



# KUYPER PREPARATORY SCHOOL

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## STUDENT/PARENT HANDBOOK 2011-12 SCHOOL YEAR

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## MISSION AND PHILOSOPHY

### **KUYPER PREPARATORY SCHOOL MISSION STATEMENT**

*“Our mission is to humbly provide an excellent classical education, challenging students to understand the responsibilities of personal freedom for the purpose of advancing the Kingdom of God.”*

Our mission statement is based on the belief that to whom much is given, much is required. Only one in seventeen people have the privilege of living in the United States of America, the most prosperous country on earth. As Americans we enjoy a rich heritage of political and religious liberty and the greatest amount of personal freedom of any people. We are truly an experiment in self-government under law.

The founding fathers declared their firm reliance on the protection of Divine Providence and pledged to each other their Lives, Fortunes, and their sacred Honor.

The privileges of a free market economy, personal liberty, and prosperity should be valued as gifts from God almighty. We should then use our wealth and freedom to accomplish God’s eternal purposes.

We desire to instill in our students the responsibility to preserve the legacy of what it means to be an American. We train students with the end in mind that their education should ultimately be used to further the Kingdom of God on earth.

Therefore, we endeavor to equip every student at Kuyper with the greatest academic education and an understanding of their American heritage. We will challenge every student to achieve the highest level of

personal discipline, moral development and dependence upon God.

### **KUYPER PREPARATORY SCHOOL VISION STATEMENT**

Kuyper Preparatory School (KPS) is about an environment enriched with the highest appreciation for God and country and the pursuit of excellence. When you place your child in a school, you are placing them in an environment that will help mold their lives forever. Our goal is to help students understand that in spite of the harsh realities that exist in this world, they can be a positive influence and part of the solution by achieving their full potential in life. We want to help students reach their full potential in life, by getting them started right!

In America today, and particularly in California, self-proclaimed experts in "progressive" education have drawn up new plans and devised new ways of teaching, abandoning common sense and rejecting the tried-and-true. This is not the case at KPS. KPS strives to develop within its students the intellectual and personal habits and skills upon which responsible, independent, and productive lives are built, in the firm belief that such lives are the basis of a free and just society. KPS endeavors to offer enrichment and to develop character through both curricular and extracurricular offerings, to nurture the child's humanity -- spirit, mind, and body -- with a constant view to the potential adult.

The time-honored liberal arts curriculum and pedagogy direct student achievement toward mastery of the basics, exploration of the arts and sciences, and understanding of the foundational tenets of our Judeo-Christian and Greco-Roman heritage. The

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curriculum, by purpose and design, is a survey of the best spiritual, intellectual and cultural traditions of the West as they have been developed and refined over countless generations.

### **KUYPER PREPARATORY SCHOOL EDUCATIONAL PHILOSOPHY**

Kuyper Preparatory School represents a partnership among the students, parents, faculty, administration and staff. These partners are united in their commitment to the common objectives outlined in the Mission Statement.

Students and parents respect Kuyper Preparatory School teachers, as role models and instructors, for their commitment to truth and their genuine concern for children. Intelligence, creativity, responsibility and loyalty are characteristics of the faculty. Parents expect and appreciate direct and regular communication from faculty regarding their children. Reciprocally, parents are responsive to suggestions from teachers and administrators for helping students.

The headmaster, under the authority of the Board of Directors, oversees the implementation of the Mission Statement in the school. In their capacities as policy-makers and community leaders, these administrators advance the School's role as an institution dedicated to providing the best education for children.

Kuyper Preparatory School recognizes each child as an individual who, by virtue of his humanity, is in community with all the other children in the school, regardless of age. By providing biblical moral and ethical standards, the school prepares its students to accept the privileges and responsibilities of

American citizenship and ultimately to bring honor and glory to Jesus Christ. Every child is capable of achieving his potential to the fullest extent when afforded respect, fairness, kindness, discipline and appropriate instruction.

### **KUYPER PREPARATORY SCHOOL'S STATEMENT OF FAITH**

The following is the foundation of beliefs on which Kuyper Preparatory School is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered *primary doctrine* in Kuyper Preparatory School. All parents, board members, and staff of KPS must subscribe to these foundational principles. Secondary or divisive doctrines and issues will not be presented as *primary doctrine*. When these types of doctrine or issues arise, they will be referred back to the family and local churches for final authority.

- 1) We believe the Bible to be the only inerrant, authoritative Word of God. (II Tim. 3:16)
- 2) We believe that there is one God, creator of all things, eternally existent in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent. (Deut. 6:4; Gen. 1:1, I John 5:7)
- 3) We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (John 10:30; Matt. 1:18; Heb. 4:15;

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- John 10:32; Rom. 3:25; Matt. 28:6;  
Rom. 8:34; Luke 21:27)
- 4) We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. (John 3:3-8)
  - 5) We believe that salvation is by grace through faith alone. (Eph. 2:8)
  - 6) We believe that faith without works is dead. (James 2:17)
  - 7) We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (Gal. 5:16)
  - 8) We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life, and they that are lost to the resurrection of condemnation. (I Thes.4:16,17; II Thes. 1:9)
  - 9) We believe in the spiritual unity of all believers in our Lord Jesus Christ. (John 17:20-23)

### **WHO IS ABRAHAM KUYPER?**

Dr. Abraham Kuyper, for whom our school is named, was born in The Netherlands on October 29, 1837. He completed his classical preparatory work for the university at the early age of twelve. He received his Doctorate in Sacred Theology at twenty-six.

He began his first pastorate in 1870, two years later while still in the ministry he became Editor-in-chief of a daily newspaper in Amsterdam, a year later he assumed editorship of a weekly paper. For more than forty-five years he filled both these exacting positions.

In 1874 he was elected a member of the Lower House of Parliament. In 1880 he founded the Free University in Amsterdam, which takes the Bible as the unconditional

basis on which to rear the whole structure of human knowledge in every department of life. It is by his almost superhuman labors, no less than by his strength and nobility of character, that he left “foot-prints on the sands of time.” In 1907 his seventieth birthday was made the occasion of national celebration, it was said: “The history of the Netherlands, in church, in state, in society, in press, in school, and in the sciences of the last forty years, can not be written without the mention of his name on almost every page.”

In 1898 he visited the United States of America, and gave the “Stone Lectures” at Princeton University; it was then they conferred the Doctorate of Laws upon him.

In 1901 he was summoned by Queen Wilhelmina to form a Cabinet, and then served as Prime Minister until 1905. After that, he resided in The Hague as Minister of State, in the public eye the foremost figure in the land, and in some respects without a peer in the world. When he was eighty-two he was laying out plans for another great literary work, but the end came on November 8, 1920.

During all these years his work was many-sided to an astonishing degree. No department of human knowledge was foreign to him. There is always something incomprehensible in the mighty labors of this indefatigable wrestler. Even they who differed with him, honored him as “an opponent of ten heads and a hundred hands.” They who shared his vision and his ideals prized and loved him “as a gift of God to our age.”

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## **KUYPER PREPARATORY SCHOOL PRAYER**

Almighty God, we beseech Thee with Thy gracious favor, to behold our school and our headmaster, that knowledge may be increased among us, and all good learning flourish and abound. Bless all who teach and all who learn, and grant that in humility of heart they may ever look unto Thee, who art the fountain of all wisdom, through Jesus Christ our Lord. Amen.

## **ENROLLMENT**

*Kuyper Preparatory School is, in essence, an expression of the commitment of a body of parents to provide the best possible training and instruction for their children. Our mission is to instill in each student a love for truth, wisdom, discernment and learning through the use of excellent materials, in an orderly setting, founded on a growing personal knowledge of the Lord Jesus Christ. As a discipleship school, we require that at least one parent or guardian of each applicant give a credible profession of faith in Jesus Christ as Lord and Savior, and be a regular attendee or member of a Christian church. Students seeking admission are evaluated on the basis of their report cards, references, admission questionnaires, interviews, and potential to perform satisfactorily at Kuyper Preparatory School. We are not equipped with the resources required to serve children who are seeking to be admitted into special educational programs. (See Learning Disability Guidelines) Students who seek admission directly following suspension, expulsion or behavior problems from another school will not be accepted until they prove themselves elsewhere. Students with less than a "C" average in their primary academic subjects may have*

*difficulty in attaining a satisfactory level of academic achievement.*

***The first quarter is considered a trial period for all new students.***

- ◆ Kindergarten students must be five years of age on or before October 16th.
- ◆ A student entering first grade must have reached the age of six years by October 16th of the fall in which he would enter KPS.
- ◆ Based on the KPS entrance tests, administration will either advance or retain students at its discretion.
- ◆ The child should understand that his parents have delegated their authority to the school. Therefore, he is subject to the instruction and discipline of the teachers and principal in their prescribed roles at KPS.

### **The enrollment process is as follows:**

1. New applications are accepted beginning in late January. Registration is open first to returning students and their siblings, then to the public. A \$50.00 non-refundable application fee must accompany all new student applications.
2. Screening/testing of new students is ongoing throughout the year.
3. Interviews with parents of new students are scheduled with the appropriate principal.
4. The application process for new students is defined fully on the Application for Admission. Please refer to it for guidelines and procedures. In short, the application procedure requires:
  - ◆ Though both parents are not required to be Christians, **one parent is** required to be a Christian. The parents of students in KPS should have a clear understanding of the biblical philosophy and purpose of Kuyper Preparatory School. This understanding

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includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program.

♦ *The parents should be willing to cooperate with all the written policies of KPS. This is most important in the area of discipline (see Discipline Guidelines and School Rules) and schoolwork standards, as well as active communication with the respective teacher(s) and administration.*

- Completed Application for Admission
- Application fee of \$50 (nonrefundable)
- Copies of standardized test scores and report cards from the past 2 years
- Pastor's reference (returned by pastor)
- Birth certificate (Kindergarten)
- Signed Parental Contract (back page of Application for Admission)
- Student screening/testing (scheduled with school office)
- Parent interview (scheduled with school office)

5. When a new student is accepted, a non-refundable registration fee of \$500 is due within two weeks of acceptance letter date.

6. Admission is not considered final until the following items are received:

- Tuition paid in full or first tuition payment is made
- Records from child's previous school
- Health form completed by child's physician (including immunization records-K-1<sup>st</sup> grade) (7<sup>th</sup> grade entry)
- Emergency contact form

7. The headmaster will determine final acceptance and grade level placement of students.

- After the interview, and after reviewing all other required materials (as stated on the application form), the principal will make the decision whether or not to admit the student(s). The administration of Kuyper Preparatory School elementary **Entrance Tests** will likely be necessary for a better evaluation for grade placement of the student(s).
- Parents will be notified in writing of the decision regarding acceptance. If accepted, the parents will receive an Acceptance Letter and a Transfer of Records form, if the student attended another school previously.

**8. Enrollment, and therefore the parents' financial obligation, is contracted to be for the full school year.**

9. It is understood that parents agree to support the policies of the School as affirmed in the Parental Contract and School

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Guidelines on the *Application for Admission* form.

10. If enrollment for a particular grade is full, a waiting list will be established for that grade.

**Family longevity in Kuyper Preparatory School is a key factor in determining priority in the registration process for Kindergarten.** It is less of a factor for grades 1-12. Kuyper Preparatory School admits students of any race, color, sex, and national or ethnic origin, to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, or national or ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs. Kuyper Preparatory School does reserve the right to select students on the basis of academic performance, religious commitment, philosophical compatibility, and willingness to cooperate with the Kuyper Preparatory School administration and abide by its policies.

For the following school year, parents of students already attending Kuyper Preparatory School will be contacted first and allowed to reenroll their children by submitting a non-refundable deposit of \$500 by April 1. Application materials will then be made available at the School office to parents who seek admission of students new to the School. Interviews with these families are conducted, after which notification of each new candidate's status is made. Families for whom there is an opening also submit the \$500 deposit.

## TUITION AND FEES

Tuition for Kuyper Preparatory School is as follows:

**Kindergarten-12<sup>th</sup> Grade:** \$5,000  
(\$500 per month for 10 months)

**Second Child:** \$3,200  
(\$320 per month for 10 months)

**Each Additional Child:** 2,200  
(\$220 per month for 10 months)

A separate non-refundable application fee of \$50 per child covers administrative costs of processing applications and maintaining waiting lists.

Following formal notification of acceptance, a student registration/book fee of \$500 is due within two weeks of acceptance letter date.

Tuition payments are due August 1st through May 1st. Tuition covers all costs with the exception of extracurricular activities, personal school supplies, uniforms, school pictures, and field trips. Upper school sports participation fees will be assessed as needed. Tuition for late registering students is prorated on a weekly basis.

Tuition payment plans based on ten (10) monthly installments are available. Partial scholarship assistance is extended on a limited basis.

Parents must reference the Uniform Handbook as to school uniform requirements and where such purchases can be made.

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## GRADUATION

To receive a diploma, a student must:

1. Attend Kuyper Preparatory School for at least one full academic year. Transfer credit is determined upon admission.
2. Maintain a minimum overall grade-point average of C- (2.00).

## GRADING

Parents receive both interim reports and full report cards regarding their children's academic standing and citizenship. Teachers give most assignments and all tests numerical designations, which then guide the teachers in assigning interim report and full report card grades.

In Kindergarten, reports indicate the extent to which a skill has been mastered. In grades One and Two, an "O" is defined as outstanding, "S" as satisfactory, and "U" as unsatisfactory.

Teachers in Grades Three through Twelve assign letter grades according to the following scale:

<b>100%</b>	<b>A+</b>
<b>93-99%</b>	<b>A</b>
<b>90-92%</b>	<b>A-</b>
<b>88-89%</b>	<b>B+</b>
<b>83-87%</b>	<b>B</b>
<b>80-82%</b>	<b>B-</b>
<b>77-79%</b>	<b>C+</b>
<b>73-76%</b>	<b>C</b>
<b>70-72%</b>	<b>C-</b>
<b>67-69%</b>	<b>D+</b>

<b>63-66%</b>	<b>D</b>
<b>60-62%</b>	<b>D-</b>
<b>Below 60%</b>	<b>F</b>

An "A" is defined as excellent; "B" as above average; "C" as average; "D" as below average; "F" as failing.

Grade-point average is calculated and published on each report.

## HONOR ROLL

Students who achieve a grade-point average of 3.5 or higher in a given marking period are placed on the honor roll. In addition, students who achieve a grade-point average of 3.67 or higher are placed on the headmaster's honor list.

## ACADEMIC WARNING AND PROBATION

A student is placed on academic *warning* for receiving one "F" or two grades of "D+" or lower in a quarter. A student is placed on academic *probation* for:

- (1) receiving two "F's" or three or more grades of "D+" or lower in a quarter, or
- (2) being placed on academic warning for two consecutive quarters.

Students on *academic probation* may not participate in extracurricular activities or interscholastic sports. Any student who is placed on *academic probation* for an entire year must repeat that grade.

Achievement is based on understanding of the subject as judged by tests and teacher observations.

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Effort is judged by teacher observation. An “O” is defined as outstanding, “S” as satisfactory, and “U” as unsatisfactory.

### COMMUNICATION

Apart from the normal parent-teacher conferences, teachers are asked to stay in communication with parents regarding the quality of student work. Parents are also invited to call the school office during normal school hours or to make appointments to discuss student work. In so doing, parents are kept apprised of their student’s work on a consistent basis.

### CONFERENCES

Parent and teacher conferences are held two times a year at the end of the first and third quarters. These meetings are designated for discussing the student’s academic achievement and citizenship. In addition, parents and teachers are welcome to request conferences throughout the year.

### HOMEWORK

Meaningful homework assignments are an important part of the School’s curriculum. Teachers assign quality homework for each school night, within the following guidelines:

#### 1. Length of homework:

Kindergarten: 15 to 25 minutes

Grades One and Two: 20 to 35 minutes

Grades Three and Four: 30 to 45 minutes

Grades Five and Six: 40 to 60 minutes

Upper School students typically receive from 30 to 45 minutes of homework per course, per day. Students at times can expect

an addition to the number of minutes needed to properly complete required homework assignments.

2. From Friday to Monday is considered one school night for homework purposes; however, Friday to Monday is considered three school nights for major projects in Grades Five through Eight and for ongoing reading assignments, major projects and major papers in Grades Nine through Twelve.

3. Homework may be assigned during long weekends, but it is not assigned the day of a vacation period to be due the day classes resume.

If a student spends more time on homework than designated above, the teacher who assigned the homework should be promptly informed so that corrective measures can be taken. While homework assignments may on occasion require more than the designated time, if a student is spending excessive time on homework with little likelihood of satisfactory completion, the parent should help the student find a reasonable stopping point and then attach to the homework a note detailing the time spent on the incomplete assignment. The teacher will accept the homework and will then contact the parent to review the circumstances. The headmaster should next be consulted if these steps do not remedy the situation.

All homework assignments are to be completed before the beginning of the class for which the work was assigned. Students in Kindergarten through Grade Two are encouraged to learn to meet deadlines, and teachers work closely with parents to ensure that they do. Beginning in Grade Three, failure to complete homework on time may

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result in the loss of a full letter grade on that assignment provided the homework is made up by the next class meeting. A demerit may also be issued for incomplete homework assignments (*see disciplinary action section on page 14*).

In Grades Seven through Twelve, failure to complete homework will be dealt with according to the individual teacher's & headmasters discretion. A demerit may also be issued for incomplete homework assignments (*see disciplinary action section on page 14*).

### STUDENT ETIQUETTE WHILE AT SCHOOL

The students will be expected to show consideration for their teacher and their classmates by complying with these standards. These are the "house rules." The students . . .

- Will be seated and quiet when class begins.
- Will not walk across desk seats or dash across the room to get to their desks.
- Will not throw paper from their desks to the trash.
- Will not eat or drink during class (unless permission is given).
- Will not disturb anything on the teacher's desk (including reference books) without permission.
- Will not sit at the teacher's desk or open drawers in the desk when the teacher is not in the room.
- Will not prop their feet up on other's desks.
- Will not throw pencils, pens, white out, etc. across the room to another student.

- Will not write on desks, walls, textbooks, posters, etc.
- Will pick up any trash around their desks before leaving.
- Will not adjust blinds or open or close windows without permission from the teacher.
- Will not rearrange desks without permission from the teacher.
- Will not pass notes nor ask others to pass notes.
- Will not talk while the teacher is talking nor interrupt other students during class discussion.
- Will not work on other homework assignments during class (until they have finished with assigned work).

### LEARNING DISABILITIES GUIDELINES

These guidelines apply to all students and teachers in all the classrooms of Kuyper Preparatory School.

#### **Definitions:**

*Severe Learning Disability:* Any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents, *e.g.* Down's syndrome, deaf/mute, blind, *etc.*

*Learning Disability:* Any condition in a potential student or student which does not require a separate classroom, program, and staff in order to provide the education services desired by the parents. (*E.g.* Hyperactivity, Attention Deficit Syndrome, Dyslexia, Autism, *etc.*) For the purposes of these guidelines, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

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1. Children with a severe learning disability will not be admitted to Kuyper Preparatory School due to the lack of adequate staff, funding, and facilities.

2. Children who have been diagnosed as having a learning disability will be required to meet the same academic and behavioral standards as all the other children in their grade level.

3. Children who have been diagnosed as having a learning disability will be given as much individual instruction and encouragement as their classmates.

### **SECONDARY DOCTRINE GUIDELINES**

*Secondary Doctrine:* Doctrinal issues that are not addressed in the Kuyper Preparatory School statement of faith.

Classroom discussion of secondary doctrine should be on an informative, non-partisan level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents. Presentations of all sides of an issue are encouraged, but our final stance will be based on a Biblical view. The teacher should encourage the students to follow up on any questions they have with their parents and pastor.

### **CONTROVERSIAL SUBJECT GUIDELINES**

*Objective:* To establish a guideline that helps Kuyper Preparatory School respect the convictions of parents and teachers in various academic and/or sensitive areas, while at the same time maintaining our goal of teaching all subjects in the light of a comprehensive Christian and conservative worldview.

*Scope:* This guideline applies to all teaching staff in the course of their teaching duties. It does not apply to non-teaching staff, or to teaching staff on their own time.

*Definitions:* Controversial subject: a subject which Christian families and churches commonly consider divisive or very sensitive, whether or not the introduction of the topic was planned by the teacher or brought up by a student.

#### *Guidelines:*

1. If in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial or obviously of a sensitive nature, and discussion of that subject will not help him achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.

2. If a subject arises which the teacher has reason to believe is controversial and/or of a sensitive nature, and the discussion of that topic will help achieve the goals set out in the curriculum guide for that subject, then the teacher will do the following:

a. As necessary, instruct the class on the responsibility of Christians to be charitable in debate.

b. Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.

c. As appropriate (i.e. pertinent to the stated goals of the class), direct the students' attention to informed sources on each side of the subject concerned. This may be done in a variety of forms, such as, a research paper, guest speakers,

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reading differing authors, etc. Strongly encourage the students to become knowledgeable to the most widely held views on the topic.

d. Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.

3. Due to the extremely sensitive and intimate nature of human sexual relations, discussion and instruction on this topic generally will be limited to human reproduction in biology, and biblical principles and references, as they arise in appropriate class contexts.

4. The teacher is to remember that according to Scripture and the second stated goal of Kuyper Preparatory School, he is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with students on controversial subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy, and sound teaching practices, he is to encourage a gracious and scholarly attitude in the students.

### **CURRICULUM MATERIALS SELECTION GUIDELINES**

*Objective:* To help ensure that the philosophical and scriptural goals of Kuyper Preparatory School are being adequately reinforced through the curriculum materials selected for each core class.

*Scope:* This policy applies to all non-elective (core) courses taught in the elementary and secondary levels of Kuyper Preparatory School.

*Definitions:* “Core courses” – Those subject areas normally considered indispensable to an adequate education: Bible, math, science, history, English, literature, foreign languages.

### **SELECTION OF MATERIALS**

No curriculum materials with a secular worldview may be adopted for student use unless all the following conditions have been considered:

1. After thorough research there appears to be no biblically-based materials of equal or better quality to the secular materials

2. The secular material’s primary document status necessitates it be used to fulfill adopted course objectives.

3. After a thorough examination, it is determined that while secular in intent, the materials do not undermine, but rather support broad biblical truths (e.g. a high quality, secular mathematics text, or high quality, timeless literature).

### **Adoption of Materials (Elementary)**

All core materials for elementary student use may only be adopted through the following procedures:

1. A teacher or administrator may make the recommendation to add or delete a student text. This may be done at any time, but is normally submitted at the end of the school during the annual evaluation period.

2. In most cases, unless it would significantly alter the purposes and objectives of the coursework, the decision for replacement of a text/materials will be left of to the appropriate administrator,

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teacher(s), any advisory individuals and budgetary considerations.

3. All such substitution of texts/materials must comply with the above considerations for using secular materials.

4. Should a member of the school (parent, teacher, board member, administrator) wish to challenge the adoption/use of a particular text/material, or if the proposed selections would conflict (rather than support the previously adopted course objective) the matter will be referred to the appropriate administration for recommended action. Should this not result in a satisfactory solution, the matter will be referred to the board.

### **Use of Secular Materials (at any level)**

When secular materials have been adopted for student use, the following guidelines must be adhered to:

1. The secular material must be rigorously examined and countered in philosophy with biblical/true perspectives (e.g. presenting the elements of the Theory of Evolution is desirable, but it must subjugate in time and emphasis to the elements of the creation account), in keeping with the scope of the course.

2. Falsehoods and unbiblical philosophies must be always identified as such.

3. Biblical principles within and/or related to the course objectives must also be presented to the students (e.g. while using a secular United States history text, the teacher must identify and emphasize the biblical foundations of our country.)

### **ARRIVAL PROCEDURES**

#### **Lower School**

Students are to arrive at school no earlier than 7:40 a.m. Upon arrival, students should proceed directly to their classroom. School begins at 8:00 a.m.

#### **Upper School**

Students are to arrive at school no earlier than 7:25 a.m. Upon arrival, students should proceed directly to the auditorium for the opening ceremony, which begins at 7:45 a.m.

### **DEPARTURE PROCEDURES**

Grades K through Six dismiss at 2:45 p.m.  
Grades Seven through Twelve dismiss at 3:30 p.m.

When a student is to ride home with someone other than the customary driver, the student must turn in to the front office, in advance, written permission signed by the student's parent. The permission slip must specify both the new driver's name and a description of the vehicle.

Students who walk or ride a bicycle to school are encouraged to go directly home following dismissal.

### **CHECK-OUT PRIVILEGES**

Upper School seniors in good standing may sign out for lunch or free periods at the headmaster's discretion. Failure to sign in or out or tardiness returning to class will result in this privilege being revoked.

### **ATTENDANCE**

Regular school attendance is important to a student's academic success and also promotes good work habits and self-discipline. Likewise, a student who has had a proper night's rest is better prepared to

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learn than one who is tired due to a late night. Establishing a regular bedtime helps students appreciate that school is an important endeavor and requires adequate rest.

Apart from extreme circumstances, seven (7) absences in a given quarter will result in the student repeating that quarter.

Parents are to report all unplanned absences to the front office by telephone. Students are not to report their own absences. Students who are dismissed from school early, for any reason, must sign out from the front office.

Assignments for absent students may be obtained from the office after school hours by pre-arrangement.

### **PREARRANGED ABSENCES**

Students who know in advance that they will miss one or more of their classes are required to submit a request in writing signed by the student's parent and then submitted to the headmaster.

When deemed reasonable, the headmaster will approve absences for medical and dental appointments, short family trips and similar occurrences. No requests should be made during examinations periods, however, and extended time missed from school is discouraged. If the headmaster approves the absence, he will sign the Request-for-Prearranged-Absence letter. The student must then present the form to each teacher whose class will be missed, for notification purposes and to be informed in writing of work which is to be made up. In the case of an approved prearranged absence in Grades Three through Five, it is the student's responsibility to make arrangements with

the teachers for completing and turning in any missed assignments. In the case of Upper School students, work may be made up by the student for full credit if it is turned in within 72 hours of returning.

### **ILLNESS**

Students who become ill in class are required to proceed to the office, with assistance, for parental notification. They will be required to remain on campus until they are picked up by a parent.

Students who are deemed by a teacher or administrator potentially to have a contagious illness will be isolated from other students and will be taken home by a parent. No such student will be permitted to return to school until a physician's note has been submitted to the office, indicating that the student may safely return to school.

Kuyper Preparatory School is able to provide only routine first aid for students who become ill or injured at school. At the beginning of the school year, parents may complete and turn in a permission card authorizing the front office to administer Tylenol to their child if circumstances warrant. Prescription medicine is kept and administered in the office only when the School has on file a completed Medical Authorization form signed by the student's physician and parent. This form is available at the office.

Under no circumstances will Kuyper Preparatory School authorize an ill student to drive himself or herself home.

### **LIBRARY**

KPS continues to compile new books to build our library and welcomes family suggestions for new purchases. Students

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may present a book to the KPS library in honor of their birthday. A bookplate bearing the student's name will be placed in the book and formally presented to the School during the opening ceremony on the student's birthday. Suggested titles are available from the office.

### **OFF-CAMPUS EDUCATIONAL AND CULTURAL PROGRAMS**

Kuyper Preparatory School considers off-campus education an important aspect in the total development of each student. Off-campus educational and cultural programs provide students with an opportunity to use previously acquired knowledge and skills, while gaining new knowledge and skills. School faculty and/or administrators are always included as chaperones on these trips.

Whenever students are off-campus on school-sponsored trips, they are subject to the School's rules and are expected to observe the School's standards of politeness and civility.

### **RECESS**

Children need and want a time during the day to engage in self-directed activity. Recess is provided for exercise, games, and conversation. When playing games, children are encouraged to include everyone who wants to participate. Children are not permitted to leave the designated area during recess.

An adult always oversees recess. Accordingly, children are not permitted to use playground equipment while waiting for rides following dismissal.

### **CONDUCT AND DISCIPLINE**

The role of discipline at Kuyper Preparatory

School is to create an environment conducive to learning. It is to provide an atmosphere of civility in which due respect will be given to teachers and to individual students, as well as to all institutional and private property so that all members of the community will be allowed to pursue learning without distraction. In addition, discipline at the School ought always to uphold the essential virtues established in the school's Mission Statement and professed in its curriculum. The School recognizes that requiring good conduct in school promotes students' education on campus, encourages good behavior off campus and helps prepare students for good citizenship in adulthood. Accordingly, students will be expected to adhere to the general rules of the school as well as those rules established by each teacher within his or her classroom.

### **DISCIPLINARY ACTION**

All disciplinary actions and assignments are subject to headmaster approval, and may include various actions. Disciplinary action using a demerit system usually proceeds as follows:

1<sup>st</sup> demerit: note home to parent.

2<sup>nd</sup> demerit: note home to parent.

3<sup>rd</sup> demerit: 1 day suspension and conference with headmaster

4<sup>th</sup> demerit: 3 day suspension and conference with headmaster

5<sup>th</sup> Consultation with headmaster and school board with possible expulsion

To ensure uninterrupted learning, Kuyper Preparatory School maintains a policy of

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demerits with parental notification. The School's goal is to work closely with parents to uphold standards of courtesy, respect and helpful behavior. Students are allowed five demerits per quarter. All demerits are cleared and a fresh slate is given to each student upon the beginning of each new quarter. Demerits may be issued for the following:

1. Improper classroom behavior.
2. Being disrespectful to an adult or child.
3. Teasing, roughhousing or fighting.
4. Lying or creating a false impression.
5. Displaying conduct deemed by the teacher or headmaster to be unbecoming of a Kuyper Preparatory School student.
6. Regular Incomplete/late homework
7. Uniform violations

Students are relieved of all demerits at the conclusion of each marking period. Suspended students are required to submit all missed academic work at the beginning of the next school day. The headmaster may also suspend any student when, in his judgment, circumstances necessitate it.

Any student who demonstrates a general unwillingness or inability to abide by classroom or Kuyper Preparatory School rules is subject to expulsion. After meeting with parents, the student and involved faculty, the headmaster will decide if expulsion is warranted.

## **GRIEVANCE GUIDELINES**

The objective of these guidelines is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Kuyper Preparatory School. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Kuyper Preparatory School's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and board.

### **Students/parents to teachers:**

1. All concerns about the classroom must first be presented to the teacher by the parents or, if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the headmaster. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parents should appeal the decision by requesting a hearing in writing from the Kuyper Preparatory School Board.

### **Parents/patrons to administrator:**

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the headmaster.
2. If the situation is not resolved, they should request a hearing in writing from the Kuyper Preparatory School Board.
4. This procedure applies to board members who are acting in their capacity as

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parents/patrons and not as representatives of the board.

### **ACADEMIC HONESTY**

Kuyper Preparatory School seeks to nurture absolute respect for intellectual property. Any willful misrepresentation of another's work or ideas as one's own—cheating or plagiarizing—will be treated with utmost gravity. Teachers in the Lower School (K-6) understand that students need coaching and careful guidance in such matters.

### **PROHIBITED ITEMS**

Any introduction of a weapon, an illegal drug, tobacco, alcohol or sexually explicit material will be treated as grounds for immediate expulsion. Any use of the same either at school or outside school will similarly be treated with utmost gravity and may be grounds for immediate expulsion.

### **SCHOOL UNIFORM**

The Kuyper Preparatory School uniform seeks to achieve a handsome, business-like appearance for students and to free them from fashion trends and peer pressure.

The only authorized emblem on clothing is the Kuyper Preparatory School emblem (see uniform handbook). No other decoration or designation is allowed. Sports caps, with or without insignia, are unacceptable. A full description of the school uniform, including the uniform for physical education class, may be obtained from the office. The uniform is to be worn at all times during the school day and on field trips unless parents are otherwise notified in writing by the School. Dress uniform is required every Chapel Day and on special occasions. Dress code infractions will require that a parent bring approved clothing to the School office before a student may rejoin his class.

Uniform violations may result in a demerit being issued.

### **JEWELRY, MAKEUP AND HAIRSTYLE**

The wearing of jewelry is limited to plain watches without alarms and for girls only simple neck chains and single ear studs that do not bring attention to one's self. Neck chains and watches should be removed for P.E. and sports. Girls in grades Kindergarten through Six may not wear facial makeup or nail polish. Upper School girls (Grades 7-12) may wear discreet facial makeup and clear nail polish only. Hair is to be neat and clean and out of the eyes. Boys' hair should be off the collar and of uniform length. No facial hair is allowed. Girls' hair should be tied back or otherwise held off the eyes and face. Hair ties should be navy blue, black, or uniform plaid. If a question arises regarding the use of jewelry, makeup or hairstyle, the headmaster has final authority to decide what is appropriate.

### **RULES FOR EXTRACURRICULAR ATHLETICS**

All students who intend to participate in any extracurricular sport during the course of the academic year must have one of their parents complete Kuyper Preparatory School's health form and insurance-coverage-verification form. Both forms must be turned in to the front office before practice begins. Students are not permitted to practice for or participate in any athletic contest if both forms have not yet been completed and turned in. The headmaster and athletic director, in consultation with teachers and coaches, determine which students are eligible to participate on Kuyper Preparatory School teams and which students are no longer eligible to participate on Kuyper Preparatory School teams.

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Students accepted to a team are required to abide by the following rules:

1. It is the responsibility of students with permission to leave early for an away game to contact their teachers in person sufficiently prior to departure to obtain work and assignments which will be missed. Students who neglect to contact their teachers in person will be held accountable for all work, assignments and due dates, just as if they had been in class, with no extensions given.
2. During games and on trips to and from games, students are to abide by all Kuyper Preparatory School rules and are to behave in such a manner as brings credit to themselves, the team and the School.
3. Students who are absent from school for more than half of the academic day on the day of a game will not participate in that game.
4. Practice does not take place during the academic day.
5. Students are to notify the coach of any injury or accident which occurs to them or to another student.
6. Students are to travel to and from games on school-provided transportation, unless other specific arrangements have been approved by the coach in advance. Students are not drivers of school-provided transportation.
7. All Kuyper Preparatory School athletic uniforms are to be cleaned and returned to the School within three days of the final game of the season.

### **ATHLETIC PHILOSOPHY**

Our academic and athletic programs are not structured to be in competition with one another. We reject as a false dichotomy the idea that either the academic must serve athletics or vice versa. Our goals and vision statement state the educational mission of our school, and we seek to use both academics and athletics as instruments to help us accomplish those goals.

If any element of our program begins to threaten our ability to fulfill our educational goals or vision statement, then that element will be altered or eliminated in order to deal with the threat.

Our athletic and physical education activities are considered an important component of our classical and Christian curriculum. We recognize that the training of the body has been part of the classical approach to education from the very beginning. Further, our understanding of the Christian worldview does not permit us artificially to limit a course of training to the mind only. Our goal is to educate our students in all aspects of life, with the scriptures at the center of all things as the point of integration. We have the same standard for our athletic program and physical education classes, and see this point of integration as particularly important.

### **MISCELLANEOUS**

#### **MESSAGES TO STUDENTS FROM PARENTS**

Messages of an emergency nature only are delivered to students during the school day. All other messages are delivered after the school day ends.

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### **DELIVERY OF ITEMS BY OUTSIDE VENDORS**

Students are not to disrupt the school day by ordering and arranging for the delivery of items from outside vendors, e.g. food, flowers, balloons, etc. Parents are asked to have such orders delivered to the students' homes; otherwise, items delivered to the School will be kept at the office until the end of the school day.

### **FOOD**

Aside from the luncheon period, students are allowed to partake of food and drink only during specified times.

When permission has been granted in a prior announcement, students may bring food for consumption during school events and activities which occur after school.

Otherwise, personal consumption of food and beverages, including candy and chewing gum, is never permitted on campus. Under no circumstances may students keep food or beverages at school overnight.

### **LOST AND FOUND**

Lost items should be reported to the front office, and found items should be turned in to the front office.

### **TELEPHONES**

Students must obtain permission at the front office for using the School's telephone.

Outgoing calls should be of an urgent nature and should be kept brief. Students do not have permission to bring or use portable telephones on campus.

### **ELECTRONIC EQUIPMENT**

Students are not to bring electronic equipment to campus, except for class use as authorized by the teacher.

### **FIRE DRILLS**

When the fire alarm sounds, all students should go quickly and quietly by class to the approved exit displayed in the classroom. The last person exiting the classroom must turn out the lights and close the door. Students should then proceed toward their designated fire area. They should stand silently while the teacher takes attendance. When the return signal sounds, everyone should return to class quietly. In case of an actual fire, students will remain in a designated area on the School campus until they receive further directions and parent notification has taken place. A copy of the fire emergency procedure with evacuation plan is posted in each classroom.

### **EMERGENCY CLOSURE ANNOUNCEMENTS**

Delayed openings and school-day cancellations are generally announced by 6:30 a.m. on our website, and local radio stations KOGO (600 AM) and KFMB (760 AM) and on local news broadcasts. Parents and students are requested not to call the School office or School personnel for this information.

### **SPECIAL OCCASIONS**

#### ***Birthdays***

Students may present books in honor of their birthdays. A bookplate bearing the student's name will be placed in the book and formally presented to the School during the opening ceremony on the student's birthday. Suggestions of approved titles by grade level are available from the Headmaster.

#### ***Halloween***

There is no formal observation of Halloween at KPS. Uniforms are worn as usual, and face masks are not permitted.

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## *St. Valentine's Day*

Children in Grades Kindergarten through Six are permitted to exchange valentines with their classmates. Please no suggestive or controversial character valentines. Class lists are provided and children who choose to bring valentines must include everyone on the list, so that each child receives the same number.

## **VISITORS**

All visitors, including parents, must report to the front office prior to entering classrooms. Former students and guests must have prior approval from the headmaster in order to visit during the school day.

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## **AN AFFIRMATION**

Each family is asked to sign a written copy of the statement, thus affirming their support of the School's mission and policies.

We the families and staff of Kuyper Preparatory School affirm the following:

### **THE SCHOOL MISSION STATEMENT:**

*"Our mission is to humbly provide an excellent classical education, challenging students to understand the responsibilities of personal freedom for the purpose of advancing the Kingdom of God."*

Our mission statement is based on the belief that to whom much is given, much is required. Only one in seventeen people have the privilege of living in the United States of America, the most prosperous country on earth. As Americans we enjoy a rich heritage of political and religious liberty and the greatest amount of personal freedom of any people. We are truly an experiment in self-government under law.

The founding fathers declared their firm reliance on the protection of Divine Providence and pledged to each other their Lives, Fortunes, and their sacred Honor.

The privileges of a free market economy, personal liberty, and prosperity should be valued as gifts from God almighty. We should then use our wealth and freedom to accomplish God's eternal purposes.

We desire to instill in our students the responsibility to preserve the legacy of what it means to be an American. We train students with the end in mind that their education should ultimately be used to further the Kingdom of God on earth.

Therefore, we endeavor to equip every student at Kuyper with the greatest academic education and an understanding of their American heritage. We will challenge every student to achieve the highest level of personal discipline, moral development and dependence upon God.

### **SCHOOL LIFE (FROM THE KUYPER PREPARATORY SCHOOL EDUCATIONAL PHILOSOPHY):**

Students and parents respect Kuyper Preparatory School teachers, as role models and instructors, for their commitment to truth and their genuine concern for children. Intelligence, creativity, responsibility and loyalty are characteristics of the faculty. Parents expect and appreciate direct and regular communication from faculty regarding their children. Reciprocally, parents are responsive to suggestions from teachers and administrators for helping students.

The headmaster, under the authority of the Board of Directors, oversees the implementation of the Mission Statement in the school. In their capacities as policy-makers and community leaders,

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these administrators advance the School's role as an institution dedicated to providing the best education for children. By providing Biblical moral and ethical standards, the School prepares its students to accept the privileges and responsibilities of citizenship in a democratic society that honors and respects Jesus Christ. Every child is capable of achieving his potential to the fullest extent when afforded respect, fairness, kindness, discipline and appropriate instruction.

THEREFORE WE SUPPORT the Mission Statement as it is expressed in the curriculum and school culture of the School. We uphold the Student/Parent Handbooks. This includes support of the high academic standards of our school; the uniform code; the code of discipline; the code of good sportsmanship in athletics; and a general culture of respect for the administrators, teachers and students of Kuyper Preparatory School.

Signed:

\_\_\_\_\_

Date:

\_\_\_\_\_