



KINGSWAY PREPARATORY SCHOOL

*"But ye are a chosen generation, a royal priesthood,
an holy nation, a peculiar people..." 1 Peter 2:9*

2018-2019 School Handbook

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WELCOME

Dear Students, Parents and Families,

Welcome to the KPS 2018-2019! We are thankful for the privilege and opportunity to work with you concerning the education of your child.

This handbook was designed explain the policies and procedures by which we operate. Be aware that Kingsway's policies and guidelines may be changed from time to time. If and when policies are changed, families will be notified.

We are thrilled to have you join us and we look forward to working with you and your children both now and in the future. As always, please feel free to reach out with any questions, comments, or concerns.

Sincerely,

Tamara Hadaway

Principal

ABOUT US

MISSION AND VISION

Kingsway Prep's goal is to produce graduates fully committed to the service of both God and community. We also aim to create a regionally recognized college preparatory school that stimulates high student achievement while improving its surrounding community.

Kingsway will create an immediate and more direct impact by offering a rigorous and advanced education to a diverse student population. Our core values are respect, compassion, high expectations, and service. The school's culture and core values will facilitate lifelong learners who are transformative and civic-minded.

SCHOOL VERSE

“But ye are a chosen generation, a royal priesthood, an holy nation, a peculiar people...”
1 Peter 2:9

SCHOOL MASCOT & COLORS

School Mascot: Royals
School Colors: Blue and Yellow

STATEMENT OF FAITH

- We believe in one God who has revealed Himself as God the Father Almighty, the Author and Creator of all things, and that Jesus Christ is the eternal Son of God who took the form of human flesh to dwell among men. We believe that He accomplished men's salvation through His life, death, resurrection and ascension.
- We believe the Holy Spirit is the gift bestowed on the believer for the purpose of equipping and empowering the believer to be a more effective witness for Christ in the world. The Holy Spirit teaches and guides the believer in all truth.
- We believe that man was born in sin and must be born again of the Spirit in order to become a member of the spiritual family of God. We believe that man by nature is sinful and that he is fallen from the righteous state in which he was created. Man, therefore, must be restored by the Holy Spirit to a state of holiness from which he fell and be born again through faith in Christ. (Ephesians 2:1-8)
- We believe salvation results from God's grace by which He delivers us from the power of sin, the guilt of sin and the penalty of sin. Salvation involves repentance, faith, conversion, justification, regeneration, sanctification and the baptism of the Holy Spirit.
- We believe that the church is the body of baptized believers whose head is Christ.
- We believe in the second coming of Christ! We believe He shall come from heaven to earth, personally, bodily, and visibly (Acts 1:11; Titus 2:13; Matthew 16:27; 24:30) and that the church will be caught up to meet Him in the air (I Thessalonians 4:16-17).

ENROLLMENT AND FINANCIAL POLICIES

ADMISSION

The admission process is designed to match families to a school setting. When the match is a good one, the result is a strong, trusting relationship between families and school. A good match occurs when there is open and honest communication about the school and the child.

Kingsway Preparatory School is eager to enroll qualified children from a broad range of backgrounds who will experience success during their years with us. We look for motivated children who have demonstrated solid academic achievement or strong academic promise, and for those who will make a real contribution to the school community.

We are committed to a biblically based philosophy of education that reflects a protestant evangelical tradition and integrates Christian principles and scriptural truths with the academic and social experiences of every student. While we affirm the diverse expressions of Christian belief, we reserve the right to admit only those applicants whose convictions are consistent with our teaching position.

The admission process formally begins in the fall for enrollment the following academic year, although applications can be made at any time.

Our school is not equipped to handle children with extreme emotional or physical or behavioral problems. They will not be admitted. Parents who are aware of any of these conditions must let us know. If discovered by the administration after admittance, the parents will be asked to remove the student from KPS.

RE-ENROLLMENT

Re-enrollment contracts will be issued to families in January along with the published rates for tuition and fees for the next school year. If there is any question regarding the status of a student's re-enrollment for any reason, the school will notify the family in lieu of sending a re-enrollment contract. All previous balances must be paid in full before registration is complete. A signed contract, along with a non-refundable Enrollment Fee, must be returned to Kingsway Preparatory School by the due date to guarantee a place for the next school year.

TUITION

All tuition is to be paid on the 15th of each month, August through May or September through May (depending on date of enrollment). If your account becomes past due 45 days we will ask you to withdraw your student. Accounts that are overdue will be assessed a \$25 fee after the 5th late day. If the bank returns a check, a penalty will be assessed.

WITHDRAWAL OF STUDENT

The parent will contact the principal in order to withdraw a student. If a student withdraws or is dismissed for any reason after having begun classes in any month, the school will keep the full month's tuition paid. Neither the student's grades or transcript will be issued until all previous balances owed to the school are paid in full.

RECRUITMENT

School families are encouraged to spread the word about Kingsway to their friends and relatives and may be eligible to receive a tuition credit for students. Applicant must list the referring family on the application form.

RULES OF CONDUCT

Kingsway Preparatory seeks to be a community in which every individual is treated with sensitivity and respect. KPS encourages consideration of others and will neither condone nor tolerate harassment or discrimination of individuals and any behavior that creates an intimidating, hostile, or offensive environment.

In every school it is necessary that rules and regulations be established for the well-being of all. Standards of good behavior are mandatory. Students are required to know the code of conduct and are expected to realize that school policies, procedures, and rules are applicable in all places at Kingsway, and at all school activities whether they are on or off the campus.

Kingsway Preparatory School expects all members of the community to abide by the spirit as well as the letter of our rules.

STUDENT EXPECTATIONS

- Students need to demonstrate courtesy and consideration of others at all times, off campus as well as in the classrooms.
- Students need to give respect and honor to those in authority.
- Students may not do physical or emotional harm to others.
- Students should strive for self-control and try their best to cooperate with others.
- Students need to conduct themselves with honesty and integrity at all times.

PARENT EXPECTATIONS

- Expect kind, respectful, and mannerly behavior from all students, not just your own.
- If you observe behavior inappropriate to Kingsway's expectation, notify a teacher or administrator so they may address the situation.
- School concerns need to be brought to the person immediately responsive to that concern where they can be remedied or clarified.
- It is imperative that parents follow all school rules and be good role models.
- Always show respect and courtesy to teachers, other parents, and students.
- It is imperative that all our conversations that occur on the KPS campus are appropriate in nature.

It should be noted that a critical, griping, and uncooperative attitude on the part of the student or parent, in reference to regulations and rules of the school and their enforcement will not be tolerated. If an attitude of Christian love and cooperation is not possible by either student or parent, the parent will be asked to remove the student from the school. Students are to proceed to and from their classes at all time in an orderly manner. If a parent cannot support the biblical authority of the teacher over the student, it is best not to enroll the student in Kingsway Preparatory School.

The following is an outline of disciplinary procedures at Kingsway Preparatory School:

- On an offense, the student will be talked with by his or her teacher. If the problem persists, a note will be sent home with the student or a phone call made to the parent.
- All attempts will be made to handle problems through communication with the students by faculty and administration. A conference may be scheduled with the student's teacher, parents and the principal. However, for the student whose behavior and conduct continues to be unacceptable, school administration reserves the right to dismiss the student.
- For all major offenses such as lying, cheating, stealing, use of inappropriate language, disrespect for others, bullying and fighting, students may be dismissed depending on the nature of the offense.

DRESS CODE

Kingsway employs a dress code not only to simplify life for families and students, but also to eliminate distractions from the academic mission of the school while teaching the student the importance of having neat and modest standards in dress (includes clothing hairstyles, and jewelry). At no time are the following acceptable: logos or graphics that represent violence, illegal activities, or any subjects deemed inappropriate in a Christian school.

Administration reserves the right to reject any attire deemed unacceptable. Parents may be called and asked to supply appropriate dress code items if a student comes to school out of uniform.

Everyday Dress Code

Boys

Shirts—Solid color polo shirts in light blue

Pants and Shorts—Navy or khaki

Girls

Shirts—Solid color polo shirts in light blue

Skirts, Jumpers, Pants and Shorts—Navy or khaki

All bottoms, excluding pants, should be approximately knee length.

Sweaters

V-neck cardigan sweater in navy

Shoes

Closed toe with flat heel. If your child is unable to tie his/her shoes, please consider shoes without laces.

Socks/Hosiery

Solid colors (navy, white, black) without decoration

Special Occasion Dress Code

We are in the process of developing a uniform for more formal occasions and will notify parents once finalized.

ACADEMIC INFORMATION

At Kingsway, learning will be specialized for students and families desiring a fuller, more effective education. We move beyond worksheets and desk work, to more inquiry-based experiences, developing our children's natural curiosity.

Math	KPS uses the Everyday Math Curriculum (University of Chicago), which emphasizes the application of mathematics in real world situations. Students are instructed using a workshop model approach, which consists of a warm-up, mini-lesson, centers (independent practice, work with teacher and math games), and closing.
Science	Teachers utilize A Beka (recognizing God's handiwork) along with inquiry-based instruction. During this time, students will enjoy activities and experiments that will enable them to discover and explore various science units.
Reading	KPS uses the Common Core standards to guide literacy instruction. Teachers use a workshop model approach that consists of a warm-up, mini-lesson, centers and wrap up. This is further enhanced by the Daily 5 literacy approach and guided reading groups.
Writing	Teachers use the Units of Study in Opinion, Information and Narrative Writing, created by Lucy Caulkins. This curriculum uses workshop model and is fully aligned to the Common Core Standards.
Social Studies	The teachers of Kingsway generate standards-based curriculum aligned to the state Social Studies guidelines. These guidelines focus on inquiry based learning and higher order thinking skills along with content and literacies in the social sciences, global connections, civic connections, and economic connections.
Specials	All students have PE, as well as music, art, Spanish and Bible throughout the week.

HOMEWORK

Homework is a valuable aid that helps to strengthen the experiences students have in school. Useful in reinforcing and extending what has already been learned, it prepares students for upcoming lessons, teaches responsibility, and helps students develop positive study habits. Homework should enhance the child's growing independence as a learner and help them to develop self-discipline and organizational skills.

Each student needs to be prepared for class daily. When work is not completed on time, class participation and the ability to build on previous knowledge is often affected.

Students can expect homework in the form of weeklong packets distributed on Mondays or have a portion of homework assigned at the beginning of the week as well as some daily assignments.

GRADING POLICY

Parents will receive formal written comments on all student work in November, February, and June. These reports are designed to present an evaluation of the child's academic and personal development.

Areas in which students will be assessed include:

- | | | |
|------------------------------|------------------|------------------|
| -Personal/Social Development | -Religious Study | -Language Skills |
| -Physical Education | -Mathematics | -Science |
| -Social Studies | -Fine Arts | -Work Habits |

Achievement may be quantified on daily work as the following; "+", "✓", "-". Report card grades will be:

Exemplary	4
Proficient	3
Developing	2
Emerging	1

The school will forward a final transcript for transferring students when all charges and fees have been paid in full. A written request from the parent(s) is required for the release of the transcript.

PARENT-TEACHER CONFERENCES

Parent-Teacher conference days will be scheduled in the fall and spring. A parent, teacher, or school official may request a further conference.

SCHOOL DAY

ATTENDANCE

We ask parents to report all absences as soon as it is clear that the child will not be attending school. We expect that all routine medical and dental care appointments be taken care of outside of school hours. Please do your best to not schedule such appointments during the school day.

For class to begin at 8:30 a.m., students should arrive by 8:25 a.m. All students are required to be on time for the start of the school day and to each class. Repeated tardiness will result in a conference with the parent and administration.

Dismissal is at 3:00 p.m. Anyone not picked up will be signed in to the Extended Day Program.

EXTENDED DAY PROGRAM

Additional fees will be charged for the program depending on usage.

Before Care – Will begin at 7:30 a.m. for those who need an earlier drop off.

After Care - Will run from 3:00 – 6:00 p.m. and may include arts and crafts, indoor and outdoor games, homework help and other structured activities.

Anyone arriving after 6:00 p.m. will be charged \$1 per minute late.

LUNCH & SNACK

All students are served a hot lunch, though it is permissible for children to bring their own lunch. Lunches are called in by 9:30. Students coming after that time will need to bring their own lunch if the school has not been notified.

Each day the children will be provided with a healthy snack and water in their classroom. Families will be asked to contribute snacks throughout the year on a monthly basis. If your child has allergies or dietary restrictions, please alert the school.

HEALTH

MEDICAL DOCUMENTATION IS REQUIRED AND MANDATORY PRIOR TO ATTENDING SCHOOL

All incoming students are required to submit medical records to the school. Failure to submit the forms by the start of school could result in the student not being allowed to begin the school year until the situation is rectified.

Only immediate first aid is administered to students at school. In the event of illness or accident at school, parents or those listed as emergency contacts will be notified. It is the parent's responsibility to call for the child or provide for his or her transportation home or to a place where medical care can be provided. Evanston paramedics will be called if no contact can be made with parents.

Due to state & federal law, school officials/staff are NOT allowed to administer ANY medications (prescription drugs, or over-the-counter medicines, including aspirin and cough drops) without written, current, and unexpired requests and instructions for the administration of medications from a parent/guardian AND the child's physician or dentist.

HEALTH ISSUES

Definitely keep your child at home for treatment and observation if he or she has any of these symptoms:

- Fever greater than 100 degrees in the 24 hours before the start of the school day. The child may return to school after the temperature has been consistently below 100 without fever-reducing medication for 24 hours.
- Vomiting. A child who has vomited must not return to school until they have been symptom free for 24 hours.
- Diarrhea.
- Chills, which may precede a fever.
- Congested or croupy cough.
- Significant nasal congestion requiring frequent nose blowing.
- Crustiness or drainage from the eye, indicating a possible conjunctivitis eye infection. A diagnosis of "pink eye" requires antibiotic medication for 24 hours prior to the return to school.

Consider keeping your child at home for an extra day of rest and observation if he or she has any of the following symptoms:

- Very stuffy nose, runny nose, and/or a cough.
- Mild sore throats with no fever, no known exposure to Strep
- Headache.
- Stomach ache.

Overall, your child should be well enough to participate in all school activities before returning to school. Keeping ill children at home allows your child to recover more quickly and reduces exposure of infectious illness to others in the classroom. Healthy children are more apt to do better on tests, contribute to class, and have more fun at school.

Toilet Training

All students must be independently toilet trained before attending Kingsway Preparatory School. We understand that all students may have accidents occasionally. We will ask parents to provide an extra set of clothing in case of an accident. If a student's accidents become a pattern, we will contact you to work out an appropriate plan.

TECHNOLOGY POLICIES AND EXPECTATIONS

COMPUTER USAGE

All persons using the Kingsway Preparatory School computer network are required to abide by the following rules. Failure to do so will result in appropriate disciplinary action determined by a school administrator.

Members of the KPS community **will not:**

- abuse, tamper with, or willfully damage any computer equipment
- download or install any programs unless authorized by a faculty member
- use the computer for anything other than appropriate work
- bring food or drink into any computer area

Members of the KPS community **will:**

- help keep computer area clean by disposing of trash and recycling paper and other resources
- abide by the Kingsway Preparatory School Technology Code of Conduct at all times

EMERGENCY RESPONSE AND CORRESPONDING SYSTEM

FIRE/CRISIS DRILLS

The school values safety procedures and schedules emergency drills during the academic year. Guidelines for drills and evacuation are posted in each classroom.

UNSCHEDULED SCHOOL CLOSING

In the event of school closing due to severe weather, school maintenance problems, etc., all parents will be notified via telephone and email. It is imperative that updated contact information for parents/guardians be on file with the office.

PARENT INVOLVEMENT

Visitors and volunteers are always welcome at Kingsway. The best education occurs when parents and teachers work as a team to nurture the children's optimal growth and development and so we are open to parents who seek to use their God-given gifts and talents to serve, support, encourage and enhance the work and culture of the school. We will be praying for you this year, and we trust we can count on your prayer as well.

PARENT-SCHOOL STEWARDSHIP

Kingsway Preparatory School is a faith operation and functions with the support of parents, grandparents and friends of KPS in finances, work, and prayer. We will have fundraisers throughout the year that we expect parents to participate in. **This year's campaign is for 200 people to contribute \$200 each over 10 months (\$20/month for 10 months or \$200 one time donation).** We encourage parents to share the school's need with others.

PARENT-TEACHER ASSOCIATION

The Parent-Teacher Association is an important part of our local school program and serves as a support for the school. This group, under the leadership of a chairperson and other officers, comes together in fellowship and the sharing of a common purpose—*the effective and efficient operation of the School*. All activities of the PTA must meet the approval of the school administration. The PTA has no authority or policy-making powers but functions as a service organization. Various projects are undertaken by the PTA from year to year to improve the grounds and facilities and educational equipment. In this capacity, the parents serve as a vital link between students, teacher and administration.

The nature of the meetings will vary from time to time, but the general objectives are as follows:

- To acquaint the parents with the philosophy of Christian education and the curriculum of Kingsway Preparatory School.
- To acquaint both parent and teacher with the importance of recognizing and properly coping with the educational, emotional, spiritual, social and disciplinary needs of the student.
- To provide an opportunity for parents and teachers to know and fellowship with each other.
- To provide parents with an opportunity to see the achievement of their students and also for students and classes to perform in planned programs.

Parents must show interest in their students by attending the PTA meetings scheduled by the chairperson of the PTA and the principal.

PARENT-SCHOOL AGREEMENT

Having read the Kingsway Preparatory School Handbook, I agree to comply with school codes, academic standards, disciplinary regulations and all other requirements set forth by the school. This statement of cooperation with the policies of the school will be in effect for as long as my child(ren) attend Kingsway Preparatory School.

- I give permission for my child(ren) to take part in all school activities, including sports programs and school-sponsored trips away from school premises. I absolve the school from liability to me or my child(ren) because of any injury to my child(ren) at school or during any school activity.
- I am in full agreement with the Statement of Faith and fully support my child being educated in accordance with this Christian perspective. I will support the mission of Kingsway Preparatory School to equip children of Christian families to be lifetime followers of Christ.
- I have read, understand and agree to abide by the policies and procedures stated in the KPS Handbook. The information in the Handbook applies not only to the regular school day but also to all-school events, activities, field trips, etc., regardless of the day of the week, time of day or location.
- Kingsway Preparatory School may use any photographs taken of my child during school activities and work created for publicity and promotion in any manner and all media. If parent does not give permission to use son's/daughter's photograph, parent must make note of such in writing.
- It is further agreed that attendance at KPS is an honor and privilege rather than a right and that administration reserves the option to suspend and/or expel any student if, in the school's judgment, the student does not fulfill the goals and standards of KPS.
- It is my understanding that in order for a student to be admitted to class on the first day of school, all past due accounts for the prior school years must be paid in full. In addition, in order for a student to return to class after both Christmas and Spring breaks, all accounts must be current or an agreement to bring them current must be reached with administration.
- I agree to pay all fees and charges promptly, understanding that no report cards or records will be given or released if the account is delinquent and my child(ren) may be dismissed.
- It is agreed that I will support the school's efforts to train my child in the Bible and in the Christian faith and will encourage my child in this and in all other phases of the curriculum.
- I agree to have a family representative at any parent-teacher conference held at the school.
- It is further agreed that in signing this policy, I/we pledge loyalty to the ideals and aims of Kingsway Preparatory School and will bring any questions and criticisms directly to the administration of the school so that they may be properly evaluated.

Parent/Guardian Signature

Parent/Guardian Signature

Date

Kingsway Preparatory School does not discriminate on the basis of race, color, sex or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. KPS does reserve the right to select students on the basis of academic performance, religious commitment, philosophical compatibility, and willingness to cooperate with the school's administration and abide by its policies.