

KELOWNA
CHRISTIAN
SCHOOL



**HIGH SCHOOL
STUDENT HANDBOOK**

2017 – 18

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INTRODUCTION

MISSION STATEMENT

The mission of Kelowna Christian School is to educate, equip, and inspire our school community to become disciples of Jesus who love and serve God and others

STATEMENT OF VALUES

BIBLICAL FOUNDATION

At KCS we take the Bible seriously. As the inspired Word of God, it's the foundation of everything we do as a school - from our approach to education to relationships and discipline.

PRAYER

We are a community committed to prayer. It's a source of strength and an acknowledgement that we are utterly dependent on God and His purposes. "Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God." - Philippians 4:6 NIV

CREATIVITY

Confronted with a rapidly changing world, we believe students and staff must be creative and flexible in their approach to changing and new challenges.

EXCELLENCE

We don't just mean high test scores. We mean students should strive to do well, and through encouragement and engagement achieve their personal best in a process of continuous improvement. Excellence at KCS means we push ourselves and our students to keep getting better using our best effort.

PERSEVERANCE

True excellence requires an ongoing effort - perseverance and grit. A willingness to accept failure and use it as a springboard for continued effort. As a Christian school, we acknowledge and want to develop the inclination to trust God to be there in the hard times.

INTEGRITY

Acting with integrity means a willingness to make the right call even when no one sees it or whether it comes with a personal cost.

A BRIEF HISTORY

In 1982, two small schools (Evangel Christian Academy and Kelowna Christian School) amalgamated under the name of Kelowna Christian School. In 1984, we leased the new education wing of Evangel Church on Gordon Drive. In 1997, the new Benvoulin campus opened for grades 6-12.

HIGH SCHOOL ROUTINES

SCHOOL VISITORS

Generally, visits to our students should be done during lunch time. Classroom visits are not preferred. Students from other schools or from out of town may be given permission to visit classes only if the following procedures are followed in advance:

1. Authorization must first be received from the school principal. If granted, she will give you a form for all your teachers to sign. Students from Kelowna will not normally be allowed to visit classes unless prior arrangements have been made with parents that are interested in enrolling the students in our school.
2. Prior to the day of the proposed visit, the student sponsoring the visit must clear the visit with all the teachers involved and get their signature on the form.
3. The sponsoring student must return the form completed with all the necessary teachers' signatures to the principal for her final approval.
4. The student who invites the visitor is responsible for his/her behavior; if visitors do not comply with school rules and etiquette they may be asked to leave the school grounds.

NOON HOURS

Lunch can be eaten in the classrooms or the other designated eating areas.

LEAVING CAMPUS

Parental permission is required for students to leave campus. Students requiring early dismissal for special circumstances such as medical appointments, may be dismissed with a note or phone call from a parent or legal guardian and must sign out at the office. Students leaving campus on a regular basis during spares and/or lunch should complete a parental permission form. This privilege may be withdrawn if a student violates school policies. When leaving campus, students must sign out and sign back in at the office.

ADMISSION TO BUILDING

High school students are permitted to enter the school building any time after 7:15am if they use the privilege responsibly and wisely. Failure to act responsibly may lead to loss of the privilege. The hallways into the classroom areas may be locked at 4pm daily. Students involved in after school activities may not have access to their lockers after 4pm.

PARKING LOT

Drive slowly and use extreme caution on the school property and in the vicinity of the school. To make our entrances and parking lot safer, the following guidelines are in effect:

- Closure of the inner traffic circle from 8:30 – 9:00 a.m. and 2:40 – 3:20 p.m.
- No exit northbound on Benvoulin Road during the school day
- Closure of some parking spots along the south fence to create a pick-up zone during the day (cars may pull up parallel to the pick-up zone but not park there)

More information is provided on the High School webpage, including a map.

STUDENT PARKING

Vehicles should not be used during the school day without parental knowledge. **Drive slowly** and use extreme caution on the school property and in the vicinity of the school. Failure to use a vehicle in a responsible way may result in a student being banned from using the school parking lot. Seriously consider your liability before you offer to provide rides for other students.

BICYCLES / SKATEBOARDS / ROLLERBLADES

Bicycles must be parked in the compound provided and must be securely locked at all times. Rollerblades and bicycles are not to be used during the school day. Skateboards are not to be used at school, although if they are used to travel to school, they may be walked in and stored in the student's locker. Inappropriate use of a skateboard may lead to confiscation.

LOCKERS / LOCKS

Students will be assigned lockers on the first day of school, and it is their responsibility to see that the locker is securely locked at all times. Only school locks are permitted to be used on the lockers and the combination is registered with the school. If a lock is lost, the student must pay an \$8.00 replacement fee.

Students are encouraged not to give their locker combination to other students. A \$5.00 service fee will be charged to students that wish to get a different lock from the office.

Students must not use any substance that will mark the inside the lockers. Material that contradicts Biblical principles or the school's values should not be posted in the lockers.

Failure to keep lockers secure and in good order may result in the loss of locker privileges.

STUDENT PHONE

A free phone is available on the wall by the front office.

LOST & FOUND

The Lost and Found Box for clothing is outside the PE office. Smaller items will be kept in the office. The lost & found articles that are not claimed will be donated to charities.

TEXTBOOKS & SCHOOL SUPPLIES

Texts will be provided by the school. Students are responsible for all textbooks issued to them. All books are numbered and barcoded and a record of books issued and their condition is kept by the librarian. Students will be charged for lost or damaged books.

All school supplies are the responsibility of each student. Most classes will require a pen, pencil and something to keep notes in. More specific requirements will be discussed in class.

SCHOOL NURSE

The Public Health Nurse visits the school on a regular basis. Students or parents may contact the nurse by connecting with the office.

MEDICATIONS

Medications cannot be administered to students without a “Request for Administration of Medication Form” being filled out by parents. The form is available at the office and once completed is kept on file. Medications administered under the instructions of a medical doctor must be accompanied by a written directive from that doctor indicating what medication is to be dispensed and under what conditions. This directive is placed on file in the office.

MEDICAL ROOM

There is a medical room located near the main office. It can be used by students that have become ill and are waiting for a parent to pick them up.

MISSIONS

Students may have an opportunity to be involved in a Short Term Missions project.

When considering being a team member, remember the commitment to attend all training sessions and to assist in the fundraising projects sponsored by the school. We encourage all students to prayerfully consider being part of a Short Term Missions Team. The experience could change your life. In past years, we have sent teams to Mexico, Tobago, Venezuela, Jamaica, St. Vincent, Guatemala, South Africa, Zambia, Thailand, Spain , Bolivia and India.

CHAPEL

High school chapel services happen at least every other week. They are a time of worshipping together in community and learning about God. Students wishing to contribute to chapels by speaking, organizing, playing in the worship band, or working with the audiovisual equipment should talk to our chapel coordinator. Chapel attendance is expected/required of all students.

GYMNASIUM USE

Proper gym wear is **required** in Physical Education classes. This includes shorts, t-shirt and running shoes. Running shoes must be worn for all gym activities (this includes before school, noon hour, and after school events). Student activities in the gym **require** teacher supervision **AT ALL TIMES**. Students wishing to use the gym before school and at lunch time must wait for the teacher supervisor before entering the gym.

SPORTS PROGRAMS

The Physical Education program of the school is comprised of two components:

1. P.E. classes
2. Inter-school sports

All students in grade 10 are required to take part in PE classes. If you cannot take part in classes for any reason, a note needs to be provided for your P.E. teacher.

The Inter-school sports program offers a variety of opportunities for students to participate on sports teams and compete in an array of sporting events, including volleyball, basketball, rugby, cross-country running, golf, and, track and field. All athletes will complete a commitment form called the “Knight’s Code”. This code outlines very clearly the requirements of being on a school team. If you are interested in the inter-school sports program, contact the Athletic Director.

REPORT CARDS & AWARDS

REPORT CARDS

The Secondary Campus year is divided into four reporting periods. Symbols used on Report Cards are as follows:

- A** = 86% - 100% > Excellent
- B** = 73% - 85% > Very Good
- C+** = 67% - 72% > Above Average
- C** = 60% - 66% > Average
- C-** = 50% - 59% > Pass

- I** = 49% or less > Student has not met minimum standards or they are currently incomplete and will be given a specific time frame to upgrade mark.

- F** = 49% or less > Failed: student has not demonstrated minimally

FINAL EXAMINATIONS

All students in grades 8 - 12 must write their final school exams on the scheduled dates. Should there be a medical emergency that would prevent a student from writing an exam on a specified date, arrangements to make up the exam will be made in conjunction with the administration, teacher and parent. No rescheduling of final exams will occur for any non-emergency reason unless it has been arranged with the administration, teacher and parent a minimum of 4 weeks prior to the scheduled date for the exam.

Provincial exam dates are mandated by the Ministry of Education and are not negotiable. There are strict regulations about the writing of these exams. Students missing a provincial exam will not be able to write the exam until the next exam session.

RECOGNITION OF STUDENT ACHIEVEMENT

Participation, excellence, and living the Christian life through a variety of school areas (academics, athletics, and the arts) are encouraged and celebrated. We want our students to feel valued and recognized in a variety of ways.

Some of the awards will be given out at the end of the school year, while some of the academic awards will be given out the following September once final exam marks are known.

Category 1 - Principal's List / Honor Roll

Students can qualify for Principal's List or Honor Roll for each of the 4 terms. These awards are determined as follows:

- Principal's List - ACA above 86%
- Honor Roll - ACA between 73% - 85%

To be eligible for the award, the student must be taking a full course load. In grades 10-12 this is defined as a minimum of three courses during a semester.

Category 2 - Top Academic Student

The top academic student in each grade is officially recognized once final grades (including all final exams) have been calculated. These calculations are based on the courses listed below. The winners of this award will receive a keeper trophy and have their names engraved on the plaques in the main display case. The courses used for calculations are:

Grade 10

Math, Science, English, French (or equivalent approved other language), Social Studies

Grade 11

English 11, Bible 11 or 12, Socials 11, and the 2 highest marks from the following list: Chemistry 11, Biology 11, Physics 11, French 11, Principles of Math 11, Applications of Math 11.

Grade 12

English 12, Bible 11 or 12, and the 3 highest marks from the following list: Chemistry 12, Biology 12, Physics 12, French 12, Principles of Math 12, Applications of Math 12, History 12, Law 12, Geography 12, English Literature 12

CODE OF CONDUCT

GUIDING PRINCIPLES

KCS's mission, core values, curriculum and community life are formed by a firm commitment to the person and work of Jesus Christ as declared in the Bible. This identity and allegiance shapes an educational community in which we pursue truth and excellence with grace and diligence, treat people and ideas with charity and respect, think critically and constructively about complex issues, and willingly respond to the world's most profound needs and greatest opportunities.

OUR LIFESTYLE STATEMENT

We believe that living a Christian life is something that is done in community and that our maturing in the faith is not an individual pursuit between us and God, but a communal activity in which we support, exhort, and hold each other accountable for our actions. Accountability works best within the context of meaningful relationships and not in punitive action. We desire to know each other well enough so that we can 'speak into each other's lives' with deep and meaningful relationships (staff, students, parents, families).

The apostle Paul exhorts us to live by the spirit and not to become weary of doing good (Gal. 6:9). Our call is to live for the glory of God in all we do as we extend the grace he has shown us to the people all around us. This could be described as our 'lifestyle statement.' "Whatever you do, work at it with all of your heart as working for the Lord and not for men." Col 3:23.

RESTORATIVE PRACTICES

It is our goal to restore brokenness in our community. KCS is committed to working with restorative practices when working with parents and students. We know that people are happier, more cooperative and productive, and more likely to make positive changes when those in positions of authority do things **with** them, rather than **to** them or **for** them. It is our goal to use restorative practices whenever possible when dealing with discipline issues at KCS.

Restorative practices usually begin with 5 questions:

1. What happened?
2. What were you thinking at the time?
3. What have you thought about since?
4. Who was affected by what you have done? In what way?
5. What do you think you need to do to make things right?

(Taken from the International Institute for Restorative Practices, Canada, www.iirp.org)

RESPONSIVENESS

We live in a fallen world and recognize that we all make mistakes and poor choices. When a student is involved in a difficult situation or incident he/she needs to find ways to get back on track. Non-responsive students who don't genuinely take responsibility for their actions are difficult to re-integrate into our school community, however, responsive students who strive to correct their ways, live with integrity, value living in community and work to restore what is broken find great success. As a school community, we seek to work with students who are responsive.

SCOPE OF THE CODE OF CONDUCT

Clearly, the implications of our “Lifestyle Statement” apply beyond the day-to-day limits of the school day. For instance, harassing another individual through social media or by other means would be considered a violation of the Code of Conduct regardless of where and when it occurred.

Having said this, the “rules” as defined in the Code of Conduct below apply explicitly to students going to and from school and to students engaged in, present at, or attending:

- a) any activity on school premises whether during a regular school day, outside the regular school day, or on a day that is not a school day;
- b) travel on a school bus or other transportation contracted or arranged by the school;
- c) any activity sponsored by, organized by or participated in by the school regardless of time or place;
- d) any activity in and around the school premises occurring during the school day or outside the school day.

SUSPENSIONS

As part of the corrective discipline process, a student may be suspended when student behaviour is judged to be in serious conflict with a safe and positive learning environment, or when the school’s progressive interventions have failed to correct inappropriate behaviour, or when all other procedures have failed.

By definition, a suspension is the removal of a student’s right to attend regularly scheduled classroom instructional sessions. Suspensions, both in-school and out-of-school, may have one or more of the following objectives:

- protect the suspended student and/or other students and/or staff from dangerous behaviours;
- deter other students from similar behaviour;
- plan proactive educational interventions;
- initiate problem clarification and solving;
- remediate and correct inappropriate behaviour;
- improve student behaviour.

In-school – student is assigned to a specific area of the school where they will spend their school day. Lunch and other breaks will be at non-standard times. Students should bring work that may be completed during the in-school suspension.

Out-of-school – student is banned from school property at any time (before, after or during school) for a defined period of time.

EXPULSIONS

The school may refuse to offer an educational program where the student:

- a) has verbally or through their actions refused to comply with the Code of Conduct, or other rules or policies of the school; or
- b) has failed to apply himself or herself to his or her studies

ATTENDANCE

Statement of Purpose/Rationale

- There is a direct correlation between student attendance and achievement.

Conduct

- Students and parents are responsible to ensure that satisfactory attendance is maintained.
- Students are required to attend all classes each school day unless he/she is: 1) ill, 2) participating in an approved school activity, or 3) absent for a parent/guardian approved situation/activity.
- If a student is absent, parents are asked to call the school at 250-861-3238 by 9:00 AM.
- A student who needs to leave during the school day is expected to sign out at the office (parental/guardian permission is required).
- Whenever possible, medical, dental, and other appointments should be scheduled outside of class time.
- Where an absence is excused, students are responsible for arranging to complete any missing work with their teachers.
- Parents should provide written notice to the office regarding planned absences as soon as possible.

Consequences

- The school will make phone contact to confirm the absences of all students.
- Unexcused absences may result in a detention or other similar consequence
- Repeated unexcused absences may result in a student being asked to withdraw from school

CLASSROOM BEHAVIOUR

Statement of Purpose/Rationale

- The environment of a classroom or teaching area must be safe and conducive to the learning of its students.
- While it is the responsibility of the teacher to foster a learning environment, it is the responsibility of students to contribute to a safe and positive learning environment for the sake of all learners.

Conduct

Acceptable

- Students demonstrate respect for self and others
- Students arrive to class promptly and prepared to learn with all appropriate materials
- Students comply with teacher directions for lesson activity
- Students attend to the lesson and apply themselves to assigned tasks
- Students complete assigned homework on time

Unacceptable

- Behaviour that is disrespectful and/or disruptive to the learning environment.
- Behaviour that is defiant.
- Behaviour that is distracting and off task.
- Arriving late for class.
- Attending class without the necessary materials.
- “Seat warming”
- Failure to complete homework or attend to deadlines.

Possible Consequences

- Verbal reminder of expectations
- Relocation in the class seating plan
- Phone call to parents/guardians from teacher
- Referral to the office
- Temporary removal from class
- Detention and/or in-school suspension
- Meeting with parents/guardians, student, teacher, and administration
- Out-of-school suspension
- Permanent removal from class
- Withdrawal from school

OUT OF CLASSROOM BEHAVIOUR (ON OR OFF CAMPUS)

Statement of Purpose/Rationale

- Students, staff, and guests have a right to move safely and comfortably throughout the school and school grounds.

Conduct

Acceptable

- Students demonstrate respect for self and others.
- Students move through the school and school grounds in a safe and orderly manner.
- Students demonstrate respect for property.
- Students use trash and recycle bins.
- Students comply with directions of staff on supervision.

Unacceptable

- Behaviour that is disrespectful.
- Public displays of affection in a romantic or sexual manner.
- Rough play such as pushing, and shoving.
- Vandalizing property in any manner.
- Littering
- Failing to clean up after oneself (i.e. leaving lunch bags on tables or floors)
- Defiant disregard to the directions of supervising staff.

Possible Consequences

- Verbal reminder of expectations
- Referral to the office
- Short term “time out” from selected areas of the school
- Long term “time out” from selected areas of the school
- Appropriate punitive activity such as cleanup duty
- Detention and/or in-school suspension
- Out-of-school suspension
- Withdrawal

OFF-CAMPUS TRIPS

Curricular and Extra-curricular – Participant or Spectator

Statement of Purpose/Rationale

- Participation in extracurricular activities is a privilege. A student who participates must accept his/her responsibilities to the group, supervisor and to KCS.
- A high level of work ethic/performance is expected within a student's academic course load. Administration and/or the Athletic Department may withdraw the student's privilege to participate in extracurricular activities, if a high level of work ethic/performance is not being met.

Conduct

Acceptable

- Students, whether they are a participant or spectator, must behave in a mature, responsible and considerate manner at all times.
- Students must advise subject teachers, well in advance, of class time that will be missed
- Students must make arrangements, in advance, with subject teachers for missed tests or work (using the missed class form)
- Students will attend classes, extracurricular practices and competitions /performances.

Unacceptable

- Students must not be absent from school, on the day of the event.
- Any behaviour that is considered inappropriate at the school is deemed inappropriate during curricular or extra-curricular trips (as a participant or spectator)

Consequences

- Students absent from school, on the day of the event, will not be permitted to participate in the event.
- Any behaviour that is considered inappropriate at the school is deemed inappropriate during curricular or extra-curricular trips and similar consequences will apply.

DRESS CODE

Statement of Purpose/Rationale

- KCS students and their parents are expected to support a learning environment where attire is appropriate and not offensive to others.
- A student's dress/clothing must not interfere with the educational process at KCS. The school administration and staff will determine if students' dress is appropriate.

Conduct

Acceptable

- Students are to maintain the dress code standards during regular school hours and while representing KCS at school sponsored functions.

Unacceptable

- Tank tops (with straps thinner than three fingers) and short shorts or skirts (in the case of skirts, defined as arm length with fingers extended) are not allowed.
- Clothing which exposes the midriffs.
- Clothing that advertises or has slogans or insignias which promote alcohol, drugs, or other worldviews which are in opposition to biblical values.
- Hats or other head coverings in class.

Consequences

Consequences for inappropriate dress will be consistent with the school discipline process, will include changing attire before being re-admitted to class, and may include the following escalating actions: discussion of expectations, notification of parents, detention, in-school suspension, out-of-school suspension.

DRINKING & DRUGS

Statement of Purpose/Rationale

- The bringing of drugs or alcohol onto school property or appearing on school property while under the influence of drugs or alcohol is a contravention of the Code of Conduct and the declaration regarding student behaviour that each student is required to sign each year as a condition of enrollment.

Conduct

Acceptable

- Students are encouraged to make healthy choices, which includes not using alcohol or non-prescribed drugs.

Unacceptable

- Using alcohol or non-prescribed drugs of any kind or being under their influence is not a permitted on school property or during school activities.

Consequences

Consequences for using or being under the influence of alcohol or drugs on school property or during school activities:

- Will result in an automatic indefinite suspension
- Depending on circumstances, may be referred to the School Discipline Committee which will consider whether expulsion is merited.

SMOKING/SMOKELESS TABACCO

Statement of Purpose/Rationale

- The school is a tobacco-free zone. In compliance with provincial legislation (effective September 1st, 2007), smoking is NOT permitted on school property. E-cigarettes and similar devices are also precluded under this and other legislation.

Conduct

Acceptable

- Students are encouraged to make healthy choices, which include not using tobacco products.

Unacceptable

- Use or possession of tobacco of any kind is not a permitted on school property or on school trips. This includes smokeless tobacco, including e-cigarettes and vapourizers, and/or smoking in vehicles in the school parking lot.

Consequences

Consequences for smoking on school grounds or school trips may include the following escalating actions:

- Suspension from school
- Withdrawal

TECHNOLOGY

Statement of Purpose/Rationale

- Our computer networks and technology resources are an educational tool to facilitate learning.
- These networks and technology resources provide users with the opportunity to prepare for the technological world in which we live, and provide access to on-line resources enabling integration in all areas of learning.

Conduct

Acceptable

- All users must sign and return an Acceptable Use Form
- All students must have parental permission to access school technology.
- All students are responsible for ensuring that at all times they are making appropriate use of all electronic information resources
- All electronic resources are to be used in a responsible, ethical and legal manner.
- This policy also applies to any personal electronic device(s) brought to school.

Unacceptable (includes but is not limited to):

- Intentional access to sites which contain information that is pornographic, racist, sexist, malicious, vulgar, immoral, or promotes or fosters hatred or illegal activities, as well as any other sites that are prohibited by the school administration
- Plagiarism – downloading material from the Internet and presenting it as your own without acknowledgement
- Sending or displaying offensive messages or pictures
- Use of impolite, abusive, or obscene language
- Harassing, insulting, or attacking others
- Accessing unauthorized computer systems, folders, and files
- Physical damage to computer equipment, computer systems, or networks by the spreading of computer viruses
- Intentional damage to computer equipment, computer systems, network equipment or peripheral devices
- **Personal Electronic Devices** – The use of any of these devices must not invade or infringe upon the personal privacy or safety of any member of our school, and must not interfere with the learning environment. Students must not use cell phones, and other personal electronic devices during class time (with the exception of those educational uses permitted by staff); further, to avoid any misunderstandings, such devices should be left in lockers during the school day.

** Given the ongoing changes to technology and technical resources, it is clear that KCS is unable to identify all current or future unacceptable uses of the School Network. Therefore, KCS reserves the right to add to this list of unacceptable uses as circumstances arise. Users cannot assume that if something is not included on the above list, it is permissible.*

Consequences

- Personal electronic devices may be confiscated and returned at the end of the school day
- Personal electronic devices may be confiscated and returned to the parents
- Verbal warning and/or other appropriate consequence
- In cases of plagiarism, the normal minimum consequence is a mark of 0 for the associated project without opportunity to resubmit the work.
- Suspension of computer privileges
- Suspension from school (in-school, out-of-school)

VIOLENCE, BULLYING AND HARASSMENT

Statement of purpose/rationale

- Every student/staff/visitor at KCS has a right to a safe and welcoming environment and this is especially congruent with our explicit desire to be a Christian community
- Every student has the opportunity to learn conflict resolution skills to be socially responsible.
- Students/Staff/Parents/Guests at a KCS activity should feel KCS is a safe and welcoming learning and working environment.

Conduct

Acceptable

- Students demonstrate respect for self and others.
- Students feel safe to report violent/harassing behaviour.
- Students assert their rights in a non-threatening manner.
- Students acknowledge violent/harassing behaviour and reject it.

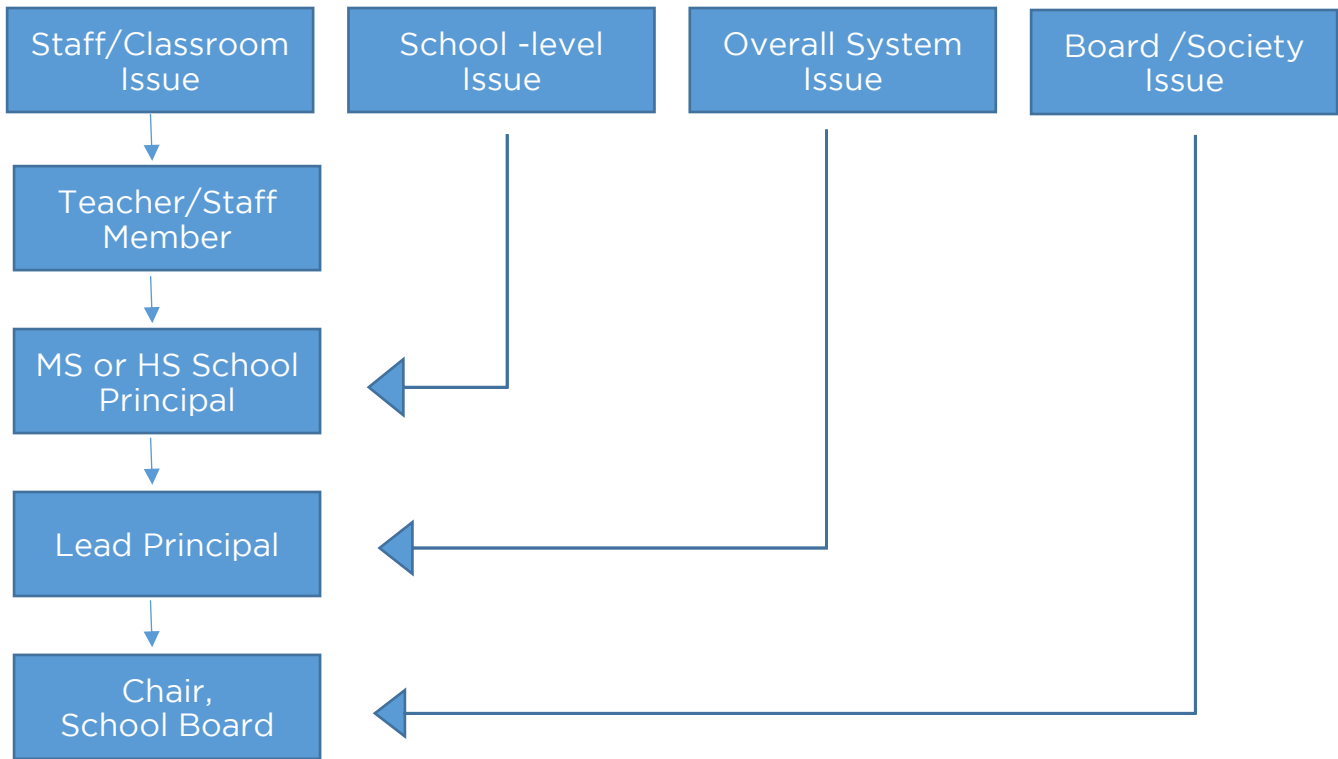
Unacceptable

- Fighting, instigating conflict, active spectating, and post-fight hype are unacceptable.
- Any form of harassment is unacceptable (verbal, internet/technological, emotional, intimidation, sexual, racial, exclusion, rumours, mocking, ignoring, shunning, slander, and any behaviours that would fall under this category but are not mentioned).
- Promotion and/or acceptance of violence as an acceptable method of resolving conflict is unacceptable.
- Any type of abuse (physical, sexual, emotional) is unacceptable.

Consequences (may involve but are not limited to any of the following)

- Student reprimand
- Detentions
- Suspensions (in-school, out-of-school)
- Making passive bystanders aware of how their behaviour contributes to escalation of the situation (teach – re-teach)
- Involvement by the RCMP
- Restoration – community and/or school service, peer mentoring, financial restitution, counseling, mediation, meaningful apologies (verbal or written), meeting with victim

LINES OF COMMUNICATION | QUESTIONS & CONCERNS



CONDUCT RELATED APPEAL PROCEDURE

Parents and students are entitled to seek a review of any decision which significantly affects a student's education. Kelowna Christian School wants to ensure that you receive a fair hearing if you believe that a decision is unfair or unreasonable. For that purpose, we have established an appeal procedure. Details of this procedure are available from school administration as well as being published on the KCS website in the policy section.