volunteers to 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. Call the school offices or Mrs. Kiggins, ext. 606, in the Advancement Office if you would like to volunteer.

- B. Alumni or Non-Keswick Visitors - Prospective students or alumni in good standing may arrange a classroom visit through the high school principal at least one week prior to their intended visit. Alumni or prospective students wanting a tour of the campus should contact the Admissions Office.

V. Tuition and Fees Policy

- A. Responsibility for Debts - All families are expected to meet all financial responsibilities to Keswick promptly. Records will not be released until all debts are paid.
1. A per student Application Fee is charged when the family begins the admissions process.
 2. A Testing Fee is charged to applicants for students applying for grades 6-12 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 fees are included in tuition and cover the cost of most textbooks and workbooks as well as certain other supplies. Occasionally, students may be required to purchase additional materials depending on class needs.
 5. Tuition payments may be made 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.
 6. Pro-rated Accounts - When a child enrolls in Keswick Christian School, a place is reserved for the entire school year. When a change during the school year becomes unavoidable, tuition charges will be pro-rated 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.
 7. Payment Expectations - 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.
 8. Withdrawals – 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 their child(ren) only attend part of the month.
 9. Athletic Fee - There is a \$90 athletic fee for sport played. Students will only be assessed one athletic fee per season.
- B. Financial Aid - Financial aid awards are based on the family's demonstrated need. Awards are based on the availability of financial aid funds. Please contact the Business Office in the log cabin for more information.

- C. 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 fund-raisers or on-campus selling must be pre-approved by the Superintendent.

Student Organizations may submit a service project plan to the appropriate level principal to raise funds. After reviewing the project plan the principal and Superintendent will decide if the service project will be approved.

VI. Student Life

- A. Dress Regulations - Keswick Christian School sets standards for student dress that enhance the atmosphere of the school and reflect biblical standards of modesty and appropriateness. The dress code boundaries are also 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 all uniform shirts is **Allen Sports Center, 6485 Seminole Boulevard, Seminole, Florida (397-0421)**. **ALL KCS shirts must be purchased through Allen's and embroidered with the appropriate Keswick monogram. Pants, jumpers, shorts, skorts, and 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.

1. General Standards For All Students (K5 – 12th grade)

- a. Clothing must fit properly, be modest, neat, and clean. (Other than plain t-shirts, underclothing should not be visible.)
- b. The Keswick monogram is to appear on all uniform shirts.
- c. Plain belts of appropriate length are to be worn with all uniform pants and shorts.
- d. 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.)
- e. Students are to wear the KCS physical education uniform. However, plain white t-shirts are acceptable for physical education.
- f. Jackets, coats, hats, gloves, etc., must be taken off at one's earliest convenience upon entering a campus building.
- g. Students should only wear athletic or casual dress shoes. No sandals, flip-flops, boots, or open-toed shoes of any sort or style. Socks should be worn at all times.
- h. 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.
- i. Special dress-up and dress-down days will be scheduled and announced in advance.
- j. Sweaters, if worn, should be plain (pull-over, zipper, etc.) and should be **white, dark green, (forest green), light blue, or navy.**

2. Uniform Standards Girls (6-12)

- a. The student has the choice of two uniform **plaid** skirts or a uniform **solid navy or khaki** skirt, skort, or culotte. Skirt lengths are to be modest. Final determination of "modest" is the sole discretion of the administration.
- b. Uniform **white, dark green (forest green), light blue or navy** knit shirt with short or long sleeves, uniform turtleneck with short or long sleeves.
- c. Uniform **navy or khaki** shorts, capris, or slacks.
- d. Uniform **white** oxford cloth shirt with short or long sleeves.
- e. If a long or short-sleeved shirt or top is worn under the uniform shirt or blouse, it must **remain tucked in at all times.**
- f. Tights, hose, and leggings, if worn, should be solid **navy, dark green (forest green), black, or white.** Slacks, warm-up pants, etc., are not to be worn under skirts.
- g. Distracting hairstyles and color are to be avoided.
- h. Sweatshirts, if worn, **may be PLAIN sweatshirts or KCS approved sweatshirts and should be white, dark green (forest green), light blue, or navy.** Keswick athletic team

sweatshirts may also be worn as approved by the athletic director and principal and those sweatshirts may be whatever color that was selected by the team and approved for KCS use.

- i. Girls may leave their uniform shirts un-tucked.
3. **Uniform Standards Boys (6-12)**
- a. Boys are to be clean-shaven, and sideburns are to be neatly trimmed and no longer than the bottom of the ear.
 - b. Uniform **navy or khaki** pants.
 - c. Uniform **navy or khaki** shorts.
 - d. Uniform **white, dark green (forest green), light blue, or navy** knit shirt with short or long sleeves, uniform **white** cloth oxford shirt with short or long sleeves, or uniform turtleneck with short or long sleeves. **All uniform shirts are to be tucked in.**
 - e. Boys' hair is to be 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.
 - f. Sweatshirts, if worn, **may be PLAIN sweatshirts or KCS approved sweatshirts and should be white, dark green (forest green), light blue, or navy.** Keswick athletic team sweatshirts may also be worn as approved by the athletic director and principal and those sweatshirts may be whatever color that was selected by the team and approved for KCS use.
 - g. Boys' uniform **shirts are to remain tucked in throughout the school day.**
4. **Dress Down Day Policy (New for 2009-2010 school year)**
Fridays, for all Upper School students (6th -12th grade) will be a blue jean dress down day. This policy was worked out in accordance with the Second Congress of Keswick Christian School at the first session and was bill H.R.2. This policy allows the wearing of blue jeans by all upper school students each Friday of the school year. Only jeans in good repair (no rips, frays, holes, fading, etc.) may be worn. Students must wear a Keswick Uniform Shirt or an approved KCS T-shirt with the jeans. Shorts/Capris are not allowed on Friday dress down days. Students must wear socks and appropriate shoes. There will be no Monday – Thursday dress down days. Official club or designated sports team t-shirts are permitted only on the dress down Fridays. From time to time, as deemed appropriate by the administration, other dress down days may be granted. This mainly would apply to Homecoming week and as reward for the annual Race for Education fund raiser. If a student decides not to participate in the dress down day, he/she would be expected to be in regular uniform dress.
5. **Consequences for Non-Compliance** - If a student is not dressed according to the above guidelines, the student will be verbally corrected and may not be permitted to attend class until he/she complies with the code. Disciplinary points will be assigned as outlined in the Discipline section of the Upper School handbook. The school may also notify his/her parents.

PLEASE NOTE: The school's supplier for all uniform shirts is Allen Sports Center, 6485 Seminole Boulevard, Seminole, Florida (397-0421. ALL KCS shirts must be purchased through Allen's and embroidered with the appropriate Keswick monogram. Pants, jumpers, shorts, 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.

B. Student Health

1. **Physical Examinations** - All new students must present evidence of a physical examination, complete with the proper immunizations, on the examination form as required in Pinellas County. We will accept the proper health forms from the student's previous school (if they are current).

A statement concerning the students' physical fitness for school, a record of immunization, and a statement regarding any currently known or suspected potentially infectious diseases must be filed with the school. Students entering 7th grade are encouraged to have a scoliosis screening when they go for their Hepatitis B shots – see below. Re-enrolling students must be prepared to update their medical records to reflect any health status changes in light of the above requirements.

2. Immunizations - Parents are expected to keep their children's immunizations up to date, and to have the current immunization records sent to the school. Any student entering 7th grade must have begun the series of Hepatitis B shots and have a scoliosis exam completed by a qualified medical practitioner.
3. Medical Release Form - All students 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 when they are taken off campus whether for sporting events, fine arts performances or field trips.
4. 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. 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.
5. Sports Physical Examinations - Athletes: Any student in grades 6-12, participating in interscholastic athletics and/or cheerleading, must provide the school with evidence of a physical examination showing the student to be physically fit for the sport. The proper form is available in the Upper School office. Physical examinations are to be scheduled during other than school hours. These physical examinations are good for 365 days. The student athlete may not try out, practice, or participate in any athletic and/or cheerleading activity without a current and completed physical examination on file in the upper school office.
6. Medications - The following criteria must be met in order for school personnel to dispense prescribed medication:
 - a. ALL medication must be in the ORIGINAL, LABELED CONTAINER
 - b. 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.)

Any over the counter medication such as aspirin must also be in the original container with the manufacturer's directions printed on it. All medication (prescribed and over the counter) must be accompanied by a note from the parent with the following information: date, medication, dosage and permission for dispensing and the parent's signature. No student should have medication of any kind in their possession unless required by a doctor and with proper notification to the office. If the note is not included, the medication will not be given.

- C. Vehicle Use - Senior high school students in grades 10-12, who are licensed drivers, are eligible to drive motor vehicles to and from school. Permission must be granted from the office. No 9th graders of any age will be permitted to drive to school.

1. Parking Fee - All motor vehicles brought to school by students must be registered in the Upper School office. The Student Parking form asks for driver's license number, make and model of all cars the student will be driving, license tag number, insurance name address and policy number, and will require a parent and student signature. If the student driver changes vehicles any time during the school year, he/she is to notify the office before the first day that new vehicle is driven to school.

After submitting the Student Parking form students can purchase a parking decal available at a cost of \$5 per year in the Upper School office. This decal must be visible in the student's car. Students will then get to choose a parking space from those that are available.

2. Student Parking Lot - Student drivers must park in the student parking lot in their assigned spaces. Vehicles may not be used or sat in (or on) between the hours of 8:00 a.m. and 3:15 p.m. Student drivers must use great caution when entering or leaving the student parking lot and when driving within the lot. The student driver accepts any responsibility for any damage done to his/her vehicle, or by that vehicle, during the time he/she is using the parking lot. Any inappropriate driving habits may result in suspension of school parking privileges.

Students may paint *their assigned* parking block with the following guidelines in mind:

- Students may not paint their parking block between the hours of 7:45 am and 3:15 pm
 - Spray paint should not be used since it floats in the air and will cover other people's cars.
 - Students should leave the parking number exposed. Just cover the number with tape while painting the rest of the block.
 - Any words, symbols, stickers, etc. that are inappropriate will not be permitted and will cause the student to lose their decorating privilege.
 - In the event that the painted block gets messed up in any way, it should be repainted.
 - Like all privileges this will be revoked if it causes any unnecessary trouble. Have fun, but be considerate of others.
3. Forfeiture of Driving Privilege - Failure to observe these necessary policies will result in the forfeiture of the privilege to drive to school. The school reserves the right to search any vehicle a student has driven on school property.

D. Student Services

1. Photographs - Each fall the school makes arrangements to have individual photographs taken of all students. Parents will be given the opportunity to purchase picture packets.
2. Class Rings - High school sophomores may order class rings in the fall of the year. Juniors and seniors may also order class rings at this time.
3. Lost and Found - Any items found on the campus or in the hallways should be brought to the school offices. Lost and Found items are put out regularly. Any unclaimed items are donated to area charitable clothing centers.
4. Lockers are provided for all 6th through 12th grade students. Lockers may not be defaced in any way. Lockers will be inspected from time to time. Nothing may be posted on the outside of the lockers, except as approved, in advance, by the administration, and anything posted inside must be in keeping with the standards of Keswick Christian School. Keswick Christian Administration reserves the right to search any locker without prior notice.

No student should open another student's locker, or touch another person's lock or locker. Students should also take enough books for several classes in order to avoid using the lockers between every class.
5. Locks - All students in grades 6-12 are required to have KCS combination locks on their lockers and have them locked at all times except when accessing items for use. Locks will be rented to the students for \$10 per year of which \$5 will be refunded at the end of the year when the lock is returned. Failure to lock lockers will result in disciplinary points assessed to students. Non-KCS issued locks will be cut off and discarded. Students assigned both a top and bottom locker will be issued two locks. **Bottom lockers should be used for items that do not have to be accessed with any regularity except before school, lunch time, and after school. Subject books, supplies, and lunches should be kept in the top lockers.**
6. Telephones are available in the Upper School office. Students may use this phone only with approval from the Upper School office. Conversations must not last longer than three (3) minutes.

E. Privileges

1. Senior Privileges - The student government may request certain privileges to be granted for their class at their first meeting. After compiling this list the administration will consult with the class

sponsor and can approve reasonable and appropriate requests. Students will then be informed of these privileges and will be expected to fulfill their responsibilities to maintain these privileges. Students with discipline problems should expect the loss of any or all of these privileges.

2. Junior/Senior Retreat - Each fall, Keswick Juniors and Seniors go on a retreat to spend time with their classmates, study the Word, and have fun. This trip is developed through the combined effort of the student council, class sponsors, and administration.
3. Senior Trip - This culminating experience takes place at the conclusion of a student's senior year. All seniors are expected to participate in this trip.

4. Cell phones and Electronics

General Policy: Students are not permitted to use a cell phone in or at the school building before or during school time. During lunch and after school, students should use their cell phones only after they have left the school building.

Any use of a cell phone during school hours, with the exception of the student's scheduled lunch period, will result in disciplinary action. If a student chooses to bring a cell phone to school, it must be secured in the student's locker and must be turned off (not silent or vibrate). If a student brings a cell phone to class or the phone rings or receives messages even while in a student's locker, the phone will be confiscated for the remainder of the day. Confiscated phones may be picked up by a parent after school with administrative approval. Students whose phones are confiscated more than once may lose the privilege of having a phone on school property.

Use of a cell phone during a test for any reason will automatically be considered cheating and appropriate academic and disciplinary action will be taken at the sole discretion of the administration.

No taking of, or other use of, cell phone photographs/videos is permitted without permission of the teacher/administration. No cell phone photographs/videos are permitted in the restrooms or locker room areas at any time. Violation of this prohibition is a very serious disciplinary offense.

Because cell phones also function as data storage devices, student cell phones brought to school are subject to inspection and review by school staff personnel. This policy is in effect for pictures, text messages, emails, or any other data stored on the device. Any contraband content or content deemed to be inappropriate in the sole discretion of the administration may be grounds for further discipline.

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

This cell phone policy was developed by the school in conjunction with the Christian Law Association and is consistent with other private Christian school policies around the country.

The policy of inspection and review also applies to other electronic devices such as iPods, MP3 players, digital cameras, video recorders, gaming devices, etc. Students should be careful to never post pictures taken at school on Web pages such as My Space, Facebook, Twitter, or any other such forum. None of these electronic devices should be brought on campus. If brought on campus without permission of a teacher or coach for a specific activity, these items will be confiscated and require parental pickup.

5. Calculators - Calculators will not be permitted for classroom use in 6th grade through Geometry. Students in Geometry will be permitted to use a basic calculator that has square root capability, and students in Algebra 2 and above will be encouraged to have a scientific/graphing calculator. Any exceptions to this guideline will be stated by the teacher and will be for a specific test, lesson, or activity.
6. Commencement Activities - Seniors are required to attend all graduation rehearsals. Failure to attend this practice may result in restriction from participation in graduation. Seniors are expected to meet the school dress code for all Commencement activities.

- F. Student Activities - The Bible teaches that young people are to serve Christ with excellence and enthusiasm at all times in every area of life. Therefore, students who do not demonstrate a biblical ethic in the classroom and while walking about the campus or community will not be permitted to participate in athletics or the arts, student government or class office.
1. Athletic Program - Refer to the Athletic Handbook. Sports - The school endeavors to provide a broad range of athletic opportunities for boys and girls. The sports offerings include:
 - Fall: JH and Varsity Football; JH, JV and Varsity Girls Volleyball; Boys and Girls Cross Country; Golf, Swimming and Cheerleading.
 - Winter: JH, JV and Varsity Girls Basketball; JH, JV and Varsity Boys Basketball; Boys Soccer, Girls Soccer and Cheerleading.
 - Spring: JH and Varsity Girls Softball, JH, JV and Varsity Boys Baseball, Boys and Girls Tennis, and Boys and Girls Track.
 2. Fine Arts Program - Refer to Fine Arts Handbook
 - Beginning Band
 - Intermediate Band
 - Wind Ensemble
 - Percussion
 - Choir
 - Keswick Singers
 - Handbells
 - Musical
 - Drawing, 2D and 3D art
 3. Student Government
 - a. Junior High (grades 6-8) - Student leaders will be identified by the instructional staff and encouraged to place their names in nomination for Student Council office. Those selected to consider running for office must be willing to lead by word and deed. Therefore, students who are irresponsible with school responsibilities underachieve academically, or need to be corrected often for misbehavior will not be permitted to run for office.
 - b. Student Council members will meet regularly to pray, plan and coordinate student activities, promote the biblical way of life among the students, develop their leadership skills, create a pleasant campus atmosphere, and encourage godly relationships.
 - c. Students who do not maintain their grades or high standards of behavior will not be permitted to remain a member of the Student Council.
 - d. Senior High (grades 9-12) - Each year, a Student Council is elected from among qualified students in these grades. The Council is composed of the president, vice-president, secretary, treasurer, and class chaplain. The following standards must be met by those seeking office:
 - 1) Prospective officers must have a "C" (2.0) or better overall grade average for the school year preceding their nominations.
 - 2) A student must have been at Keswick Christian School for at least one full semester before being eligible to hold an office.
 - 3) Continuing disciplinary problems can disqualify a student from a student government office or candidacy for an office.
 - 4) A candidate must be approved by faculty vote, having demonstrated a satisfactory Christian testimony and satisfactory citizenship.
 - 5) A "C" (2.0) overall grade average (with no failing grades) must be maintained throughout the year in which a student holds office. If a GPA falls below a 2.0, he/she is put on probation for a quarter.
 4. School Yearbook - The yearbook is distributed annually as available from the publisher. The writing, snapshot photography, lay-out work, etc., comes from the yearbook class. A professional will also take individual student pictures. The cost of the yearbook is included in the activity fee for all students in grades 6-12.
 5. Parties - Grade 6-8 students and teachers should only have parties during class periods as approved by the Junior High Coordinator.

6. School Socials - such as banquets, game nights, etc. allow students opportunity to get together in a social setting. Keswick Christian chooses not to provide or sponsor social dancing as part of school activities. Participation by students in social dancing unrelated to KCS is a matter left to the parents.

7. Socials Unrelated to KCS - Keswick Christian will not be responsible for non-school sponsored social events. Parents are encouraged to contact other parents to see if the event meets their own parental standards.

Parents are responsible for the actions and activities of all students and guests that attend a social or party at their home. If illegal substances are used by minors, whether known or not by the parents, parents can be prosecuted and fined for all such activity. KCS will consider asking the host family to withdraw from KCS in the event of illegal or immoral activities that take place under their supervision or lack thereof. Host parents should immediately inform KCS administration of any such activities.

G. Student Use of Technology - Keswick Christian School is committed to preparing students for success in life and work in the 21st 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 are 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 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.

VII. Attendance Policies

A. Absences

1. Definitions: The designation of "excused" or "unexcused" is the sole discretion of the administration.
 - a. Excused absence - The school declares an absence excused if the parent and the school determine that the absence of the student from school is legitimate.
 - b. Unexcused absence - The school declares an absence unexcused if it does not believe that the absence is legitimate even though the parent may excuse the absence. (In the event of an unexcused absence, the student will receive a "0" grade for all work due the day of the absence.)
2. Absences Due to Illness - Students are not expected to be in attendance when they are ill. Students should not attend school if they are known to have a contagious disease.
3. Absence Procedure - Every effort should be made to be in attendance every day. Whenever a child is absent, parents must call the upper school office to notify the school of the absence by 8:45 a.m. A written note of explanation, from a parent or guardian, is required of each student after any absence from school. Students must submit their notes to the office.
4. Absence Limits - Absences at Keswick Christian School in the *senior high school* (grades 9-12) shall not exceed nine (9) per semester. If a student is absent 10 or more times (not including school-related activities, such as field trips, sports or music competitions, etc.), then the student will automatically fail the semester. This policy is applied to each class separately. If a student in *junior high school* (grades 6-8) accumulates more than 20 absences in a school year, he or she may not be promoted to the next grade level. (Note: A student is considered absent if the student misses more than 15 minutes of class).
5. Attendance Appeal - If the student wishes to appeal the loss of credit or the requirement to repeat a grade due to excessive absenteeism, he or she must complete the school's appeal process. Students should contact the Upper School office for details on the appeal method.
6. 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 for full credit. Work assigned prior to the absence and tests assigned prior to the absence, should be fulfilled upon return.
7. Pre-Planned Absences - (Related to parental requests regarding church or religious activities, family vacations, etc.). In the student's best interests, teachers should be informed at least three days before the absence. Please remember that pre-planned absences count toward the maximum of nine (9) days that a student may miss during a semester and the exam exemption policy.
8. College Visits - Juniors and seniors who are planning a college trip will need to get administrative approval two weeks prior to the trip and then get signed documentation of attending from the college. This will count as a school-sponsored event with approval and documentation.

- B. Tardiness - A student is tardy if he/she is not in his/her assigned area per the instructions of the teacher when the tardy bell rings. Tardy students are a distraction to other students and cause interruption during a key part of a class lesson. Therefore, all students are expected to be on time to school and to all classes. Unexcused tardiness will be treated as a disciplinary matter.

A student who is late to first period must first report to the office for a pass to enter class. If a student is late to class because a teacher or office personnel detained him, the student is responsible to secure a pass from that person, excusing the tardiness. Every three (3) unexcused tardies to a class (grade 6-12) during a nine (9) week period will count as one (1) absence from that class.

- C. Hall Passes - During a secondary school class, students must have a pass from the teacher permitting the student to go to another room, to the office, the telephone, etc. The pass should be signed by the teacher in charge when leaving and also signed by the teacher or office personnel

when returning to class. Students should only be released from a class when they have a pre-signed pass from a receiving teacher.

- D. 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. The teacher is solely in charge while on a field trip. Siblings are not permitted to be pulled from other classes to attend field trips.

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.

Only parents who have been contacted to act as chaperones will accompany a class or group. Parents who plan on attending a field trip should plan on filling out the volunteer paperwork two weeks prior to the trip to allow for appropriate volunteer checks.

No radios, CD players, or toys will be allowed on local field trips.

VIII. Academic Policies

- A. Admission and Retentions - Admission to Keswick Christian School is a privilege. It 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.

Keswick Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities of its educational policies, scholarships or any other school-administered programs.

- B. Academic Honesty - Keswick Christian works hard to develop integrity. Teachers will take the time to review what academic honesty is, but students will be held responsible in the following areas:

- Cheating on tests or quizzes by sharing answers
- Obtaining answers for a test or quiz
- Submitting a paper or project that is not the student's work
- Falsifying information for forms or assignments
- Submitting work your parents, other students, or another company completed for you.
- Plagiarism by failing to properly cite another's published work.

Cheating is a serious violation of Christian character and conduct and will be dealt with accordingly. First occurrence will definitely result in a "zero" grade and a parental contact/conference. Any further occurrence will warrant suspension from school and could result in expulsion.

- C. Course Offerings - Please refer to the KCS Guidance Handbook.

- D. Graduation and College Admissions - Please refer to the KCS Guidance Handbook.

- E. Grade Promotion - At the Junior High level, a student who receives an F grade in three or more academic subjects (Bible, English, Social Studies, Mathematics, Science) must repeat the entire grade. A student who fails two academic subjects may be promoted to the next grade, on academic probation. At the high school level, a student's class standing and homeroom placement are based on the number of credits accumulated by passing high school courses.

Students taking Algebra I as eighth graders must obtain a grade of B or better to advance to Algebra II or Geometry in ninth grade.

High school class standings and grade placement require that, at the beginning of a school year, students have accumulated the following number of high school credits:

- Tenth (10th) grade – 6 credits
- Eleventh (11th) grade – 13 credits
- Twelfth (12th) grade – 19 credits
- Graduation requires a minimum of twenty-five (25) credits from grades 9-12, including having passed a course in Bible for each semester in attendance at a Christian high school.

- F. Academic Probation - Academic probation is determined by the administration. A student may be placed on academic probation when the grade point average on the quarter report card is lower than 2.0.

- G. Summer School - Keswick Christian School does not conduct an academic summer school.

- H. Standards for Written Work - The school establishes standards for all written work and will share those in detail with the students..
- I. Semester Examinations - (Grades 9-12 ONLY) Exam schedules and detailed information concerning exams will be distributed to students each semester.
1. Examination Procedures
 - a. Students are expected to be at school for that portion of the day during which their examinations are given. Throughout the examination period, students are not to leave their seats except as allowed by the teacher in charge.
 - b. Students should raise their hands and let the teacher come to them if they have a question.
 - c. Students will not be allowed to leave the room during this time except in cases of emergency. In addition, students will not be allowed to leave their examination room early except by special written permission from the principal.
 - d. Students must be completely prepared with all the necessary materials when they enter the examination room. This includes paper, writing materials, and whatever other tools are required by the examination itself. Students should also bring study materials, in case the teacher should allow study time at the conclusion of the examination.
 - e. Any conflicts in the examination schedule should be checked with both the teacher and the principal for any necessary re-scheduling. Students who are not scheduled for any examinations on a given day are not expected to report to school. Students who need to be at school during examination times, though not scheduled for an examination at that time, must report to the room designated for that purpose.
 - f. A fifteen-dollar (\$15.00) charge is made for any semester exam that must be made up because of an unexcused absence. The fee is paid to the staff member who supervises the test.
 2. Semester Exam Exemptions - Students in grades ten through twelve, with a 90 or better semester average in a course and who have not missed the class for which they wish to be exempt more than six (6) times in the semester, may be exempt from the semester exam in that class, subject to the approval of the teacher. Absences for school-sponsored activities will not be included in the total of absences for that class.
 3. Classroom Tests - Classroom teachers will administer subject matter examinations at the end of each unit or area of study. Teachers may also administer quizzes over the subject matter covered in class or in assignments. Chapter or unit tests generally are not scheduled on Thursdays.
- J. Care of Textbooks and Workbooks - All hardback 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. Any damage must be paid for by the end of the school year. The student's name is to be printed, in ink, in the space provided on the inside cover.
1. Book Covers - All school-owned textbooks must be covered with Keswick Christian School book covers with the printed side out. These are sold in the school offices. Textbook covers must not be taped to the book.
 2. Workbooks - 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.
- K. Library Regulations - 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. Library rules and regulations are posted at the entrance to the library. Fines are assessed on overdue books. The Internet is also accessible to students with limitations, regulations, and protections for the spiritual welfare of the student.

IX. Student Conduct Policies

A. Standards of Conduct

Because of God's grace alone through faith alone on account of Christ alone, every member of the Keswick Christian School community ought to:

- fear, love, trust, and enjoy God above all things.
- think, speak, and do all things for the glory of God alone and the physical and spiritual benefit of others.
- 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.
- fear and love God so that he does not despise preaching and His Word but hold it sacred and gladly hear and learn it.
- 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.
- 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.
- fear and love God so that he leads a sexually pure and decent life in what he says and does.
- 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.
- 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.
- 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.

B. Discipline Policies and Practices - As Christians, our conduct should reflect 1 Corinthians 10:31, "Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God."

C. Drug Testing - **Keswick Christian School (KCS) reserves the right to demand drug testing of any student at any time that KCS has reasonable suspicion (in its sole judgment) that illegal drugs may have been used or prescription drugs abused. Procedure for this policy is outlined in the Keswick Christian School Crisis Management Plan.**

D. Upper School Disciplinary Policies – Grades 6-12: The classroom teacher is the God-ordained authority, under the authority of the principal, to create and maintain a disciplined and productive Christ-honoring learning environment.

1. Level I Offenses - This is the lowest level of disciplinary offenses. The offenses listed in this section are meant to be examples of infractions at this level, not an exhaustive or exclusive list. KCS Administration reserves the sole right to determine what level an offense may be based on its context and repetitive nature. The following are examples of Level I offenses: bullying, dress code infractions, locker misuse or abuse, unexcused tardiness to class or school, gum chewing, general classroom disturbances, leaving supervised areas, lying, profanity, abuse of permission, disregard for previous warnings, public display of affection (PDA). Level I offenses will receive a minimum of 20 points per occurrence.

2. Level II Offenses - The offenses listed in this section are meant to be examples of infractions at this level, not an exhaustive or exclusive list. KCS Administration reserves the sole right to determine what level an offense may be based on its context and repetitive nature. The following are examples of Level II offenses: academic dishonesty (cheating), disrespect, skipping class, leaving campus without permission, failure to sign in or sign out appropriately with the upper school office, gambling. Level II offenses will receive a minimum of 50 points per occurrence.

3. Level III Offenses - The offenses listed in this section are meant to be examples of infractions at this level, not an exhaustive or exclusive list. KCS Administration reserves the sole right to determine what level an offense may be based on its context and repetitive nature. The following are examples of Level III offenses: vandalism, threats, fighting, truancy, sexual harassment, participation in misdemeanor level illegal activities on or off campus. Level III offenses will receive a minimum of 300 points per occurrence.

4. Level IV Offenses - **Zero Tolerance Policy**

Offenses at level IV are so egregious that Keswick Christian School has adopted a zero tolerance policy regarding them. Any student, of whom administration has reasonable certainty (which is the sole discretion of administration) as to his/her participation in offenses at this level, will be expelled from Keswick Christian School. These offenses include but are not limited to: possession of a weapon (on person, in vehicle, or in locker), use or possession of tobacco, use or possession of alcohol, use or possession of illegal drugs, abuse of prescription drugs, sexual immorality, or involvement in felony level illegal activities. This zero tolerance policy is in effect whether these offenses take place on or off campus. It is the sole reserved right of administration to make the final decision in all instances.

5. Accumulation of points:

Disciplinary points are accumulated throughout the school year. They are not refreshed or wiped out at the semester break. **As an incentive, any student with less than 100 points at the semester break will have their record purged for the beginning of second semester.**

100 points – Detention (\$10.00 fine)

200 points – Detention (\$10.00 fine)

300 points – In-school Suspension (usually 1 day) (\$20.00 fine)

600 points – Out-of-school Suspension (1 to 10 days – decision of Administration) (\$30.00 fine)

1200 points – Expulsion from Keswick Christian School

6. Detentions - Students will serve a detention with the accumulation of every 100 points. Detentions will be assigned by administration and will be served for a one hour period after school hours. Students must also pay a fine the day they serve their detention. The fines will help to defray the cost of paying staff to monitor the detention hall. Students will be expected to serve the full hour, serving the detention in the manner assigned, whether in-classroom work, or work duty. Repetitive detentions may carry additional disciplinary points as a penalty. Parents will be informed of detentions in advance by means of a disciplinary referral form sent home by administration. This form will require parental signature and a return to school the next day. Failure to serve a detention will result in an additional 100 disciplinary points. Both detentions will have to be served. Detention fines are incremental. The first two will be \$10.00. Detentions for accumulation of points from 300 – 500 will have a fine of \$20.00. Detentions served for accumulation of points at 600 or more will have a fine of \$30.00.

7. Suspensions

a. In-school suspensions - Students accumulating 300 points will be assigned an in-school suspension. In-school suspensions usually are for 1 day, but KCS administration reserves the right to extend that for up to 3 days total. Students must pay a \$20.00 fine the day they serve their in school suspension and it will be served in the upper school office, in seclusion from the rest of the student body for the school day. Students serving in-school suspension will remain in their assigned place for the entire school day, including lunch time. All school work will be completed as assigned by teaching staff and student will receive "0's" on all regular class work for that day.

b. Out-of-school Suspensions - Students accumulating 600 points will be assigned an out-of-school suspension. Students must pay a \$30.00 fine for this suspension. Out-of-school suspensions vary in length from 1 to 10 days. The severity, (number of days to serve) will be determined by administration based on the offense(s), the response of the student, and the cooperation of the home. All regular school work must be completed as assigned and the students will receive "0's" for all regular classroom work completed during suspension time. Research papers and other major projects (as determined by the teacher and administration) will be exempt from receiving "0's".

c. School Activities Restricted During Suspension - The student is not permitted to be on campus for the duration of the suspension. On the day(s) of a suspension, students are not permitted to attend, or participate in, any school activities on or off campus.

8. Behavioral Probation - Students will be placed on probation by the sole discretion of KCS administration. The upper school principal will meet with the parent(s) and explain the rationale and parameters of the probation including the length of duration. This will be a formal written instrument that will be signed by the administration, parents, and student. Student activities may be limited during the probationary time period at the discretion of the administration. Upon successful completion of probation, all restraints of the probation will be lifted. If, in the sole

- opinion of the administration, progress has not been sufficient, the probationary agreement will be continued for such time as determined by administration. Based on unsatisfactory progress during the probationary period, the administration may recommend expulsion.
9. Expulsion - An expulsion from school is reserved for more serious acts of misbehavior or violations of school standards. While expulsion is generally only considered as a result of continual non-compliance with school standards and expectations, it may also be invoked as the result of a single act. The following offenses are inconsistent with the standards of Keswick Christian School and will be subject to expulsion of a student. (It is the reserved right of the administration to determine judgment in each situation). Use of tobacco, alcohol, illegal or non-prescription drugs, either at school or outside of school, is not permitted by any students enrolled at Keswick Christian School. Any students who bring weapons, pornography, occult material, issue serious threats, engage in immorality, criminal or civil disobedience, have an unsuccessful disciplinary probation, or express spiritual disharmony with the school's interpretation of a biblical life style will be subject to expulsion.
- a. School Activities Restricted During Expulsion - Students who have been expelled should not be on campus or participate in any school activities on or off campus.
- b. Re-enrollment to Keswick Christian School - After a minimum of one (1) calendar year, the student and their parents (if the child is a minor) may apply for re-enrollment.
- E. Bus Transportation - (To sporting events and 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. Students must observe the same conduct as in the classroom.
 2. Students must be courteous.
 3. Students must use appropriate language and refrain from loud talking and yelling.
 4. There will be no eating or drinking on the bus during local trips.
 5. Students must keep the bus clean.
 6. Students should stay in their seats, facing forward, while the bus is in gear.
 7. Students must keep head, hands and feet inside the bus.

Parent Covenant with Keswick Christian School

In keeping with the Holy Scriptures, we, as parents, acknowledge the biblical responsibility we have to raise our children in the fear and admonition of the Lord (Ephesians 6:4). We further recognize that the spiritual development and training of our children is our responsibility, with which we welcome the partnership of Keswick Christian School and seek their assistance to help train up godly children.

We will therefore:

- Be godly examples to our child(ren) in all respects (Luke 6:40)
- Faithfully attend (with our children) the services of a bible-believing church where the truth of God's word is upheld and taught consistently week after week
- Consistently support the authority of Keswick Christian School, its administration, board, teachers, and support staff. We will defer to their judgment in areas of discipline, upholding their authority and discernment
- Seek to resolve all conflicts in a timely, biblical manner, always desiring reconciliation. Matthew 18:15
- Uphold the standards of conduct and dress as stated in the student handbook and ensure that our child does so with a gracious spirit of submission and obedience

We understand and commit that, if at any time during the training of our child(ren), we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we will quietly withdraw our child(ren) from Keswick Christian School.

We understand that willful disobedience by our child(ren) to the standards outlined in the student handbook will result in their discipline up to and including the possibility of expulsion.

Furthermore, we understand that if, in the sole opinion of the administration, it is no longer in the school's best interest to have our child(ren) enrolled, we will be required to withdraw them.

Father's Signature (or Legal Guardian)

Date

Mother's Signature (or Legal Guardian)

Date

Student Covenant with Keswick Christian School (grades 6 and higher)

I desire to attend Keswick Christian School and am willing to be under the authority of my parents and the authority of Keswick Christian School.

I understand that the administration, teachers, and staff of Keswick Christian School are in partnership with my parents as they seek to raise me to be a committed, authentic follower of Christ. I will strive to obey them in humble submission as the authorities God has placed over my life.

I will seek to live a godly life in and out of school in keeping with the mandates of the Holy Scriptures and the standards of conduct as outlined in the student handbook of Keswick Christian School.

I understand that willful disobedience to these standards may result in my dismissal from Keswick Christian School. I further understand that the administration of Keswick Christian School has the full authority to ask for my withdrawal from school at any time they, in their sole opinion, believe it is no longer in the school's or my best interest to remain enrolled.

Student Signature

Date