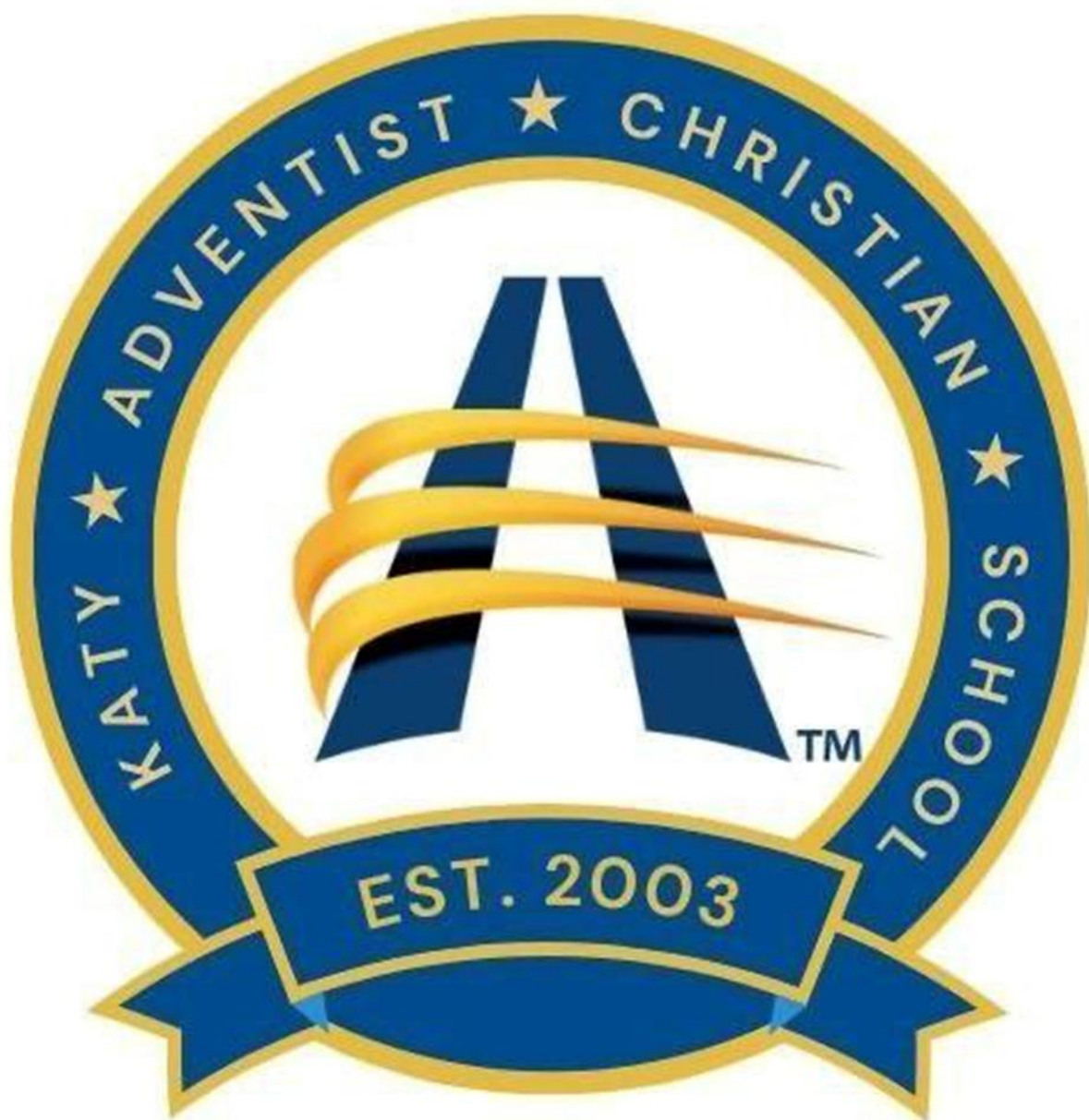




2026-2027
Student and Parent Handbook

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KATY ADVENTIST CHRISTIAN SCHOOL

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OUR MISSION, PHILOSOPHY & STATEMENT OF GOALS

Our Mission Statement

Katy Adventist Christian School provides a Christ-centered place of spiritual and academic learning where students are given the opportunity to develop their mind, body and spirit.

Our Philosophy

By using Bible Truths and Principles, Katy Adventist Christian School is dedicated to providing a safe and Spirit filled place for learning, enhanced by motivating and stimulating opportunities for academic and spiritual achievement, independent and critical thinking that endures for a life-long desire for learning, understanding and serving the needs of humanity, in concert with God's purposes.

Statement Of Goals

At **Katy Adventist Christian School (KACS)**, our goal is to provide a Christ-centered, Bible-based education that nurtures the spiritual, academic, social, and emotional growth of each student. Through Seventh-day Adventist education, students will:

- **Grow Spiritually** by learning about God's character through Scripture and nature, developing a personal relationship with Jesus, and recognizing the work of the Holy Spirit in their lives.
- **Live Faithfully** by learning to communicate with God, resist temptation through His power, and develop Christian character as they prepare for eternity.
- **Thrive Academically** by acquiring strong foundational skills, critical thinking abilities, and a desire for lifelong learning in a nurturing, Christ-centered environment.
- **Build Community** by practicing respect, cooperation, and service, while embracing their identity as members of God's family.
- **Embrace Mission** by accepting their role in sharing the Gospel and preparing for Christ's soon return.

ACCREDITATION

KACS is fully accredited by North American Division of Seventh-Day Adventist School System, the Texas Seventh-day Adventist School System through the Texas Private School Accreditation Commission ([TEPSAC](#)).

SCHOOL BOARD AUTHORITY

The School Board is appointed by the managing church boards of the following churches:

- Katy SDA Church
- Nations of Praise SDA Church
- Houston International SDA Church

The School Board is advised by the Superintendent of Education for the Texas Conference of Seventh-day Adventists. The School Board reserves the right to update policies, or to adopt new policies within a school year. Such changes, once communicated to students and parents, will have the same force as any other policy written in the handbook.

School Board Meetings

School Board meetings are held on Zoom the first Monday of every month at 7:00 pm. If any parent or interested party has an item, they wish to be presented to the School Board, this item must be presented in writing to the School Board chairperson or principal at least one week prior to the meeting.

PROGRAMS

KACS currently offers the following programs:

- Prekindergarten and Kindergarten
- 1st Grade through 8 Grade
- Before and after school-learning program

ADMISSION AND REGISTRATION PROCEDURE

Parents and students who express an earnest desire for a Christian education and a willingness to abide by the standards adopted by the school are invited to apply. KACS has a Non-Discrimination Policy that admits all students regardless of race, sex, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school, including educational policies, admission policies and scholarships. In order to maintain a positive and Christ-centered learning environment, Katy Adventist Christian School reserves the right to deny admission to any student whose prior conduct has been inconsistent with the values and expectations of the school community. All admissions decisions are subject to review and approval by the school's administrative personnel.

New Student or Transfer Students

A completed application form must be submitted to the principal who will present it to the school board. Students are admitted on a conditional basis until:

- Registration Form is completed online or in-person
- Registration fees paid in full (by the first day of school)
- Financial Statement Agreement Form completed
- Verification of placement from former school(s) (including transcripts, scholastic/academic records)
- Receipt of current health records (immunization, medical information, etc.)
- Receipt of Birth certificate (For All Students)
- Review of application by principal and/or school board
- Evidence of willingness to follow school rules as stated by signature on Code of Conduct
- Copy of a current physical from a medical caregiver
- All previous balances with KACS being paid
- Proof of a clear school financial account if transferring from another Seventh-day Adventist School

Returning Students

Admission is based on the following:

- Updated documents, same as for new students
- Satisfactory completion of prior school year
- Current financial account
- Up-to-date health records
- Review of application by the principal and/or school board

Age Requirements

Age requirements are in accordance with the policy set by the Texas Education Agency and the Southwestern Union of Seventh-Day Adventists Board of Education. This cannot be waived.

Pre-Kindergarten	4 years of age by September 1
Kindergarten	5 years of age by September 1
First Grade	6 years of age by September 1

Grade Placement

New students may be tested for grade placement. Prior to student academic performance, age, emotional, physical, and social development, a teacher/parent consultation will be used for grade placement. We look at the whole child and not place solely on academics. Home-schooled students must provide proper documentation from a state-approved program or equivalent parent documentation in the state of Texas to be considered.

Grade Advancement Policy

At Katy Adventist Christian School, we are committed to educating the whole child—academically, spiritually, socially, emotionally, and physically. We recognize that each student develops at their own pace, and our goal is to ensure a learning environment that supports their overall growth and success.

Grade advancement is typically recommended after grade 2, unless a student is developmentally ready—both academically and emotionally—to succeed at a higher grade level. Advancement before this point is considered **only when there is strong evidence** that the child will thrive in a more advanced placement.

In alignment with our philosophy of nurturing the whole child, decisions regarding grade acceleration are not made based solely on academic performance. We carefully consider a student's social and emotional maturity, behavioral readiness, and ability to integrate with peers in a higher grade.

All grade placement decisions are made in collaboration with:

- Teachers and Administrators
- Parents or Guardians
- And **final approval required from the Texas Conference of Seventh-day Adventist Education Department**, which provides oversight and guidance on placement standards and policies for all member schools.

Key Considerations for Grade Advancement:

- Consistently high performance in core academic areas
- Demonstrated emotional and social readiness
- Positive behavioral and work habits
- Input from both parents and teachers
- Final review and authorization by the Texas Conference of SDA Education Department

We are intentional in ensuring that any decision to advance a student is in the best interest of their long-term development. By approaching grade placement with care, prayer, and collaboration, we strive to create a nurturing educational experience that supports every child's God-given potential.

Special Needs

Although Katy Adventist Christian School does not receive any Federal funding for implementation of the Individuals with Disabilities Education Act (IDEA), we will make every reasonable effort to accommodate the students with disabilities who wish to receive an education from KACS. Each student at KACS is expected to function in the regular classroom environment without excessive or supplemental supervision. When a serious need for support services is indicated, we may recommend the parent hire a shadow (a special aide) to assist the student or recommend an alternate solution.

GENERAL INFORMATION

Conflict Resolution and Legitimate Concerns

In even the best schools, some individuals have concerns regarding the school's operation or perhaps some action of an individual employee or teacher. Most of the time, these concerns can be explained or corrected by an earnest, prayerful, in-person meeting (not a text message, email, or phone call) between the parties involved. (Matthew 18:15-18) On occasion, the principal may be requested to serve as a consultant regarding specific concerns.

If the individual's concern continues after a personal visit and consultation with the principal, the individual is requested to express the concern in writing to the school board chairperson. (See form located in the back of this handbook - also available from the office.)

The chairperson will call a special meeting of the concerned individual, any involved employee, the principal, the chairperson, and the local conference superintendent (or associate) of schools to discuss the concern and attempt to achieve a resolution satisfactory to all.

If a satisfactory resolution does not seem possible within this group, then the concerned individual and the employee will be invited to appear at the next board meeting for a confidential discussion of the concern with this group, including the superintendent (or associate) of schools.

Only after the above suggestions have been carried out should concerns regarding an employee be brought to the board for its consideration and discussion. After the concern has been stated and questions are asked by board members, the board should go into executive session to complete discussion and determine resolution.

Since such resolutions are sometimes of a sensitive nature, the principal (if not personally involved), board chairperson and the superintendent (or associate) of schools should share the school board's resolution with the person involved. Every effort should be made to come to a caring, peaceful conclusion among God's people.

(See Appendix A)

ATTENDANCE

Regular attendance and punctuality are important throughout a student's school career. Good attendance habits formed in the early years are critical in developing a sense of responsibility and steady scholastic progress. One of the most valuable life skills a student can learn, even from a young age, is taking responsibility for arriving at school on time each day. This skill can easily be accomplished and will transfer as an asset for the future. One of the most important times of the school day is the morning. This is the time when we dedicate each day to the Lord, important school news is announced, teachers define the plans for the day, and instructional goals are reviewed and set. The whole tone of a child's school day is set in the first part of the day. Please help support your children in learning habits that will help them be successful at school and throughout their lives.

Important Notice: Students receiving financial assistance must meet specific behavioral and attendance thresholds as specified on the application for the financial assistance program. If minimum standards are not maintained, financial assistance will be withdrawn.

Excused Absences

It is important for students to attend school on a daily basis. When a student is absent, they miss out on valuable educational instruction that is essential for their academic growth. The only valid excuses for absences or tardiness are student sickness ([see Illness, Medication, and Other Health Hazards Section](#)) or parent/guardian responsible for transportation of student(s) to the school, medical/dental appointments, death of a family member, school supervised trips, required presence in court, religious holidays or severe weather conditions (making travel unsafe). Absences are not excused for shopping, private music lessons, or travel. Travel plans need to be planned during the times students are off for holidays or summer vacations.

Students should bring a written note signed by a doctor/parent explaining the reason for absence or tardiness. Students should have the note with them when they return to school, but no later than the third day following the absence. As much as possible, doctor appointments should be scheduled during non-school hours.

Other Allowed Absences: May consist of pre-approved events such as Adventurer and Pathfinder outings, school field trips, or church-related events. An official excuse must be provided.

Excessive absences

Because the school must follow the educational requirements of the Texas Conference of Seventh-day Adventists Department of Education as well as guidelines from the State of Texas, attendance at all school sessions is compulsory. Students with 10 or more absences may forfeit his/her right to a passing grade for that quarter, semester or entire school year. The law is extremely specific on how to respond to excessive absences or tardiness, also known as truancy. Specifically, the law states: "It is unlawful for any child between six and sixteen years of age to fail to attend school during the hours school is in session..." Additionally, "the parent may be subject to prosecution and the student may be referred to truancy court if the student is absent 10 or more days or parts of days within a six-month period." (Texas Education Code 25.085-.086).

Consequences for Absences

School personnel will refer student absences to the truancy court using the following guidelines:

- Three (3) days or parts of days for unexcused absences within a four-week period (send email to parent/guardian outlining this policy).
- Five (5) days or parts of days for unexcused absences within a six-month period (parent/ student conference with the principal to resolve the issue)
- Ten (10) days or parts of days for unexcused absences within a six-month period (shall file a court case for failure to attend school and/or parent contributing to nonattendance).
- Five (5) consecutive days of absence without illness verification being provided by a parent or guardian or a health care provider.
 - Note: Unexcused arrival at a class after 11:00 am shall be regarded as an unexcused absence.

The attendance record will become a part of the student's permanent record and will be recorded on the student's report card. Attendance records are legal documents and can be subpoenaed by a court of law.

Note: Elementary students arriving after 9:30 am or leaving before 2:00 pm are considered a half-day absence.

Makeup Work

Students are responsible for making up work. Parents are responsible for turning in signed excuse notes and sending them with their student or emailing the teacher and principal. Students may not be allowed to make up work missed due to unexcused absences or tardiness, or due to missing assignment deadlines. Students will receive a grade of zero (0) on missing assignments due to unexcused absences.

Upon entering or returning to school after an *excusable* tardy or absence, it is required that an explanation requesting that the tardy/absence(s) be excused be presented to the administration office. This explanation must be made by each student's parent/guardian or doctor's note. A letter of explanation for an absence is not by definition considered an excuse for an absence. The explanation must be legitimate and meet guidelines. A period of three (3) school days will be the maximum number of days allowed to turn in an excuse. After this period has passed, all absences are considered unexcused, in turn receiving zeros for assignments missed. It is the student's or parent's/guardian's responsibility to respond to this requirement, and not the administrator's office.

Tardiness

Every minute of the school day is valuable. **We encourage parents to make sure their student(s) are on time daily. Students arriving after 8:00 are considered tardy.**

Consequences for Tardiness

- 3rd tardy – email sent to parent/guardian outlining this policy
- 5th tardy – letter given/ or mail to parent/guardian to resolve issue
- 10th tardy – parent/student conference with the principal to resolve the issue
- 15th tardy – letter mailed home regarding the consequence of a student reaching 18 tardies.
- 18th tardy – parent/student will be reported to state truancy court

Excessive tardiness

Excessive tardiness is defined as being tardy by more than 10% (18 tardies) of the current school session. Students who have excessive tardiness may miss the next class activity/field trip or special event. Students with excessive tardiness will be restricted from attending Outdoor School, Junior Music Fest, and other special trips attended by KACS.

Notices to Parents

A student absent from school three (3) days or parts of days in a four-week period without an excuse will generate a warning letter to the parent(s) or guardian(s). Any more absences without an excuse MAY subject the student and/or parent(s) or guardian(s) to prosecution for Failure to Attend School *TEC Sec. 25.094* and/or for Parent Contributing to Nonattendance *TEC Sec. 25.093*

A student absents from school ten (10) or more days or parts of days in a six-month period without excuse SHALL subject student and/or parent(s) or guardian(s) to prosecution for Failure to Attend School *TEC Sec. 25.094* and/or for Parent Contributing to Nonattendance *TEC Sec. 25.093*

PARENTS CONTRIBUTING TO NONATTENDANCE

Texas Education Code Chapter 25

Sec. 25.093. PARENT CONTRIBUTING TO NONATTENDANCE. (a) If a warning is issued as required by *Section 25.095(a)*, the parent with criminal negligence fails to require the child to attend school as required by law, and the child has absences for the amount of time specified under *Section 25.094*, the parent commits an offense.

FINANCES

Fiscal Responsibility

Enrollment at Katy Adventist Christian School (KACS) creates a financial obligation for tuition, registration fees, and all other applicable school fees. Parent(s) and/or Legal Guardian(s) are responsible for maintaining their student account in good standing and for paying all amounts due in accordance with KACS financial policies.

Tuition is an annual financial obligation that is divided into equal monthly installments for convenience. Monthly installments do not represent payment for a specific month of attendance. Families may elect to pay tuition in full at the beginning of the school year or at the beginning of each semester. Any other payment arrangement must be approved in writing by KACS. Student absences, illness, vacations, holidays, out-of-country travel, or other temporary interruptions in attendance do not reduce or prorate tuition.

Tuition Payments

Monthly tuition payments are due on the 1st day of each month and must be received no later than the 10th day of the month.

Payments may be made by:

- Cashier's check, payable to Katy Adventist Christian School; or
- Online payment through the KACS Online Payment Portal.

Personal checks are not accepted.

Monthly tuition statements are provided as a courtesy to assist families in monitoring their accounts. Because regular monthly tuition charges generally remain the same throughout the school year, Parent(s)/Guardian(s) are responsible for making payments by the established due date regardless of whether a statement or payment reminder has been received.

Late Payments and Delinquent Accounts

If the required payment has not been received by the 10th day of the month, a \$25 late fee will be assessed and the account will be considered past due.

If the outstanding balance remains unpaid for 30 days, the account will be considered delinquent. KACS may issue a Financial Suspension notice informing the family that the student may not attend classes until the account is brought current or satisfactory payment arrangements have been approved by KACS.

Families experiencing circumstances that may prevent timely payment are encouraged to communicate with KACS before the account becomes delinquent. Any alternative payment arrangement must be approved in writing by KACS.

Returned or failed payments may be subject to applicable service charges and must be replaced promptly with an approved form of payment.

Third-Party Tuition Assistance

Families receiving tuition assistance through the **Texas Education Freedom Account (TEFA), scholarships, Worthy Student Fund assistance, church subsidies, or other third-party funding** remain responsible for any tuition, fees, or other charges not covered by the funding source. Families are also responsible for balances resulting from changes in eligibility, funding limitations, delayed or denied payments, or other program requirements. Participation in a third-party funding program does not eliminate the Parent(s)/Guardian(s)' responsibility for maintaining the student account in good standing.

Family Tuition Statements

KACS will provide a Family Tuition Statement reflecting applicable tuition and fees, scholarships or financial assistance, church subsidies, TEFA funding when applicable, discounts, credits, payments received, and the current account balance. Statements may be updated throughout the school year as payments, credits, funding, or other adjustments are applied to the account.

Mid-Year Enrollment

Students enrolling after the beginning of the school year are responsible for the full applicable registration fee. Tuition will be prorated based on the student's enrollment start date.

Withdrawal

Withdrawal from KACS must be completed in writing and filed with the school office. When a student withdraws, tuition will be assessed for the entire month in which the withdrawal becomes effective. Tuition charges will continue until the required withdrawal process has been completed and filed with the school office. The student's account will remain open until all outstanding tuition, fees, and other charges have been paid in full.

Extracurricular Activities, Trips, and Graduation

Student accounts must be current before a student may participate in extracurricular activities, school trips, graduation activities, or other activities for which KACS requires accounts to be in good standing, unless prior financial arrangements have been approved by KACS.

Financial Communications

KACS may provide tuition statements, invoices, payment confirmations, account notices, and other financial communications electronically using the contact information provided by the Parent(s)/Guardian(s). Parent(s)/Guardian(s) are responsible for maintaining current contact information and reviewing financial communications from the school.

Financial Agreement

As a condition of enrollment, Parent(s)/Legal Guardian(s) are required to execute the applicable KACS Tuition Agreement and acknowledge their financial responsibility for tuition and applicable fees. The Tuition Agreement, Family Tuition Statement, School Handbook, and applicable KACS financial policies collectively govern the family's financial obligations to the school.

Registration Fees & Tuition

PreK – 8th grade Registration: \$675.00/year and to be paid by 1st day of school or otherwise indicated by school administration

PreK Tuition: \$7,000.00/year and prorated – 10 monthly installments of \$700.00/month pay by the 10th of each month, with the first installment due before the 1st day of school

Kindergarten– 8th grade Tuition: \$6,500.00/year and prorated – 10 monthly installments of \$650.00/month pay by the 10th of each month, with the first installment due before the 1st day of school

Registration fees cover fixed and variable costs such as student insurance fee, textbook fee (physical or online), MAP Testing, computer usage fee, music/instrument usage, science lab fee, and teacher materials/resources among other yearly expenses.

Please be aware that registration fees are **neither refundable nor prorated**. Registration payment made for the current school year must be used for the year it was paid for and will not be transferable to any other school year thereafter.

If there are financial difficulties due to illness, loss of job, or similar circumstances, please contact the School Principal or School Board Chairman immediately. All attempts will be made to work out a solution.

Family Multi-Student Discount

Multi-student discounts are available for families with two or more students at KACS:

- Each additional sibling will receive 5% off the regular yearly tuition rate

This discount applies only to parents or legal guardians (biological, adoptive, or court-appointed) who are registering their children, as well as grandparents registering their biological, adopted, or legally guarded grandchildren.

Seventh-day Adventist Church Member Discount

Families who are active members in good standing of a Seventh-day Adventist Church are eligible for a 10% discount (Constituent Member) and 5% discount (Non-Constituent Member) on annual tuition. To receive this discount, valid proof of church membership must be submitted to the school office.

This discount applies only to parents or legal guardians (biological, adoptive, or court-appointed) who are registering their children, as well as grandparents registering their biological, adopted, or legally guarded grandchildren.

Release of Student Records/Transcripts

Report cards, and other school records will not be released until all outstanding balances are paid. Each student's account within a family must be current before transcripts, report cards, and other school records are released, and all outstanding balances are paid and cleared. Students who withdraw before the end of the school year may be considered to have the tuition fee prorated from the date they officially withdraw, and any overpayment may be refunded pending school board approval.

Student records, including attendance records, test scores, grades, disciplinary records, counseling records, applications for admission, health and immunization information, teacher/counselor evaluations and reports of behavioral patterns are considered confidential. Release of records is restricted to:

- Parents - whether married, separated, or divorced, unless the school is given a copy of a court order terminating parental rights or the right to access a student's educational records.
- Legal guardians - documentation must be provided showing legal guardianship.
- School officials who have a legitimate educational interest in a student's records.

Other Yearly Fees

Families can expect to have the following additional fees if students participate in the following programs:

- After school STEAM and Robotics program – \$250.00 per Semester
- Eighth Grade Class Trip - To be determined
- Outdoor School – Fifth and Sixth Grade - approximately \$260 due by March 1st.
- Junior High Music Fest - Seventh and Eighth Grade - \$60.00
- School Field Trips - All grade levels - varies based on field trip selection
- Graduation for Kindergarten and 8th Grade - approximately \$200 due by April 30th.
- Health Screening (see section on this topic) - cost varies depending on which tests the student will take part in.
- Before and After School Extending Learning Program

Please note that fees are subject to change and fundraising efforts will be applied.

Before and After-School Charges

The following costs includes both before- and after-school learning time:

- \$25 per day per child (whether student is signed up for after-school care or not by 3:30pm)
- \$10 per every 5 minutes per child after closing (6:00 pm M-Th, 5:00 pm on Friday)
- \$200 per month per child / \$150 per month per child for each additional sibling
- Prices are subject to change

These fees will be placed in your monthly statement and must be paid in full by the due date each month.

Early Drop-Off / Late Pick-Up

Students dropped off before 7:30 a.m. or remaining on campus after the designated pick-up time will automatically be placed in the Before or After School Extended Learning Program, as applicable. A \$25 daily drop-in fee per child will be charged.

DRESS CODE

To foster a sense of community, discipline, and school pride, all students in grades Pre-K through 8th are required to wear the official school uniform each day, unless otherwise specified (e.g., school spirit days, dress-down days, or field trips with alternate attire).

Official KACS Uniform Store

All official school uniforms must be purchased through the **KACS Uniform Store**. Purchasing through the school store ensures that all uniform items meet KACS dress code standards, including approved styles, colors, logos, and embroidery. Additional information, sizing guides, and the link to the KACS Uniform Store are available on the school's website.

Parents who have questions regarding approved uniform items should contact the school office before making a purchase.

Please note that all uniform sales are final.

Uniform Expectation

Students are expected to arrive at school each day in a clean, neat, and properly fitting uniform.

- Uniforms should be clean, wrinkle-free, and in good condition.
- Shirts should remain tucked in throughout the school day when designed to be tucked in.
- Clothing should fit appropriately and should not be excessively tight, oversized, or altered from its original design.
- Only approved KACS outerwear may be worn inside the classroom.

Please Note: Any t-shirt or other garment using the name or logo of Katy Adventist Christian School must be pre-approved by KACS Uniform Committee and School Board.

Chapel Attire

Students are expected to wear the designated KACS Chapel Uniform on chapel days.

Girls must wear:

- Official plaid jumper
- Light blue Peter Pan collar blouse
- Adjustable navy cross tie
- Optional: KACS logoed cardigan

Boys must wear:

- Navy blue dress pants
- Light blue Oxford dress shirt
- Adjustable plaid tie
- Optional: KACS logoed cardigan

All students are expected to arrive at school properly dressed in full chapel attire. Failure to comply may result in uniform notice and follow-up with parents.

Shoes and Socks

- Closed-toe, closed-heel shoes are required every school day.
- Shoes must be appropriate for school activities and recess.
- Shoes with wheels (such as Heelys) are not permitted.
- Sandals, flip-flops, slippers, or other open-toed footwear are not allowed.

Casual Days / Spirit Days

Casual Days and Spirit Days may be designated by the principal throughout the school year to promote school spirit and provide students with the opportunity to dress outside of the standard uniform. On these days, students may wear appropriate, modest, and respectful attire in alignment with KACS's Christian values and dress standards.

Clothing Guidelines:

- All shirts, blouses, and dresses must have sleeves. Tops must be long enough to remain tucked in when arms are raised.
- T-shirts must not display inappropriate language, images, or messages. Tank tops are not allowed.

- Skirts and dresses must reach the top of the knee; slits may not extend above the knee.
- Jeans or pants must be clean, modest, and properly fitted (not tight or excessively baggy), with no holes, tears, or frayed edges.
- Necklines must be modest, both in front and back.
- Athletic wear (such as sweatpants, basketball shorts, or gym shorts) is not permitted unless specifically approved for a themed day.

Not Permitted:

- Flashy, trendy/faddish accessories, including toe rings, bracelets, earrings, or piercing protectors.
- Sandals, flip-flops, or open-toed shoes. Footwear must completely cover the foot for safety.
- Hooded pullovers

All attire worn on Casual or Spirit Days must reflect the values of **modesty, cleanliness, and appropriateness** expected at Katy Adventist Christian School. Students who arrive in attire that does not meet these expectations may be asked to change or may not be allowed to participate in the day's activities.

Dress Code Clarification

- Leggings are not considered appropriate school attire for school. The only exception is during cold weather, when they may be worn under the navy-blue or plaid school skirt or navy-blue and chapel plaid dress for added warmth. When worn, leggings must be solid navy blue, with no patterns, designs, or logos.
- For the safety of all students and staff, **wheeled shoes (such as Heelys or any shoes with built-in wheels)** are not permitted on campus at any time. These shoes pose a risk of injury and can damage school property. We kindly ask parents to ensure that students wear appropriate, non-wheeled footwear to school each day. Thank you for your cooperation in helping us maintain a safe and respectful school environment.
- During the school day, students must wear closed-toed shoes.

Field Trip Attire

For all field trips, students in PreK through 8th grade are required to wear the designated KACS field trip shirt. Additional clothing requirements may vary depending on the nature of the trip and will be communicated to families in advance by the teacher or administration.

DAILY OPERATIONS

School Operational Hours

School hours are officially from 7:30 a.m. to 3:00 p.m., Monday through Thursday, and from 7:00 a.m. to 2:00 p.m. on Fridays. During this time, all school policies, procedures, and expectations are in full effect, including the following:

- Conduct
- Uniform compliance
- Restrictions on leaving campus

School starts at 8:00 am and ends at 3:00 pm Monday through Thursday.
School starts at 8:00 am and ends at 2:00 pm on Friday.

Drop-Off / Pick-Up

Students may be dropped off beginning at 7:30 a.m. Monday through Friday. Regular pick-up is no later than 3:30 p.m. Monday through Thursday and 2:30 p.m. on Fridays.

Students dropped off before 7:30 a.m. or remaining on campus after the designated pick-up time will automatically be placed in the Before or After School Extended Learning Program, as applicable. A \$25 daily drop-in fee per child will be charged.

Supervision & After-School Extended Learning Time

To support working families, Katy Adventist Christian School offers a supervised after-school extended learning time for all students. This service is available Monday through Thursday until 6:00 p.m., and until 5:00 p.m. on Fridays. See the Finance section for cost. All students in Pre-K through 8th grade who are not picked up within 15 minutes of school dismissal are required to attend the after-school care program and will be subject to a fee of \$25 per child. Please note that there is no after-school supervision outside of this program, except for teacher-led tutoring sessions when offered. Other extracurricular activities might arise during the school year. When this happens, parents will be notified to make plans accordingly.

Chapel

Chapel is a meaningful and essential part of each student's spiritual and academic experience at KACS. Weekly chapel services are scheduled as part of the school week and are integrated into the Bible/Religion curriculum. These gatherings offer students the opportunity to worship together, grow in their faith, and develop Christian character in a Christ-centered environment. In addition to weekly chapel, the school holds a **Week of Prayer** once each semester. During these special weeks, students participate in daily worship services focused on spiritual renewal and deeper reflection.

Attendance at weekly chapel and Week of Prayer programs is required for all students, as these experiences are considered a core part of the school's mission and Biblical instruction.

Chapel Conduct Expectations

Out of respect for the worship environment and those leading the service, students are expected to observe the following guidelines during chapel and Week of Prayer programs:

- Personal items such as backpacks, books, computers, and school supplies should be left outside the chapel area.
- Students must sit with their class and the teacher.
- Food and beverages (water bottles) are not permitted inside the chapel area.
- Students who arrive late should enter quietly through the designated entrance to minimize disruption.

These expectations help maintain a respectful and reverent atmosphere where all students can engage meaningfully in worship.

Animals on Campus

Animals, including family pets, are not allowed on campus, except for visits for educational purposes that are preapproved by the school principal. This includes after-school events.

SCHOOL LUNCH POLICY

At Katy Adventist Christian School, we promote healthy habits and personal responsibility—including during lunchtime. At this time, KACS does not offer a hot lunch program, so all students are required to bring their own lunch from home each day.

Lunch Guidelines:

- Students must bring a ready-to-eat meal that does not require reheating.
- Microwaves are not available for student use.
- Warm meals should be packed in a thermos or insulated container to keep food hot until lunchtime.
- Students should bring all necessary items, including utensils, napkins, and drinks.

We encourage parents to pack balanced, nutritious meals that help students stay energized and focused. Please avoid sending candy or high-sugar snacks.

For the safety and efficiency of the school day, all students must bring their lunch with them when they arrive at school. Forgotten lunches create unnecessary disruptions and will only be accepted in emergencies. If a lunch must be dropped off, it should be delivered to the front office before the student's lunch period and clearly labeled with the student's name and grade.

Meal Services

Meal delivery services such as DoorDash, Uber Eats, or similar are not permitted. These services pose security concerns and interrupt the school schedule. Any meals delivered by a third party will not be accepted by school staff.

In the case of an emergency or unique situation, parents must first contact the **principal**, who will determine if an exception may be made. Final discretion on meal deliveries rests with the administration.

Thank you for helping us ensure that lunchtime remains safe, smooth, and healthy for all students.

Morning Snack Guidelines

At Katy Adventist Christian School, we understand that young students benefit from a mid-morning snack to stay focused and energized throughout the school day. Therefore, students are encouraged to bring a healthy snack from home to eat during the designated morning snack time.

Approved Snack Examples:

- Fresh fruit (e.g., apples, bananas, grapes)
- Cut vegetables (e.g., carrots, celery, cucumbers)
- Whole grain crackers
- Yogurt (in a leak-proof container)
- Cheese sticks or slices
- Applesauce or fruit cups (low sugar)

Not Permitted Snack Item Examples:

- Chips
- Cookies
- Candy or gum
- Soda or energy drinks
- High-sugar snack items

Please avoid sending snacks that are messy, require refrigeration, or are difficult for students to open independently. Reusable water bottles are required and may be kept at students' desks.

Please write the student's name on the water container to avoid any loss of items. The school will not provide snacks for the students. Thank you for supporting our commitment to student health and academic readiness.

SCHOOL COMMUNICATION

At **Katy Adventist Christian School (KACS)**, we believe that open, consistent communication between school and home is essential for supporting each child's academic and spiritual growth. Our goal is to keep families informed, involved, and connected throughout the school year.

Primary Communication Channels

KACS uses the following tools to communicate with parents and guardians:

- **Class Dojo:** This is our primary platform for daily communication. Teachers use Class Dojo to:
 - Share announcements, updates, reminders, and photos
 - Track student behavior and progress
 - Communicate directly with parents in a secure, private setting

All parents/guardians are **required to join Class Dojo** upon enrollment to stay actively informed and engaged. Please go to your app store on your phones/devices and download **Class Dojo**.

- **Email:** Teachers and staff use school email for more detailed communication, including:
 - Progress updates or concerns
 - Scheduling meetings or conferences
 - Sending official documents or forms

Please ensure that your **email address is current and regularly checked**.

- **School Newsletters & Notices:** Important announcements, school-wide updates, and event details may be sent via:
 - Monthly to newsletters
 - Printed flyers (when necessary)
 - Digital alerts through Class Dojo or email
- **Social Media (for general school highlights, community updates and news):** The KACS and KACS Parent-Teacher Organization (PTO) also shares event reminders, emergency news, and school/student and community highlights on:
 - Instagram (@katyadventistchristianschool)
 - Facebook (Katy Adventist Christian School page)

These platforms are for general engagement and are not used for private or urgent school communication.

Guidelines for Communication

Teachers may not be available to respond to messages during school hours due to their instructional responsibilities.

- Please allow 24–48 hours for a response to non-urgent messages.
- For urgent matters during the school day, contact the school/teacher/principal directly via Class Dojo or phone.
- Respectful, constructive communication is expected in all interactions to reflect our Christ-centered community values.

EMERGENCY DRILLS AND PROCEDURES

Emergency Drills and Procedures

At Katy Adventist Christian School (KACS), the safety of our students and staff is a top priority. To ensure everyone knows how to respond in the event of an emergency, we conduct regular safety drills throughout the school year. These drills help students stay calm, follow directions, and know what to do if an actual emergency occurs.

The following types of drills are practiced:

Fire Drills

- Conducted regularly and without notice.
- Students quietly line up and exit the building quickly with their teacher.
- Attendance is taken once safely outside.
- Staff and students may not stop to gather personal items.

Severe Weather / Tornado Drills

- Students and staff move quickly to designated shelter areas inside the building.
- Everyone is instructed to sit quietly and cover their heads.
- Teachers ensure all students are accounted for.

Lockdown / Intruder Drills

- These are conducted with sensitivity and age-appropriate instructions.
- Students remain silent and stay out of sight.
- Doors are locked, lights are turned off, and movement is minimized.
- Teachers communicate with administration once it is safe to do so.

Evacuation / Relocation Drills

- If the school building becomes unsafe, students may be moved to a designated alternate location.
- Parents will be notified immediately via Class Dojo, email, or phone.

Communication During Emergencies

In a real emergency, KACS will notify parents through multiple channels, including **Class Dojo, email, and phone alerts**. It is important that your contact information remains current throughout the school year.

We appreciate your partnership in keeping our school community safe and prepared.

SEVERE WEATHER CLOSING

In the event of severe or dangerous weather conditions, Katy Adventist Christian School (KACS) will follow the Katy Independent School District (Katy ISD) for all school closings or delays.

- If **Katy ISD closes or delays school** due to inclement weather, **KACS will also be closed or delayed**.
- Families should monitor **local news**, the **Katy ISD website**, or **Katy ISD social media pages** for official announcements.
- KACS will also communicate school closures through Class Dojo, email alerts and social media when possible.

In addition to weather-related closures, there may be occasions when **unforeseen emergencies** (such as power outages, facility issues, or community emergencies) require the school to **close or dismiss early**. When such situations arise:

- The school will **notify parents and guardians immediately** through Class Dojo, email, and phone if necessary.
- It is important that families keep their **contact information updated** to ensure timely and accurate communication.

The safety and well-being of our students, staff, and families remain our highest priority during any emergency.

PARENT-TEACHER RELATIONS AND CONFERENCES

At **Katy Adventist Christian School (KACS)**, we believe that a strong, respectful partnership between parents and teachers is essential to nurturing the **whole child**—academically, spiritually, and socially. Together, we aim to support each student in becoming a thoughtful, responsible, and Christ-like individual who pursues **excellence in both faith and learning**.

Open Communication

Open and consistent communication between parents and teachers is vital to student success. We encourage parents to connect with teachers regularly to stay informed about academic progress, classroom behavior, and spiritual growth. Communication should reflect a spirit of grace, patience, and mutual support. Teachers may be reached by email, phone, or scheduled appointment. Please allow up to 48 hours for a response.

To help facilitate communication and school-wide updates, **all parents are required to join ClassDojo**. This platform serves as the primary communication tool between families, teachers, and school staff. ClassDojo allows parents to receive important announcements, view classroom updates, message teachers directly, and stay engaged in their child's learning experience.

Parent-Teacher Conferences

Formal Parent-Teacher Conferences are held twice a year—once in the fall and again in the spring—to provide a comprehensive view of each student's academic performance, character development, and spiritual journey. These meetings are essential for maintaining alignment between home and school and are a vital part of our shared commitment to excellence.

Additional conferences may be requested by either the parent or teacher whenever needed. Attendance and engagement in these meetings demonstrate the value we place on collaboration and accountability.

Partnership Expectations

- Support a culture of **academic excellence** and **Christian character**.
- Communicate in a spirit of **respect, unity, and understanding**.
- Collaborate with teachers to address concerns constructively.
- Join and actively use **ClassDojo** for updates and direct communication.
- Uphold school policies, classroom routines, and shared goals.
- Model Christ-like behavior in all interactions with staff, students, and other families.

"Let all that you do be done in love." – 1 Corinthians 16:14

By working together in love, prayer, and purpose, we foster an environment where students can grow into who God created them to be—**scholars of excellence and disciples of Christ**.

VOLUNTEER REQUIREMENTS AND BACKGROUND CHECKS

Katy Adventist Christian School (KACS) is blessed to have dedicated and supportive parents, guardians, and church members who give their time and talents to enrich our school community. In alignment with our commitment to providing a safe and secure environment, all volunteers must meet the following requirements:

Who Needs to Complete a Background Check?

Anyone who wishes to volunteer at KACS in any capacity involving students must complete a background screening and verification process. This includes:

- Classroom volunteers
- Field trip chaperones
- PTO event helpers
- Guest speakers or presenters
- Any adult assisting with student activities on or off campus

Background Check Process

All volunteers are required to complete a background check through the Sterling Volunteers platform, which is part of the Adventist Screening Verification (ASV) system used by the North American Division of Seventh-day Adventists.

To begin the process, please visit: <https://www.nadadventist.org/asv>

Instructions for completing the screening will be provided by the school office. Volunteers must be cleared before they are permitted to interact with students or participate in school-related activities.

Ongoing Commitment

- Background checks are valid for a specified period and must be renewed as required.
- KACS reserves the right to deny volunteer opportunities if the screening is incomplete or results are unsatisfactory.
- All volunteers are expected to uphold the school's values, model Christian conduct, and maintain confidentiality when serving.

"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace." – 1 Peter 4:10

We deeply appreciate your willingness to serve and support our school family in a safe, Christ-centered, and responsible manner.

PARENT-TEACHER ORGANIZATION(PTO)

The **Parent-Teacher Organization (PTO)** at **Katy Adventist Christian School (KACS)** plays an essential role in building a Christ-centered, academically excellent, and family-engaged school community. The PTO exists to foster cooperation between home and school, strengthen communication, support student programs, and enrich the overall school experience through service, fundraising, and community-building initiatives.

Purpose and Mission

The mission of the KACS PTO is to:

- **Promote Christian fellowship** among parents, teachers, and staff

- **Support the academic and spiritual growth** of our students
- **Encourage volunteerism** and active parent involvement
- **Provide resources and assistance** for school projects and classroom needs
- **Organize events and activities** that build community and reflect the values of our faith

All activities are designed to support the school's commitment to nurturing the whole child in a loving, prayerful, and academically strong environment.

Membership and Participation

All parents and guardians of current KACS students are automatically members of the PTO. Teachers and staff are also valued members and partners in this mission.

To ensure the safety of all students, any parent, guardian, or volunteer participating in school events or classroom activities must complete a background check through the **Sterling Volunteers platform**. Instructions for completing the process will be provided by the school office.

- Active participation is encouraged through:
- Attending regular PTO meetings
- Volunteering for events, fundraisers, or classroom support
- Sharing ideas and talents that contribute to the growth of the school
- Serving in leadership roles or on planning committees, as needed

Communication

The PTO communicates with families through several platforms, including:

- **ClassDojo**
- **School newsletters**
- **Instagram** (@katyadventistchristianschool)
- **Facebook** (Katy Adventist Christian School page)
- Scheduled PTO meetings and parent events

Announcements, updates, and volunteer opportunities are shared regularly to keep families informed and engaged.

CODE OF CONDUCT, RULES, AND CONSEQUENCES FOR STUDENTS

The faculty of KACS believes that “the object of discipline is the training of the child for self-government.” (Education, 287) A well-organized environment and good discipline are essential for academic success.

At Katy Adventist Christian School, all students from PreK through 8th grade are expected to live out our core values of **Respect, Responsibility, and Readiness to Learn**—both during the school year and on breaks, whether on campus, at home, or in the community. These values guide our behavior, shape our character, and help create a safe, loving, and Christ-centered environment for learning and growth. Serious misconduct—including actions that do not reflect these values or involve legal issues such as arrest—may result in dismissal from the school. This is a shared commitment between students, parents, and the school. Parents understand that the school will uphold these standards, and the school trusts that families will support and encourage their children to live with them throughout the year. Together, by honoring these principles, we help every student grow in faith, knowledge, and Christ-like character.

Code of Conduct: PreK – Kindergarten

With Jesus' help, students at Katy Adventist Christian School will speak kindly, be honest, and say only good things about others. They will follow school rules, show respect, and be loving and helpful to parents, teachers, and classmates. Our school rules encourage students to follow God's ways, always tell the truth, take care of their bodies, be polite and obedient, show respect during worship, do their best in all things, and treat others the way they want to be treated—with kindness and love.

While attending KACS, students agree to follow these rules and live by these values at school, at home, and wherever they go. Parents, whether Christian of any denomination or non-Christian, agree to support the values and expectations of Katy Adventist Christian School by encouraging their child to respect and uphold the school's Christian standards both at school and at home.

KACS Rules for PreK-Kindergarten

We have three rules to help us be good friends:

<u>Rule</u>	<u>What It Looks Like</u>
Be Kind	• Use nice words • Listen to others • Keep hands and feet to yourself • Take care of toys and friends
Take Care	• Put toys away • Clean up messes • Ask for help • Try your best every day
Be Ready	• Sit and listen • Follow directions • Raise your hand to speak • Try new things with a happy heart

“Let’s be kind and help each other every day!”

“Do to others as you would have them do to you.” — Matthew 7:12

KACS PreK-Kindergarten Pledge

I will be kind,
I will listen and share.

I will take care,
And try my best everywhere.

I will be ready
To learn and play.

I will love God,
And love others every day!

PreK - Kindergarten Consequences: Loving Guidance & Gentle Correction

<u>Behavior Response</u>	<u>Description</u>	<u>Example</u>
Positive Redirection	Gently and firmly guide the child to a better behavior or activity	"Let's use walking feet instead of running."
Verbal Reminder	Calm reminder of classroom expectations	"We use quiet voices inside."
Think Time / Cool Down	Short, calm break to reset and reflect	The child sits in a quiet spot before rejoining.
Loss of Privilege	Temporary removal from a toy or activity	"No painting today because you didn't clean up yesterday."
Natural Consequences	Logical outcomes directly related to the behavior	If water is spilled, the student helps clean up.
Parent Notification	Parents are informed of repeated or serious behaviors at any given time	A phone call, email, or note home or combination

Katy Adventist Christian School Parent Partnership Pledge

As a parent/guardian, I recognize that I am a vital part of my child's success at Katy Adventist Christian School. In partnership with the school, I commit to upholding and supporting the school's values of **Respect, Responsibility, and Readiness to Learn**, both at home and in the community.

By signing this pledge, I agree to:

- Support the school's efforts to provide a Christ-centered, respectful, and nurturing environment.
- Encourage my child to follow school rules and demonstrate Christ-like character at all times—at school, at home, and in the community.
- Partner with teachers and staff to reinforce positive behavior and help my child grow in faith, learning, and personal responsibility.
- Communicate respectfully and promptly with school staff to work together in my child's best interest.
- Model the values of kindness, integrity, and cooperation in my own interactions with the school and its community.
- Ensure my child arrives at school on time, ready to learn, with a positive attitude and necessary materials.

- Acknowledge the school's authority to implement appropriate consequences and discipline when needed and support these decisions as part of my child's growth and development.

Note: This pledge will be formatted separately for you to sign and return to the school upon registration and/or by the first week of school. (See Appendix B)

Code of Conduct: 1st – 8th Grades

Katy Adventist Christian School was founded on the belief that all children deserve a strong academic education in an environment that supports their spiritual and personal growth. As a Christian school, we are grounded in the teachings of the Bible and seek to reflect the love and example of Jesus Christ in all that we do. Our mission is to help students grow in both knowledge and character within a nurturing, Christ-centered setting where all are treated with dignity and respect.

Discipline at KACS is guided by love, respect, and compassion. We believe that children thrive in a safe and supportive atmosphere where they are valued and encouraged to grow. Our approach to discipline focuses not only on correcting behavior, but on building character, teaching responsibility, and helping students make wise choices. When challenges arise, we respond with kindness and fairness, aiming to restore relationships and promote a healthy, respectful community. All students are expected to show responsibility, kindness, and respect for others, modeling values that align with the character of Christ.

As a school, we recognize the important roles that the home, faith communities, and school each play in a child's development. We affirm that the home is a child's first place of learning, and for many families, the church or place of worship plays a vital part in shaping values and spiritual understanding. At KACS, our role is to build on this foundation by providing a loving and supportive environment where students of all backgrounds are invited to grow academically, socially, and spiritually, while learning Christian values such as compassion, integrity, and service.

KACS Rules for 1st – 8th Grade

1. RESPECT

We show respect by treating others the way Jesus taught us — with kindness, patience, and love.

Examples of Respect:

- Listen when someone else is speaking, whether it's a teacher, classmate, or visitor.
- Use polite words like "please," "thank you," and "excuse me."
- Care for school property and other people's belongings.
- Follow directions without arguing.
- Respect differences and be kind to everyone, no matter their background or beliefs.

RESPONSIBILITY

We take responsibility for our actions, our learning, and our part in the school community.

Examples of Responsibility:

- Complete your homework and classwork on time.
- Take care of your school property and your personal belongings.
- Keep your area clean.
- Admit mistakes honestly and try to make things right.
- Help others when they need it, being a good friend and classmate.
- Follow school rules and do your best to be a positive example.

READINESS TO LEARN

We come to school ready to learn and grow with an open heart and mind.

Examples of Readiness to Learn:

- Come to class prepared with your supplies and a positive attitude.
- Pay attention, ask questions, and try your best every day.
- Stay focused and use time wisely during lessons and activities.
- Participate respectfully in worship and quiet times.
- Rest well and take care of your body so you have the energy to learn.

APPROPRIATENESS: Living Out Respect, Responsibility, and Readiness

At Katy Adventist Christian School, we believe that our words, actions, and appearance should reflect the values of **Respect, Responsibility, and Readiness to Learn**. Students are expected to act in a way that honors God and supports a safe, positive, and Christian school environment.

RESPECT IN SPEECH

Students should use kind and respectful words. Language that is rude, inappropriate, or offensive is not acceptable at school or during school activities.

RESPECT IN APPEARANCE

Modesty and neatness in dress are part of showing respect for ourselves, others, and God. Students are expected to wear clothing that is appropriate for school and reflects Christian values.

RESPECT IN RELATIONSHIPS

Students are to treat one another with kindness and care. Physical contact that is personal or intimate in nature is not allowed. This includes, but is not limited to:

- Hand holding
- Kissing
- Hugging or cuddling
- Sitting or lying on someone's lap
- Ignoring personal space

We encourage healthy friendships while teaching students appropriate ways to interact with others, including learning to respect differences and diversity in a Christ-like manner.

RESPONSIBILITY IN BEHAVIOR

Students are responsible for making good choices that reflect the values of our school. Inappropriate or disruptive conduct will be addressed with the goal of helping students grow self-control and maturity.

READINESS FOR CHRISTIAN LIVING

All students are expected to behave in a way that supports a peaceful, respectful, and Christ-centered learning environment. Our goal is to help every student learn what it means to live as a thoughtful, responsible follower of Jesus—at school and beyond.

BULLYING

At Katy Adventist Christian School, we are committed to fostering a Christ-centered, respectful, and safe environment for all students. In keeping with our values and in compliance with applicable laws, bullying in any form is strictly prohibited.

Definition of Bullying

Bullying is defined as a single significant act or a pattern of behavior that involves an imbalance of power and targets another student with the intent to harm, intimidate, or control. This behavior can take place through verbal, physical, written, or electronic means and includes:

- Physical harm to a student or damage to personal property, or creating a reasonable fear of such harm;
- Severe, persistent, or pervasive conduct that creates an intimidating, threatening, or abusive environment;
- Substantial disruption of the educational process or classroom operations;
- Violation of a student's rights, including cyberbullying, involves the use of electronic communication tools (e.g., cell phones, social media, email, text messaging, etc.).

Examples of bullying include, but are not limited to:

- Teasing, name-calling, or spreading rumors
- Social exclusion (ostracism)
- Threats, intimidation, or coercion
- Damage to or theft of personal property
- Demands for money or resources

Reporting Procedures

If a student experiences or witnesses bullying, the incident should be reported immediately to a trusted adult at school. Reports may be made:

- In person (to a teacher, counselor, principal, or other school staff member)
- In writing
- Anonymously (using the school's designated reporting method)

Investigation Process

All reports of bullying will be taken seriously and followed promptly by the administration.

Bullying Investigation Flowchart

- 1. Initial Report Received**
 - a. Student, parent, or staff member submits a report (in-person or anonymously).
- 2. Documentation & Notification**
 - a. Administration logs the report.
 - b. Parents/guardians of both the alleged victim and alleged aggressor are notified.
- 3. Preliminary Review**
 - a. A staff member or administrator conducts an initial assessment to determine whether the report meets the definition of bullying.
- 4. Formal Investigation**
 - a. Interviews with all relevant parties (victims, accused, witnesses).
 - b. Review of any available evidence (messages, videos, photos, etc.).
- 5. Findings & Determination**
 - a. Administration reviews findings and determines whether bullying has occurred.
- 6. Disciplinary Action (if applicable)**
 - a. If bullying is confirmed, appropriate disciplinary and restorative actions are taken in accordance with school policy.
 - b. Interventions may include counseling, mediation, suspension, or other measures.
- 7. Follow-Up**
 - a. The administration monitors the situation to ensure the bullying has stopped.
 - b. Additional support may be provided to the affected student(s).
- 8. Recordkeeping**

- a. All findings and actions are documented and kept on file securely.

Important Notes

- Retaliation against any student who reports bullying or participates in an investigation is strictly prohibited and will result in disciplinary consequences.
- Even if an incident does not meet the legal definition of bullying, it may still violate school behavioral standards and result in disciplinary action.
- Students are encouraged to speak up and seek help; our school community is committed to protecting the dignity and well-being of every child, in accordance with our Christian values.

Grades 1–8: Consequences and Accountability with Grace and Growth

Aligned with: Respect – Responsibility – Readiness to Learn

<u>Step</u>	<u>Consequence</u>	<u>Parent Contact</u>	<u>Purpose</u>
1. Verbal Warning	Quiet, respectful reminder of classroom expectation	Not required	Gives student a chance to self-correct
2. Reflection Time / Written Reflection	Student takes a break or completes a reflection form	Parent is informed (note, email, quick call, or combination)	Encourages thinking, responsibility, and behavior change
3. Loss of Privilege	Temporary loss of recess, free time, or classroom privilege	Parent is informed	Reinforces natural consequences of choices
4. Restorative Action	Student makes amends (e.g., apology, helping others, repairing damage)	Parent is informed	Supports healing, empathy, and reconciliation
5. Behavior Plan	Written agreement with clear goals and expectations	Parent meets with teacher/admin	Provides accountability and consistent support
6. Administrative Referral	Principal addresses repeated or serious behaviors (e.g., bullying, defiance, aggression)	Parent is contacted immediately	Ensures safety, protects learning, may include detention, suspension or withdrawal

Note: The principal may choose to combine or skip steps/consequences as needed, based on the student's behavior and the seriousness of the situation.

KACS Student Pledge (1st-8th Gd)

*I promise to show **Respect***

By being kind and listening well,
Treating others the way Jesus tells.

*I promise to take **Responsibility***

By doing my best in all I do,
Being honest and helping others too.

*I promise to be **Ready to Learn***

With an open heart and mind each day,
Growing in knowledge and God's loving way.

*"I am part of KACS, and I will grow,
Sharing God's love in all that I know!"*

KACS Parent Partnership Pledge (Grades 1–8)

"Working Together to Raise Christ-Centered Students"

As a parent/guardian of a student at Katy Adventist Christian School, I understand that education is a shared responsibility between the home, the school, and God. I commit to supporting KACS in fostering the values of:

- Respect – modeling and encouraging kindness, courtesy, and compassion
- Responsibility – helping my child be accountable for their actions and learning
- Readiness to Learn – preparing my child to fully participate in school with a positive attitude

By signing this pledge, I agree to:

- Support the school's Christian mission and work in harmony with teachers and staff
- Encourage my child to follow school rules and treat others with Christ-like kindness
- Communicate respectfully and openly with the school regarding my child's needs
- Ensure my child attends regularly, arrives on time, and comes prepared to learn
- Reinforce positive behavior and help guide my child through challenges with grace
- Trust in the school's disciplinary procedures and partner in teaching personal responsibility
- Promote a home environment that reflects the values taught at KACS

I understand that by working together, we help our children grow in faith, wisdom, and character, becoming responsible and respectful members of both the school and the greater community.

*"Train up a child in the way he should go; even when he is old, he will not depart from it." –
Proverbs 22:6*

Note: This pledge will be formatted separately for you to sign and return to the school upon registration and/or by the first day or week of school. (See Appendix C)

In Summary: Our Purpose in Discipline

Discipline is rooted in love, guided by Scripture, and centered on helping students become more like Christ. Our purpose is not only to encourage personal growth, but also to:

- **Nurture spiritual development** by teaching right from wrong through the lens of biblical truth.
- **Restore relationships** through forgiveness, accountability, and reconciliation.
- **Protect the learning environment** by ensuring that all students feel safe, respected, and supported.

- **Shape Christ-like character**, helping students grow in self-control, humility, honesty, and compassion.

Discipline is a shared responsibility between the school, the student, and the family. Together, we aim to help every child learn from their mistakes, take ownership of their choices, and walk more closely with Jesus each day.

KACS REWARD SYSTEM

“Celebrating Respect, Responsibility & Readiness to Learn—The Christ-like Way!”

PreK – Kindergarten: Simple & Joyful Recognition

Young learners thrive on **immediate praise and fun, tangible rewards**. These examples help guide teachers in recognizing growth in character and conduct.

Daily/Weekly Rewards (Examples)

<u>Reward</u>	<u>How to Earn It</u>	<u>What It Looks Like</u>
“Kindness Crown”	Being kind to a classmate (sharing, helping, comforting)	Wears a crown, photo on “Kindness Wall”
“Helper of the Day”	Cleaning up, following directions, or helping teacher	Special badge or lanyard + leads line
“Jesus Jar” Marbles “Bright Note Home”	Whole class shows Christ-like behavior Showing respect, listening, or honesty	When full → class reward (e.g., extra recess, game time) Teacher sends note or postcard to parents
Treasure Box Time	Earned by reaching sticker/chart goals	Pick a small prize from the class box

Note: These are just a few examples. Teachers may create additional rewards or spontaneous acknowledgments to encourage students in unique, age-appropriate ways.

Grades 1–8: Meaningful Recognition & Responsibility

Older students are motivated by **honor, responsibility, and personal growth**. The following are examples of structured recognition opportunities.

Monthly Awards – Chapel or Assembly Recognition (Examples)

<u>Award Name</u>	<u>Criteria</u>	<u>Reward/Recognition</u>
Merit Scholar	Academic excellence or effort/improvement	Certificate, Honor Wall, parent letter

Good Citizenship Award	Kindness, helpfulness, responsibility in actions and words	Announced in Chapel, lunch with principal
Respect Champion	Courteous, encouraging, and inclusive behavior	Ribbon + line leader pass for a week
Responsibility Star	Keeps commitments, turns in work, helps others	Homework pass + classroom privileges
Ready to Learn Award	Focused, engaged, and comes prepared	Certificate + "pick-your-seat" day in class

Note: Recognition is not limited to these categories. Teachers, staff, and the principal are encouraged to identify and celebrate students in **any area** that reflects Christ-like character, school values and academics.

Students may also receive: "Positive Principal Referral"

Given for outstanding Christ-like conduct

Student visits the principal and receives:

Positive Note/Call Home

- Shout-out during Chapel
- Treat or token reward (e.g., "Principal's Pick" prize basket)

Quarterly Character and Academic Celebrations

End-of-term events for students who consistently live out KACS values and demonstrate growth and/or excellence in academics.

Celebration Ideas

Earned By

Movie &/or Popcorn Party	Receiving multiple positive referrals or awards
Game Hour	Meeting classroom behavior and academic goals
Cupcakes & Compliments	Demonstrating growth in kindness, respect, and leadership
Pizza Party	Academic Excellence: Honor Roll All A's and students that have mostly A's (majority) and B's.

Note: Teachers and Principal may plan alternative celebrations or classroom-specific rewards that fit their students' needs and achievements.

Our Foundation - Encouragement Rooted in Christ

"Encourage one another and build each other up." – *1 Thessalonians 5:11*

"Let your light shine before others." – *Matthew 5:16*

"Whatever you do, work at it with all your heart, as working for the Lord, not for human masters." – *Colossians 3:23*

"Do your best to present yourself to God as one approved, a worker who has no need to be ashamed, rightly handling the word of truth." – 2 Timothy 2:15

At **KACS**, we celebrate students and encourage excellence in academics, – but also for showing the heart of Jesus in their words, choices, and actions.

Note: After reviewing the Code of Conduct, school rules, consequences, and rewards, both the parent and student must indicate their agreement by signing and submitting the acknowledgment form. This signed form must be included with the registration paperwork or submitted online at www.katyadventistschool.org at the time of enrollment.

TECHNOLOGY POLICY

Philosophy

At Katy Adventist Christian School, we believe technology is a gift from God that, when used wisely, supports academic growth, creativity, and character development. We are committed to equipping students to use digital tools with integrity, discernment, and a heart that reflects Christ in both behavior and communication.

Lower Elementary (Grades PK–3)

Device to Student Ratio

Pre-K & K: 2-3:1

1st – 3rd: 1:1

Technology Use Guidelines

- Students will use school-owned technology (e.g., Chromebook) under the supervision of a teacher.
- Technology is used exclusively for instructional purposes and classroom learning.
- Personal electronic devices (phones, tablets, smartwatches, etc.) are not permitted at school. If brought by mistake, the device must be turned in to the teacher or principal. Students may not write on, mark, scratch, or place stickers or decorations on any school-owned devices.

Student Responsibilities

- Use devices only with teacher permission and for educational activities.
- Handle all technology carefully and with respect, recognizing it as a shared resource and a blessing from God.
- Demonstrate cooperation and kindness when using shared equipment.

Parent Responsibilities

- Support the school's technology guidelines at home by modeling appropriate screen use.
- Ensure personal devices are kept at home.
- Reinforce with children the importance of proper care and respectful use of school equipment.
- Parents are financially responsible for any damage to or loss of school-owned devices.
- The replacement cost of a Chromebook is approximately \$200.

Consequences of Misuse

Misuse may include unauthorized use, rough handling, accessing inappropriate material, or altering device settings.

Consequences may include:

- First Offense: Verbal warning and redirection.

- Second Offense: Parent notification and temporary suspension of technology use.
- Third Offense: Parent-teacher-administrator meeting and possible extended loss of privileges.

Upper Elementary (Grades 4–8)

Device to Student Ratio

4th – 8th: 1:1

Technology Use Guidelines

- Students will use school-issued Chromebooks and other digital tools during class time under teacher supervision.
- Chromebooks must remain at school at all times and may not be taken home.
- Personal electronic devices are not allowed at school. If brought, they must be turned in, to the teacher or principal.
- Students are not permitted to write on, scratch, decorate, or apply stickers to school-owned devices.
- It is recommended but not required, to purchase a sleeve to protect the school Chromebook

Student Responsibilities

- Use technology only for academic tasks and under teacher direction.
- Treat all devices with care and maintain their original condition.
- Practice digital citizenship: no inappropriate content, cyberbullying, or dishonesty.
- Report any damage, technical issues, or misconduct immediately.

Parent Responsibilities

- Monitor and guide your child's technology use at home.
- Ensure that no personal devices are brought to school unless requested by staff.
- Reinforce digital responsibility and stewardship of resources.
- Parents are financially responsible for any damage to or loss of a school-owned device.
- The approximate replacement cost of a Chromebook is \$250.

Consequences of Misuse

Misuse includes unauthorized access, visiting non-approved websites, damaging devices, or engaging in unkind digital communication.

Possible consequences include:

- Warning and loss of device privileges
- Parent notification and written reflection
- Technology suspension and behavior intervention plan
- Full replacement or repair cost charged to the family

“So, whether you eat or drink or whatever you do, do it all for the glory of God.”
– 1 Corinthians 10:31

Technology Use Agreement

All students and their parents/guardians are required to review and sign the Technology Use Agreement attached at the end of this handbook at the beginning of each school year. This agreement confirms their understanding of and commitment to the policy, including the acknowledgment that families are financially responsible for the replacement cost of a Chromebook, estimated at \$200, in the event of loss or damage. (See Appendix D)

VISITORS ON CAMPUS

Katy Adventist Christian School (KACS) is committed to maintaining a safe and secure learning environment for all students, staff, and families. To ensure the safety of everyone on campus, we kindly ask that all visitors adhere to the following procedures:

Visitor Sign-In Policy

- All visitors must report to the front office upon arrival.
- A valid photo ID is required for check-in.
- Visitors must sign in and obtain a visitor badge before entering any part of the campus beyond the front office.
- The visitor badge must be worn and visible at all times while on school grounds.
- Before leaving, visitors must sign out and return the badge to the front office.

Who Is Considered a Visitor?

Visitors include (but are not limited to):

- Parents or guardians visiting outside of scheduled pick-up/drop-off
- Classroom volunteers
- Guest speakers
- Service providers or contractors
- Family or community members attending special events during school hours

Please note that **volunteers and field trip chaperones must also complete a background check through Sterling Volunteers** before participating in any school activity involving students.

Respecting the Learning Environment

We ask all visitors to conduct themselves in a way that reflects the values of our school community: respect, kindness, and reverence. Classrooms should not be interrupted during instruction unless arrangements have been made in advance.

“But everything should be done in a fitting and orderly way.” – 1 Corinthians 14:40

By following these procedures, we work together to protect the well-being of every child and uphold the integrity of our school day.

PHYSICALS, IMMUNIZATIONS AND HEALTH SERVICES

Immunization Requirements

In accordance with **Texas state law** and the policies of the **General Conference of Seventh-day Adventists**, all students enrolled at **Katy Adventist Christian School (KACS)** must provide **proof of current immunizations** before beginning school.

Students must either:

- Present an official and up-to-date immunization record, or
- Submit an Official Affidavit for Exemption from the State of Texas for medical or conscientious reasons.

New Students

All new students must submit current immunization records at the time of registration.

- Students in grades 2–8 may be given up to two weeks after enrollment to update any missing immunizations.
- Students in Pre-K through 1st grade must have all required immunizations completed (or officially in progress) before attending the first day of school.

Failure to comply with immunization requirements will result in a delay or denial of school attendance, in accordance with state law.

Medical Conditions

If your child has a **special medical condition**—such as severe allergies, asthma, diabetes, or any other health concern—please notify the **school office and your child’s teacher** in writing. This information ensures appropriate care and response in the event of an emergency.

Health Screenings

In compliance with Texas state health regulations, KACS conducts routine health screenings for all new students and designated grade levels among returning students at a cost to the parents. These screenings are designed to identify early signs of conditions that could affect a child's learning or well-being.

The following screenings will be administered:

- Hearing & Vision: Grades K, 1, 3, 5, and 7
 - Scoliosis (Spinal) Screening: As required by the state:
 - Girls will be screened twice, once at age 10 (or fall semester of grade 5) and again at age 12 (or fall semester of grade 7).
 - Boys will be screened once at age 13 or 14 (or fall semester of grade 8).
- Acanthosis Nigricans Screening: Students in 3, 5, and 7 require a risk assessment for Type 2 Diabetes, typically conducted alongside scoliosis screenings

Parents will be notified in advance of screening dates. If you prefer to have these screenings performed by a private physician, a written report must be submitted to the school.

ILLNESS, MEDICATION AND OTHER HEALTH HAZARDS

Student Health and Illness Policy

To help maintain a safe and healthy school environment, **students who are ill must remain at home**. This includes students who exhibit the following symptoms:

- Fever of 100.0°F or higher
- Vomiting or diarrhea
- Persistent cough or sore throat
- Rash of unknown origin
- Eye infections (e.g., pink eye is highly contagious)
- Symptoms of communicable illnesses (e.g., flu, strep, COVID-19)

Students should be **fever-free for at least 24 hours without medication** before returning to school. If a student becomes ill during the school day, parents or guardians will be contacted to pick them up promptly.

Contagious Illness Reporting

If your child has a **confirmed contagious illness** (such as flu, strep throat, or COVID-19), please inform the school office immediately. This allows the school to take appropriate preventive measures and notify affected classrooms, if needed, while maintaining confidentiality.

Medication Administration at School

To ensure the safety of all students, the following policies apply to **all prescription and over-the-counter medications**:

- A Medication Authorization Form must be completed and signed by the parent/guardian and kept on file in the school office.
- All medications must be brought to the office in the original container and clearly labeled with the student's name, dosage instructions, and expiration date.
- Students are not allowed to carry or self-administer any medication (including cough drops or allergy pills) unless authorized in writing by a physician and parent.
- Medications will be administered only by designated school personnel trained in or following proper procedures when able.

Emergency Medications

If your child requires emergency medication (e.g., an epinephrine auto-injector or inhaler), parents must:

- Provide the medication to the school office
- Submit an Emergency Action Plan completed by the child's physician
- Ensure that the medication is not expired and is readily accessible

KACS is committed to caring for students' physical, emotional, and spiritual well-being with compassion, caution, and prayerful attention.

Head Lice Policy

Head lice is a common occurrence in schools and can affect any child, regardless of cleanliness or background. While head lice are not a health hazard, they are a nuisance and can spread quickly if not addressed promptly.

If your child is found to have lice or nits (lice eggs):

- The school will contact you immediately, and your child will need to be picked up for treatment.
- Students must remain at home until appropriate treatment has been completed.
- KACS follows a "no nit" policy—students may only return to class once all lice and nits have been removed.

Before returning to the classroom, your child will be rechecked by the school administration to ensure they are lice- and nit-free.

If your child is diagnosed with lice at home, please notify the school office immediately so we can take preventive steps to protect other students and limit the spread.

Thank you for helping us maintain a healthy and respectful learning environment for all students.

TESTING AND ASSESSMENT

At **Katy Adventist Christian School (KACS)**, we are committed to providing a strong foundation of **academic excellence** in a **Christ-centered environment**. Assessments help us monitor student progress, guide teacher instruction, and support each child's unique learning journey with care and purpose.

NWEA MAP Growth Assessments

Students in grades K–8 participate in NWEA MAP Growth assessments in the areas of:

- Reading (K-8)

- Mathematics (K-8)
- Language Usage (2-8)
- Science (3-8)

These adaptive tests are administered three times per year—fall, winter, and spring—and are designed to adjust to each student's learning level. MAP Growth helps:

- Identify academic strengths and areas for growth
- Track individual student progress over time
- Inform instruction and support differentiation
- Provide families with clear, measurable academic data

NWEA Reading Fluency & Dyslexia Screening

Students in Pre-K through 4th grade also participate in NWEA Reading Fluency assessments, which evaluate:

- Oral reading fluency
- Phonics and decoding skills
- Listening and reading comprehension

These tools support the development of **early literacy skills** and help teachers tailor reading instruction to meet student needs.

In addition, students in **grades K–3** complete the **dyslexia screening component**, as required by the State of Texas. This screener helps identify students who may be at risk for reading challenges, allowing for early intervention and parent collaboration as needed.

Ongoing Assessment

At Katy Adventist Christian School (KACS), teachers conduct ongoing assessments throughout the school year to ensure that each student is making progress toward mastering academic standards. These assessments include:

- Daily observation and class participation
- Formative assessments (quizzes, written responses, practice work)
- Summative assessments (unit tests, projects, presentations)
- Progress monitoring on core subjects such as math and reading
- One-on-one check-ins to address individual student needs

These regular evaluations allow teachers to:

- Adjust instruction based on student understanding
- Provide timely feedback
- Offer support and enrichment where needed
- Document academic growth for each child

All assessments are aligned with **curriculum standards** and reflect our goal to nurture both the **mind and spirit** of every learner.

ACADEMIC POLICY

(Elementary – PK through 8th Grade)

At Katy Adventist Christian School, we provide a Christ-centered education that cultivates academic excellence, spiritual maturity, and strong character. Our academic policy is designed to foster a love for learning, personal responsibility, and growth in both knowledge and faith.

Academic Expectations

Students are expected to:

- Strive to do their best in all academic subjects
- Complete classwork and homework on time and with effort
- Participate respectfully and actively in class discussions and activities
- Demonstrate honesty and integrity in all academic work
- Seek help when they are struggling academically

Teachers are committed to providing instruction that is:

- Developmentally appropriate
- Aligned with Seventh-day Adventist curriculum standards
- Differentiated to meet the diverse learning needs of students
- Supportive of both academic and spiritual development

Grading and Progress Reports

Report cards are issued at the end of each quarter, and progress reports may be shared mid-quarter as needed. Grading reflects both academic performance and student effort, and may include the following scale (subject to grade level):

KACS uses the following scale to determine grades:

A = 95–100

A- = 90–94

B+ = 86–89

B = 83–85

B- = 80–82

C+ = 78–79

C = 75–77

C- = 70–74

D+ = 66–69

D = 63–65

D- = 60–62

F = 59 and below

Grades PK–K: Students receive developmentally appropriate indicators of progress, focusing on readiness skills and growth milestones.

Parents are encouraged to monitor their child's academic progress and communicate regularly with teachers through **Class Dojo** and parent conferences.

Honor Roll & Academic Distinction

At Katy Adventist Christian School (KACS), we believe in celebrating academic achievement and recognizing students who demonstrate consistent effort and excellence. At the end of each quarter, students in Grades 3 through 12 may qualify for Academic Distinction based on their grades and conduct.

Honor Roll Level

Principal's List

(Grades 3-8 only)

Requirements

GPA of **4.0**

All A's in every subject,

No incompletes

A Honor Roll

All A's in all classes

A-B Honor Roll	Majority of A's and B's in all classes
Disqualification	Any grade of C, D, or F in any class (academic or conduct)

Academic Support & REACH Intervention

At **Katy Adventist Christian School (KACS)**, our mission is to help every student achieve **academic excellence**, develop strong **Christian character**, and grow in their love for learning. We understand that each child learns differently, and some may face academic, behavioral, or emotional challenges that require additional support.

To ensure all students thrive, we implement a range of interventions based on their individual needs. Teachers conduct **ongoing assessments** throughout the school year to monitor progress and mastery of grade-level standards. When a student is not meeting expectations—such as earning below a C average or showing consistent academic or behavioral concerns—supportive measures will be put in place.

Support Strategies May Include:

- Small group instruction or individualized academic support
- Adjusted assignments or classroom accommodations
- After-school or in-class tutoring opportunities
- Teacher-led reteaching and intervention during the school day
- Parent-teacher conferences to create a collaborative action plan

KACS uses the **REACH (Reaching to Educate All Children for Heaven)** program—a North American Division initiative—designed to identify, document, and respond to student needs in a structured and prayerful manner. Through REACH:

- Teachers document areas of concern and strategies used
- Student progress is monitored over time
- Appropriate accommodations are provided based on need
- When necessary, students may be referred for formal academic or behavioral evaluations, with full parental involvement and consent (fees are the responsibility of the parent).

If a student continues to struggle despite these interventions, or finishes the school year with failing grades in core subjects, the following may be **required** before promotion to the next grade:

- Summer school
- Independent tutoring
- Online remediation, such as IXL or other program, with proof of progress and/or completion

KACS reserves the right to request documentation of any required academic support as part of a student's continued enrollment and grade-level advancement.

Homework Policy

At Katy Adventist Christian School (KACS), we believe learning continues beyond the classroom. While homework is not a daily requirement, it is strongly recommended to reinforce the skills and concepts taught in school and to develop healthy study habits. Homework at KACS is designed to:

- Support classroom instruction

- Strengthen foundational skills
- Encourage independent practice and responsibility
- Promote family involvement in learning

General Guidelines

- Homework assignments will be age-appropriate and relevant to current classroom instruction.
- Students are encouraged to read daily, review math facts, and complete any additional practice assigned by their teacher.
- Parents are encouraged to provide a quiet, structured time and space for study and communicate regularly with teachers through Class Dojo.

Missing & Late Work Policy: Grades 5–8

At Katy Adventist Christian School we strive to help students grow in responsibility, time management, and accountability—skills that are essential for academic success and lifelong learning. Completing and submitting assignments on time is a key part of this development. Assignments are expected to be completed **during class time** or **finished at home** the same day if not completed in class. Homework may include:

- Incomplete classwork
- Review or study activities
- Practice or enrichment related to lessons

Assignments are due on the day given or **next class day** unless otherwise stated by the teacher. Work submitted late will receive the following penalties:

Days Late	Grade Deduction
1 Day Late	-10%
2 Days Late	-20%
3 Days Late	-30%
4 Days Late	-40%
5 Days Late	-50%
6+ Days Late	No credit (0%)

No late work will be accepted after five (5) school days past the due date.

This policy encourages students to take initiative, meet deadlines, and develop habits that reflect both academic excellence and Christ-like responsibility. If a student is absent or facing a legitimate hardship, parents are encouraged to contact the teacher to make appropriate arrangements.

Academic Integrity and Ethics

At Katy Adventist Christian School (KACS), we expect all students to uphold the highest standards of academic honesty and integrity, as part of their commitment to Christ-like character. When a student submits work—by writing their name on an assignment and turning it in—it is understood that the work is their own, completed truthfully and independently.

Academic Dishonesty

Cheating is a serious violation of academic ethics. It includes, but is not limited to:

- Talking or looking at another student's paper during a quiz or test
- Copying a teacher's answer key or another student's homework or assignment

- Allowing someone else to complete your work for you
- Sharing or receiving quiz/test answers before, during, or after the assessment
- Using hand signals or other non-verbal cues to share answers during tests
- Using electronic devices to share or receive information dishonestly
- Intentionally grading inaccurately another student's work (The student who inaccurately grades, receives a zero; the original student receives the grade they earned)
- Submitting the same assignment or project to more than one teacher without prior approval

Plagiarism

Plagiarism is the act of presenting another person's words, ideas, or work as your own—with or without their permission—without properly citing the source. This includes copying or paraphrasing from:

- Books, websites, or online articles
- Podcasts or videos
- Other students' work
- Teacher-provided material or published content

Any work submitted by a student that contains information from another source must include **appropriate citation and credit**. Failure to do so is considered plagiarism and may result in disciplinary consequences, including a zero on the assignment.

Closing Statement

At Katy Adventist Christian School, we are dedicated to providing a Christ-centered education that fosters academic excellence, spiritual growth, and a heart for service. We believe that learning is most meaningful when rooted in faith, and we are honored to partner with you in guiding your child toward both intellectual achievement and a deeper walk with God.

Together, as a school family, we will work to create a year filled with purpose, joy, and growth. Thank you for choosing KACS and for entrusting us with the privilege of nurturing and educating your child.

**“Train up a child in the way he should go, and when he is old he will not depart from it.”
— Proverbs 22:6**

Appendix A

Texas Conference of Seventh-day Adventist Legitimate Concern Form

**This is a recommended procedure for dealing with conflict in Texas Conference Schools*

Introduction

Many times the concerns that develop between principals, teachers and parents regarding a child or children come as a result of a lack of communication. The purpose of this Legitimate Concern Form is to provide an avenue so that sequential steps are followed to provide open communication among the involved individuals before a concern is taken to the local school board. This form is provided to the parents so they will know the steps to follow in approaching Legitimate Concerns.

Sequential Steps to Follow in Resolving Concerns

Step I: Parent or parents (may include child) request and have a conference with the teacher/staff.
Date this conference was completed._____.

Teacher Signature

Parent(s) Signature

The results of this conference were satisfactory. Yes___No___

If the response to the above conference is "No" then Step II should follow.

Step II: Parent or parents (may include child) request and have a conference with the teacher and principal. Date this conference was completed_____.

The results of this conference were satisfactory. Yes___No___.

If the response to the above conference is "No" then Step III should follow.

Principal Signature

Teacher Signature

Parent(s) Signature

Step III: At this point the concern must be put in writing and addressed to the school board chairperson. (See page 2 for the proper form to use.) Parent or parents (may include child) request and have a conference with the teacher, principal, board chairperson and the superintendent or an associate. Date this conference was completed._____.

Board Chair Signature

Principal Signature

Teacher Signature

Parent(s) Signature

The results of this conference were satisfactory. Yes___No___.

If the response to the above conference is "No" then Step IV should follow.

Step IV: This legitimate concern will be placed on the agenda of the next or school board meeting, and the parent and teacher will be given opportunity to address the school board. The Texas Conference superintendent or an associate must be present at this meeting.

Page 2 Legitimate Concern Form continued:

Name of school _____

Parent's name _____ Student's name _____

Describe in detail the specific concern you have regarding the issues that you have discussed in the three above steps.

Parent's signature

Date

After the parent and the teacher have addressed the school board, the board will go into executive session for additional discussion and a decision. The school board chairperson, the principal, and the superintendent or an associate will share the board's resolution with the persons involved.

School board decision:

Date

Parent(s) signature

Teacher's signature

School Board Chairperson's signature

Superintendent/Associates' signature

Principal's signature

Appendix B

Katy Adventist Christian School **Handbook Acknowledgment & Parent–Student Partnership Contract**

Purpose

At Katy Adventist Christian School, we believe that a strong partnership between parents/guardians, students, and the school is essential to the success of every child. This document serves as both:

1. Acknowledgment that you have received, read, and understood the **KACS Parent/Student Handbook**, and
2. A mutual commitment to uphold the values, policies, and expectations of the school.

Parent/Guardian Commitment

As a parent/guardian, I recognize that I am a vital part of my child's success at Katy Adventist Christian School. In partnership with the school, I commit to upholding and supporting the school's core values of **Respect, Responsibility, and Readiness to Learn**, both at home and in the community.

By signing, I agree to:

- Support the school's mission to provide a Christ-centered, respectful, and nurturing learning environment.
- Encourage my child to follow school rules and demonstrate Christ-like character at all times—at school, at home, and in the community.
- Partner with teachers and staff to reinforce positive behavior and help my child grow in faith, learning, and personal responsibility.
- Communicate respectfully and promptly with school staff to work together in my child's best interest.
- Model kindness, integrity, and cooperation in my own interactions with the school and its community.
- Ensure my child arrives at school on time, prepared to learn, with a positive attitude and necessary materials.
- Acknowledge the school's authority to implement appropriate consequences and discipline when needed, and support these decisions as part of my child's growth and development.

Student Commitment

As a student of Katy Adventist Christian School, I understand that I am responsible for my own choices and behavior. I commit to living out the school's values of **Respect, Responsibility, and Readiness to Learn** in all that I do.

By signing, I agree to:

- Follow school rules and demonstrate Christ-like behavior at school, at home, and in the community.
- Show respect to my teachers, classmates, school staff, and school property.
- Take responsibility for my actions, my words, and my learning.
- Put forth my best effort in classwork, homework, and all school activities.
- Arrive on time, prepared with the materials I need, and ready to learn.
- Treat others with kindness and fairness, following the example of Jesus.
- Accept the consequences of my actions and use them as opportunities to grow in character.

Acknowledgment of Handbook Receipt

By signing below, we acknowledge that we have received, read, and understood the **KACS Parent/Student Handbook** and agree to abide by the policies, procedures, and expectations outlined within.

Parent/Guardian Name: _____

Signature: _____ **Date:** _____

Student Name: _____

Signature: _____ **Date:** _____

Appendix C

Katy Adventist Christian School **Technology Use Agreement (PK-8th Grade)** **School Year: 2026-2027**

Student Name: _____ Grade: _____ Teacher: _____

Student Agreement

Students should complete the section that applies to their grade level.

Lower Elementary (PK3-3rd Grade)

- _____ I will only use school technology when my teacher says it is okay.
- _____ I will be gentle and respectful when using tablets or computers.
- _____ I will not draw on, scratch, or put stickers on school devices.
- _____ I will not bring phones, smartwatches, or other personal electronics to school.
- _____ If I see something wrong or if a device breaks, I will tell my teacher.
- _____ I will try my best to use technology in a way that honors Jesus.

Upper Elementary/Middle School (4th-8th Grade)

- _____ I will use school technology only for learning and with my teacher's permission.
- _____ I will not write on, scratch, or place stickers on school-owned Chromebooks or devices.
- _____ I will not use Chromebooks to play games, browse unapproved websites, or message others.
- _____ I will not bring personal electronic devices to school. If I do, I will turn them in.
- _____ I will treat all devices with respect and care, as gifts from God.
- _____ I will report any damage, inappropriate use, or problems right away.
- _____ I will honor Jesus in my online actions and use technology in a Christlike way.

Student Signature: _____ Date: _____

Parent/Guardian Agreement

- _____ I understand that school-owned technology is provided for academic use and may be used only as directed by school staff.
- _____ I agree that personal electronic devices are not allowed at school and must be turned in or left at home.
- _____ I understand that students may not mark, decorate, alter, or personalize school-owned technology.
- _____ I agree to reinforce respectful and responsible technology use with my child in keeping with Christian values.
- _____ I understand that I am financially responsible for the cost of damage or loss caused by negligence.
- _____ I acknowledge that the estimated replacement cost of a Chromebook is approximately \$250.

Parent/Guardian Name (Print): _____

Signature: _____ Date: _____

Phone Number: _____ Email: _____

"Whatever you do, do it all for the glory of God." - 1 Corinthians 10:31