



# STUDENT-PARENT HANDBOOK

## 2019-2020

KIGALI INTERNATIONAL COMMUNITY SCHOOL  
BP6558 Kigali, Rwanda [www.kicsrw.org](http://www.kicsrw.org)

# Contents

Welcome Note from the School Director.....	1
FOUNDATIONAL STATEMENTS.....	2
Type of School .....	2
Vision.....	2
Mission.....	2
Values and Students Outcomes.....	2
Statement of Faith .....	4
KICS Philosophy Statement .....	5
History of KICS .....	6
ACADEMIC PROGRAM .....	8
KICS Programs Accreditation.....	8
Re-admission .....	8
Course Drop/Add & Withdrawal Policy .....	8
Student Led Conferences .....	8
Mission Time, Chapel and Community Service .....	8
Workload/Homework .....	8
Grading and Report Cards .....	9
Academic Probation.....	10
Senior Exam Exemption Privileges.....	12
Graduation Requirements.....	12
Honor Roll and GPA .....	14
Late Work .....	15
Field Trips .....	15
Academic Integrity.....	15
GENERAL EXPECTATIONS.....	17
Communications.....	17
Leaving Campus.....	17
Child Protection.....	17
Discipline .....	20
Student Misconduct.....	21
KICS Harassment, Intimidation and Bullying (HIB) Policy.....	23
Hazing, Alcohol, Drugs, Pornography and Weapons .....	25

Dress Code.....	25
Student Cell Phone Policy .....	26
Building, Facilities and Equipments .....	26
Library and Textbooks and Lost and Found .....	27
School Transportation.....	27
School Technology .....	27
Parent Supervision.....	29
Attendance .....	29
Extended and Planned Absences.....	29
Tardies.....	30
Visitor, Drop Off, Pick-Up, calling in sick, and Early Dismissal.....	30
EXTRACURRICULAR ACTIVITIES .....	32
Student Clubs and Organizations .....	32
Athletics .....	32
COMMUNICATION AND GRIEVANCES .....	36
PARENT TEACHER ORGANIZATION.....	37
KICS ORGANIZATIONAL CHART.....	38
NUTRITION AND HEALTH .....	39
School Nurse.....	39
Medication .....	39
Emergencies and Illness at School .....	40
Communicable Diseases .....	41
Sun Exposure .....	43
Food and Drink Expectations.....	43
Nut-Restricted Spaces .....	44
FINANCE .....	45
Payments of School Fees.....	45
Financial Aid .....	45
New Students .....	46
Continuing Students Fees.....	46
Returning Student Fees.....	46
Pro-Rating Fees.....	46
Special Courses, Testing and Graduation Fees.....	46

## **Welcome Note from the School Director**

Welcome to the KICS family. On behalf of the school board, leadership and staff, it is my pleasure to welcome you to the Kigali International Community School. We are so delighted you are here.

We are looking forward to a great year together as the KICS family.

Our desire and our aim are to live out our vision, mission and values in the lives of each of our students. We do not believe rigorous academics and a deep desire to know Christ more are in tension with one another. Hopefully, you will find KICS to be a spiritual greenhouse where you as a student can grow spiritually and academically. Our prayer is that each student, parent and staff member would be better prepared to live as servant leaders who impact the world for Christ.

We have put together this handbook to help you as students and parents better understand the various policies, procedures and practices at KICS.

Please ensure that you read this, and please let us know if you have any questions.

Thanks for being an integral member of the KICS family.

Blessings,

A handwritten signature in black ink that reads "Benjamin P. Thomas". The signature is written in a cursive style with a long horizontal stroke at the end.

**Dr. Benjamin P. Thomas**

School Director

## FOUNDATIONAL STATEMENTS

### Type of School

Kigali International Community School is an International Christian school that offers a PreK-12 US based curriculum. While KICS is a Christ-centered school in our worldview, we welcome families and students of all faiths. You do not need to be a Christian to attend KICS. KICS does not discriminate against applicants on the basis of race, color, national or ethnic origin, religion and gender. All students at KICS have the rights and privileges to programs and activities generally accorded to students. KICS does not tolerate discrimination of any kind in our school family.

### Vision

It is the vision of KICS to impact the world for Christ by preparing servant leaders who choose character before career, wisdom beyond scholarship, service above self, and a lifestyle of participation over apathy.

### Mission

To provide a Christ-centered, U.S. accredited primary & secondary education that challenges students to excel academically and live out a biblical worldview.

### Values and Students Outcomes

1. Value: **Servant Leadership**. We believe each person at KICS should live in a way that models the servant leadership of Christ, choosing character before career, wisdom beyond scholarship, service above self, and a lifestyle of participation over apathy.

#### Outcomes

- Students can recognize needs of others and respond appropriately.
- Students can lead intentionally within their various roles at school, home, and the community.
- Students can describe what it means to be a servant leader at their age.
- Students can make choices that reflect a lifestyle of character, wisdom, service, and participation.

#### Biblical Foundation

- Matthew 20:25-28 “Jesus called them (the disciples) together and said, “You know that the rulers of the Gentiles lord it over them, and their high officials exercise authority over them. Not so with you. Instead, whoever wants to become great among you must be your servant, and whoever wants to be the first must be your slave – just as the Son of Man did not come to be served, but to serve, and to give his life as a ransom for many.”
2. Value: **Christ-Centered**. We seek to live out a biblical worldview that embraces and articulates that Jesus Christ is the Son of God and the only way to have eternal life for all who believe.

#### Outcomes

- Students can articulate what they believe in relation to Jesus Christ and how that impacts their worldview and choices in life.

- Students can demonstrate biblical literacy by summarizing the major tenets of the gospel and the story of God’s relationship with all people from creation to the end of time as presented by the Bible.

#### Biblical Foundation

- John 14:6 Jesus answered, “I am the way and the truth and the life. No one comes to the Father except through me.”
- *Ephesians 1:18-22* “I pray that the eyes of your heart <sup>[x]</sup>may be enlightened, so that you will know what is the hope of His calling, what are the riches of the glory of His inheritance in the <sup>[y]</sup>saints, and what is the surpassing greatness of His power toward us who believe. *These are* in accordance with the working of the strength of His might which He brought about in Christ, when He raised Him from the dead and seated Him at His right hand in the heavenly *places*, far above all rule and authority and power and dominion, and every name that is named, not only in this age but also in the one to come. And He put all things in subjection under His feet, and gave Him as head over all things to the church, which is His body, the fullness of Him who fills all in all.

3. Value: **Global Family**. We value the diverse nature of our global community, respecting people from every country and culture, as image bearers of God, coming from and being sent out to nations all over the world.

#### Outcomes

- Students can demonstrate respect toward one another as we are all created in the image of God.
- Students can articulate their responsibilities as global citizens and their role in impacting the world for Christ among people of different countries and cultures.
- Students can identify and respond to prejudice and bias in their own thinking, context and world.

#### Biblical Foundation:

- Genesis 1:27 “So God created man in his own image, in the image of God he created him; male and female he created them.”
- Romans 10:12-13 “For there is no difference between Jew and Gentile – the same Lord is Lord of all and richly blesses all who call on him, for “Everyone who calls on the name of the Lord will be saved.””
- Matthew 28:18-20 “All authority in heaven and on earth have been given to me. Therefore, go and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe everything I have commanded you. And I will be with you always, to the very end of the age.

4. Value: **Customization**. We invest in students as unique individuals and desire for them grow into the gifts, skills, and talents God has placed inside of them.

#### Outcomes

- Students can appreciate their own gifts and learning styles and how to best utilize them to be the fullest version of themselves.

- Students can self-assess and reflect upon their progress in order to determine goals and action steps toward growth academically, spiritually, socially, emotionally, and physically.

#### Biblical Foundation

- Psalm 139: 13-14 “For you created my inmost being, you knit me together in my mother’s womb. I praise you for I am fearfully and wonderfully made; your works are wonderful, I know that full well.”
5. Value: **Life-long Learners**. We desire for each student to grow in the areas of critical thinking and problem solving throughout all aspects of life.

#### Outcomes

- Students can demonstrate an ongoing spirit of growth and curiosity.
- Students can defend their readiness for college or career.
- Students can synthesize foundational content knowledge and utilize their understanding to contribute to their world in meaningful and positive ways.
- Students can analyze information from a variety of sources and perspectives to construct an informed point of view.

#### Biblical Foundation

- 2 Chronicles 1:10 Solomon asked, “Give me wisdom and knowledge, that I may lead this people, for who is able to govern this great people of yours?”
- Luke 2:47-48 “After three days they (Jesus’ parents) found him in the temple courts, sitting among the teachers, listening to them and asking them questions. Everyone who heard him was amazed at his understanding and his answers.”

#### Statement of Faith

The statement also defines the biblical perspective, which informs a KICS education. These doctrines cast light on the study of nature and man, as well as on man’s culture.

**We believe** that the Bible is God’s Word, that it was written by men divinely and uniquely inspired; that it is the complete revelation of His will for the salvation of man; that it is absolutely trustworthy; and that it has supreme authority in all matters of faith and conduct.

**We believe** in one God, Creator of heaven and earth, perfect in holiness, infinite in wisdom, measureless in power, existing in three persons: Father, Son, and Holy Spirit. We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death, all who come to Him through Jesus Christ.

**We believe** in Jesus Christ, God’s only begotten Son, conceived of the Holy Spirit, born of the Virgin Mary, God Himself become man, sinless in His life, making atonement for the sin of the world by His death on the cross. We believe in His bodily resurrection, His ascension into heaven, His high priestly intercession for His people, and His personal, visible return to the world according to His promise.

**We believe** in the Holy Spirit who came forth from God to glorify Jesus Christ; to convince the world of sin, righteousness, and judgment; and to regenerate, sanctify, empower, and comfort those who believe in Jesus Christ.

**We believe** that mankind was created in the image of God, but through disobedience all became by nature and by choice sinners. The entire human race, therefore, is lost, and only through repentance and faith in Jesus Christ can salvation be obtained, thus restoring us to a right relationship with God. We believe in the bodily resurrection of the dead: the believer to eternal life in the presence of God, the unbeliever to judgment and eternal separation from God.

**We believe** in the Church, a living spiritual body of which Christ is the Head, and of which all regenerated people are members. God has laid upon the Church the task of persuading a lost world to accept Jesus Christ as Savior and to enthrone Him as their Lord and Master. We believe, therefore, that all believers should live in a manner that glorifies Christ.

**We believe** that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sin. We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin.

### **KICS Philosophy Statement**

KICS exists to impact the world for Christ by preparing servant leaders who choose character before career, wisdom beyond scholarship, service above self and a lifestyle of participation over apathy.

KICS is God's school. From its inception, KICS was established in response to the prayers and needs of His people as they sought and sensed His leading. As His people, we respond to His faithfulness with praise, thanksgiving and an overwhelming sense of being dependent on Him. KICS has been, is, and will always be "His school."

As such, the Board and leadership of KICS will always keep God's purposes in mind, in stewarding over "His school," and how to go about fulfilling the KICS vision. This is true in how we go about seeking His will regarding decisions, and in how we go about serving and loving one another.

Every Board member and staff member of KICS must always live in a way that keeps God's Great Commission in view. It's important to serve with a relational lens that points each other and our students to Christ. As Jesus walked with His disciples, we are also called to walk alongside one another, not just in the classroom, but in all aspects of life.

KICS seeks to prepare students who can excel academically and live out a biblical worldview. We seek to accomplish this through the following:

- ***Being a Spiritual greenhouse.*** KICS is for all students, regardless of where they are on their faith journey. We believe that Jesus died for the sins of the whole world (1 John 2:2), and that in heaven we will worship with people from every nation, tribe, language and people (Revelation 5:9). As such, we welcome students from all faiths. Our desire is to meet each student where they are on their journey, and point them to Jesus along the way. We trust God to send His Holy Spirit in His time to reveal Himself to each student. Whether that happens while they are students at KICS or at another time. Our approach is to be intentional in every way to introduce our students to the love, grace, and hope available to them in Jesus' finished work on the Cross.
- ***Being partners in education.*** First, we are partners with parents in the education of their children. We work hand-in-hand with parents to best determine the needs for each of their children at



KICS. Secondly, we are partners with Rwanda in the sector of education. Thirdly, we are partners with other organizations and families in Rwanda and the region who are serving God's purposes, to help educate their children. We will work within all reasonable parameters to find a place for them and their children at KICS.

- ***Being a U.S. Accredited K-12 learning institution.*** Due to the founding families educational needs, the approach to education in the U.S., and the recognition of the U.S. system in other parts of the world, we continue to use a U.S. Accredited system at KICS. The primary parts of the U.S. system we focus on are developing lifelong learners through critical thinking and problem solving who can engage global issues. Our desire is that each student who is served at KICS has the opportunity to go to the university of their choice upon graduation.

***Being a school for the Whole family.*** We serve students as young as pre-kindergarten and as old as Grade 12. We serve students with various levels of needs – those who are struggling and those who are excelling, those who have a learning need, and those where learning comes naturally. Our desire is to be a school where students within these ages and levels can be served.

## **History of KICS**

The vision of Kigali International Community School (KICS) began in November 2005 as expatriate Christ-centered families came together to seek answers for their children's educational needs. As these families prayed and planned a vision was formed around the key principles of an English medium school using an American curriculum with a distinctly Christ-centered philosophy. KICS was primarily established to meet the educational needs of the families of evangelical missionaries and Christ-centered cross-cultural workers. The founders of KICS envisioned it to primarily be a support ministry for these families whose children would be more easily able to eventually transition back into American schools.

By January 2006 these families began several student clusters in a homeschool cooperative. In September 2006 these clusters joined at a four-bedroom home of Food for the Hungry International (FHI) in Kacyiru. The founding board members at KICS were serving with the following organizations: Christ's Church in Rwanda (CCR), World Relief, Opportunity Bank, Food for the Hungry International (FHI), Compassion International, and a USAID funded project.

In November 2006, Rwanda Outreach Community Partners (ROC) was formed as 501c3 in the state of Oklahoma to purchase the Caisse Sociale Rwanda (CSR) school and hall located in the Vision 2020 Estate of Gaculiro on behalf of Christ's Church in Rwanda (CCR). The property was purchased in February 2007. ROC Partners invited KICS to move into the school property in April 2007 as a partner in Christ-centered education with ROC and CCR. In order for KICS to be financially sustainable Food for the Hungry International moved their office to the ROC property and stayed until August 2008. FHI and ROC investments enabled KICS to be sustained through its early days as it transitioned to its new environment with a growing patronage. Teachers initially came as volunteers seconded to KICS from Food for the Hungry, World Relief, and Christ's Church in Rwanda.

As Kigali experienced a rapid growth of expatriate personnel the need for a quality international school grew and there became conflicting visions for KICS that led to the beginning of a transition in the spring of 2009. These conflicting visions ultimately led to a solidified Christ-centered ethos and re-commitment to serving missionaries and Christ-centered cross-cultural workers while honoring our host country with a substantial portion of enrollment going to national families.

In September 2009 ROC Partners became the owner agency of KICS. This alignment of property and institutional ownership solidified KICS position as a legitimate institution to its host nation. KICS founding vision was also solidified through a renewable Memorandum of Understanding with Africa Inland Mission (AIM), and the merger of the former missionary homeschool coop, Jungle School, with KICS. AIM's partnership in providing staff and the Jungle School/KICS merger were a demonstration of the philosophy of unity and partnership among Christians serving in Rwanda. These partnerships and a unified mission for KICS served to help make KICS a highly sought-after education in Kigali with students having attended KICS from over 35 nationalities.

In February 2010 the accreditation process officially began. In August 2010 KICS began its self-study for ACSI/MSA accreditation that became effective January 1, 2012. As part of that process KICS completed the construction of a Media Center/Library and Science Laboratory in July 2012. This was Phase II of a three-phase development plan. Phase I was completed in the summers of 2010 and 2011 through modifications of the Primary building including modification of upper classrooms from eight to four and modifying the basement from offices to classrooms. Phase three was the anticipated need for facilities expansion although not defined specifically at the time.

In 2013 KICS built a full-size basketball court giving it the potential to offer basketball and volleyball in addition to an already popular football (soccer) program.

In 2015 KICS had its midterm accreditation visit with a positive report from accrediting institutions thanks to being ahead of schedule in KICS Continuous School Improvement Plan (CSIP). With KICS substantial institutional and academic growth it is poised to finish its first 7-year accreditation with high marks as it launches into the future.

In 2016 KICS launched "His Vision Our Future" as part of its 10-Year Anniversary. The first step of this vision was a new classroom building in conjunction with the launch of dual streaming. Over the next several years, KICS will expand to another site that will allow KICS to stand as an institution for generations to come - an institution committed to the vision of preparing servant-leaders to impact the world for Christ. To accelerate KICS towards "His Vision Our Future," in early 2018, Virginia-based 501(c)3, B2THEWORLD became an owner agency of KICS alongside ROC Partners.

In the spring of 2019 KICS hosted its accrediting bodies ACSI/MSA as the last step in completion of self-study for reaccreditation. In the summer of 2019, KICS was awarded another 7-year accreditation from ACSI and MSA.

Additionally, in the spring of 2019, KICS entered into a sales agreement with RSSB to purchase 8.8ha (21.75 acres) of land in Kinyinya for its future expansion.

KICS's first ten-years reflect the following stages of growth and development:

2006-2010 - Start-Up and Survival

2010-2012 - Accreditation

2012-2014 - Systems and Processes

2014-2016 - Strengthening our House

2016-2020 - Expansion

2020 and beyond - The "Vision for the Future," lived out.

## **ACADEMIC PROGRAM**

### **KICS Programs Accreditation**

KICS is dually accredited by the Association of Christian Schools International (ACSI) and the Middle States Association of Colleges and Schools (MSA). The course of study at KICS meets and exceeds the requirements of each of these accrediting agencies and is aligned to the US college and university requirements. Additionally, KICS is a member of the Association of International Schools Africa (AISA).

### **Re-admission**

Students are normally re-admitted each year following the successful completion of the previous year. However, re-admission is not automatic. Students who have been previously placed on Probation and are not making acceptable progress may not be re-admitted. If a student's academic or behavioral progress takes a sudden and serious negative turn near the end of school year, the student may be placed on Probation to begin the new school year. In this case, a parent conference will be held prior to the completion of the present school year, and all other protocols with regard to Probation will be followed.

### **Course Drop/Add & Withdrawal Policy**

The registrar will attempt to accommodate any drop/add request; however, the office reserves the right to deny any request based on school-wide needs. Classes dropped after the Drop/Add deadline may result in a W or F listed on the student's transcript.

### **Student Led Conferences**

Conferences at KICS are student led and part of the learning process. Students are provided with tools and supported to set academic and behavioral goals to track progress throughout each quarter. During conferences, students present their portfolios to the parents/guardians. Students and parents are required to participate in Student-Led Conferences.

### **Mission Time, Chapel and Community Service**

Mission Time: In Secondary, all students are expected to be present at Mission Time with their Mission group, on time.

Chapel: In Primary, all students are expected to attend and participate in chapel activities.

### **Workload/Homework**

Homework is designed to give students the opportunity to practice, review, or preview the skills they are expected to learn.

Homework is not meant to be exhaustive for students and should fit within the time expectations listed below.

Homework in primary is minimal, with clear communication to students and parents as to what is expected each week. Students are encouraged to focus on reading, family time and building social skills after school.

Homework is given as designated below.

- K-2: 30 minutes, mostly focused on reading, writing and spelling.
- 3-5: 60 minutes
- 6-8: 90 minutes
- 9-12: 120 minutes

\*Students in advanced level courses (such as AP or dual-credit courses) may have additional homework expectations that go above and beyond the listed timeframe.

These same standards apply to weekends as well to ensure our students can enjoy one day of Sabbath rest. Please also recognize that the time needed for homework may be longer for students whose primary language is not English, or whose normal mindset does not focus on critical thinking and problem solving.

### Grading and Report Cards

At KICS, grades represent a measure of what the student has learned in a class. As students' progress into high school, the grades "count" in that they ultimately appear on transcripts for universities. Grading is done in an equitable, careful, and timely manner appropriate for that grade level, course, subject, assignment, and student. It is incredibly important for students and parents to have a basic understanding of what our grades mean. An A/E in one class should be the equivalent of an "A/E" in another class. Also remember, that we start at a 100 and then go down. We do not start at 0 and then go up.

In **secondary**, an "A" means a student has mastered the content. A "B" means a student has an above average understanding of the content. A "C" means the student has met the basic requirements. A "D" means the student is below the basic requirements. An "F" means the student has failed in their effort to meet the requirements for the course/assignment.

Grades are determined using the scale below:

Percentage	93-100	90-92	87-89	83-86	80-76	77-79	73-76	70-72	67-69	63-66	60-62	0-59
Grade	A/A+	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

In **Primary**, report cards are skills based and should reflect progress made on the adopted standards (Common Core, Next Generation, NCSS). Teachers will assign students an indicator of 1,2, 3,4 based on the documented, data-driven progress for each covered skill. Report cards will be electronically sent home to parents at the end of each quarter.

### Grading system definitions:

- **4 (Exceeds Grade Level Standards)** –The student demonstrates understanding beyond the grade level expectations
- **3 (Meets Grade Level Standards)** –The student demonstrates proficiency at grade level expectations
- **2 (Approaching Grade Level Standards)**– the student demonstrates progress towards building foundational standards

- **1 (Experiencing Difficulty)** –the student demonstrates limited understanding of the concepts and standards.

Students in Primary are also evaluated on the effort they put into meeting the skills and standards for each core subject.

**Effort Indicators:**

**E**=Excellent Effort

**S**=Satisfactory Effort

**M**=Minimal Effort

**Academic Probation**

KICS has established academic probation standards to ensure that we meet the educational needs of our students and to ensure that students and families are taking seriously the education that KICS provides.

**Background**

Student acceptance to KICS is based on the assumption that programs being offered meet the needs of the student. When, in the judgment of the Administration, in consultation with the teaching staff, programs and personnel resources do not adequately meet the needs of a student, the school must assess its ability to meet the needs manifested. Efforts will be made to partner with parents to provide support systems in order to facilitate student success. These supports can include, but are not limited to testing, tutoring, specific study times, additional assistance, provision of supplemental resources, access to online grades, the repetition of a full school year, and ongoing communication with the teacher and administration. If supports are not successful, a student may be placed on Academic Probation where supports will continue.

**Objectives**

The objectives of Academic Probation are:

- To help students work towards achieving their potential.
- To help students develop appropriate behavior, socialization and study patterns.
- To identify if the student’s learning and behavioral needs can be met by KICS.
- To monitor students if there are doubts about their ability to cope in the next year.

**Enrollment Trial Period**

Based on a student’s previous school records and the results of a school entrance test, new students may be placed on an enrollment trial period if considered necessary by the Director. Parents will be notified of this in writing at the time of enrollment. These students have one semester to align their output with school wide norms and will receive the appropriate supports from the list above. In exceptional circumstances, this initial trial period may be shortened or extended, and is on a case-by-case basis.

**Secondary School Students**

It is expected that Secondary School students enrolled in KICS’ academic program make positive and consistent progress toward the completion of graduation requirements. Students unable to maintain

sufficient progress may be placed on Academic Probation. Evidence of insufficient progress may include one or more of the following:

- An inability to pass classes and earn credits towards graduation requirements.
- Repeated disciplinary concerns.
- A lack of work ethic and effort to accomplish educational objectives at KICS.
- Significant and repeated failure to complete work and meet deadlines.

**\*\* If a student receives learning support services progress and effort towards meeting Individual Learning Plan (ILP) or English Language Learning Plan (ELLP) goals will be taken into consideration and will factor into the decision on their placement on probation.**

During the period of Academic Probation, efforts will be made to address academic or behavioral difficulties in partnership with parents.

Students showing satisfactory progress will be removed from Academic Probation following their achievement of academic or behavior goals. An inability or unwillingness to improve toward academic or behavioral goals may result in a termination of enrollment.

### **Primary School Students**

Primary School students are also expected to maintain academic and behavioral progress towards goals designed to equip them for Middle School. In cases where students are not maintaining sufficient progress toward these goals, parents will be engaged in a conference to determine the best course of action. After a semester, if, in the judgment of the Director and Principal, in consultation with the teaching staff and the parents, determines probation is necessary, written and verbal evidence supporting a case for Probation will be gathered. This should clearly demonstrate one or more of the following:

- An inability to maintain a minimum of 60% of all indicators and skills (in core subjects) at a 3 (meets grade level standards) or 4 (exceeds grade level standards).
- Repeated disruptive behavior.
- A record of disciplinary concerns (2 or more incidents of major misconduct).
- A lack of work ethic and effort to accomplish educational objectives at KICS.
- Significant and repeated failure to complete work and meet deadlines.

**\*\* If a student receives learning support services progress and effort towards meeting Individual Learning Plan (ILP) or English Language Learning Plan (ELLP) goals will be taken into consideration and will factor into the decision on their placement on probation.**

Primary students on probation will have:

**-One quarter** to show marked improvement for **behavioral** purposes.

**-One semester** to show marked improvement for **academic** purposes.

During the period of Probation, efforts will be made to address academic or behavioral difficulties, and parent conferences will take place. Written communication will delineate the reasons for the Probation placement and will clearly state student goals.

Students showing satisfactory progress will be removed from Probation following their achievement of academic or behavior goals. Should progress be marginal, the Principal may grant a discretionary extension. Students showing limited progress may have their enrollment terminated.

**Students Entering on Academic Probation**

Students admitted on academic probation will be evaluated throughout a semester period and are expected to meet requirements/criteria prescribed by the administration. Following this time period, the administration may, at their discretion: fully enroll, deny enrollment or extend the probationary period.

**Senior Exam Exemption Privileges**

Seniors in a 2-semester course with a grade above 90% at the end of both quarters 3 and 4 may be exempt from taking the final exam for that course. The heart of this policy serves to exempt seniors from written exams, some seniors may still need to participate in final projects or presentations that may be calculated toward the final exam grade despite their gradebook average.

**Graduation Requirements**

The KICS calendar is divided into two semesters per school year. A student attending KICS in grades 9-12 will generally receive one half credit per class per semester for each passing grade (60% or better) earned.

A student attending KICS in grades 9-12 will generally receive 7.5 credits per year, including J-Term.

All graduation requirements need to be completed prior to graduation, based on the KICS timeline for Senior Finals and Online Coursework. This includes coursework, tuition and any other fees, and a successful completion of the Senior Defense.

In order to offer a rigorous college prep diploma, beginning with the 2018-2019 school year, KICS requires students to have a minimum of 25 credits in the following subject areas:

<b>KICS Grades 9 – 12 Minimum Graduation Credit Requirements</b>	
Foundations	4 credits
Language Arts	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
World Language	2 credits
Arts and Technology	2 credits
Physical Education	1 credit
Total Credits required for Graduation	25 Credits
Additional Graduation Requirements	
J-Term Courses	.5 credits per academic year
Grade 12 Defense	

**Foundations Graduation Requirement**

Students must take 1 credit (2 semesters) of the designated Foundations courses for each year of enrollment at KICS in order to graduate. This minimally includes all courses emphasizing biblical foundations, and one semester each of courses emphasizing personal wellness, financial literacy, college preparation, and leadership. Global Leadership is a required course for all graduating seniors. Students

who enter KICS after the 1st Semester of their 9th grade year may have previous Foundations credits waived.

#### **Language Arts Graduation Requirement**

Students are required to complete 4 credits (8 semesters) of Language Arts in order to graduate which must include at least one writing intensive course.

#### **Mathematics Graduation Requirement**

Students are required to complete 4 Credits (8 semesters) of Math for graduation. This minimally includes courses emphasizing algebra, geometry, and advanced mathematical concepts.

#### **Science Graduation Requirement**

KICS students are required to complete 4 credits (8 semesters) of Science. This minimally includes courses emphasizing biology, chemistry, physics, and advanced scientific concepts.

#### **Social Studies Graduation Requirement**

Students are required to complete 4 credits (8 semesters) of Social Studies which minimally includes courses emphasizing geography<sup>1</sup>, world history, United States history<sup>2</sup>, and government.

#### **World Language Graduation Requirement**

KICS students are required to complete 2 credits (4 semesters) of a World Language. 4 credits (8 semesters) of World Language is recommended. At KICS this currently includes French or Mandarin, though transfer credits in other languages may be considered. Those who are eligible for online classes may also consider taking an alternative language online that aligns with their interests or future goals. Fees for alternative languages are the responsibility of the student.

#### **Arts and Technology Graduation Requirement**

Students are required to complete 2 credits (4 semesters) of Arts for graduation. This includes any combination of performing arts, visual art, computer science, and/or digital media. Students may choose to take more than 2 credits as additional electives.

#### **PE Graduation Requirement<sup>3</sup>**

Students must complete 1 credit (2 semesters) of Physical Education for graduation. Waivers are accepted for participation in athletics. Health and Wellness does not count toward this requirement.

#### **J-Term Graduation Requirement**

Students are required to complete .5 of a credit for a J-Term course for each academic year of enrollment at KICS. Students who enter KICS after their 9th grade year may have previous J-Term credits waived.

---

<sup>1</sup> Beginning with Grade 9 students in 2018-2019 (the class of 2022) a course with geography emphasis is a graduation requirement.

<sup>2</sup> Beginning with Grade 11 students in 2018-2019 (the class of 2020), all students will be required to take a course emphasizing U.S. history whether or not the student is a U.S. citizen.

<sup>3</sup> The reduction in the PE requirement from two credits to one credit goes into effect immediately for the graduating class of 2019.



## Grade 12 Defense Graduation Requirement

Successful completion of this culminating presentation is required for graduation.

## Transfer Credits & Alternative Courses

Any transfer credits or alternative course options taken in lieu of the KICS course offerings must be comparable and approved by administration.

- Any student transferring to KICS who currently has not met the content requirements may be required to enroll in a credit recovery course prior to the start date at KICS. In some situations, a student may be able to enroll in a credit recovery course during the academic year, upon the approval of administration.
- Any alternative course or credit earned while enrolled at KICS must be approved prior to enrollment in the course. Otherwise there is no guarantee the credit will be accepted toward graduation requirements at KICS.
- Alternative courses or credits earned while enrolled at KICS may only be taken through institutions approved<sup>4</sup> by KICS.
- Any student who fails to meet expectations in a KICS course (below 60% or has nine or more absences within a semester) may be required to enroll in a credit recovery course online before the start of the next school year. The fees for credit recovery course are the responsibility of the student.

In addition to these academic requirements, KICS recommends a well-rounded resume to be presented with the college application process. Some things could include:

- Community service
- Internships
- Extracurricular activities
- Areas of passion and focus

## Honor Roll and GPA

The middle and high schools recognize scholastic achievement with an Honor Roll on a 5.0 grading system. There are two levels of honor:

**Honors 3.50 - 3.79 GPA**, no grade lower than a C

High Honors 3.80 - 4.00+ GPA, no grade lower than a B.

GPA and Honor Roll are calculated at the completion of each semester. All classes are considered in determining the Honor Roll.

A weighted GPA scale is used as follows:

Percentage	Grade	Regular	Honors/Pre AP	AP
93-100	A/A+	4	4.5	5
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3

<sup>4</sup>This includes, but is not limited to, North Star, Keystone Online Schools, Trinity International University, and Letourneau University.

83-86	B	3	3.5	4
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2	2.5	3
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
63-66	D	1	1.5	2
60-62	D-	0.7	1.2	1.7
0-59	F	0	0	0

### **Late Work**

All work is expected be handed in on time.

In the case of a student absence, students have one day to make up the work for every day of absence.

In Secondary, if an assignment is turned in one day late, the most a student can receive is 75%. If an assignment is turned in two days late, the most a student can receive is 50%. Any assignments turned in after two days will receive a 0%.

### **Field Trips**

Field trips are an integral part of the learning process. KICS utilizes a variety of resources in Kigali, Rwanda and abroad to plan field trips that will aide in the learning process.

Field Trip Parent Permission Form must be completed by the parent or guardians before a student can participate in a field trip. While on field trips, KICS policies and procedures remain in effect.

### **Academic Integrity**

As a Christian school, KICS makes every effort to ensure that academic honesty and integrity is maintained. Academic dishonesty is out of harmony with the scriptural principles that KICS seeks to uphold.

Definitions

The following kinds of academic dishonesty and their definitions are not intended to be exhaustive; rather they are an example of inappropriate academic behavior.

#### **Plagiarism**

This includes taking words, data, ideas, and other's statements, without proper acknowledgment, and presenting them as one's own. This includes copying and pasting any part of someone else's work and submitting it as your own.

#### **Cheating**

This includes the use of improper means to gain credit or advantage. Forms of cheating include: improper possession of unauthorized aids in an academic exercise or examination, the fabrication or falsification of data, the submission of the same work for credit in more than one course without permission, looking at another student's work during an examination; copying another student's work for an assignment; or parents, siblings or other person doing student's work.

### **Participation in Academic Dishonesty**

This is assisting or attempting to assist another student in an act of academic dishonesty. This can include: permitting another student to look at one's own work during an exam or in an assignment where collaboration is not allowed, providing information or material to another student for the purpose of academic gain, or parent's or others completing assignments or homework on behalf of the child.

### **False accusation**

This is when a student falsely accuses another student of other forms of academic dishonesty.

### **Communication of Policy**

Because academic integrity is important, teachers discuss the issue of academic integrity in classrooms and explain how KICS policy applies in each of the courses offered. Teachers are at guard to discourage and prevent dishonesty in any form. A student is responsible for the academic integrity of work submitted. Ignorance of academic integrity standards will not be considered a valid excuse or defense. If a student is ever in doubt about a potential issue of academic integrity, the student should consult with his or her teachers.

### **Reporting Academic Dishonesty**

All cases of suspected academic dishonesty are reported to the appropriate Principal and Director. Additionally, cases of confirmed academic dishonesty are reported to the parent or guardian of the offending student. A record of confirmed academic dishonesty remain in the student's file for one year. Should a repeat offence occur within the one year, the original offense and subsequent offense remain on record for an additional two years.

### **Consequences**

When a student engages in academic dishonesty, including cheating, plagiarism, or collusion he or she is in violation of KICS' rules.

For Secondary, the consequences for dishonesty are universal, and not necessarily specific to one class. Consequences will be as follows:

1. On the 1st offense, the student may receive a "0" for the examination or assignment.
  - a. The offense will be reported to the appropriate Principal and the parent/guardian. The Principal calls a conference with parents and student. A warning letter placed in the student's file.
2. If a 2nd offense occurs at KICS, whether this is in the same class or if it's a first offense in a different class, regardless of the class, the student will receive a "0" in the course where the offense occurred, and will not receive credit for the course. The student may also be subject to suspension and Academic Probation.
  - a. The student will need to make this course up, at their own expense, in order to fulfill the graduation requirements. When the credit is recovered, it will be noted as credit recovery, and will replace the "0" on the transcript.
  - b. The offense will be reported to the appropriate Principal and the parent or guardian. A conference will be called by the Principal.
3. If a third offense of academic dishonesty occurs at KICS the student is subject to suspension, expulsion or enrollment being revoked from KICS.
  - a. The appropriate Principal, Director and the parent or guardian will be notified. Should expulsion occur, the KICS School Board will be notified.

For Primary,

1. When a student engages in cheating, dishonesty or collusion, on the first offense, the student may be asked to redo the assignment or a make-up assignment. The student may be expected to serve detention at recess, during lunch or after school. The principal will be notified, and parents will be contacted by the teacher.
2. On the second offense, the principal will call a conference with parents to discuss progressive discipline, including suspension.
3. On a third offense, enrollment may be revoked.

## **GENERAL EXPECTATIONS**

### **Communications**

#### **To Parents**

Communications will be mainly through email and telephone calls. Renweb is a school-wide communication tool used to share school calendar events and homework assignments (secondary). All KICS parents are encouraged to download the Renweb parent app.

#### **Students**

KICS uses office 365 for communication through email along with storage of documents. This is used in the classroom as a means for students to communicate with teachers and peers. A KICS email address will be provided for each secondary student at the start of the school year with the expectation that students will check it daily.

### **Leaving Campus**

Students are expected to remain in the school unless authorized to leave for individual or group activities. Students may not leave without prior parental approval/knowledge, and a parent or guardian must communicate this information in advance to the administration.

Students must be signed out at the Front Primary or Secondary Desk before leaving school property during the academic day.

### **Child Protection**

**Purpose** – Kigali International Community School (KICS) is committed to providing a safe environment for all children entrusted to its care. In a world where sexual and physical abuse of children is a sad reality, we are taking steps to assure that children are safe from such abuse. The primary goal of this policy is to reduce the risk of harm to children.

**Background** – KICS has as its authority the Bible, the Word of God, in establishing a Child Protection Policy. In accordance with Scripture, this policy balances the principles of:

- God-given parental authority to raise and discipline their own children (Proverbs 22:6 and Deut. 6:6-7)
- Open rebuke with the aim of restoration when a person sins (I Timothy 5:20, Luke 17:3)
- Respect for and obedience to state authority (Romans 13:1-2)

Forgiveness and restoration do not preclude the consequences of sin or violation of the law. Neither parental rights nor religious freedom are intended to give protection to abusers. KICS will be transparent in its policy and procedures, yet confidential and impartial in its response to allegations of abuse. Child abuse is a crime, and KICS will comply with all relevant laws established by the government of Rwanda pertaining to the protection and safety of children.

**Definitions** – KICS recognizes that cultures and social contexts differ in their perspectives on what is considered to be abuse. KICS defines abuse as follows below:

1. **Physical Abuse:** Violent act(s) intended to cause or likely to cause physical injury including but not limited to burns, bites, bruises, lacerations, bone fractures or head injuries.
2. **Sexual Abuse:** Any exploitation of a child for sexual gratification. This would include but is not limited to genital fondling, molestation, exhibitionism, rape, incest, sexual exploitation, involvement of children in pornography and prostitution.
3. **Emotional Abuse:** Chronic mental or emotional anguish or pain caused by humiliation, rejection, verbal abuse or isolation.
4. **Neglect:** Persistent neglect by the child's care provider, with a failure to provide adequately for basic human needs – food, shelter, medical care and clothing. This includes failure to protect a child from any danger which may affect health and development.

#### Implementation

- The Director will arrange for mandatory education of staff and students regarding prevention, nature, signs of abuse and neglect on an annual basis. The Director will remain current on trends concerning abuse policies. In addition, staff and students will be made aware of child protection policies and procedures. All teachers within the first semester of employment will complete child protection training, and will read and sign a copy of the teacher/student guidelines
- Any suspected incident of sexual or physical abuse of a child shall be reported immediately to the Director. Teachers and staff have a responsibility to protect students and act as their advocates in cases of suspected child abuse. In all decisions, the safety of the child will remain the foremost concern.
- All complaints received from staff and students will be handled according to the Child Protection Policy/Procedure. Every attempt will be made to conduct a thorough and unbiased assessment of the complaint.
- Every reasonable attempt will be made to protect the complainant and the accused from retaliation. Any retaliation against the victim or accused, from any source, or attempt to interfere with the assessment may be grounds for dismissal from the student body or the KICS staff.
- If a complaint is made without substance or basis, discipline will be affected against the complainant.
- All KICS applicants prior to employment will voluntarily submit to background screening. The background screening will include, but not be limited to the following: an independent background check that includes a nationwide review of criminal history information and sexual predator databases, an interview, and references; each reference will be asked if they have concerns about that individual working with children and, if so, to specify the nature of their concerns.
- An individual shall not be employed by KICS if the background screening reveals information demonstrating that he/she has engaged in any form of child abuse.

- Substitute teachers and regular volunteers are required to provide two references and will be interviewed by the Director. In addition, they are required to show evidence of police clearance from their home country (such as the visa page in their passport). Occasional volunteers are required to sign the volunteer guidelines and cannot be alone with a child in an isolated setting. In situations where volunteers are alone with a child – such as tutoring – the door must be open, or the child and the volunteer must be visible through the window. Any volunteer working alone with children must go through the same checks as substitute teachers and regular volunteers. All volunteers must read and sign the volunteer guidelines.
- Under no circumstances will a student with a prior conviction for sexually related offenses be admitted to KICS.

#### Procedure for abuse complaints when the accused is a KICS student or staff member

1. The Director will convene the Child Protection Committee within 48 hours of receiving a complaint of child abuse to evaluate the reports. If it is decided the substance of the reports warrants it, the Director will take steps to:
  - I. If appropriate, immediately refer the complainant for a physical exam.
  - II. Provide support to the complainant through a trusted adult of the same gender.
  - III. Endeavor to ensure the complainant will at no time during the assessment period face the accused.
  - IV. Contact the parents/legal guardians of the complainant, and/or the parents of the accused, if the complainant or the accused is a student, and require the parents to come to KICS as soon as possible. If the accused is a married staff member, the spouse will be informed.
  - V. Notify the School Board Chairman.
  - VI. Suspend the accused from the KICS campus until the assessment has been completed.
  - VII. Give a brief notice to the staff informing them that the student or staff member has been placed on administrative leave. Determine whether or not to call upon an outside person(s) to work with the committee in the assessment.
2. Within 48 hours of receiving the complaint, the entire Committee will interview the complainant or receive the written report of the persons who have conducted the interview with the complainant. In some cases, being interviewed by the entire Committee may be more traumatic to the complainant. In these cases, the Committee will choose 2 people to conduct the interview and summarize all statements.
3. The committee will also interview the accused separately. It is the right of both the accused and the complainant to bring another individual of their choosing along with them during the assessment.
4. Any individuals who are witnesses or may be able to give corroborative statements will also be interviewed by the Committee.
5. If the Committee determines the complaint is justified, the Director will expeditiously arrange for the following as appropriate:
  - An assessment of need for care of the complainant and the availability of care.
  - Dismissal from school and immediate removal from campus if the accused is a student.
  - Immediate and permanent cessation of employment if the accused is a KICS staff member.
  - Reporting the abuse to the appropriate authorities as follows:
    - I. Parents of the complainant and accused if the accused is a student.

- II. If the accused is a KICS staff member a report will be made to the appropriate educational/credentialing board and child abuse authorities in their home state/country and their national embassy.
  - III. Appropriate legal authorities according to Rwanda law.
  - IV. Mission board of accused (if applicable).
  - V. A brief report stating the accused has been removed from campus for abuse will be made to the staff and to the school community to allow other victims to come forward. If possible, permit complainant to see this report before it is distributed.
  - VI. Provide ongoing emotional support for any who are identified as needing it.
    - o If the complainant, the complainant’s family or accused is dissatisfied with the decision of the committee, a complaint may be taken directly to the School Board Chairperson who will bring the matter to the School Board for further consideration.
    - o If the Director is accused of abuse, the Chairman of the Board will perform all the duties of the Director outlined in this policy.
    - o If the accused is on the Child Protection Committee they will be replaced by another staff member of the same gender until the charges are dropped, or permanently replaced if the charges are substantiated.
6. Procedure for abuse complaints when the accused is not a KICS student or staff member
- o Students and staff are encouraged to immediately report all suspected abuse to KICS administration.
  - o Any complaint made to a KICS staff member must be referred to the Director at the first opportunity, but in no case longer than 24 hours after the complaint has been made.
  - o The Director will refer matter to appropriate local legal authorities according to Rwandan law.
7. Child Protection Committee – The Child Protection Committee will consist of the Director as the chairperson, a female staff member and a male staff member selected by the Director. The committee has the authority to appoint additional members, as needed, in any given incident. Committee members will be selected at the beginning of the school year and serve during the year.

Child protection Committee 2019-2020 School Year

Ben Thomas..... Director  
 Elise Mosher..... Primary Principal  
 Grace Hale..... Secondary Principal  
 Kari Hanlon..... Director of Teaching and Learning  
 Janet Murenzi..... Director of Finance  
 Eric Davenport..... Director of Mission

8. Legislation – What is not mentioned in this policy shall be governed by Rwandan law regarding the rights and protection of children against violence and abuse.

**Discipline**

Love and Logic Approach

Kigali International Community School uses the Love and Logic philosophy for discipline. Love and Logic approach supplements school wide student outcomes by instilling values of shared dignity and respect,

shared thinking and problem solving, shared control within limits, sincere empathy, and positive adult-child relationships (Fay & Fay, 2016).

KICS implements Love and Logic to help teachers and parents nurture positive and supportive relationships with children and students, teach social and emotional competencies through modeling and instruction, and prevent social and emotional problems rather than reacting with punishment” (Fay & Fay, 2016, p. 229).

## **Student Misconduct**

It is an expectation that all students will act in a respectful way that reflects the vision, mission and values of KICS always. Disrespect, in any form will not be tolerated, towards anyone. It is expected that every member of the KICS community treat one another, and any guests on campus, or at any event where KICS is represented, with respect. The use of profanity, derogatory statements, harassing or sexist remarks will not be allowed. Any such actions will result in discipline from the school. In addition, any occurrence or violations of KICS’ vision, mission and values outside of KICS (eg. ,SMS, Social media, in the evenings or weekends) may be addressed if it interferes with the educational or social environment at KICS. KICS students are KICS students even when school is not in session.

Discipline shall be maintained at KICS in order to provide an environment conducive to quality Christ-centered-based education and in order to maintain safety.

As a standard part of the discipline process, students will be expected to pursue reconciliation in all areas – materially and relationally. The appropriate administrator will lead a process towards reconciliation.

**If a student receives learning support services for behavior, their behavior plan will be taken into consideration and will factor into the reconciliation process.**

As indicated below, there are three progressive categories of student misconduct. Depending on the severity of the misconduct, administration reserves the right to start the discipline at any of the three levels. Additionally, administration reserves the right to elevate the level of disciplinary action to the next level based on recurring violations.

### **Level 1: Minor Misconduct**

Minor Misconduct: Behavior adversely affecting classroom instruction and campus order.

Minor misconduct may include noisiness, interrupting a teacher, not paying attention, class disruption, line jumping, making faces, littering, tardiness, etc.

Action/Consequences

Teachers will initially administer discipline such as

- Exclusion from selected activities.
- Loss of class privileges.
- Restricted campus movement.
- Recess/lunch restrictions, etc.
- Financial restitution of damages.
- Detention.



If inappropriate behavior continues the teacher will advise the parents and may request a parent student conference.

If students persist with these behaviors, the KICS administration will be contacted and a record will be kept in the student's file on the database for the academic year.

### Level 2: Major Misconduct

Major Misconduct: Behavior and attitudes jeopardizing classroom instruction and campus order.

Major misconduct may include blatant disobedience, disrespect of authority, damaging property, vandalism, vulgarity, inappropriate affection, skipping classes, harassment, intimidation, bullying, cursing, lying, stealing, cheating/academic dishonesty, dangerous horseplay, pushing, hitting, fighting, viewing pornography or possessing pornography, perpetual minor misconduct, etc.

#### Action/Consequences

For major misconduct, administration will notify a parent or request a parent conference with an administrator and administer appropriate discipline that may include:

- School community service
- After school detention
- Loss of campus privileges
- Financial restitution for damages
- Academic consequences (cheating/academic dishonesty)
- Additional learning
- Suspension.

A record of the major misconduct shall be held on the student's file in the database. If the student persists with these behaviors, administration will deem them to be gross misconduct.

### Level 3: Gross Misconduct

Gross Misconduct: Comprises unlawful acts, dangerous conduct and morality violations. Gross misconduct includes use, possession or distribution of alcohol, tobacco and illegal substances, including look-alikes; use or possession of weapons or look a-likes; physical or verbal threats and assaults; sexual activity, perpetual major misconduct including extensive acts of harassment, intimidation, and bullying, etc.

#### Action/Consequences

For acts of gross misconduct, administration may immediately suspend the student and request an urgent parent conference. Administration will then impose appropriate discipline.

- Suspension
- Expulsion
- Enrollment revoked
- Financial restitution of damages
- Legal redress
- A record of the gross misconduct shall be held in the students file on the database.

## **KICS Harassment, Intimidation and Bullying (HIB) Policy**

### Introduction

In order to ensure respect and prevent harm, it is a violation of KICS policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics. Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

KICS is committed to maintaining a learning environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment and bullying. KICS is prepared to act to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination of enrollment or dismissal of employment. Harassment and bullying between employee/adult volunteer and student, student and student, and adult/student are all prohibited under this policy.

Students who feel that they have been subjected to conduct of a harassing nature and individuals who observe conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials. Employees/volunteers who are aware of conduct of a harassing nature are required to report the matter to one of the school officials listed below. All complaints will be promptly investigated.

Please be aware that KICS has limited authority to deal with bullying or harassment that occurs outside the school day (e.g. SMS, Facebook, social media, etc. in the evenings or on weekends). That being said, any occurrence outside of school may be addressed if it interferes with the educational or social environment at KICS.

### Definitions

Kindness and respect are the positive opposites and are the way God treats us and expects us to treat others. (Ephesians 1:5, 2:7, 4:32) Bullying reflects an attitude that indicates a lack or loss of respect for another human being and thus devalues human life while wounding the other person's spirit.

Bullying and Harassment come in different forms:

- Physical – acted out violence and attacks – aggressive behavior – hitting, kicking, pushing – getting others to hurt someone – stealing (including 'borrowing' without permission) of money, food, books, cell phones, PE items, and other personal items
- Verbal – Name-calling and put downs, including racial comments. Talking badly about people behind their backs (rumors) – also includes the above through use of the Internet, cell phone, or other electronic communication devices
- Emotional – exclusion from a group (isolation) – behavior which is seen as threatening – intimidation – invasion or personal privacy.
- Retaliation - when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

- Sexual harassment is unwanted and unwelcome behavior of a sexual nature. Sexually harassing behaviors include words (written and spoken) and gestures to unwanted physical contact.

Harassment, intimidation or bullying is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

These behaviors will not be tolerated and is the basis for discipline up to and including dismissal from school.

#### Prevention

In partnership with parents, students, and staff, KICS leadership is committed to the following four steps to try and prevent instances of HIB.

1. *Dissemination* – Each year, the Director will ensure that our HIB policy is updated in the staff, student and parent handbooks. This will also include clear guidelines for how to report instances of HIB. This will also include links to the HIB incident reporting form.
2. *Education* - Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions.
3. *Training* - Staff will receive annual training on the school's policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the school's Incident Reporting Form.
4. *Prevention Strategies* - The school will implement a range of prevention strategies including individual, classroom, and school-level approaches. Whenever possible, the school will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

#### Reporting

To report any instances of bullying or harassment, please contact the following, in writing, via e-mail:

- Elise Mosher, if the complaint involves a Primary student, staff, parent or volunteer.
- Grace Hale, if the complaint involves a Secondary student, staff, parent or volunteer.
- Janet Murenzi, if the complaint involves anyone else within the KICS staff, parent or volunteer community.
- Benjamin Thomas if the complaint involves Elise Mosher, Grace Hale or Janet Murenzi.

- Sean Kerrigan, KICS Board chairman, if the complaint involves Benjamin Thomas.

---

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying. Retaliation is prohibited and will result in appropriate discipline.

---

## **Hazing, Alcohol, Drugs, Pornography and Weapons**

### **Hazing**

No form of initiation or “hazing” may be imposed on any students for any reason while attending KICS. The administration will decide disciplinary consequences for students involved in the promotion or implementation of such activity.

### **Alcohol, Drugs and Pornography**

Tobacco, alcohol, pornography, illegal drugs, and substance abuse are not permitted on campus or at school activities. Look alike drugs or alcohol are not permitted on campus or school activities.

Any students found in violation of KICS’ vision and values at any time, including off campus, may be held to the policies outlined in our student handbook, and dealt with accordingly by administration. KICS students are expected to represent KICS at all time, in school and out of school.

### **Weapons**

No weapons of any kind may be brought or used on campus, including guns, knives, sharp objects or any potentially dangerous objects. No look-a-like weapons of any kind may be brought or used on campus. No toy weapons (guns, water guns, swords, bows and arrows, etc.) may be brought on campus.

### **Dress Code**

Students and staff shall reflect the Christ-centered values of the school through appropriate dress.

### **Guidelines and Expectations**

- Students at KICS may select clothing and accessories reflecting personal taste and style while remaining within the school guidelines of adhering to ***Biblical values, modesty, cleanliness, neatness, and respect for the host country norms.***
- Parents are expected to exercise wisdom and discretion in ensuring that their children adhere to the dress code.
- In addition to the guidelines listed below, the administration will be deemed the final arbiter on any clothing or accessories appropriateness for school, ensuring it will complement the educational process, purpose, and values of the school.
- If a student is found in violation of dress code, they will be instructed to resolve the issue before returning to class. This could include calling home for a change of clothes or borrowing from a friend or being issued a KICS shirt from the administration. If unable or unwilling to resolve the issue, a detention and progressive discipline may be implemented.

### **General Requirements**

- Clothing must completely cover cleavage, midriffs, thighs, and undergarments always.
- Shoulder straps must be at least two fingers in width.
- There should be no skin showing below the armpit.

- Shorts, skirts, and dresses must be no more than 2 inches above the knee while seated.
- Trousers/shorts/skirts must be well secured at or above the waist.
- Clothing must be reasonably well fitting and not excessively baggy or over-sized.
- Clothing should not be provocative to highlight body features.
- Clothing must be clean and in good repair without excessive holes, rips, tears or fraying. Holes and tears in clothing must adhere with the rest of the dress code policy (e.g. cannot be located more than 2 inches above the knee while seated).
- Footwear must be worn at all times.
- Head coverings may be worn for religious purposes with the approval of the administration.
- Hats may be worn in passing time and lunch. In classes, it is up to the teacher's discretion. Hoods may not be worn at any time, unless to be used during a rain.

### **Prohibited Clothing and Accessories**

- Clothing containing inappropriate or vulgar words.
- Clothing that promotes or advertises illegal substances.
- Clothing that promotes or advertises substances prohibited on campus.
- Clothing that promotes individuals, groups, lifestyles, or activities that are considered offensive, immoral, or illegal.
- Excessively tight-fitting or see-through clothing.
- Body piercings that detract from instruction.
- Plastic/rubber flip flops/without a hard sole.

### **Field Trip Attire**

Field Trip attire should follow school dress code unless otherwise instructed by the teacher.

### **Student Cell Phone Policy**

Student cell phones are not allowed during extended school hours (7:30am-5pm). Any student phone seen or used during this time will be confiscated. If a phone has been confiscated, the office will contact the parent for a meeting. Confiscated phones can only be picked up by parents in-person from the principal's office. Repeated offenses will result in further consequences.

Students and parents must go through the school office to contact each other during the school day. All communication must go through the school office. The school number is **+25 0788125018**.

### **Building, Facilities and Equipments**

#### **Buildings Use**

1. Students are expected to take care of buildings, equipment and other facilities as though they were their own.
2. Accidents must be reported to a staff member immediately. Where damage has been done, the cost of repair or replacement may be charged to the student's account.
3. School furniture is not to be marked or defaced in any way.
4. Staff-only spaces are off-limits to students. This includes teachers' desks, the staff lounge, staff bathrooms, storage areas, etc.
5. Any signage for school activities must be preapproved by the Principal and posted in only designated areas within school. Care must be taken to avoid damage to walls and windows.

## **Equipment Use**

School equipment is to be treated with care and must be returned to its proper place immediately after use. Damage or breakage must be reported immediately, and costs will be assessed.

## **Library and Textbooks and Lost and Found**

All library resources and textbooks are owned and supplied by the school. Students are responsible for keeping their books and resources in good condition. Late fees will be charged for late library returns. Students with missing or damaged textbooks and/or school-provided resources at the end of the year will have the cost of the items charged to their account.

"Lost and Found" items will be displayed regularly during dismissal. At the end of each month, items left unclaimed will be put up for donation.

## **School Transportation**

KICS utilizes both school vans and occasional outsourced transportation through a local bus company. While riding the vans or bus, students are still under the authority of KICS and all school policies apply. Misbehavior on school transportation can result in a loss of transportation privilege.

## **School Technology**

### **School Technology Restrictions**

The student will not:

1. Use any KICS technology system for illegal or commercial purposes including pirating, downloading, or making unauthorized copies of music, images, movies, shows, software, or any copyrighted material.
2. Use any file sharing software to download or share files via the Internet.
3. Use the KICS technology system to access inappropriate material, namely:
  - Profanity, pornography, sexually explicit pictures or words, any material showing extreme violence or other obscene behavior.
  - Instructions for doing illegal activities, such as: making bombs or drugs, creating computer malware, invading other people's privacy, defrauding telecommunications companies, or obtaining unauthorized access.
4. Use any means (external web proxies, asking staff to log into blocked sites, etc.) to bypass the KICS Firewall and/or Content Filter in order to view content that has been deemed inappropriate and blocked by KICS or to access appropriate sites which have been blocked during the school day to conserve bandwidth for academic purposes.
5. Remove, replace, or tamper with the KICS serial number, asset tag, Operating System, or any other sticker on computer equipment.
6. Move, tamper with, remove, exchange, or install any technology components at KICS without authorization from the KICS Director of IT.
7. Download or install any software onto computer systems owned by KICS without prior authorization from the KICS Director of IT.
8. Attempt to gain unauthorized access to any part of the KICS technology system resources or other people's files, nor use the KICS technology system to illegally access other systems/servers on the Internet.
9. Use any technology/software to gain unauthorized access to the Internet while connected to KICS technology. This includes proxy avoidance software, tunneling software, and VPN connections. (e.g. Hotspot Shield, Hide My IP, etc.)

10. Use any computer login other than his/her own.
11. Access or use email or website accounts (e.g. Facebook, Gmail) that are not his/her own.
12. Share his/her login with anyone other than a responsible staff member.
13. Send threatening, illegal, vulgar, obscene or harassing materials.
14. Post false or defamatory information about any person or organization.
15. Take the ideas and words of others and present them as if they were his/her own (plagiarism).

### **School Technology Responsibilities**

The student will:

1. Use caution and consideration when posting personal information or pictures of themselves or others on the Internet.
2. Remove any information or pictures he/she has posted of another person at their request.
3. Use extreme caution when he/she post information that might put KICS, or other students, staff, and families at risk and will remove any information deemed unsafe when asked by a responsible KICS staff member.
4. Comply with instruction from KICS, the KICS Director of IT and the KICS Administration concerning his/her use of technologies, including the cancelation of his/her technology privileges if necessary.
5. Limit his/her use of KICS storage (local hard drives as well as the storage provided on servers/the cloud) and email to school-related purposes and he/she will not use KICS file or cloud servers to store personal files, including pictures, music, movies, shows, etc.
6. Keep his/her password a secret and log off after each session.
7. Be held responsible for ALL use of their account.
8. Report any possible security problems that he/she discovers to the KICS Director of IT or other responsible staff.
9. Seek permission first if there is a legitimate reason for doing something prohibited above. The KICS Director of IT is happy to assist and find a solution that will serve legitimate needs.
10. Be a good steward of the KICS Technology Resources, namely: Conserve Internet bandwidth for academic purposes (avoid movies, instant messaging, Skype, Internet radio, YouTube, chat, and other streaming media that will slow down the Internet for everyone)
11. Back up important data files regularly.
12. Use the school e-mail address for communicating school matters only.
13. Report any violation of these guidelines by any individual to a responsible staff member.

### **Technology Consequences**

If the KICS Director of IT, Administration, or staff have reason to believe that there has been a breach of policy the following steps will be taken:

1. Information and documentation will be gathered as soon as it becomes apparent.
2. A relevant KICS administrator will be notified immediately.
3. A responsible KICS staff member and a KICS administrator will address the individual responsible for the device causing the breach of policy.
  - If the device is property of KICS then the device will be confiscated and analyzed to determine the source of the problem.
  - If the device is not property of KICS the owner will immediately provide the device so that KICS staff can determine the source of the problem.
4. The issue will be discussed, and the offending software will be removed and/or behavior will be discontinued.

5. A course of action will be determined by the KICS Administration concerning the offense and discussed with the individual and parents.
6. Written documentation will be recorded concerning the offense and the outcome.

Below is a list of the possible actions by the KICS Administration as a result of a breach of this policy and guidelines. Based on the severity of the occurrence one or more of these actions may be deemed appropriate.

1. Verbal warning about the occurrence (parents will be notified)
2. Suspension of technology access for a period of time as determined by the responsible administrator
3. Revocation of all technology privileges for the remainder of the semester/year
4. School suspension
5. School expulsion

### **Parent Supervision**

For all KICS programs (parent meetings, concerts, etc.), primary students must be accompanied by a parent or responsible adult for the duration of the program. If a student is not accompanied, parents will be charged \$100 for each occurrence.

### **Attendance**

Regular attendance is important. While some missed assignments may be made up, the dynamics of classroom interaction are valuable to the learning experience. Therefore, KICS has established a maximum number of absences allowed in order to receive full credit, full grades or promotion for a class.

A maximum number of nine (9) excused school days may be missed during a semester. Students exceeding the 9 days are at risk for retention in their respective grade level or of being denied credit for the semester. Attendance requirements begin and end with the school calendar.

An excused absence must involve a doctor's note and/or notification from a parent.

Make-up work for Secondary: Secondary students are responsible for getting assignments from teachers. Secondary students will have one day to make up the work for each day absent.

Make-up work for Primary: Due to the nature of grading using the skills-based approach and the inquiry model of teaching, students who miss consecutive days of school may not have the opportunity to make up the lessons they missed in Science and Social Studies as these rely heavily on in class activities and labs. The Math and Language Arts resources for missed assignments can be made available when the student returns, upon parent request.

In certain circumstances teachers in upper elementary (3rd-5th) may require before or after school time to meet with students who have been absent, for the purpose of addressing make up work and/or the assessing of skills missed.

### **Extended and Planned Absences**

Extended absences will only be permitted for special circumstances.



Extended (more than 18 school days) absences must be approved a minimum of two weeks in advance by the Director unless the extended absence is due to an illness or emergency situation. In the event of an illness or emergency, the school should be notified as soon as possible.

Extended and accumulated absences shall not exceed 10% (18 days) of the total school days. If a student misses more than 10% of scheduled classes, credit may not be given for the course, and promotion for the next grade may not be granted. In cases of injury or long-term illness, the school may provide or approve home tutoring and/or other arrangements to satisfy attendance requirements.

If an extended absence is approved, parents must then agree on an alternative education plan with their child's teacher(s) and approved by the appropriate principal.

Any deficit in learning due to absences may be rectified at the expense of the parents.

### **Tardies**

KICS has established attendance and tardiness standards to help students gain maximum benefit from the education provided. Any student who is not in class, prepared, and positioned for learning before the bell rings each period is considered tardy. Each Teacher in every class keeps classroom tardy records. Clerical Staff and Administration keep school-wide tardy records. Tardy records accrue throughout the semester.

Tardiness applies to secondary students.

### **Lateness**

Students are expected to arrive at school and to class on time. This is a matter of courtesy and responsibility. If a primary student arrives late to school, more than 3 times, the Principal will contact the parents, and further discipline will follow. If a secondary student arrives late to school, this will be considered a tardy and the tardy policy below will be in effect.

### **Consequences for Tardies:**

- 1<sup>st</sup> Tardy – Warning and conversation with student by teacher.
- 2<sup>nd</sup> Tardy – Parent notification by office.
- 3<sup>rd</sup> Tardy – Parent contact and lunch detention by office/principal.
- 4<sup>th</sup> Tardy – Parent contact and after-school detention by principal.
- 5<sup>th</sup> Tardy (and more) – Progressive discipline by principal.

### **Visitor, Drop Off, Pick-Up, calling in sick, and Early Dismissal**

#### **Visitors**

All KICS visitors are to be directed to the primary or secondary gate and required to sign in at the security kiosk. Parents coming together must both be identified in the registration book in order to know who is on campus at any given time. Identification must be provided unless the KICS administration has noted otherwise. Parents coming together are permitted to leave a single source of ID. Should a visitor desire to pass beyond the office entry they must be given a general visitor (red dot) badge or priority visitor (green dot) badge. A general visitor may not proceed on campus without an appropriate escort. The administrative staff shall determine whether a person shall receive a general visitor or priority visitor badge.

Parents without personal bags during “drop off” or “pick-up” may use their child’s student ID to gain access through the “KICS Family” gate exclusively for the purpose of “drop off” and “pick-up.” For all other purposes, parents must check-in at the security kiosk through the “KICS Guest” gate.

### **All-School Drop Off**

Classes start each morning Monday-Friday at 8:30am.

Students can enter the gate as early as 8:15am to begin preparing for the day. For their safety, students CANNOT be dropped off by the gate before 8:00am.

If a student is repeatedly dropped off before 8:00am outside the gate or in the surrounding area (green space), the principal will call for a conference with the parent and consequences or fees will apply.

### **Primary Student Pick-Up**

Primary students are expected to be picked up between 3:30-3:40pm. Security processing for parents begins at 3:15pm. If a primary student has not been picked up by 3:40, a parent will be contacted, and the student will wait at the primary front desk. Late pick-ups may result in a conference with the principal and further consequences or fees. If an emergency arises and a parent/driver cannot pick up the child on time, they must contact the office directly.

Students will not be allowed to wait on campus or in the surrounding area (green space) for their siblings involved in an afterschool activity. Parents must make appropriate arrangements for pickup.

### **Secondary Students Pick-Up**

Secondary students are expected to exit campus between 3:30-3:45pm. Secondary students leave campus of their own volition. Students and parents are responsible for their actions when they leave the school premises.

If staying on campus (including the campus, sidewalk and green space), they must be in an approved after school activity or scheduled meeting with a teacher. Students are not allowed to just “wait” for their ride or driver on the sidewalk or green space. This will count as a late pickup, and the student will be sent to the secondary front desk. Late pick-ups may result in a conference with the principal and further consequences or fees. If an emergency arises and a parent/driver cannot pick up their child on time, they must contact the office directly.

Students will not be allowed to wait on campus or in the surrounding area (green space) for their siblings involved in an afterschool activity. Parents must make appropriate arrangements for pickup.

### **Late Pickup from After-School Activity**

It is school policy that a student cannot be left unattended. If students are in an after-school activity, they must be picked up within 15 minutes of the activity ending. Please understand that our teachers and coaches have families and other responsibilities outside of KICS and consideration of their time is important. If a student is not picked up within 15 minutes of the activity ending, student’s parents will be charged a fee.

### **Calling in Sick**

For attendance purposes, if a student is ill and will not be able to attend school that day, the parents or guardian must notify the KICS Primary or Secondary Office prior to 8:15am of that school day.

### **Early Dismissal**

If necessary, parents may withdraw a child before the end of the school day for reasons of student illness, medical appointment, or emergency only. When doing so, parents must follow the following protocol:

Advance notice to the school in writing is requested for an early dismissal, if planned.

Parents of all students must report to the school receptionist and sign the student out.

A student will not be dismissed unless his/her parent is present. Students may not sign themselves out.

### **EXTRACURRICULAR ACTIVITIES**

At KICS, we believe that our students are more than the sum total of their test scores. Many of our students have outside interests and God-given gifts that they can explore in our offered extra-curricular opportunities. Students who participate in and experience success in extracurriculars also experience growth in their self-esteem which can positively impact other areas of their life including academics.

All students are eligible to participate in KICS extracurricular activities (sports, theatre, etc.)

If a student's grades, behavior, or work ethic are negatively affecting their ability to succeed at KICS, their eligibility to participate in extracurriculars may be revoked. This is done in partnership with parents and at the discretion of the principal.

### **Student Clubs and Organizations**

Clubs of interest to members of the student body shall be encouraged. These are open to KICS Students who wish to participate and are qualified to do so. A school-based club must have a staff sponsor/advisor. Secondary student interested in starting a school-based club must submit a Club Proposal Form to the Secondary Principal.

### **Student Council**

KICS shall have a Student Council that will promote activities of the student body. The primary focus of the Student Council is to embody the vision of KICS, with a focus on servant leadership, building student culture, and ensure activities and programs that are in line with the KICS vision. If financial transactions are made financial reports shall be provided to the administration.

### **Student Fundraising**

Student groups must secure approval from the Principal before launching any fundraising activities. Criteria for permission to raise funds shall be the educational or social value of the proposed project and its general suitability to the school.

### **Athletics**

Christ-centered athletics is a ministry. When athletics are seen from the Christ-centered perspective, winning has a broader definition and our athletes a greater purpose.

- A KICS athlete must exhibit an intense desire to improve without having to be forced. "The sluggard craves and gets nothing, but the desires of the diligent are fully satisfied" (Proverbs 13:4).

- The Christ-centered athlete must be fully committed to this ministry, games and practice. “Whatever you do, work at it with your heart, as working for the Lord, not for men” (Colossians 3:23).
- During the heat of competition, the Christ-centered athlete must maintain self-control. “Instead, be filled with (controlled by) the Spirit (Ephesians 5:18).
- A KICS athlete should do nothing to discredit self, his/her family, team or school during or apart from an athletic event.
- KICS athletes must attend all practices and games with a willingness to:
  - Give themselves for the benefit of the team.
  - Perform with great intensity.
  - Respond properly to instruction and constructive criticism.
  - Contribute to the team unit...” being like- minded, having the same love, being one in spirit and purpose. Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves” (Philippians 2:2, 3).
  - Practice self-discipline (I Cor. 9:27).
- A KICS athlete understands that athletics is a ministry. A KICS athlete desires to be sensitive to the leading of the Holy Spirit as our Lord uses athletics as an arena for teaching the principles of God’s Word and ministry.
- A KICS athlete always shows respect to ALL.

### **Parent and Coach Meetings**

If a disagreement arises between coaches and parents, the Athletic Department asks that parents follow the Biblical principles outlined in Matthew 18 and talk to the coach in person. Please schedule an appointment with the coach on a weekday other than the day of a game. No coach should be approached about concerns you may have surrounding game time. If after a parent/coach meeting, an issue cannot be resolved, either party may request a meeting with the Athletic Director in which both parties will be present.

### **Athletic Code of Conduct**

The athlete’s conduct is always a credit to the Lord and to the school, on the athletic field and in the community. The Athlete Code of Conduct Contract signed by all KICS students always applies and places, including athletics.

- The athlete always abides by the authority of the coach and school administration.
- The athlete cares for equipment issued and complies with all instructions that may accompany it. Such equipment is worn only on the athletic field, not to school or in the community unless the Athletic Director gives special permission. Lost or misused equipment is replaced at the player’s expense. At the end of the season the athlete turns in all equipment on the date requested. If

after seven (7) days, the equipment is not returned, the athlete is billed for the equipment and will not receive grade reports or transcripts until it is paid, unless otherwise approved by the Athletic Director.

- The athlete does not participate in practice or in any athletic event on any day in which they are absent for more than half of the school day. School administration may make exceptions to this rule.
- Disciplinary action received by an athlete at school, such as detention or suspension, may result in loss of practice and/or playing time, or even being removed from the team, depending on the severity of the infraction.
- Ejection or removal from any contest will result in a one game suspension. The Athletic Director and/or the coach will decide discipline.
- The athlete is aware of and maintains academic eligibility.
- The athlete adheres to the philosophy and standards for Christ-centered athletes as described in the KICS Athletic Handbook, Code of Conduct Contract and strives to serve Christ through the medium of Christ-centered athletics. Any violations of this handbook may result in the loss of playing time either in practice or athletic events.
- The athlete is required to communicate in the event of an emergency or to request a pre-approved absence. Unexcused absences may result in loss of practice and/or playing time.

KICS strongly encourages families to be involved in ministries of the local church and to be attentive to the amount of commitments of their children. The athletic department views itself as an extension of the family and is sensitive to family and church activities, especially during the holidays. Families are advised to discuss in depth the issue of commitment before the student joins a sports team.

### **“NO QUIT Policy”**

Once an athlete has made the commitment to participate in athletics and has attended one week of practices, the athlete must complete the season, unless there are unusual or emergency type circumstances. If an athlete chooses to disregard this policy, the athlete may forfeit the ability to compete in the next season. Injured players are also expected to complete the season by still attending practices and contests and serving the team in any capacity needed, to be determined by the coach.

### **Disciplinary Philosophy and Procedures**

The attitudes and behaviors displayed by KICS athletes are important to the school administration. We believe that athletes are representatives of our school on and off the playing field or court. Many times, the only contact that people have with our school is through their observations of our athletic teams. We believe that a student’s behavior in the classroom is an indication of what their behavior will be on the field or court. If a student athlete does not act in a Christ-like manner with peers and teachers, then we cannot expect that student to be a good representative of our school on the playing field. When a negative

attitude or behavior occurs, it is dealt with in a timely manner. Upon a decision made by the Athletic Director, Coach, and/or Administrator, the athlete and parents are contacted.

### **Travel to Away Contests**

When a team vehicle is used, all players are to ride together to and from events. However, with permission, the coach may release an athlete to ride with his/her parents. KICS will provide transportation to all away games. On away tournaments and certain away games, we will have parents who need to drive. By agreeing to the athletic handbook, you agree to let your child ride with other parents or coaches. If you do not agree with this policy, you must be available to transport your child to all games.

### **Parent Volunteer**

Throughout the year we will need parent volunteers for various reasons like driving for away games, fundraisers and banquets. If interested in volunteering, please email the Athletic Director at [pe@kicsrw.org](mailto:pe@kicsrw.org).

### **Insurance Coverage**

KICS does not assume responsibility relative to doctor, ambulance or medical expenses in case of a medical emergency. Athletics are a voluntary, co-curricular program in which students may participate if they desire but do so at their own risk. Parents or guardians must obtain a sports physical for their child and adequate insurance coverage for their students through a family insurance policy. Any liability or cost incurred is the responsibility of the family of the student athlete.

### **Athletic Seasons & Practice Schedule**

Season 1: August 26 – November 16 (12 weeks)

- MS Boys Football
- MS Girls Football
- HS Boys Basketball
- HS Girls Basketball
- MS/HS Coed Badminton club.

*Other sports may be added.*

Season 2: January 27 – April 30<sup>th</sup> (12 weeks)

- HS Coed Football (12 weeks)
- MS Boys Basketball (9 weeks): January 22 – March 29 (2A)
- MS Girls Basketball (9 weeks): January 22 – March 29 (2A)
- MS/HS Coed Badminton club

Other sports may be added.

Practice: 3:45-4:45pm on Monday, Tuesday, Thursday, and Friday  
(3:45-5:30pm on Tuesday & Thursday for HS Coed Football)

- No Wednesday practice

- Approximately 2 games per week
- Game days may include Saturdays

All students must be picked up within 15 minutes of practice times or when returning from games/matches. If student-athletes are not picked up within this time frame, this will count towards a late pickup.

### **Sports Physical Form**

In order to participate in KICS Athletics, students must be in generally good health, able to sufficiently handle the intensity and regularity of sports and fitness. Therefore, a sports physical is required. This form must be submitted before the student is able to participate in athletics. A doctor must conduct the sports physical and sign and stamp below. Here is the recommended contact information for obtaining this physical.

Salem Clinic - located in Vision 2020 Estates (across from Tonto's)

Phone #: 073 516 9479

Please make appointments for 5pm or later.

Dr. Lysine N. is the physician prepared to conduct the sports physicals.

### **PE Waiver Request for Secondary Students**

Secondary students who complete and submit the eligibility form, obtain a physical, and intend to participate in Athletics after school for one complete season may fill out this request form in order to receive a PE waiver. Also, students who are involved in sports outside of KICS may request this waiver. In the case of an outside sport, a signed letter from the coach must be submitted with this packet identifying the sport and how often and for how long the student participates.

If this form is approved, the student may receive 0.5 credits for Physical Education for fully completing the season and will not be required to take PE that year. Students may take both PE and Athletics but can apply for this waiver if they want Athletics to count as their PE credit.

### **COMMUNICATION AND GRIEVANCES**

At KICS, we desire to have authentic, honest and open communication between all members of the KICS family. We believe this is integral for the success of every student at KICS. When disagreements, hurts, and challenges arise, which happen in any family, we look to be guided by the communication principles found in Matthew 18.

1. **First**, discuss the concerns directly with the teacher or staff member involved.
2. **Second**, if not resolved, go to the appropriate Principal or Leadership team member, along with the teacher or staff member.

3. **Third**, if not resolved with the appropriate Principal or Leadership team member, go to the school Director, along with the Principal or Leadership team member, and teacher or staff member.
4. If after following each of these steps, you feel like you have not been treated fairly, please file a formal grievance in the form of an e-mail and send to Dr. Thomas, the KICS Director via e-mail: [director@kicsrw.org](mailto:director@kicsrw.org).
5. If the grievance is against Dr. Thomas, please contact KICS Board Chairperson, Mr. Sean Kerrigan. To report a grievance, please include the following:
  - a. Name of the aggrieved person
  - b. Description of the grievance
  - c. Steps taken to resolve the grievance

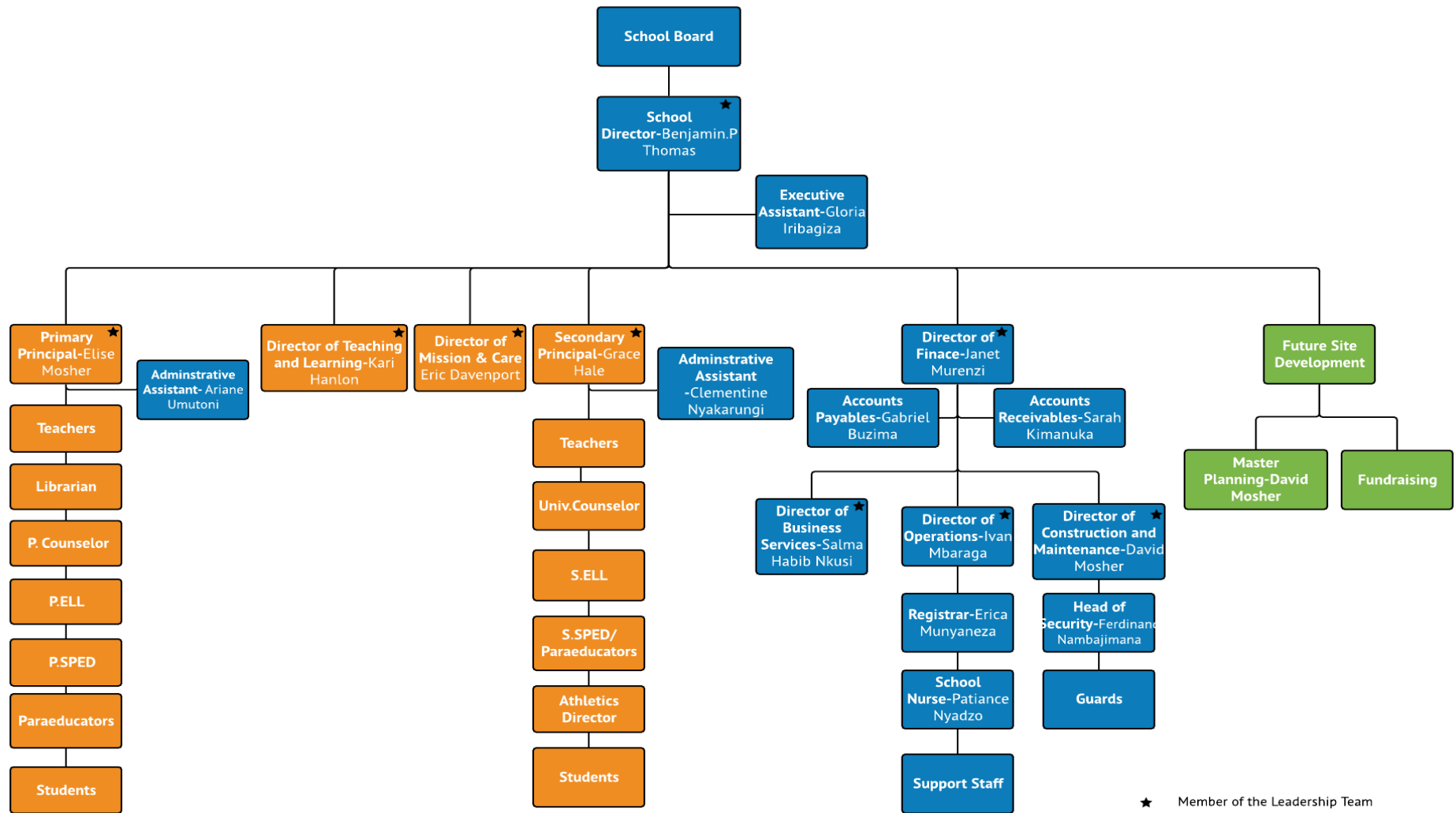
### **PARENT TEACHER ORGANIZATION**

The KICS PTO serves as an auxiliary Christ-centered organization at the request of the KICS Director & Board. PTO Officers must be in agreement with the KICS Vision, Mission, Statement of Faith, Philosophy and Values. The PTO exists to meet the following support and service objectives:

- Promote a cooperative relationship between the parents, teachers and school administration.
- Provide additional resources and encouragement to the teachers and staff.
- Provide a spiritual covering through prayer for the students, staff and families at KICS.



# KICS ORGANIZATIONAL CHART



## **NUTRITION AND HEALTH**

### **School Nurse**

The school has a health clinic with trained personnel to care for students. The Health Service staff consists of a full-time registered nurse who is recognized as the go-to person in the event of a medical emergency. The nurse welcomes the opportunity to work closely with the parents of students to maintain a healthy, safe, successful experience in school.

The School nurse's office is open during the posted school hours (8am-4pm) to provide first aid or other medical assistance to students or staff that are unwell or injured. If a student needs to visit the Nurse during class time, they should first notify their teacher and obtain a Nurse's Pass.

### **Medication**

All medications dispensed at school should be necessary for the student's optimum health as well as maintain maximum school performance. All medication supplied by parents must be turned in to the school nurse by a parent/guardian in the original manufacturer's container. The school nurse will only be able to administer medication after the **Medication Administration Form** is properly completed and signed by the parent/guardian for all medication.

#### **Medication Administration Form**

1. If a child requires medication during the school day, a **Medication Administration Form** must be on file in the clinic. The form must be signed by a parent. It is recommended that the first dose of any new medication be administered at home. We encourage parents to administer medication at home before and/or after school whenever possible.
2. School clinic supplies the following medications or their generic equivalents: Analgesics, Antihistamines and Anti Acids. Permission to administer these over-the-counter medications to students on an as-needed basis at school by the school nurse or other designated staff members is given by the parent on the RenWeb online enrollment form.
3. Prescription medications must be brought to the school nurse by the parent/guardian in the current, original, properly labeled container, as dispensed by the pharmacist or physician. Under no condition will children, including siblings, be allowed to share prescription medications.
4. The parent must deliver all medication (over the counter and prescription) to the school nurse for verification and inventory. All medication must be picked up by the parent upon discontinuation of use. Any medication not picked up by the end of the school year will be discarded.
5. Medication labels must contain the student's name, name of medication, directions for use, and date. Physician's order and medication label must be the same.
6. NO medication of any kind may be carried on a student's person without permission from the school nurse.
7. Students that have asthma or anaphylaxis may experience times when the symptoms worsen and the physician requests the student carry an inhaler or anaphylaxis medication (Epipen) to be used when needed. Please provide an Individual care plan from the physician with complete

instructions for use of the inhaler or anaphylaxis medication and permission for the student to carry the medication and self-administer. It is strongly recommended that a spare inhaler or anaphylaxis medication be kept in the clinic for emergencies. Inhalers and Epipens may be kept in the clinic to use under supervision. If your child requires nebulizer medication, you must also provide a nebulizer machine to keep in the clinic. The school nurse will need to meet with you to discuss your child's needs.

8. Students with diabetes should provide a Diabetes Management Plan developed by the physician and parents. The school nurse will consult with the student and family to develop an Individual Health Plan for the school year. In accordance with a student's Individual Health Plan for management of diabetes, a student will be permitted to possess and use monitoring and treatment supplies and equipment while at school or a school-related activity.
9. Under no circumstances are school personnel to provide/administer over the counter medicines to students without first obtaining written consent from the parent and physician.
10. A record of each medication given at school is maintained in the clinic.

### **Emergencies and Illness at School**

The online Student Health Information Form filled on enrollment gives you an opportunity to list any medical conditions, allergies, medications and concerns you may have. It also includes emergency contact information. This information is used to contact you or a person you designate if needed for your child. If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked to complete the emergency care consent.

Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.) Please contact the school nurse to update any information that the nurse or the teacher needs to know.

In the case of an emergency requiring the care of a physician and school staff are unable to contact you or the person(s) you have designated as your emergency contact, school officials will determine what steps will be taken to protect the health of your child, including calling Emergency services and transporting your child to a medical facility.

---

Note that KICS has no financial responsibility for the student's emergency care or transportation. All school emergencies are directed to King Faisal Hospital.

---

### **Illnesses**

Parents are asked to keep children home when they show symptoms of illness. If the child is ill, please call the school before 9:00am to report the absence. If your child exhibits any active symptoms of illness, he/she will not be admitted to the school, both for the child's own comfort and to minimize the spread of

illness to other children in the school. In the event of an outbreak of an infectious disease, such as measles, KICS will follow the guidelines set forth for schools the Rwanda Ministry of Health.

In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within an hour. If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up. In the event a child complains about not feeling well during the school day, the parent will be contacted. Students are not allowed to walk or take public transportation home in the event of an illness or injury during the school day.

The following tips are to help you decide if your child should be kept home from school:

- **Fever.** If your child has a fever at night, he/she must not attend school the next morning. Temperatures are lower in the morning and a fever may occur again in the afternoon. You are required to wait 24 hours after the fever breaks before sending your child back to school.
- **Upset stomach.** If your child vomits during the night, do not send him/her to school the next day. You are required to wait 24 hours after a child vomits before sending your child back to school.
- **Diarrhea.** Loose and frequent stools have many causes. Do not send a child to school until bowel movements are normal.
- **Cold.** Your child may go to school if he or she does not have a fever or discomfort.
- **Strep Throat.** A strep infection requires a doctor's visit and medication. Strep can lead to a more serious illness if not properly treated. The child must be on medication at least 24 hours before returning to school.

If a student has been out sick, and has seen a doctor, please send a doctor's note along with your child to school when s/he returns.

## Communicable Diseases

The health of every child at KICS is important and thus all measures should be taken to ensure the wellbeing of the student body through limiting the spread of communicable diseases. A communicable disease is an infectious disease transmissible (as from person to person) by direct contact with an affected individual or the individual's discharges or by indirect means.

### Overview

Infectious diseases are unpleasant and in the worst-case scenario can lead to lasting harm and even death. We therefore have a responsibility to protect our own children and other children in our community. KICS recommends that all children be immunized according to the child's national vaccination schedule. There are also additional vaccinations for countries such as Rwanda that you as a parent may wish to discuss with your health professional.

Students who exhibit signs of a communicable disease will be sent to the School Clinic for evaluation. Parents will be advised of the situation and advised to come to school and pick the student up if exclusion is required.

Policy for re-admittance of students following communicable diseases shall be as follows:

- **Athlete's foot** - No exclusion. Athlete's foot is not a serious condition. Treatment is recommended
- **Chickenpox** - Exclusion until all vesicles are crusted and dry. Child must have normal temperature.
- **Cold sores, (Herpes simplex)** - None. Avoid kissing and contact with the sores. Cold sores are generally mild and self-limiting. All sores must be covered until they have healed.
- **Conjunctivitis** - Exclusion until symptoms resolve or a note from healthcare provider clears the student to return to school.
- **Diarrhea** - Exclusion until 48 hours from last episode of diarrhea.
- **Glandular fever** - No exclusion required.
- **Hand, foot and mouth (coxsackie virus)** - Exclusion until lesions are gone. Child must have normal temperature
- **Head lice** - No exclusion required. Treatment is recommended only in cases where live lice have been seen. Consult your physician for treatment.
- **Impetigo** - Until lesions are crusted and healed, OR 48 hours after starting antibiotic treatment
- **Influenza or "viral cold"** - No exclusion required. Exclusion until recovered and fit to attend class.
- **Malaria** - No school exclusion required. The child should be IMMEDIATELY treated and can return to school when recovered to the degree that they can positively engage in learning activities
- **Molluscum contagiosum** - No exclusion required. This is a self-limiting condition
- **Productive cough (cough producing blood)** - Exclusion until a physician certifies in writing the student is not contagious.
- **Mumps** - Excluded for five days after the onset of swelling.
- **Ringworm** - Treatment is required. Any student with exposed and/or visible symptoms will be required to have a note from the doctor. No student should be re-admitted to the classroom unless they have a note from the doctor stating they are under treatment and have the area(s) covered.
- **Sore throat / pharyngitis / tonsillitis** - No exclusion required. There are many causes, but most cases are due to viruses and do not need an antibiotic. Consult your physician if you require advice.
- **Scabies** - Child can return after first treatment. Household and close contacts require treatment, exclude from school. Student needs doctor's note to return to school stating he/she is no longer contagious.

- **Scarlet fever** - Child can return 24 hours after starting appropriate antibiotic treatment. Antibiotic treatment is recommended for all affected children
- **Slapped cheek/fifth disease. Parvovirus** - No exclusion required (once rash has developed)
- **Shingles** - Exclude only if rash is weeping and cannot be covered. Can cause chickenpox in those who are not immune, i.e. have not had chickenpox. It is spread by very close contact and touch. If further information is required, contact your local physician.
- **Typhoid** - Should be excluded for 48 hours from the last episode of diarrhea. Further exclusion may be required for some children until they are no longer “excreting” the infection. Further exclusion is required for children aged five years or younger and those who have difficulty in adhering to independent hygiene practices. Children in these categories should be excluded until there is evidence of microbiological clearance.
- **Unidentified rash** - Exclusion until a physician certifies in writing that the child may return to school. Heat rash and allergic reactions are not contagious.
- **Vomiting** - Exclusion until 48 hours from last episode of vomiting.
- **Warts and verrucae** - No exclusion required. Verrucae should be covered in swimming pools, gymnasiums and changing rooms
- **Whooping cough** - Five days from starting antibiotic treatment, or 21 days from onset of illness if no antibiotic treatment. Preventable by vaccination. After treatment, non-infectious coughing may continue for many weeks.

The nurse and principals are the only staff members authorized to determine whether a student should be sent home in which case the nurse will make appropriate notifications to the parents as well as the Front Desk regarding the student’s release from school. Students may not self-determine whether they should go home.

Please notify the school immediately of any communicable illnesses your child develops at home so that the proper procedures may be followed, and parents advised.

### **Sun Exposure**

Due to Rwanda’s proximity to the equator it is advisable that all students take the necessary precautions to protect their skin and eyes from damage caused by sun exposure. During the day students are outside during recess, lunch and P.E. Parents are encouraged to send their students to school with the necessary protection to avoid sun exposure. Students may bring hats, and sunglasses to school. Sun blockers/creams must be applied at home before the start of the school day.

### **Food and Drink Expectations**

Healthy nutrition is vital to your student’s success. Please send them to school with healthy foods and drinks. Please limit the amount of sugar your child is taking in. Sodas, lollipops, candies, etc. should not be a normal part of their diet, especially first thing in the morning.

It is expected that every student at KICS has a healthy and nutritious breakfast and lunch.

- Please ensure your child is coming to school having had a nutritious breakfast. Please do not have your child skip breakfast or eat a sugary substitute instead.

- Third-Party caterer – you can make arrangements directly with our third-party caterer. The lunches provided by the caterer are expected to adhere to nutritional standards which include a balanced diet of carbohydrates, proteins, fruit, vegetables, and dairy; and feature limited amounts of salt, sugar, and trans-fats. \*To see the nutritional standards, please visit our website: [www.kicsrw.org](http://www.kicsrw.org)\*
- Lunches delivered – you can have lunches delivered by your house staff.
- Lunches brought – students can also bring lunches with them.
- If a student does not have a lunch, they will be given a school lunch. Parents will be charged for this and expected to make payment to the school by the start of the next school day.
- Snacks – it is expected that if students bring a snack to school, that the snack is healthy for their body and not harmful.
- If students are involved in after school activities, regardless of the age, please ensure your child has a health snack to eat before engaging in this activity.
- *Healthy snacks include fresh fruits, yogurt, vegetables, etc.*

### **Nut-Restricted Spaces**

Any exposure to peanuts/ tree nuts may cause a life-threatening allergic reaction that requires emergency medical treatment and puts students' lives at risk. To reduce the chance of this occurring, we are implementing procedures to restrict all nuts from food served on campus.

Staff are responsible for educating KICS students on our new nut-restricted policy, monitoring class parties or bake sales for potential nut contamination, and removing any food that contains nuts.

If an item is brought in for a party or bake sale that contains nuts, staff must remove the food and take it to the front desk (primary or secondary). A parent/guardian will be notified, and the item will need to be picked up after school.

#### Parent/Guardian Responsibility and Information:

- *Do not* send any peanut or nut containing products to school with your child for birthday/special occasion parties or bake sales.
- It is the responsibility of parents to educate their child about managing his/her allergy at school.
- Parents of students with life-threatening allergies must provide KICS with emergency medications and a written medical treatment protocol for their student for addressing allergy-related events. The school nurse will maintain the medication and information.

#### KICS Responsibility:

- KICS contracted catering services will not use nuts in the food that is prepared for student lunches.
- Food sold at bake sales (inside the KICS gates) during or after school may not contain nuts.
- Students' allergies will be shared with KICS staff as needed but will be kept confidential whenever possible.
- KICS staff will receive training on preventing and responding to allergic reactions.

Kigali International Community School cannot guarantee that a student will never experience an allergy-related event while at school. KICS is committed to student safety, and therefore has created this policy to reduce the risk that children with nut allergies will have an allergy-related event.

## FINANCE

### Payments of School Fees

Fees are reviewed annually by the board.

Fees are to be paid in US Dollar or Rwandan Francs, at an exchange rate set by National Bank of Rwanda on the day the payment is made. Receipts confirming payment should include the students name and be submitted to the school finance office.

Invoices are due for payment within 30 days from the date of invoice, paid in order of 10% due May 15, 40% due July 15 and 50% due 1st December.

### Current Tuition Rates

Pre-Kites Tuition Half Day and Full Day respectively	\$5000/\$6,500
Kindergarten Tuition	\$11,628
Elementary – Grades 1-5 Tuition	\$15,708
Middle School – Grades 6-8 Tuition	\$16,728
High School – Grades 9-12 Tuition	\$18,768
Capital Development Fee – Maximum \$1800 per family	\$900
New Family Enrollment Fee*	\$1500

New Family Enrollment Fee is a one-time fee for new families only. This fee must be paid within two weeks of acceptance to confirm the student's place. Returning Students are exempt from this fee.

Capital Development Fee and New Family Enrollment Fee are non-fundable.

All tuition payments must be made on time. Any payments not made on time, will result in a \$100 late fee that progresses.

Quarterly payment requires special consideration and is not a standard payment option.

Students may be prohibited from attending classes if fees are not paid on time and in full, unless written approval is obtained from the School Director.

Charges may be billed for additional services such as: selected extracurricular activities, field trips, replacing lost and/or damaged textbooks etc.

### Financial Aid

KICS offers financial aid to families that are in need to meet the full tuition requirements. This aid is based on gathering information through a third-party process, FAST, and is completely confidential. What KICS offers to each family is confidential and based on the needs of the individual family. What this means is that each family's financial aid package will be unique to their family. Please do not share your financial aid package with others.



## **New Students**

An application Form (with supporting documentation) with Application Fee must be submitted to the School Office. All applicants testing for Grades 1-12 will pay the test fee and non-refundable, non-transferable Enrollment Fee must be paid if the student is accepted at KICS.

Reserving a student place, even if not present, will require payment of tuition and fees.

## **Continuing Students Fees**

A re-registration form and deposit must be submitted by the date in the second semester as indicated by the school. The deposit will be credited towards the next semester fees.

Any student not registered after the specified date must apply for enrollment as a returning student.

The deposit is non-refundable after the re-enrollment deadline.

## **Returning Student Fees**

Students not enrolled in the previous school semester must submit a Returning Student Form and Fee. The Deposit must be paid upon acceptance.

## **Pro-Rating Fees**

Tuition will be assessed quarterly for students entering or leaving school other than the annual start or end dates. Students who begin a quarter will be charged for that quarter and if a student is expelled from KICS, there will be no refunds.

## **Special Courses, Testing and Graduation Fees**

Parents are responsible for any fees associated with online courses their student is enrolled in. Any student enrolled in an online class will have their KICS account charged for the class. In special circumstances, KICS may cover the cost of an online class if a needed graduation requirement cannot be achieved through our scheduled course program.

Tutoring relationships are handled directly through the individual tutor.

Payment for testing fees related to college entrance (SAT, AP, etc.) are charged to the individual student's account.

A graduation fee may be charged to graduating seniors to pay for the use of the cap and gown, senior photos, printing of diploma, and other miscellaneous costs.