

KIMBER HILLS

ACADEMY

OPEN MINDS



A CHRISTIAN SCHOOL

***Student-Parent Handbook
Middle School
6th through 8th Grade
2012/2013***

Welcome to Kimber Hills Academy,

The purpose of this handbook is to inform all of our school families of the policies and procedures used in the operations of Kimber Hills Academy. Please read this entire handbook so that you are familiar with the information contained within. Your student will be held to the standards of conduct and academic performance described. Also, most of the questions you may have about who we are and what we stand for are answered. If you have such questions that are not answered in the handbook, please feel free to speak to us about them.

KHA Administration

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HISTORY

Kimber Hills Academy is an integral ministry of Fremont Community Church. The church was started in 1973 as an outreach effort by Redwood Chapel Community Church in Castro Valley. After meeting for several years at Mission San Jose High School, the church purchased its current facility from Kimber Farms and started meeting here in 1979. In 1980, the church began a Preschool with a total of 7 students. By September 1980, the Preschool had 74 students and grades K-6 began operation. In the two years that followed, grades 7 and 8 were added. In June 2011, Kimber Hills Academy and Kimber Hills Preschool were adapted as the schools' new names.

MISSION STATEMENT

Kimber Hills Academy, a Christ-centered ministry of Fremont Community Church, is dedicated to academic excellence and quality instruction while recognizing the God-given uniqueness of each child. A professional, caring staff is committed to developing partnerships with parents, and nurturing each child spiritually, academically, socially, emotionally and physically.

PHILOSOPHY OF EDUCATION

Introducing New Technologies. Our leadership and faculty incorporate consumer and business technologies into the everyday learning environment so that students can continuously utilize and master the commonplace tools and breakthrough innovations reshaping their world.

Working as a Community. Working together as part of a collaborative, school-wide community, our expert, caring faculty devote themselves every day to engaging, understanding, nurturing, motivating, and growing each student.

Facilitating Interactive Learning. Our Faculty immerse students into the lessons of the day, transforming classroom learning into an interactive experience where the seeds to love, compassion, creativity and confidence are planted every single day into every one of our students.

Applying Discipline. Our faculty is consistent and unbiased in applying firm but constructive discipline to all students of every grade level in order to maintain a safe, open-minded and bully-free learning environment.

Reaching Students Through Educational Therapy. Our onsite team of educational therapists works closely with individual students and their families to identify and address select learning challenges so that each student may reach their individual, God-given potential.

BELIEFS

Understanding that God is the source of all truth and that the Bible is the foundation of this truth, we believe that:

- Parents are responsible, before God, for the education of their child; this is best accomplished through the coordinated efforts of the school, the home, and the church. *Deuteronomy 6:5-9, Proverbs 1:7-9, Proverbs 22:6*
- As Christian role models, teachers will serve as an extension of the home in authority and discipline, encouraging respect as essential to the learning environment. *Thessalonians 5:12-13, Ephesians 6:1-4, Proverbs 3:11-12, 1 Peter 2:17, Leviticus 19:3, Hebrews 12:11*
- Each child will be given an opportunity to respond to Jesus Christ as personal Savior. *Mark 12:30, John 3:16-17*
- Each child can and should develop Christian character traits that positively influence their family, school and community. *Colossians 3:12-17, John 13:34-35, Philippians 2:3-8*
- Each child's unique intelligence (natural aptitude) will be honored in order to reach their God-given potential. *Jeremiah 9:23-24, Psalm 139:13-16, Luke 2:52*
- Each child should be encouraged to understand that learning is a life-long process. *Proverbs 4:7, Psalm 1:1-3*
- Each child will be provided a safe and secure environment in which to learn and grow. *Luke 17:1-2, John 13:34-35*

DOCTRINAL DIFFERENCES

Even though we have many varying backgrounds represented in our student body and have staff members with varying Christian denominational backgrounds, we have experienced great unity at Kimber Hills Academy. We have endeavored to place Jesus Christ, as revealed in the teachings of the Bible, at the center of everything we do. Kimber Hills Academy is an integral part of the ministry of Fremont Community Church, and as such, adheres to the church's

Statement of Faith. We do not compromise on the central doctrines of the Christian faith as expressed in the Bible.

When doctrinal issues within the Christian faith are raised at school that are subject to varying interpretations we will refer the student to their home and their local church for teaching and guidance. Kimber Hills Academy reserves the right to distinguish itself doctrinally and theologically as an evangelical, orthodox Christian ministry.

STATEMENT OF NON-DISCRIMINATION

Kimber Hills Academy accepts students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not racially discriminate in the administration of its educational policies, admissions policies, scholarship programs, athletic, and other school-administered programs.

PARENT AGREEMENT

Enrollment of children in Kimber Hills Academy is a privilege, not a right. Parents must understand that continued enrollment and reenrollment of their children is dependent on their support of the school, its staff, and its policies.

KIMBER HILLS ACADEMY FACULTY

Kimber Hills Academy faculty and staff are committed to provide our students an education experience that will “open their mind and let loose their imagination...”, with a “strong and well-rounded academic foundation, a first-hand knowledge of contemporary technology and disciplined approach to learning...”.

We are committed to proactive communication to form a partnership with parents. “Parents are our best partners in the successful education of their children, and while we respect that there are many personal and professional demands on a parent’s time, we will continually and proactively communicate with our parents to collaborate on their student’s challenges and delight in their student’s triumphs.”

“As a Christian school, God is made present in our classrooms, our hallways, and our schoolyard so that students of all religious backgrounds might benefit from learning and living Christian values.”

ACADEMICS

REPORT CARDS

Report Cards will be issued three times per year at the end of each grading period. Report cards and annual standardized achievement test results will be mailed in June when financial accounts have been cleared.

PARENT-TEACHER CONFERENCES

In order to enhance parent-teacher communication and mutual understanding of student progress, two parent-teacher conferences will be offered during the year. We strongly urge both parents to attend. School will be on a modified schedule for these conferences.

HOMEWORK

The academic nature of the curriculum demands much from students during the day. Work that is not finished in class will be taken home to be completed. The minimum amount of nightly homework is one hour. Specific details regarding homework for each class will be available from the teacher at Back-to-School Night.

Students are expected to complete the assignments given. Parents are to share in this responsibility by checking for assignments and to see that they are completed. While parents are to be involved in the homework process, they must be careful to make sure that the work is done by the student, so that it is the student who takes the ultimate responsibility.

Homework that is not turned in on the assigned day is considered late and the grades will be lowered by 30%. Students must turn in late work the following day, after that the work cannot be made up and will receive a score of zero. It is the responsibility of the student to check with the teacher for any missing assignments.

Work that is late due to illness may be turned in without penalty. One day grace will be given for each day absent. For unexcused absences all missed work is due upon the students first day back to school. All work given in class by the teacher needs to be completed and returned to the teacher the following day. After the grace period the work is considered late and the grade will be lowered by 30%. If work is not turned in after the second day, it cannot be made up and will receive a zero. It is the responsibility of the student to check with the teacher for any missing assignments.

Major projects and/or presentation material must be turned in on the given due date, regardless of the student's absence from the classroom. Materials must be brought in by a friend or family member in order for the student to receive full credit.

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Parents are also asked to insist that students bring home papers (tests, assignments, projects, etc.) for them to see. Parents will be expected to sign and return all tests receiving a grade of D or below. If the test is not returned, signed by the next day, a demerit will be given each day, until the signed test is returned.

Here are some suggested ways that parents can help their student with homework:

- Make sure that the student has an organized and complete method of recording assignments.
- Provide the student with a quiet, secluded place of study which should also have proper lighting, ventilation, heat, etc.
- Distractions such as the television and radio should be turned off, and telephone calls should be limited.
- Regular study times should be scheduled and adhered to as much as possible and regular breaks should be incorporated into the study time.
- The student should have access to all the necessary tools and materials for work such as paper, pen or pencil, ruler, books, crayons, and other helps.
- Emphasize learning, individual development, and effort - not marks or grades.
- Check from time to time to see how much and what kind of work is being done. Showing this interest can be a help and encouragement to your child. If there is a problem, pray about it together and underscore the spiritual dimension of that part of their life.

WEDNESDAY NIGHT HOMEWORK

In an effort to promote student involvement in the Wednesday night activities in local churches (such as Youth Group, etc.), the homework on Wednesday night will be less than on other days.

PARENT-TEACHER COMMUNICATION

Every K-8 teacher prepares a "Weekly Preview" to let you know some of the things happening in the classroom that week. This is consistent with the school's philosophy that parents are responsible for their student's education and therefore need to be constantly aware of the academic and spiritual progress that is taking place at school. Correspondence with the home may occur by means of notes that are sent home, comments on assignments that have been graded, email communication and telephone calls. Parents are urged to take the necessary action to assist in the educational process, and any comments and

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suggestions regarding the progress and development of a student will certainly be welcome.

TEACHER BLOGS – WORDPRESS

Each teacher will have a classroom blog which can be accessed by parents. When a new posting has been created, parents will be alerted via email to log onto the site to view the blog. We will be using the blog to communicate information on class projects, activities, deadlines for assignments, field trips and general information about our class, as well as all school events. It's important that parents become familiar with their teacher's blog and how to access it. Sensitive information will be password protected and teachers will be giving out passwords and instructions for these types of blogs. Sensitive information will include dates and times of arrival and departure of field trips, photographs of our students, etc. If there are any questions regarding the "how to use" the blog please contact your student's teacher.

SCHOOL NEWSLETTER

Each week, the school office will send out the Weekly Howl online notifying parents of any important school-wide information. Please go online regularly and read the information. Please update your email address as needed. Parents are responsible for the information contained in the Weekly Howl.

GRADING

Students are evaluated on the basis of their academic achievement and also their effort in their school work. It is understood that individual teachers may use different objective and subjective criteria in evaluating a student's performance, but the following grading scale applies to all students:

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	59 and below

A student's grade will be evaluated by teachers. Students whose grades are low will be placed on academic probation indicating a change is needed.

To participate in extra-curricular activities a student must maintain a grade point average of 2.0 ("C") or better. If a student's grade falls below a C in any of his/her classes he/she will be put on probation and not allowed to compete until the grade is brought back up to a C or better.

GRADELINK

Gradelink is an online grade book that our teachers will use for tracking and recording assignments, grades and attendance. Each class/homeroom has their own Gradelink page. This important tool will give you information on your student's grades, status of assignments, homework, etc. and we encourage parents to log on to Gradelink on a regular basis. It is a secured site that will

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display information only on your student. Parents will receive passwords and instructions on how to log onto Gradelink. As the school year progresses, grades will be recorded for your information. If there are any questions, parents can contact the teacher.

STANDARDS FOR WRITTEN WORK

Plagiarism will not be tolerated in students' work. To help equip, educate and form ethical and honest practice and habits with our students, we will enforce the rules against plagiarism. Contracts between parents and student and our school will be given at the beginning of the school year. Teachers will educate our students on what is and is not plagiarism. The consequences are as follows:

- First offense will result in 50% reduction in grade and a detention
- Second offense will result in a ZERO on the assignment and suspension for one day
- Third offense will result in a ZERO on the assignment and a meeting between the student, parent and KHA Administration.

In keeping with the Biblical principle of glorifying God in all that we do, the school has established certain standards for written assignments that all students are expected to follow. Any work that is completed by the student must be neat and clearly written. Understanding written work is a process, final drafts of student work are to be done in complete sentences; and correct grammar, punctuation and spelling must be used. Papers are not to be torn out of binders or notebooks. The school wants to cooperate with the home to see that the student observes these standards when completing homework assignments. Work that does not meet these and other standards that may be established by each teacher will have to be done again.

ELECTIVES

Middle school students will be offered different elective classes during the school year. Parents are encouraged to discuss these choices with their students. These classes will be offered as qualified staff is available.

STUDENT RECOGNITION

The individual development of each child is emphasized at Kimber Hills Academy. Special recognition will be given to students not only in areas of academic achievement and character development, but also to those students who demonstrate a pattern of consistent effort in their school work. Periodically, these students will be recognized for their accomplishments.

ACHIEVEMENT TESTS

Nationally standardized achievement tests are given to grades K-8th in the Spring. The test results will be mailed to each family in June and will also be included in the student's individual cumulative record file. The purpose of the tests is to give another measure of progress and growth for the year. The tests

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are only an indication of progress and should be interpreted with care, as many variables often affect the test results.

GRADE PLACEMENT AND PROMOTION

Parents will be notified whenever concerns exist with a child's academic progress. The school administration reserves the right to place students at the appropriate grade level depending on their academic achievement. If in the opinion of the teacher and department head, a student is unable to handle the work at the assigned grade level, a conference will be scheduled with the parents to work out a satisfactory solution. Since it is required that students obtain minimum standards of achievement to progress to the next grade, tutoring, academic probation or retention at the end of the school year may also be necessary. A conference regarding such action will be held with the parents, teacher, and Principal/Department Head.

TEXTBOOKS

All textbooks and workbooks are furnished by the school as part of the registration fee charged to all students. It will be necessary for each student to secure his/her own copy of the New International Version of the Bible. Students may keep their workbooks, but all textbooks must be returned at the end of the year in good condition. Textbooks must have book covers at all times. Students are expected to pay the replacement cost for any lost or damaged textbooks.

This includes textbooks on CD-Rom. Year-end report cards will be held until any fees for such damages have been received in the Finance Office.

EDUCATIONAL NEEDS

While our staff is committed to doing its best to meet the educational needs of all students, sometimes children show they have need of special learning assistance. When this becomes evident, administration believes it is imperative that parents participate with the teacher in assessing the degree of need with a child. KHA has adopted the following policy as guidelines for addressing the student with educational needs:

- A teacher or parent recognizes that special learning needs may exist with the child.
- Parent, teacher and administration identify and discuss the specific concerns. A plan is devised to assist the child with teacher and parent involvement.
- Teacher, parent and administration will monitor the progress of the child over a set period of time, and meet to discuss findings.

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- If the teacher, parent, and administration cannot reach conclusive findings, the school will call upon the parent to enlist public or private professional assessment.
- Data from these assessments shall be shared with the teacher and administration. This information is critical in assisting the teacher in developing program accommodations to meet the child's needs.

Children may qualify for special resource programs offered through our school. At Kimber Hills Academy we have a resource program: the Discovery Program. Such students are encouraged to benefit from the program whenever possible.

If the administration deems professional evaluation necessary, it is imperative that parents procure an evaluation within a designated time frame in order to keep the student enrolled at Kimber Hills Academy.

ACCREDITATION AND AFFILIATION

Kimber Hills Academy is a member of the Association of Christian Schools International (ACSI) which is the world's largest community of Christ-centered education. ACSI provides many benefits from cutting-edge curriculum to on-demand professional development and school accreditation. We are excited to be a member of this premier educational association.

GRADUATION

A special graduation ceremony is held each year for 8th grade students who have successfully completed the academic requirements of the school. Students must pass Kimber Hills Academy's academic requirements in math, reading, writing, spelling, and language before receiving a diploma. Any student suspended will be ineligible for a citizenship award. Speeches will be given by a valedictorian and salutatorian selected from the class on the basis of grade point average, spiritual development and character.

ACADEMIC PROBATION

Students who enter the school academically deficient or who, during the year, show a serious academic problem and lack of effort, will be placed on academic probation. Probation puts the student and parents on notice that a change is needed in this area for continued attendance at KHA. If a student does not improve academically during the probationary period, then he/she will regretfully be dismissed from KHA. A student on probation may not participate in extra-curricular activities.

Students are considered on Academic Probation when he/she has received any of the following on a Progress Report or Report Card:

- Student's overall GPA is below 2.0
- Student has one F grade
- Student has two D grades

During a student's Academic Probation, they will not participate in school athletic teams, band activities, or extra-curricular activities. Students have one trimester to bring any of these grades to a passing level. Should a student remain on Academic Probation for two trimesters, he/she may be retained or dismissed.

It is our desire to find the appropriate assistance for students in any given subject matter. Middle School teachers, staff and our Discovery Center therapists are available for consultation on these matters.

Behavioral Probation is discussed in a different section (see page 24).

NEW STUDENT PROBATION

All new students in the Middle School program are immediately placed on academic and behavioral probation upon acceptance at KHA. It is expected that each new student will demonstrate exemplary behavior and maintain a 2.0 cumulative grade point average. Students who do not meet this expectation within their first year will be regrettably dismissed from KHA. A new student may participate in extra-curricular activities provided that he/she meets the above guidelines.

CHRISTIAN VALUES

BIBLE INSTRUCTION

Bible instruction is an integral part of our instructional curriculum. The study of God's Word is designed to meet the varying needs, interests, and abilities of our students. A graded Bible curriculum introduces students to Bible characters and events, Bible geography, the life of Jesus and His disciples, and Christian ethics. Application of God's Word in our daily lives is stressed along with the cognitive development of facts, history, memorization, and study skills. Scriptures are memorized which reinforce the Bible lessons and character traits being studied (see Character Trait Studies below). Scripture memorization helps students develop discipline in studying God's Word and fulfills the command to "hide the Word of God in our hearts."

CHARACTER TRAIT STUDIES

One unique emphasis of Kimber Hills Academy is the study of Character Traits. As the perfect Son of God, Jesus Christ exemplified many character qualities during His life on earth. The Word of God stresses the importance of a life that is Christ-like in thought, word, and deed. Good character traits are discussed in each classroom, and the entire student body emphasizes one character trait each week. Other character traits may also be discussed and emphasized during the year. Real life opportunities exist throughout the school day for students to exercise and test the traits they are learning.

CHAPEL

Chapels will be held each week to provide spiritual enrichment for students. These chapels will be designed to provide positive and meaningful experiences for students. All students must participate in these activities and are required to maintain reverent and orderly conduct. Parents are invited to attend as their schedule permits.

CLASSROOM DEVOTIONS

Morning devotions set the pace for the learning experience at Kimber Hills Academy. Worship through prayer and praise, Bible study, and time for sharing are an essential part of our Christian training program.

PRAYER

Students learn and are encouraged to share their needs with others and to pray for such needs in a group setting. Times of prayer are observed in the morning, before lunch, and at times of special need. Students learn that prayer is a natural communication with God that can be initiated at any time.

CHURCH ATTENDANCE

While church attendance is not required for admission to Kimber Hills Academy it certainly is encouraged. For a child to receive a complete education, he/she needs the support of not just the home and school, but also the church. School families are urged to make church attendance a priority each week. Families are welcome to attend Fremont Community Church, of which Kimber Hills Academy Schools is a ministry. We would urge you to attend a church that is evangelical and preaches the Word of God.

SCHOOL ACTIVITIES

FIELD TRIPS

Learning by experience, doing, seeing, feeling, and touching makes a lasting impression. For these reasons, our students will be taking various field trips during the year as arranged by individual teachers. Notification of each field trip will be sent home with the student several days prior to the trip. Field trip notification and permission slips must be signed with fees attached by the next day or deadline stated. If notification and/or fees are not returned within the timeframes needed, your student will not be allowed to attend the field trip. Students will also receive a demerit each day the permission slip and fee are late. All field trips are mandatory unless prior arrangements and approval have been given by the teacher.

OUTDOOR EDUCATION CAMP – 6th Grade

An exciting part of our program for all 6th graders is the Outdoor Education Camp. Each year the students travel with their teachers to an area camp for a week of outdoor education. This natural setting provides an opportunity to

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explore and learn in God's classroom. A host of activities are included, from nature study hikes, to around-the-campfire Bible studies. The fee for camp is additional. Students unable to go must work on special projects at home under their parent's supervision.

WASHINGTON, D. C. TRIP – 8th Grade

As an extension of the U. S. History program, the 8th grade students and sponsors fly to Washington, D.C. in the spring for a full 8-day historic tour. Options included in the package are visits to Williamsburg, Jamestown, Mt. Vernon, Alexandria, Gettysburg and New York. This trip is open to all 8th graders in good standing. The cost of the tour is the responsibility of each family, though fundraising will be done throughout the year in an effort to reduce the cost. The experience is one that will make an impression on the life of each student who goes. The students' understanding of our country and potential for good citizenship will be vastly increased.

MUSIC LESSONS

Band may be offered during the year at the discretion and coordination of the administration.

SOCIALS

During the year the students will enjoy class parties and other activities that might be planned. The school desires to promote family unity and will provide opportunities for families to be involved together throughout the year.

COMPETITIONS

Our students have the opportunity to be a part of one or all of the following ACSI (Association of Christian Schools International) Northern California district competitions:

Speech Meet - Grades 1st to 8th

Each Spring the ACSI sponsors speech meets in the Bay Area. Individual classes have their own speech meets to determine which students participate in the district competitions.

Spelling Bee - Grades 1st to 8th

Students compete in classroom spell downs. The winners go on to district level meets. ACSI has state and national spelling bees for those who win at the district level in the 5th through 8th grade category.

Math Olympics - Grades 3rd to 8th

Students compete in two categories (reasoning and computation) to represent their grade level in a series of timed tests.

Science and Arts - K to 8th

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Kimber Hills Academy will host a science fair or arts fair in Winter to showcase student created projects and presentations. These will reflect classroom instruction and individual or student collaboration products, projects and programs.

CAMPUS WORK DAYS

Campus Work Days are planned from 9:00 a.m. to 12:00 p.m. on certain Saturdays during the school year. Working together in this way will enable us to hold down our tuition costs. This is an ideal way to earn Parents in Education credits (Please see "PIE" in the Parent Participation section).

ATHLETICS AND BAND

Athletic and Band programs are offered to all Middle School students. Each student is expected to maintain a minimum of a "C" average (2.0) in all classes throughout the duration of their extra-curricular activity. If a student's grade falls below a "C" (2.0) in a class they will be placed on academic probation and not be allowed to participate in the activity until the grade is raised and maintained. Exceptional conduct is required from all students while on campus and at competitions.

STUDENT STANDARDS

DRESS CODE

Kimber Hills Academy dress code standards follow the Biblical principles taught in *1 Timothy 4:12* – we are encouraged to be "examples" in all aspects of our lives, speech, faith and purity. Kimber Hills Academy has a designated uniform dress code to encourage living out this Biblical principle. It is the Administration's prerogative to take action as needed in any situation when students' dress compliance is in question.

Boys

- Hair is to be conservative and clean, cut above eyebrows, no longer than mid-ear, with the back not touching the collar. Hats and bandanas are not to be worn indoors. Dyed hair is not permitted.
- Polo shirts purchased from Merry Mart Uniform or from the Uniform Section of other stores such as Old Navy, Gap, Target, Wal-Mart. The only logo permitted is the KHA logo. (No brand logos such as Abercrombie, Lacoste, American Eagle, etc.) Colors: navy blue and white.
- Oxford/Dress shirts can be long or short sleeve. The only logo permitted is the KHA logo. Colors: navy blue and white.
- Turtleneck shirts - long sleeved. Colors: navy blue and white.

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- Long pants must be uniform or khaki style. No corduroy pants, jean-like pants, cargo pants, or pants with rivets or cargo pockets will be allowed. No elastic at the hem. Colors: navy blue, khaki and black.
- Shorts must be uniform shorts. No cargo pockets or cargo type shorts will be allowed. Colors: navy blue and khaki.
- Cardigans/Sweaters/Sweater vests must be pullover, button up or zip front; v-neck or crew. The only logo permitted is the KHA logo. Color: navy blue.
- Sweatshirts and fleece styles can be hooded, with or without zippers, with or without front pockets. The only logo permitted is the KHA logo. Color: navy blue. Hoods cannot be worn in the classroom and any deviation away from this policy will result in a demerit. **KHA Spirit sweatshirts are permitted in the classroom Monday – Friday.**
- Spirit clothing - spirit t-shirts can be worn in the classroom and in PE on Fridays only. Spirit shirts do not have to be tucked in.
- Shirts must be tucked in at all times with the exception of the KHA Spirit shirts and PE shirts.
- Pants shall fit and be the right size. No baggy/sagging pants will be allowed. Pants that have belt loops must be worn with a belt. Clothes may not be altered or destroyed to avoid complying with the rules, i.e. removal of belt loops to avoid wearing belts. There is no exception to this rule.

Girls

- Hair is to be conservative, clean and well groomed. Hats and bandanas are not to be worn indoors. Hair dying is not permitted.
- Uniform apparel must be clean, neat and modest. Immodest clothing that is tight or revealing will not be permitted.
- Polo shirts purchased from Merry Mart Uniform or from the Uniform Section of other stores such as Old Navy, Gap, Target, Wal-Mart. The only logo permitted is the KHA logo. (No brand logos such as Abercrombie, Lacoste, American Eagle, etc.) No “fashion” polos which are cut smaller than uniform-type polos. Colors: navy blue and white.
- Blouses can be long or short sleeve with Peter Pan or straight edge collar. No lace trimmed blouses will be allowed. Colors: navy blue and white.
- Turtleneck shirts must be cotton, long sleeved. Colors: navy blue and white.

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- Jumpers purchased from Merry Mart Uniform or from the Uniform Section of other stores such as Old Navy, Gap, Target, Wal-Mart. Length can be no higher than 4" above the ground when in kneeling position. Colors: navy blue, khaki, or Merry Mart uniform plaid only.
- Skirts must be pleated or flat front. Length can be no higher than 4" above the ground when in a kneeling position. Colors: navy blue, khaki, or Merry Mart uniform plaid only.
- Leggings - Appropriate leggings (at the discretion of the administration) are permitted under skirts/jumpers/shorts/skorts. Tights are permitted. Sweatpants may NOT be worn under skirts/jumpers/shorts/skorts.
- Skorts with flap or flat front with attached shorts. Colors: navy blue, khaki, Merry Mart uniform plaid only.
- Long pants - No corduroy pants, jean-like pants, cargo pants, pants with rivets or cargo pockets. No elastic at the hem. Colors: navy blue, khaki, or black. No pants will be allowed that are too tight and not uniform cut.
- Shorts must be uniform shorts. **They must not be below the knee and can be no higher than 4" above the ground when in kneeling position.** No cargo pockets or cargo type shorts are allowed. No shorts will be allowed that are too tight and not uniform cut. Colors: navy blue and khaki.
- Cardigans/Sweaters/Sweater vests must be pullover, button up or zip front; v-neck or crew neck; plain or with the KHA logo. The only logo permitted is the KHA logo. Color: navy blue.
- Sweatshirts and fleece styles can be hooded, with or without zippers, with or without front pockets. The only logo permitted is the KHA logo. Color: navy blue. Hoods cannot be worn in the classroom and any deviation away from this policy will result in a demerit. **KHA Spirit sweatshirts are permitted in the classroom Monday – Friday.**
- Spirit clothing - Spirit t-shirts can be worn in the classroom and in PE on Fridays only. Spirit shirts do not have to be tucked in.
- Shirts must be tucked in at all times with the exception of the KHA Spirit shirts and PE shirts.
- Pants shall fit nicely, not too tight, and be of uniform cut. Pants that have belt loops must be worn with a belt. Clothes may not be altered or destroyed to avoid complying with the rules, i.e. removal of belt loops to avoid wearing belts. There is no exception to this rule.

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- Appropriate footwear is to be consistent with the school's philosophy and purpose. Final interpretations will be made by the school administration. Appropriate footwear must be worn at all times. For safety reasons, students are not allowed to wear high heels, open toed shoes, or sandals.
- Make-up and jewelry that is worn shall be inconspicuous and appropriate for the age level.

JACKETS

Outdoor jackets or sweatshirts are not to be worn if they have inappropriate emblems, phrases or endorsements. Jackets are not to be oversized nor shall they be worn in the classroom. Flannel, plaid shirts are not permitted as jackets. Only uniform sweaters in navy blue as well as navy blue sweatshirts, navy blue fleece sweatshirts or KHA logo sweatshirts are allowed in the classroom. (no other logos allowed, i.e. Disney, Nike, sports logos, etc.).

P.E. ATTIRE

Boys/Girls - PE uniforms purchased from the KHA Athletic Department only – navy blue shorts, gray or navy t-shirts, sweatpants and non-hooded sweatshirts with the KHA logo will be allowed. Spirit t-shirts may be worn for PE on Fridays only. No other sweatshirts, sweatpants or jackets may be worn during PE. Any deviation from the specified PE attire will result in a demerit. Please purchase the appropriate KHA logo sweatshirts and sweatpants in anticipation of winter temperatures.

FRIDAY AND NON-UNIFORM DRESS CODE

- Shirts, blouses, skirts, pants and shorts of modest style and length are allowed
- No sandals or open-toed shoes
- No tank tops or spaghetti straps
- No bare midriffs
- No tight or form fitting pants
- No baggy styles or sweatpants
- Appropriate decals/designs or logos other than KHA are acceptable.
- Hats may NOT be worn indoors at any time; however, hats with appropriate decals/designs may be worn outdoors.
- Jeans and capris are acceptable as long as they conform to the above listed guidelines.

DRESS CODE ENFORCEMENT

Families at Kimber Hills Academy have placed considerable time and finances into meeting the dress code requirements of the school. The school will actively encourage our students to contribute to the educational climate by being in appropriate dress at all times. While the majority of students are routinely in step with the dress code, at times some are not. To maintain consistency in regards

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to the dress code being honored, any student in violation of the dress code will receive a demerit. Easily, correctable dress code violations resulting in a demerit, are not confined to one class period, and demerits are cumulative, should the violation not be corrected.

Final determination regarding interpretation of the dress code rests with the school administration.

ELECTRONICS AT SCHOOL

Students may NOT bring any electronic devices without prior faculty and parent approval. Electronic devices such as laptops, ipods, digital cameras, itouch, ipads cannot be used during school hours, between 7:00 a.m. - 6:00 p.m. without prior parent approval and faculty supervision and approval. Such devices can be used only as directed by the teacher in a supervised classroom, for authorized use only. KHA will not be responsible for any damages, theft or loss of devices.

CELLULAR PHONES

Cellular phone may not be used during the school hours, between 7:00 a.m.- 6:00 p.m. Cell phones can be used by students participating in athletics or after school programs (this does not include EDC). Cell phones must be turned off during the school day and will be confiscated if used. After school, a cell phone may be used in car line only to coordinate a student's pick up. All other cell phone calls are not permitted.

Accidental rings during class will result in a demerit and the phone confiscated. Texting, calling, gaming, taking pictures, going online, music, etc., are considered abusive phone activities and these will result in a detention and confiscation of the phone. Confiscated phones will be released only to the parents.

STUDENT CONDUCT STANDARDS

Our faculty is consistent and unbiased in applying firm but constructive discipline to all students of every grade level in order to maintain a safe, open-minded and bully-free learning environment.

PHILOSOPHY

The word discipline often produces a negative connotation, but actually it is a positive word that includes the following concepts:

- Discipline or instruction
- Character development
- Training which corrects, molds, strengthens, and perfects
- Consequences
- Control gained by enforcing obedience and order

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For moral and spiritual development to be effective, the home, church, and school must be united in their disciplinary outlook and methods. In addition to these concepts, the disciplinary philosophy of Kimber Hills Academy is built upon the following precepts:

- The God-given responsibility and authority to discipline children lies with the parents. The teacher stands in “loco parentis” or in cooperation with the parents. The teacher’s authority, however, never replaces that of the parents. *Ephesians 6:1-4*
- Love is to be at the heart of all discipline. *Proverbs 3:11-12*
- The goal of all our discipline is for all to follow Jesus Christ’s example in our daily lives. *Colossians 1:27b, 28*
- No form of corporal punishment will be used.

SCHOOL RULES

The school has established a few rules for the purpose of self-discipline and order. While certain class rules and procedures may vary slightly, the following apply to all students and will be consistently enforced:

1. Respect people and property:
 - Respect and obey adults at all times.
 - Treat others as you wish to be treated, consider others better than yourself.
 - Care for personal and school property.
2. Speak kindly and truthfully to one another.
3. Use hushed voices in the halls and act orderly in classrooms.
4. Do not chew gum.
5. Be accountable:
 - Use a hall pass indoors.
 - Attend EDC before or after school.
 - Stay supervised.

DISCIPLINARY PROCEDURES

Demerits

- Demerits are given when an infraction of a school rule has occurred. A student with four demerits receives a detention.
- A student tardy to class will receive a demerit. Any student who receives four tardy demerits in one class will receive a detention.
- Any student in violation of the dress code will receive a demerit.

The following is a list of demerits leading to a behavior detention

- Disrespectful actions and words toward another student
- Bullying
- Disruptive (noise)
- Ignoring of class rules
- Out of seat without permission
- Throwing an object in class
- Unkind words
- Unexcused tardy
- Dress-code violation
- Eating in class
- Drinking in class
- Test below 70%, missing assignment report, or other such report or progress report not signed by parent and returned
- Inappropriate language – crude (minor infraction) – does not include swearing
- Distracting another student while teacher is instructing
- Passing notes during class
- Gum
- Accidental ringing of cell phone, resulting in confiscation of phone

Detentions

The following is a list of actions that will warrant an immediate behavioral detention or suspension depending on the severity.

- Repetitive teasing or disrespect in actions or words
- Bullying
- Inappropriate language (swearing – first offense)
- Disrespectful attitude toward a teacher/support staff/EDC worker/yard duty
- Lying
- Harassing or threatening another student, physically, verbally, in person, digitally, during school hours (7:00 a.m. - 6 p.m.), within school property, or during a school sponsored off-site activity, i.e. field trip, walking across the street, etc.
- Inappropriate touch
- Destruction or the taking of another person's property, including physical and/or digital vandalism of another person's property
- Encouraging another student to do inappropriate actions
- Cheating
- Abuse of cell phones including texting, calling, gaming, taking pictures, going online, music, etc., resulting in confiscation of phone
- Plagiarism of school assignments

Consequences

- Students who arrive late for detention will not be allowed to serve on that day, instead, they will be required to serve their detention on the following Tuesday, as well as serve a full lunch detail. Students who cut detention will receive another detention immediately. **Any absence from detention will be considered a cut unless approval has been given by the Department Head no later than the Friday prior to the date to be served.**

- The following is a list of actions that will be taken with each detention a student receives:
 - 1st Detention slip sent home for the parent's signature
 - 2nd Teacher calls home to speak to parent
 - 3rd Department Head calls home to speak to parent
 - 4th If the student receives a 4th detention within a 12-week period, the student will receive a one-day suspension with a 3% reduction of all grades. If the 4th detention does not fall within a 12-week period, the student will receive an immediate suspension with a 3% reduction of all grades upon receipt of their 5th detention.
 - 5th Director of Student Affairs calls home to speak to parent. (Student is placed on behavioral probation for all field trips including Washington, D.C. and Outdoor Education trip. The probation requires that the parent is to travel with the student on all field trips.)
 - 6th Department Head, parent, and student conference
 - 7th Two day suspension with a 6% reduction of all grades (loss of all field trip privileges).
 - 8th Director of Student Affairs, parent and student conference
 - 9th One week suspension and student contract with 9% reduction of all grades
 - 10th Expulsion

- This process is cumulative throughout the entire school year. Detentions are not "erased" at the end of each trimester.

- A student who receives an office referral will also receive a detention along with any other discipline deemed necessary.

- A detention is given to any student who has used inappropriate language, such as swearing. An immediate suspension will be issued after two detentions are given for swearing.

A "No Detention" Party will be celebrated each trimester.

Suspension - is considered a strong form of discipline and will be served at home as determined by the administration. In cases of extreme or continued misbehavior the administration may automatically suspend any student. **A**

NOTICE OF PUPIL SUSPENSION will be sent home with the student that follows **Education Code Section 48900**. Examples of such behavior include but are not limited to: disobedience, fighting, willfully defying the valid authority of school faculty and staff, racial or sexual harassment, bullying words and actions, offensive language, vandalism, both digitally and physically, malicious misuse of school property and equipment, theft, plagiarism, and abuse of cell phones.

Expulsion – A student who does not comply with our school rules continuously will not be tolerated, and will be expelled. Allowing a student to continue in this type and pattern of behavior, affects not only their own well-being, but the safety and well-being of our students and staff. Events that require immediate expulsion will include, but are not limited to possession and/or use of illegal drugs, alcohol, weapons; making a violent threat (mentioning the use of a weapon) toward another student or a faculty/staff member; concurring or egregious violation of school policies.

LUNCH AND BREAK PROCEDURES

All students will be under the direct supervision of the playground staff. Respect and compliance is expected from all students. Failure to follow given instruction will result in immediate disciplinary action (i.e. detention, Director of Student Affairs referral, or work detail). Persistent problems will result in further disciplinary action (i.e. suspension).

RESOURCE CENTER

- It is a violation to insert or to try to load any software or device onto the KHA system and will result in the loss of computer privileges for the remainder of the school year, and suspension.
- Any damage caused by abusive choices or actions to computer systems will result in the billing to parents of students for necessary repairs.

PARENT PARTICIPATION

PHILOSOPHY

Kimber Hills Academy is committed to the Biblical philosophy that God has established the home as the primary educational institution (*Deuteronomy 6:4-10*). We believe that parents are our best partners in the successful education of their children, and while we respect the many personal and professional demands on a parent's time, we will continually and proactively communicate with our parents to collaborate on their student's challenges, and delight in their student's triumphs. This partnership is forged as parents become involved in all aspects of a student's education, including academics, discipline, participation in school activities and meetings. Additional partnering activities will appear periodically in the school's online communication, the Weekly Howl.

COMMUNICATION

Parents have agreed to faithfully support the school through their prayers and positive attitudes and in keeping with *Matthew 18:15*, parents will provide good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be dealt with through the school's chain-of-command – the classroom teacher; if no resolution; the department head; if no resolution, the principal. Enrollment in Kimber Hills Academy is a privilege, and not a right. Continued enrollment and re-enrollment of their student is dependent on their adherence to Parental Agreement, support of the school, its staff and policies.

SCHOOL VISITS

The school welcomes and encourages parents to visit the classrooms during school hours. In order that we may coordinate visits with classroom instruction, contact the office to make the necessary arrangements and check-in at the school office before visiting the classroom. These visits should be arranged for after 9:00 a.m.

PARENT VOLUNTEERS

Each year teachers will look to families for support in a variety of ways. Parents are given an opportunity to commit to specific tasks including classroom helper, field trip driver, art helper, etc. Parents with a special talent or desire to assist are encouraged to communicate that desire to their child's teacher. Opportunities to help outside the classroom are available as well, such as special events and office help.

PARENTS IN EDUCATION (PIE) PROGRAM

In an effort to promote parent involvement and to help hold down the cost of education, a tuition credit will be given to families for volunteering in the school. Tuition credit will be given for hours volunteered at \$10 per hour for up to 10 hours for the 1st child and 3 hours for each additional child. Credit will be given on the June billing of tuition. Parents are strongly encouraged to participate early in the year and not wait until May to fulfill this requirement. **The third Friday in May will be the last day to record PIE hours for the school year.** Any field trips taken after that date may be recorded ahead of time and initialed by the teacher. Parents are to record their PIE hours worked in the PIE Binders kept in the school lobby.

PIE RECORDING GUIDELINES

We like to provide opportunities to volunteer through the PIE program in many different areas and at different times. Please read the Weekly Howl for opportunities to participate throughout the year. In order to keep the PIE binders accurate and up to date, we ask that you record your PIE hours at the time you volunteer.

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In the interest of fairness to all students, parents, and teachers, it has been established the maximum allowable PIE hours for field trips is five (5) hours total per day of field trip. The 6th grade Outdoor Education Camp, a four-day trip would qualify for 20 PIE hours (family participation specific to the 8th grade Washington D.C. field trip is part of a separate program, and therefore is not eligible for PIE hours). This helps ensure that other areas in need of volunteers are supported as well.

OFFICE

OFFICE HOURS

The Ministry Support Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m.

OFFICE PROCEDURES

Students are only permitted in the office for specific school business. Students must conduct themselves in an orderly fashion in the office area. Patience, politeness, and a soft voice will help our secretaries take care of your business in the best way possible.

CONTACTING STUDENTS DURING SCHOOL HOURS

The school telephone is for business purposes. In the event of an emergency, messages for students may be left with the school office. Forgotten items such as lunches, books, or papers that are brought to school may be left in the office. Students will be notified to come to the office to pick them up.

USE OF SCHOOL TELEPHONE

The telephone in the office is not to be used by students except in the event of an emergency. Forgetting to bring books, assignments, projects, uniforms, instruments, etc. are not considered emergencies that require the use of the office phones. Students are not allowed to use the office phones to get permission to go home with another student/parent. Student's cell phones are not to be used on campus at any time during regular school hours.

PHONE CALLS TO TEACHERS

Phone calls to teachers should be made after 3:15 p.m. Messages may also be left with the office during the day. Teachers will return calls at their earliest convenience. Teachers are not available to take phone calls from 7:45 a.m. to 8:00 a.m. (Faculty devotions) or on Wednesday from 2:30 p.m. to 4:00 p.m. (Teachers' meetings). Phone calls to teachers at home are discouraged. To ensure that our teachers have their privacy during their off hours, parents and students will not contact their teacher, after hours on their private phones. If there is a question, concern, or need for clarification, students are encouraged to contact a fellow classmate, email their teacher or wait until the next school day.

CHANGE OF ADDRESS

Please notify the office immediately if your home address, telephone number, or email address changes at any time during the year. Please make sure that all information on your emergency form, especially your work phone numbers, are updated any time a change is made.

FINANCES

TUITION

- Twelve Month EFT (Electronic Fund Transfer) plan, starting July 2012 and ending June 2013 using FACTS Tuition Management. Please refer to the FACTS registration form for more information.
- Prepaid Annual Tuition Plan – A **3% discount** will be given for full payments made no later than July 5, 2012, at 5:00 p.m. In the event of early withdrawal, the first two months' tuition will not be refunded, and all refunds will be prorated based on the annual tuition paid.

Should a student enroll after the first day of school, tuition will be prorated from the first date of attendance. Parents must enroll in FACTS Tuition Management at time of enrollment. Students enrolling between the 1st and 15th of the month will pay full tuition for the month, students who enroll between the 16th and the 31st of the month will pay one-half month's tuition.

MISSED PAYMENTS AND RETURNED CHECK POLICY

In case of unexpected financial crisis, please contact the KHA Finance Office as soon as possible so that we can facilitate an alternate payment plan and help you avoid additional fees.

- Twelve Month Accounts will be assessed a \$30.00 returned payment fee by FACTS for each failed EFT payment attempt.
- Returned Checks for Miscellaneous Fees: Accounts will be charged a \$25.00 service fee for all returned checks.
- Parents whose tuition or Extended Day Care (EDC) fees become more than 30 days in arrears will not be allowed to send their children to school until tuition and EDC fees are brought current or arrangements to pay are made through the KHA Finance Office.

REFUND POLICY

Official withdrawal must be made by completing a withdrawal form in the office and will be prorated based on the date of withdrawal and annual tuition rate. Withdrawal from the 1st to the 15th of the month equals one-half month's refund. Withdrawal from the 16th to the 31st receives no refund for that month. One-half month's tuition will be charged if there is not a two-week notice

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given when a student withdraws. The first two months are non-refundable. Application and registration fees will not be refunded. There are no refunds for absences.

EXTENDED DAY CARE (EDC)

This is a service offered to parents who must bring their children to school before 8:00 a.m., and/or parents who cannot pick their children up by dismissal time. Forms must be filled out and returned with payment to the Finance office.

Students who use EDC during parent/teacher conferences after 3:30 p.m. will be charged \$25 if they have not already signed up for EDC Options.

LUNCH, MILK & JUICE CARDS

Students may bring a bag lunch to school or purchase a hot lunch through **Nob Hill Catering, Inc.** Lunches are ordered two months in advance by email or by mail. The cost is **\$4.50 per lunch and includes a drink.** If ordering by email you will be given a log-in password by which to place your order. Lunch orders will not be processed through the school; you will need to contact Nob Hill Catering directly at (650) 596-8008. Milk/Juice cards may be purchased from our school website www.KimberHills.org or at the school office. The school would appreciate your assistance in making sure that your student has a well-balanced and nutritious lunch. Food with a high nutritional value will not increase a child's intelligence, but there is a definite relationship between what a student eats and the student's classroom behavior and performance. A nutritious breakfast and a good night's sleep are also essential for maximum classroom performance. Milk/juice or lunch cards that are unused at the end of the school year will not be refunded.

Lunch cards to support the 8th grade class pizza fundraiser can be purchased from our school website www.KimberHills.org or at the school office. An extra slice of pizza is \$1.00. The pizza fundraiser occurs every Friday in place of the Nob Hill Catering lunches.

DONATIONS

It is Kimber Hills Academy's desire to maintain the highest quality educational program at the lowest possible tuition. This can only be accomplished as interested parents and other friends of the school provide assistance in our operating and capital equipment costs through gifts and donations. All donations are gratefully received and wisely used, and are deductible for income tax purposes. If you have a contribution in money or a gift to the school, please contact an administrator.

ATTENDANCE

SCHOOL HOURS

The Middle School begins at 8:10 a.m. each day and is dismissed as follows:

- 3:05 p.m. – Monday, Tuesday, Thursday and Friday
- 2:05 p.m. – Wednesday

Middle School students will be sent to EDC after 3:25 p.m. on Monday, Tuesday, Thursday and Friday; and 2:25 p.m. on Wednesday.

Minimum Day Dismissal time is 12:15 p.m. Please note that there are several minimum days during the school year when no Extended Day Care is provided. Additional fees will be charged for students not picked up by 12:30 p.m. on these designated minimum days.

If there is more than one dismissal time to consider for pickup, please plan accordingly. It is recommended that cars arrive at the designated times and not much earlier.

TARDIES

Any Middle School students (grades 5th – 8th) who arrive after 8:15 a.m. will be considered tardy. If a student is tardy, he/she must get a tardy slip from the school office and proceed directly to class. Excused tardies will only be granted to students who bring a signed doctor's note upon arrival to the school office. When possible, please try to avoid doctor and dental appointments during school hours.

A demerit is issued for each tardy. As with other demerits, four tardies will result in a detention. Tardies are cumulative throughout the trimester.

Promptness and responsibility are character traits taught consistently, for which students are held accountable. Since the school seeks to support the home in the development of the student, we depend on the parent to demonstrate consistency and control of their children in this area.

Students that receive 10 tardies in a 12 week period will incur disciplinary action which can result in suspension or expulsion as determined by KHA Administration.

This Tardy Policy will be strictly enforced.

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CLASS SCHEDULES FOR MIDDLE SCHOOL

MONDAY, TUESDAY, THURSDAY & FRIDAY

Homeroom	8:10-8:20
1 st Period	8:20-9:10
2 nd Period	9:10-10:00
Break	10:00-10:15
3 rd Period	10:15-11:05
4 th Period	11:05-11:55
5 th Period	11:55-12:45
Lunch	12:45-1:25
6 th Period	1:25-2:15
7 th Period	2:15-3:05

WEDNESDAY SCHEDULE

Homeroom	8:10-8:20
1 st Period	8:20-9:10
2 nd Period	9:10-10:00
Break	10:00-10:15
3 rd Period	10:15-11:05
4 th Period	11:05-11:55
5 th Period	11:55-12:45
Lunch	12:45-1:25
Chapel	1:25-2:05

ABSENCES

Regular school attendance is required by law and is very important for proper educational development. The education code of the State of California makes provision for absence from school for illness, family bereavement, and accidents. Kimber Hills Academy agrees that these are good guidelines to follow and will excuse absences for the same reasons. The parents and student must accept the responsibility to obtain and complete all make-up assignments. Zeros are given for any work missed and not made-up, which will adversely affect a student's grade. If it appears a student will miss more than one day, parents are responsible to contact the teacher for the necessary homework. Please avoid planning family vacations during our regular school attendance days. Such absences are considered unexcused and teachers are not expected to provide homework in advance. (For unexcused absences please see page 8.)

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CAMPUS SECURITY

Parents are asked not to wait in the halls before or after school. If you wish to meet with a teacher please call or email for an appointment. Do not approach teachers in the hallway. Please obtain a Visitor's Badge and wear it so it is visible.

CLOSED CAMPUS/TRUANCY

Kimber Hills Academy has a closed campus which means that students are not permitted to leave the school on their own. Students in 6th, 7th and 8th grade may have permission to leave campus with a written request from parents, or by phone in case of an emergency. Permission to Leave Campus forms for 6th, 7th and 8th grade students are available in the school office. Leaving the school grounds without permission will be treated as truancy and will result in automatic suspension.

WITHDRAWALS

When withdrawal is necessary, parents must submit a Withdrawal Form to the school office. Two weeks notice must be given (see Refund Policy, page 28). The forms are available in the school office. When the official withdrawal form has been submitted cumulative records will be released to the new school.

Withdrawal after April 30th requires full tuition payment of both May and June.

SCHOOL CALENDAR

Each year the school establishes a school calendar that includes the important events, holidays, and report card dates for that school year. Each family will receive a copy of this calendar at the beginning of the school year.

STUDENT SIGN-OUT

If it is absolutely necessary for a student to leave school for dental or doctor appointments, etc., the parents should send a note with the child in the morning alerting the teacher that the student is leaving. The parent must come to the office and sign the student out before the student may leave school. Students who return to school after leaving early must also be signed back in.

The student is responsible for completing all make-up work within a time period determined by the teacher.

TRANSPORTATION

TRAFFIC SAFETY/CAR LINE

On a daily basis our whole student body arrives and departs by automobiles. In order to safely facilitate passage for vehicles and students, KHA uses the parking lot, facing Mission Blvd., as an organized "car line." Specific information

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concerning the car line will be available at Back-to-School Night, but the following printed guidelines are strictly enforced:

- Between the hours of 8:00-8:30 a.m. and 2:30-3:30 p.m. (1:30-2:30 p.m. on Wednesdays) all traffic north of the Mission Boulevard entrance is ONE WAY traveling northbound. U-turns are not permitted in the parking lot.
- Advance your vehicle to the front of the car line before letting out or picking up your children.
- Adults and/or Safety Patrol members will assist your child in traveling safely between your vehicle and the sidewalk.
- Carefully check for oncoming cars before pulling into the exit lane.
- NEVER abandon your vehicle in the car line. Summon an adult/attendant for assistance.
- Always observe the 5 MPH speed limit.
- Middle School pick up begins at 3:05 p.m. to help alleviate traffic congestion.

Please exercise extreme caution in car line at all times. All children not picked up by 3:25 p.m. (2:25 p.m. on Wednesdays) will be escorted to EDC. For safety reasons please do not ask your child to wait for you in any area other than the designated student waiting area in front of the school.

Students that are walking home or taking the bus must obtain an off-grounds permission slip from the office. Parents must sign the permission slip and return it immediately to the office and it will be placed with the student's emergency form. Students having this form must leave the campus immediately after school and may not return to "hang out" with friends.

PARKING

Parking spaces are at a premium at KHA. Parking is always available in the North parking lot. You are also welcome to use any open spaces near the Mission entrance and South of the Mission entrance. **Absolutely no parking near the office building at the south end of our lot.** Between the hours of 8:00 a.m. to 9:00 a.m. and 1:30 p.m. to 3:30 p.m. parking is not permitted in the spaces in front of the building (you are welcome to park in these spaces during other hours).

CARPOOLS

Transportation to and from school is to be provided by the parents and carpools may be a practical tool to consider. Please note that should your child be part of a carpool, KHA staff will release your child only to those persons who are

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authorized by the parents and clearly noted on the student's Emergency Authorization Card. Authorized individuals must be prepared to show valid photo identification. Last minute transportation changes are greatly discouraged and should be made only in an emergency.

- Families who share in the driving responsibilities should also share in the costs. Parents who do not participate by driving should share the financial costs.
- Carpool changes should be made before the student comes to school. Parents should not call the school to tell their student to ride with someone else unless absolutely necessary. When sending someone who may be a stranger to pick up your student, please send a note with that person or call the office.
- Students who are to go home with someone other than those people who are authorized to pick them up on their emergency cards must bring a note alerting their teacher and the school office of such changes. Last minute transportation changes cannot be made in the parking lot after school.
- The California Highway Patrol says that when transporting students to and from school, the total number of passengers is not to exceed the rating number of the vehicle. In other words, a six passenger car can carry a maximum of 6 people and no more. The maximum number of passengers is nine, including the driver. Transporting more than nine in a school carpool subjects you to rigid school bus requirements. Drivers must carry liability insurance. Students must wear seat belts.

BICYCLES

A bicycle rack is provided in the lunch area for students who ride their bicycles to school. Those bringing bicycles to school must provide their own means of securing their bicycle. The school cannot be responsible for theft or vandalism. For safety reasons, students must walk their bicycles while on campus. A permission form is required for a student to leave the school grounds on their own supervision and is available in the school office. All students must wear a helmet while riding to and from school.

FIELD TRIP TRANSPORTATION

Field trips and other special events away from the campus require transportation help from parents. Our greatest concern is the safety of students. Every possible precaution will be taken to ensure safety.

To qualify as a field trip driver, the following requirements must be met:

- A copy of your current California Driver License must be on file in the office.

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- Bodily Injury Liability insurance coverage must be at a minimum level of \$100,000 per person and \$300,000 per accident. A current copy of your insurance policy must be on file in the school office. The policy must show the dates that the policy is in effect.
- Seatbelts must be provided for each student in the vehicle and they must be worn at all times.
- **Insurance and safety regulations state that cell phones should not be used while driving. As a driver for Kimber Hills Academy we ask that you not use your cell phone while driving students on field trips.**
- All vehicles used to transport students must be inspected for proper tires, mirrors and safety equipment (seatbelts) prior to departure.

PARTICIPATING PARENT GUIDELINES

Parents must remain with the group at all times. Never leave the group for any reason, without first consulting the teacher in charge, and then only with your own child.

Participation in field trips is a privilege, not a right. A child may be denied the opportunity to participate in a field trip by administration discretion. Parents are never to be using a cell phone while driving except in the event of an emergency.

FINGERPRINTING (May be required under the following guidelines)

1. All employees, and any volunteers that have regular, ongoing contact with children and youth in small groups, counseling situations, camps, or overnights (such as Washington D.C., Outdoor Education Camp, Sacramento trip) are required to have national criminal background checks, done via fingerprinting, and reference checks. Signed release forms and completed reference checks are to be kept on file in Human Resources.
2. Church volunteers must have been involved with Fremont Community Church for six months before consideration for any position involving contact with minors in situations described above. School volunteers must have been involved with Fremont Community Church or Kimber Hills Academy for six months before consideration for any position involving contact with minors in situations described above.

HEALTH

IMMUNIZATIONS AND PHYSICAL EXAMS

The State of California requires that all students entering school be properly immunized. This is usually taken care of when a student enters Kindergarten.

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Parents whose first grader did not attend Kindergarten should check to see that these requirements are met. The law also states that students must have a physical exam sometime in the 18 months before they enter 1st grade. Seventh and eighth graders are required before the start of 7th or 8th grade to have proof of an adolescent whooping cough booster shot (Tdap).

POLICY ON ILLNESS

Kimber Hills Academy maintains a well-equipped Health Office to care for your child. The school secretaries are available to assist your child should they need help.

Parent Contact

Be assured that we will contact you if your child has an injury that cannot be treated with a bandage or ice, bumped their head and we suspect even minor head injury, a temperature of 99.8°F or greater (we use Kaiser's standard of a fever for a child), persistent abdominal pain, vomiting or diarrhea or for any condition that we, as parents, would appreciate notification.

Communicable Diseases

Diseases such as measles, mumps, whooping cough, chicken pox, pneumonia, pink eye, pin worms, ringworm, head lice, scabies, impetigo, scarlet fever and strep throat are considered contagious. When your child has a disease that is considered contagious, please notify the school immediately so we can notify the parents of the students that have been exposed. Your child will need written consent from a physician before returning to school.

Keep Your Child Home

In order for students and staff to remain healthy, you will need to keep your child home if they have any of the following conditions: a runny nose where the mucus is thick and green, severe congestion that causes the child to have difficulty breathing, eyes that are draining or inflamed, an unexplained rash, vomiting, diarrhea or a fever. Keep your child home for 24 hours **after** he/she has recovered from any of the above symptoms.

Emergency Transportation

In the event of a student incurring a life threatening emergency, the school personnel will make every attempt to provide medical attention as soon as possible and will make contact with the parent/guardian. The parent is responsible for related medical expenses, including ambulance service if necessary.

MEDICATION

The most appropriate person to administer medication to a child is the parent. This is best accomplished at home. If, however, it is absolutely necessary for

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medication (prescription or over-the-counter) to be administered at school, Education Code 49423 states that one of the following procedures must be followed: The parent may bring the medication to school and administer it personally to their child, or the parent may authorize the school staff to administer the medication, when a written statement from the child's physician is obtained by the parent and given to the school.

All medication must be in the original labeled container, with the student's name clearly marked on it and must be brought to the school office by the parent. To authorize the school staff to administer medication to your child, please complete your portion and have your child's physician complete their portion of the *Authorization for Medication to be Given at School* form, which may be obtained in the school office.

EMERGENCY INFORMATION FORM

All students must have current emergency information on file in the office so that the school can reach the parents in the event of an emergency. This information is to be filled out at the beginning of each school year on the *Emergency Information Form*. If your child is allergic to bee stings, pollen, or a specific food, please note this on the Emergency Information Form also. All prescribed ongoing medication taken by the child should be listed, including the name of the medication, frequency and dosage. This includes medication administered at home prior to the beginning of the school day. This information is important in case of emergencies for medical personnel treating your child. Please notify the office immediately if there are any changes to the information on the Emergency Form. It is imperative that the information be kept current, please remember to notify the office immediately when any of the information changes.

NUTRITION BREAK

Students are encouraged to bring a mid-morning snack and take advantage of a "Nutrition Break" that is provided. Students may eat fruit, nuts, crackers or vegetables at this time. Please do not send chips, candy, cookies, or other sweets.

MISCELLANEOUS

LOST AND FOUND

All Lost and Found articles that are not claimed by the end of the month will be given to charity. To prevent loss, all personal belonging should be well labeled with the student's name. Please make it a goal to visit the Lost and Found as soon as you realize an item is missing.

SCHOOL PICTURES

School pictures are taken each year in the Fall and the Spring. Parents will be notified of the exact dates, and they will have the opportunity to select a picture package that meets their needs.

EMERGENCY DRILLS

Fire and earthquake drills are conducted at regular intervals as required by law. When such a drill is being held, it is essential that students promptly leave the building by pre-designated routes. If you are on campus when an alarm sounds, please follow the teacher's lead and evacuate the building promptly. Students are not permitted to talk during fire drills and will remain outside with their teacher until a signal is given to return to class.

EMERGENCY KITS

Catastrophic events in the State of California have prompted the KHA administration to take seriously its role in providing a safe, prepared environment in case of an emergency. All students are provided a three-day survival kit of food, water and other essentials. These kits are stored in accessible containers and will be used in case of an emergency.

SOLICITATION

No sales or fundraising projects are permitted without authorization from the Administration. No tickets, merchandise, or candy may be sold or given away on campus without permission. Any advertisements must also be approved by the Administration.

LOCKERS

Lockers will be assigned to all 6th, 7th and 8th students during the first week of school. Lockers may contain school books, P.E. uniforms or lunches. Each locker is the sole responsibility of the student to whom it is assigned. Students who damage their locker will be expected to pay for all repairs. Vandalism of any locker will result in the immediate suspension of those responsible and loss of locker privileges for a twelve week period.

VANDALISM

Vandalism of school, church, or another student's personal property is a serious offense. We expect every student to respect each person's personal privacy as well as the school and church property. Any vandalism at the above mentioned institutions or parties will warrant an immediate suspension with resulting academic consequences. Parents are expected to provide necessary compensation for damaged property.

EXTENDED DAY CARE (EDC)

EDC is a courtesy service offered to parents who must bring children to school before 8:00 a.m. and/or who cannot pick them up by 3:25 p.m. (2:25 p.m. on Wednesdays). Students arriving before school starts or staying after school is out will be sent to EDC and the appropriate fees will be charged. Picture I.D. may be requested when picking up your child. The Administration reserves the right to deny this service to any family generally on the grounds of student misbehavior and/or violation of program guidelines. During the hours of EDC,

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Middle School students may only gather with other Middle School students and not those of elementary age (grades K-5th). All school rules are in effect during EDC hours of operation and must be followed.