

School Number

Phone: **770-921-3224**

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School Web Site

***www.khcs.org***

School E-mail Address

***office@khcs.org***

School Hours

Main Office.....	8:00 am - 5:00 pm
Early Drop-off.....	<b>7:50 am</b>
Kindergarten Half Day .....	8:10 am - 12:30 pm
Kindergarten Full Day .....	8:10 am - 3:10 pm
Lower School .....	8:10 am - 3:10 pm
Upper School .....	8:10 am - 3:10 pm
Extended Study .....	3:30 pm - 5:30 pm

**Member of:**



Association of Christian Schools International

**Accredited By:**



AdvancEd Southern Association of Colleges and Schools (SACS)

*Killian Hill Christian School admits students of any race, color or ethnic origin.*

(Updated 12/18/15)

*Dear Parent:*

*Let us express our appreciation for your interest in Killian Hill Christian School. Our handbook is designed to supply a reasonable amount of information about our school; however, due to limited space, some details had to be omitted. If some of your questions remain unanswered, just give us a call, or better yet, come and visit with us personally so that we can communicate more effectively the spirit and goals of our ministry.*

*Our prayer is that the spirit and direction of this ministry is indeed in harmony with your needs. May God supply you His wisdom as you consider the enrollment of your family.*

*Serving you,*

*The Administration*



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# MISSION/PHILOSOPHY

## ***Mission Statement***

Killian Hill Christian School, as a ministry of Killian Hill Baptist Church, exists to assist parents in their God-given responsibility of educating their young people by providing a high-quality spiritual and academic program, enhanced by balanced fine arts and athletics, while encouraging them to live disciplined, Christ-centered lives.

## ***Philosophy***

The following elements of Christian education are listed in order of priority as determined by the leadership within the ministry of Killian Hill Baptist Church and Christian School.

### **Home Relations**

We teach that the authority for such an education comes from God's command that children be taught to love God and place Him first in their lives, and we believe that parents, particularly fathers, are responsible for the total education and training of their children, and upon their request the ministry of Killian Hill Baptist Church and Christian School assists in giving this training. Gal. 4:2, Mal. 4:6, Deut. 6.

### **Christian Character Training**

We teach that the entire process of education is an instrument used by the Holy Spirit to evangelize, edify, and equip the student to fulfill God's total purpose for his life personally and vocationally. Eph. 6:13; 2 Tim. 3:17.

### **Student Self-Discipline**

We teach that Biblically principled education should manifest man's sin nature and thereby expose the need for self-discipline for the whole man, spiritually, mentally, emotionally, and physically. 1 Cor. 11:31.

### **Academics**

We teach that academic success is a worthy goal and will be proportionally the result of the practice and application of the preceding three principles. 1 Cor. 10:31; Eccl. 9:10; Phil. 3:12-14.

### **Extracurricular Activities**

We believe that the academic program can be enhanced by the inclusion of a balanced amount of athletic and fine arts activities. Phil. 4:11-13, Psalms 27:6, 1 Peter 4:11

Our philosophy necessitates that the priorities of *Home Relations*, *Christian Character Training*, and *Student Self-Discipline* be maintained in order that the goal of personal and academic success be achievable.

### **Religious Pluralism**

The Bible consistently represents Christianity as monotheistic and exclusive. It teaches that all men are in need of salvation and a relationship with the one true God of the Bible. (Romans 3:10, 3:23, 6:23, 5:1). It also teaches that Christ is the Way, the Truth, and the Life, and that no man can come to salvation and a relationship with God but through Christ. (John 14:6; Acts 4:12). Accordingly, KHCS rejects modern notions of religious pluralism. As an extension of the ministry of Killian Hill Baptist Church, Killian Hill Christian School teaches that belief systems other than Christianity do not provide alternative paths to salvation from sin or a relationship with God. Rather, at best, they provide moralistic teaching with a false hope of a relationship with some god other than the God of the Bible. Consistent with its Christian mission, KHCS teaches that belief systems other than Christianity are false and should be rejected in favor of Christianity, which is the only means of attaining salvation and a personal relationship with the one true God of the Bible.

## ***Purpose***

Our desire is to offer each student a quality education; however, we realize this goal can only be attained by teaching subject matter in the light of God's Word. Therefore, our goal is to give each child an educational process designed to fulfill II Timothy 3:17, "That the child of God may be perfect, thoroughly furnished unto all good works."

Since our desire is to instill an appreciation for Godly living in the heart and life, we have found it necessary to have regulations concerning the daily operations of our school. We recognize that not every family who has children in KHCS will agree with each of our preferences; however, it is important to realize that conformity to school policy is expected. "As much as lieth within us" we desire to "live peaceably with all men," (Romans 12:18) for we realize "the letter killeth but the spirit giveth life" (II Cor. 3:6); therefore, it is necessary that harmony exists between the school and the home with regard to each of the procedures and regulations by which we operate.

SINCE DISCIPLINE IS AN INTEGRAL PART OF THE DAILY OPERATIONS OF OUR SCHOOL, ONLY STUDENTS WHO ARE FOUND TO BE CONSISTENTLY IN HARMONY WITH THE SPIRIT OF OUR SCHOOL WILL BE RETAINED; OTHERS WILL BE ASKED TO WITHDRAW.

## ***Parental Support***

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or matters relating to the school's philosophy of education, the administration reserves the right to deny the student continued enrollment in the school.

The administration reserves the right to modify procedures and make changes to the guidelines at any time.

## **OBJECTIVES**

1. OBJECTIVE FOR THE SPIRITUAL AND MORAL GROWTH OF THE STUDENTS, the school seeks:

- To teach the essential doctrines of the Christian faith.
- To lead the pupils into a personal, saving relationship with Christ as Lord and Savior.
- To develop a desire to know and to do the will of God.
- To teach students consistent daily Christian living and service.
- To develop a Biblical sense of right and wrong.
- To foster self-discipline in the student based on respect for and reverence toward God and all authority.
- To help pupils develop a consistent Christian philosophy of life by integrating all subjects with the Bible.

2. OBJECTIVE FOR THE PERSONAL AND SOCIAL DEVELOPMENT OF THE STUDENTS, the school strives:

- To demonstrate a Biblical view of life work and occupational endeavors.
- To promote fitness, maintenance, and skillful use of the body as the temple of God.

3. OBJECTIVE FOR ACADEMICS, the school endeavors:

- To promote rigorous academic standards.
- To help each student gain a comprehensive command of the fundamental processes used in communicating with others (speaking, listening, writing, and reading).
- To encourage formation of good study habits and work ethics.
- To teach the student how to use the scientific method in research and/or as a means of problem solving.
- To develop creative and critical thinking skills.
- To foster an appreciation for our Christian and American heritage of freedom and human dignity, which leads to good citizenship.
- To impart knowledge of the world and current events relative to God's plan for men.

4. OBJECTIVE FOR WORKING WITH THE HOMES FROM WHICH THE STUDENTS COME, the school desires:

- To recognize the role that God gives to the parents for the education of their students and keep our actions within the confines of that assistance in the educational process.
- To cooperate closely with the parents in every phase of the student's development.

5. OBJECTIVE FOR EXTRACURRICULAR ACTIVITIES, the school endeavors:

- To acquaint the participants with the theme set forth within the scriptures of Col. 3:1-17.
- To acquaint the participants with both personal and team goal setting skills and priorities.
- To acquaint the participants with the principles of team and role playing.
- To acquaint the participants with the principles of authority and obedience (to the coach, officials, directors, observers, judges, etc.)
- To acquaint the participants with the principles of self-examination.
- To acquaint the participants with the personal joy resulting from enthusiastic personal love of participation.
- To acquaint the participants with both the fundamental skill and strategic priorities of performance and competition.

## **ORGANIZATION (School Board)**

Killian Hill Christian School is an integrated auxiliary of the ministry of Killian Hill Baptist Church and operates under its constitution. As called for within that constitution, a school board comprised of members of KHBC meets regularly, and although not involved in daily school operations per se, as necessary the board does participate in decisions of policy, procedure, and discipline. The board is comprised of six members, all of whom are members of Killian Hill Baptist Church. Representatives include a deacon, a trustee, and two church "members at large." The pastor and Minister of Education are ex-officio members of the board. Should a parent feel the necessity of contacting the board or one of its members, that may be done by written correspondence addressed to the "Chairman of the School Board" or to an individual board member.

## **POLICIES**

### ***Academics***

#### **Accreditation**

Our school academic program is accredited by Southern Association of Colleges and Schools under AdvancEd; all faculty members are certified, and all members above the kindergarten levels are college graduates. For professional enrichment, additional professional instruction is made available on a regular basis to our faculty, a number of who possess advanced degrees.

#### **Curriculum**

Grades K5-12 primarily use the Bob Jones University Press curriculum. Although the majority of our textbooks are from Christian curricula, due to limited availability, KHCS does not exclusively use Christian texts. We desire to consistently select curriculum and material which best meet the need for quality academics. (Periodically, KHCS may adjust curriculum in order to coordinate our academic requirements with those required by the state.)

In grades 7-12, the course offerings have been designed to provide an adequate Upper School curriculum for the students of KHCS. Course selection is generally determined with the advice of the administration in conjunction with parental/student life goals, while realizing that KHCS is primarily a college preparatory institution.

#### **Graduation Requirements**

In order to earn a diploma, the student must:

a. Complete 23 credits of courses plus one (1) year of Bible for each year in attendance. Students doing an independent study (IS) necessary for graduation are required to have the IS completed and grades received by the last school day before seniors' exams. Students may march with incomplete credits under special circumstances as approved by the Minister of Education or School Board.



b. Take the SAT or ACT college entrance exam. (The school will gladly help students arrange for these testing procedures prior to the spring quarter.) Students should take the SAT prior to December 1 in order to have retake privileges and maximize possibility for optimum performance.

c. Be in attendance for Baccalaureate and Graduation services as scheduled by KHBC and KHCS.

**Graduation Recognition Awards**

The Valedictorian and Salutatorian will be selected based on GPA (calculated to the second place past the decimal) and then numerical average. Candidates for these honors must be active full-time students at KHCS for the last four consecutive semesters. In order to receive or display the following honors at graduation, the recipients must meet these minimum standards. *STAR AWARD* – recipients must have been full-time students at KHCS for at least 12 consecutive years. *HONOR CORDS* – recipients must have an unrounded cumulative Upper School GPA of 3.50 or higher. *HONOR HOOD* – Graduates are eligible to wear honor hoods if they were active honor society members during 2 of their 3 potential semesters (11-12) or are currently active plus active during 1 or more potential semesters (10-12).

**Diploma Tracks**

College Preparatory

Technical Preparatory

**Credits for Graduation**

The graduation policies of our school will meet or exceed the requirements of the State of Georgia in order to satisfy entrance requirements for state or private universities.

<b>SUBJECT</b>	<b>CREDITS</b>		
English	4.0		
Humanities	1.0	Science	4.0
Math	4.0		
Social Studies	3.0		
Physical Education	0.5		
Health	0.5		
Computer	1.0		
Speech/Drama	1.0		
Foreign Language	2.0		
Electives*	2.0		
<b>TOTAL</b>	<b>23</b>		

**In addition to the 23 credits required by the State of Georgia, KHCS requires one year of Bible class for each year that a student attends.**

\*The total number of credits required of transfer students may require adjustment; however, a student cannot graduate with less than the minimum number of required credits by the State of Georgia.

KHCS does cooperate with certain administratively approved colleges in “dual enrollment” courses that may be used for elective credit. Please see the Upper School Principal for further details about this program.

**Grade Classification**

Students are required to accumulate the following numbers of course credits in order to receive the designated classification.

To be classified as a:	Must have earned credits:
Sophomore	7
Junior	13
Senior	20
Graduate	26*
*Includes four (4) years of Bible	

### **Drop/Add**

Occasionally a student may find it necessary to withdraw from a particular course due to scheduling problems. The non-penalized drop/add period must be during the first two weeks of the given academic year.

### **Eligibility - Extracurricular**

The following eligibility guidelines apply to participants in fine arts and interscholastic extracurricular activities in grades 6-12. Eligibility for all interscholastic extracurricular activities will be checked at the end of each semester.

1. A student must be academically eligible to participate, practice, and/or try out in interscholastic activities. A student's previous final semester grades will be used to determine this eligibility.
2. A student must be taking the appropriate number of subjects each year to remain on schedule to graduate "on time" (in four years).
3. A student must have a 2.0 final semester GPA in order to be eligible.
4. A student's eligibility will be determined by the final grades issued at the end of each semester. Additionally, grades will be checked at the end of quarters 1 and 3 for evaluation of potential semester failures. At the discretion of the administration, participants with more than one failing grade at this quarter grade check could be deemed ineligible for quarter(s) 2 and 4 or be offered a 4.5 week probation period based on the quantity of and the significance of the failing grades. The terms of probation will be outlined by the Upper School Principal at the time probation is granted.
5. A student who fails more than one class in a semester is ineligible for participation in the following semester. A failed class is also known as an unrecovered or lost credit. The value of the unrecovered credit is equal to the credit attempted in the failed course.
6. A student may take up to two (2.0) academic credits during summer school. Summer school credits which recover lost credits from previous semesters can be included in determining eligibility and are therefore able to reinstate a student's eligibility for the fall semester. Additionally, students must actively recover failed credits from previous semesters in order to be eligible. A student with more than .5 unrecovered credits is ineligible to participate.

The same guidelines that are followed for participation in athletics will be applied to fine arts and all interscholastic extracurricular events - students that are not eligible will still be permitted to attend practices but will not travel or compete with the team until they restore their eligibility. Ineligible team members are not allowed to travel with the team to competition however, because they are not prohibited from attending away competition on their own, there is no attendance limitation placed on our participants. If a competition is held on a school day and an ineligible participant misses class while attending the competition on their own it will be considered an unexcused absence and bear the consequences of such an absence.

### **Homework**

#### ***Upper School***

Students in grades 7-12 generally receive regular homework assignments during the week. Special projects (book reports, theme papers, etc.) are assigned with more advance notification.

#### ***Lower School***

Homework is generally assigned each weeknight (with the exception of Wednesday) for students. Amounts of time required for completion of assignments each night vary by students' grades.

Special projects (book reports, presentations, etc.) are assigned periodically that will require an extended period of time to complete.

All homework assignments are posted on RenWeb by 5:00 p.m. each Thursday to assist students and parents in planning for the upcoming week. Additionally, Lower School students are issued a planner in which all assignments are to be recorded. Parents should sign these planners to certify that they are aware of the assignments and that they have supervised the completion of the work.

### **Promotion**

Student academic failures occur when a student is unable or unwilling to do the required work and may result in a student being retained in the same grade. Our promotion policy is as follows:

### **Lower School**

For our Lower School division (grades K5-6), the following criteria for promotion is applicable:

- a. Kindergarten students are generally promoted; however, if in the opinion of the school, they are not academically strong enough to progress at a normal rate in the first grade, they may not be placed in that level.
- b. In grades 1-3, promotion is granted to students who receive grades of “C” or above in either reading or math. Promotions for students receiving grades lower than a “C” in reading and/or math will be evaluated based on a combination of achievement test scores, course grade(s), and teacher evaluation.
- c. In grades 4-6, promotion is granted to students who receive grades of “D” or above in academic subjects. Promotions for students receiving grades lower than a “D” in English, science, and/or math will be evaluated based on a combination of achievement test scores, course grade(s), and teacher evaluation(s).
- d. Killian Hill does not offer any type of summer remedial program for grades 1-6.
- e. Any student who does not attain promotion and who is two years above the chronological for that grade level will not be considered for re-enrollment.

### **Upper School**

In grades 9-12, students in KHCS receive an academic review of performance to certify that a smooth progression toward the next grade level is being achieved. Credits in grades 9-12 are granted on a one-half credit basis per semester. To receive credit for any semester's course in grades 9-12, a student must complete that semester's work with a passing average and satisfy minimum attendance requirements.

### **Report Cards**

- a. Report cards are accessible each nine weeks. All grades are made available on RenWeb.
- b. Report cards may not be accessible until all outstanding financial and disciplinary obligations are satisfied.

### **Honor Rolls**

An honor roll is compiled at the end of each quarter and academic year. All quarterly academic grades are considered in determining the honor roll for the year.

- a. Lower School “A” honor roll shall consist of all students who receive an “A” in all academic subjects. The Lower School “A/B” honor roll consists of all students who receive a “B” or better in all academic subjects. Students obtaining honor roll status for the academic year will receive special honor roll recognition. Physical education, computer, Spanish, art, handwriting, and music are not included in the computation.
- b. Upper School honor roll shall consist of the “A” Honor Roll for all students who receive an “A” in all academic subjects. The “B” Honor Roll consists of all students who receive a “B” or better in all academic subjects.

### **National Honor Society**

Killian Hill Christian School maintains a chapter of the **National Honor Society®** for its Senior High students. Killian Hill also recognizes its high-achieving Upper School students by entering them into the **Cougar Honor Society**. Each of the honor societies has minimum induction requirements.

Academic standards for **Cougar Honor Society (grades 7-9)** require that students maintain a 90% semester average with no grades below an 85%.

In order to be inducted into the **National Honor Society (grades 10-12)**, students are required to have a 3.75 semester GPA with no grades below an 85%, including any AP courses. Additionally, a senior qualifying for *initial* induction into the SH Honor Society following the fall semester is also required to have a 3.25 or better cumulative GPA in order to qualify. Grade evaluations are based only on grades earned in the secondary division of Killian Hill Christian School.

*In addition to academic standards, character evaluations will be made in the areas of scholarship, leadership, service, honesty, cooperation, responsibility, humility, submissiveness, and consideration. Teachers evaluate students, and nominations for induction are made to the Faculty Panel, which reviews evaluations and makes*

*final judgement on induction or retention in the Honor Society in question. Evaluation and inductions are held in January and August based on the grades and performance in the preceding semester. Students must be involved in on-campus service projects to remain eligible.*

### **Lower School Grading Scale**

In the KHCS Lower School grading system, the following percentage values are equivalent for the letter grades used.

A	-	93	-	100	-	Exemplary Performance
B	-	85	-	92	-	Commendable Performance
C	-	76	-	84	-	Average Performance
D	-	70	-	75	-	Deficient Performance
F	-	69	-	Below	-	Unacceptable Performance
I	-	Incomplete	-		-	Assignments not complete

### **Upper School Grading Scale**

In the KHCS Upper School grading system, the following percentage values are equivalent for the letter grades used.

A	-	90	-	100	-	Exemplary Performance
B	-	80	-	89	-	Commendable Performance
C	-	74	-	79	-	Average Performance
D	-	70	-	73	-	Deficient Performance
F	-	69	-	Below	-	Unacceptable Performance
I	-	Incomplete	-		-	Assignments not complete

Students taking "AP" level courses are eligible to receive a "5.0" on a "4.0" scale.

### **Summer Remedial Academics (Grades 7 - 12)**

Summer academic work may be required to restore academic failures; however, in order to restore a failure (i.e. one in which the student's yearly average in a particular academic discipline is an "F"), a passing grade must be earned and work must be completed during the time allotted. Summer remedial work fees are nonrefundable and are assessed at a rate of \$50 per course per quarter.

Details of the summer remedial academic requirements will be given to those who are in need of this assistance and will be under the supervision of the Academic Counselor. The following items are required:

- a. Supervision of independent studies or tutoring, which is to be completed by a combination of work at school and home.
- b. Authorization of pre-approved course selections to insure academic credit.
- c. KHCS summer provisional studies are provided for only the academic disciplines of English, social studies, Bible, and lower Upper School science.
- d. Students accepted into the 9<sup>th</sup> grade who fail two courses and are, therefore, not promoted are not allowed to make up credits to reinstate promotion.

**NOTE:** It must be understood that failure to complete summer remedial academic requirements could produce future complications with scheduling, which could prohibit a student from properly meeting graduation requirements.

## **Admissions**

KHCS has two school divisions: Lower School-grades K5-6 and Upper School-grades 7-12. Any variations in procedures or regulations between the two divisions will be identified.

### **New Students**

- a. KHCS does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

b. KHCS does offer English as a second language class and, therefore, requires all international students to enter the program. International students will be tested for English proficiency and will be required to remain in the ESL program until they can demonstrate adequate proficiency.

c. An application for enrollment must be submitted with appropriate fees and transcripts from previous schools. In grades 1-12, an interview with a school administrator is required. Both parents should accompany the student to this interview. Official acceptance is based on entrance test scores, transcript review, personal interview results, and space available. Entrance testing is not required for students entering the KHCS kindergarten. Students entering grades 1-12 must be tested.

d. Since KHCS' academic emphasis is primarily college preparatory, generally to be accepted in grades 1-12, students must earn a minimum score of 50th percentile on a standard entrance exam. Since the overall academic program of the school is designed for the average or above average, students who may not be able to perform at least average work may not be accepted for enrollment. A student may be accepted under special academic considerations; however, such a student must maintain an acceptable performance level, as determined by the school administration, in order to remain enrolled. Due to a number of limitations, Killian Hill Christian School is unable to meet the needs of children with certain handicaps or with severe learning disabilities; however, we do have a program designed to assist students with mild learning disabilities. These limitations are not intended to present a hardship for potentially acceptable students, but rather, are set forth as a demonstration of integrity and to assist with the selection of students who can best be served by the program offered.

e. No student will be considered for enrollment who is two years above the chronological age for the grade level. **Students must reach the chronological age required for a given grade by September 1 in order to be placed in that grade.**

f. All new students will be accepted for enrollment on a probationary status for at least one quarter.

### **Transfer Students**

a. Due to the uniqueness of our ministry, transfer students for grades K5-12 will not be considered for enrollment into our school after the first week of third quarter unless such a transfer is the result of a move from out-of-town.

b. Students transferring to KHCS from other schools must have all accounts paid and a transcript received before student acceptance is granted.

### **Re-enrollment**

To maintain enrollment status, students will be given the opportunity to re-enroll each spring with notification of these dates to be given by the administration. Re-enrollment forms will be sent home with students, and a designated period of time will be allowed for returning the necessary forms. At the conclusion of the designated period, the privilege to reserve available seats cannot be guaranteed, and **for purposes of re-enrollment, a student's overall performance will be evaluated.**

*NOTE: CURRENTLY OUR SCHOOL CAPACITY (GRADES 9 - 12) IS LIMITED TO 35 STUDENTS PER CLASS; CONSEQUENTLY, FAMILIES WHO SEEK TO RE-ENROLL STUDENTS INTO GRADES 9-12 NEED TO **BE REMINDED THAT PASSAGE INTO THOSE GRADES IS NOT GUARANTEED ON THE BASIS OF PREVIOUS ENROLLMENT, BUT RATHER, ENROLLMENT IN GRADES 9 - 12 WILL BE DETERMINED BY REGULAR ADMISSION POLICIES.***

### **Withdrawals**

Student withdrawals from KHCS are handled through the school office. In order to transfer academic records, all fees must have been paid, all books and other school belongings returned, and the proper forms completed. Parents should allow a minimum of 48 hours for withdrawals to be processed. No student will be considered for re-enrollment, following a withdrawal, prior to the completion of one calendar year from the date of such a withdrawal, unless special Admissions Committee approval is granted. Since students accepted for enrollment have received reserved space for the year, when a student withdraws, tuition and supplemental fees are not prorated or refunded.

## **Attendance**

### **Absences**

Lower School students absent more than 20 days during the academic year, generally, may not be permitted to remain enrolled or be promoted. Upper School students absent from part or all of a given class more than 10 times per semester may not be able to receive academic credit for that course for that semester. Please note that the 20 days per year for the Lower School and the 10 days per semester for the Upper School is a cumulative number that **includes both excused and unexcused absences and accumulated tardies for the Lower School** and both excused and unexcused absences or tardies to a specific class for Upper School. The board will review situations which involve extenuating circumstances as they specifically relate to student medical problems.

If an extracurricular activity is scheduled on a school day, generally the student must be in attendance a minimum of four full class hours of school that day in order to have the privilege of attending the extracurricular activity. Students who check out of afternoon classes must have Administrative approval to participate in extracurricular activities. (This includes athletic events, banquets, programs, etc.) Any exceptions are of a very limited nature and must have prior approval from an administrator. When necessary absences occur, the procedures below are to be followed:

- a. The student must present to the office a written notice of explanation concerning the absence signed by a parent or guardian.
- b. In cases where medical, dental, or optical appointments have caused the absence we request such certification in the form of a note from the physician's office.
- c. Upon receipt of the appropriate notes, the student is then given a "make-up report and admit to class slip."

### **Late Arrivals**

For late arrival (excused or unexcused) in grades K – 6, students will accumulate absences at the rate of 3 late arrivals = 1 absence. Students in grades 7-12 are allowed 5 late arrivals to school per semester. Under most circumstances, these 5 late arrivals will be summarily excused without any disciplinary action. For each late arrival thereafter, students will be considered unexcused unless they have a medical excuse from their attending physician. The penalty for the unexcused late arrival will be the same as an unexcused absence; all make-up work and assigned work will receive a 50% grade reduction in each and every class affected by the late arrival. To clarify, if a student's 6th late arrival causes him to miss all of 1st hour, all of 2nd hour, and part of third hour, the student will be assessed a 50% reduction in all work due or done in 1st, 2nd, and 3rd hours that day.

### **Excused Absences/Tardiness**

When complying with the preceding regulations, the following circumstances are considered acceptable reasons for necessary absences:

- a. Personal illness
- b. Medical, dental, or optical appointments
- c. Death in the family
- d. Family emergencies
- e. Special trips (including 2 days for college visits per semester for Juniors and Seniors).

The student's responsibility is to complete any work missed during an absence. All assignments which have been given are expected to be completed immediately upon the student's first return to class; however, for work assigned during a student's absence, the student has as many days to complete such work as days absent. ***The Administration reserves the right to not approve special absences that include activities that philosophically are in conflict with our mission and purpose. In the case of special trips, the school must have sufficient prior notice in order for students to be allowed to make up their work.*** In some cases, the work may be required to be completed before the trip.

### **Unexcused Absences/Penalties**

Absences for reasons not listed are considered unexcused including those, wherein, no written note is received within two days after the absence. The academic penalty for every unexcused absence or tardy is a 50% grade reduction for all make-up assigned work.

### **Inclement Weather**

With the possibility of inclement weather during the winter months, provisions are made with certain procedures and policies. Generally, whenever Gwinnett County schools close due to bad weather, KHCS will close also (including cancellation of extracurricular activities); however, county schools which might close as a result of power outages, equipment problems, or other weather-related circumstances do not generally affect our school. However, when icy conditions occur (due to the uniqueness of the KHCS terrain), our school might be forced to make a decision independent of the county. In such cases, please obtain information by tuning to local radio (WSB 750 AM), television stations (WSB), the KHCS voice mail at 770-921-3224, or the KHCS website for appropriate information. (Incidentally, due to the vast number of "closing" announcements, which may be received by stations, the school cannot guarantee any one specific broadcast source will correctly supply the appropriate information.) Whenever the immediate threat of dangerous road conditions exists during a normal school day, school will, generally, be dismissed early. Since weather-related decisions are difficult to make, parents are asked to be especially understanding and cooperative during these situations.

***If the school is closed, students will be expected to complete the digital day learning plans provided by the teachers.***

### ***Late Arrival-Early Dismissal***

When students arrive late or are dismissed early, they must be present for at least four full class hours of the school day in order to be considered present. The student's responsibility is to complete any work missed. The parents or legal guardian may only grant permission for early dismissal. Parents or their designees must sign students out through the school office before students will be released to their care. Early departure may exclude students from eligibility for extracurricular activities. All students must check in or out through their divisional office.

## ***Attire***

As a Christian school, we desire our students and overall ministry to reflect "Christ-likeness." Although a handbook is perceived to be a listing of policies and procedures, we desire for it to also reflect the spirit of this ministry. Regulations defining appropriate school attire are not presented from a spirit of legalism, but rather, in an effort to support, what is most often, a desire from the home for young people to maintain modesty, neatness, and professionalism.

While we do have specific limitations and expectations for student attire, three main principles dominate our philosophical position with regard to this matter. First, we desire MODESTY; second, NEATNESS; third, PROFESSIONALISM. Reluctantly, from time-to-time, we must approach students or families about sensitive matters such as appearance regulations; nevertheless, in order to maintain uniformity and equity, we will.

***All KHCS students are required to follow the uniform dress policy as outlined for the Lower School and Upper School. This policy is available for review on the KHCS website.***

### ***Dress for Extracurricular Activities***

Dress regulations for fine arts/programs will follow the principles of appearance of appropriate dress for the occasion. Young men and young ladies will be expected to wear uniform school dress. Students in grades K-12 are not allowed to wear shorts to fine arts activities.

Dress regulations for formal occasions will follow the same principles for appearance. Young ladies' dresses must be approved for wear prior to the special event (such as Homecoming Court, Jr./Sr. Banquet), and depending on the occasion itself, advanced approval time may vary. Specifically detailed, written regulations will be provided to the students and parents prior to the formal event.

### ***Young Men – Hair Guidelines***

All male students' hair may be cut or styled in any fashion that will keep the hair off the ears, off the collar, above the eyebrows, and evenly tapered all around. Fads or excesses in hair styles or colors for either boys or girls ("shaven heads," "dreds," "bowl" style, "razor" designed cuts, inappropriate coloration, etc.) are not permitted. Young men must have their hair combed at all times, be clean shaven, and may not have beards or mustaches. Side burns may not go lower than the middle of the ear. Boys failing to meet the preceding regulations will be approached on a personal basis regarding compliance with these standards.

Note: For reasons of consistency and equity, final decisions regarding the suitability of appearance (dress, hair, etc.) will be left to the administration. After the **first three days** of the school year (a transition period), students found to not be in compliance with the appearance regulations may not be allowed to attend classes on the day of the offense until such time as the appearance requirements have been met.

## ***Discipline***

Since our goal is self-discipline as taught in I Corinthians 11:31, we desire to practice Biblical methods of disciplinary control. Our disciplinary actions seek to be grounded in the spirit of Galatians 6:1 (“restore such an one in the spirit of meekness”) as well as II Corinthians 3:6 (“the letter killeth but the spirit giveth life”). A variety of disciplinary methods is considered, ranging from parental contact to expulsion. Our desire is to use flexibility and creativity in determining any method which might best meet the specific need of the offending student. While this handbook covers most disciplinary methods which might be used, those responsible for disciplinary action are not limited to the prescribed dispositions within. Discipline reports are issued by staff members when a student lacks self-discipline in conjunction with the school’s existing standards of conduct. The student is reported to the administration by means of the discipline report. Notification of demerits will be emailed to the parents. As necessary, the teachers or administration will contact parents to communicate developments and determine appropriate steps of remedy.

### **Lower School**

For students in K5 through 4<sup>th</sup> grades, each teacher is given the liberty to design and enforce classroom regulations consistent with the general policies of the school. As deemed necessary, 5<sup>th</sup> and 6<sup>th</sup> grades may use a demerit/consequence system similar to that of the Upper School.

### **Upper School**

Below please find a listing of major and minor infraction categories and the likely consequences for those infractions.

#### **Minor Violations**

The following demerit amounts are general guidelines. The administration has the discretion to administer demerits in proportion to the individual circumstances surrounding the infraction.

<b>Violation</b>	<b>1st-2nd Offense</b>	<b>3rd-4th Offense</b>	<b>5+ Offenses</b>
Book Uncovered	1	1	Flagrant
Dress Code	2	3	Flagrant
Gum/Eating	3	4	Flagrant
Littering	1	2	Flagrant
Out of Seat W/O Permission	1	2	Flagrant
Talking	1	3	Flagrant
Tardy (2nd - 7th hour)	1	2	Flagrant
Unsigned Paper	1	2	Flagrant
Writing on body	3	4	Flagrant

#### **Minor Plus Violations**

The following demerit amounts are general guidelines. The administration has the discretion to administer demerits in proportion to the individual circumstances surrounding the infraction.

<b>Violation</b>	<b>Offense 1-2</b>	<b>Offense 3+</b>
Bus Misconduct	5	Flagrant
Phones	5	Flagrant
Disruption	5	Flagrant
Disobedience	5	Flagrant
Disrespect	5	Flagrant
Electronic Devices & Media <sup>1</sup>	5	Flagrant
Loitering	5	Flagrant
Lunchroom Misconduct	5	Flagrant
Horseplay	5	Flagrant
Property Damage <sup>2</sup>	5	Flagrant
Unauthorized Materials <sup>3</sup>	5	Flagrant
Coarse/Unkind Talk	5	Flagrant



<sup>1</sup> Electronic devices or cell phones that are confiscated from students may be examined, including numbers called, pictures and videos stored, as well as text messages sent and received. Inappropriate materials found may result in disciplinary action. Confiscated electronic devices may not be returned.

<sup>2</sup> Under circumstances where a student has violated an existing policy or procedure and loss or damage to school property is the result, the student will be required to pay for damages or replacement of articles.

<sup>3</sup> **Unauthorized reading materials, electronic devices, cards, games, or other items.**

Assignments of demerits for major infractions are handled by the administration.

### Major Infractions

The following demerit amounts are general guidelines. The administration has the discretion to administer demerits in proportion to the individual circumstances surrounding the infraction.

Violation	1st Offense	2nd Offense	3rd Offense
AT - <b>**Alcohol/Tobacco</b>	50	50	
CS - <b>**Controlled Substance (drugs)</b>	100		
CH - <b>Cheating/Plagiarism/Complicity</b>	25*	25*	50*
CL - <b>Cultism</b>	50	50	
DA - <b>Disruptive Acts</b>	10-25	25	25
FI - <b>Fighting</b>	10-25	25	25
TH - <b>**Threatening Acts</b>	10-25	50	
FL - <b>Flagrant Disobedience</b>	10-25	25	50
FO - <b>Forgery</b>	25	25	25
IB - <b>Improper Behavior</b>	25	25	50
IM - <b>Inappropriate Music</b>	10-25	25	25
LY - <b>Lying/Dishonesty</b>	25	25	50
MDR - <b>Major Disrespect</b>	10-25	25	25
MM - <b>Misuse of Medication</b>	25	50	50
PC - <b>Physical Contact</b>	10-25	25	25
PR - <b>Profanity</b>	25	25	25
SX - <b>**Sexually Inappropriate Behavior</b>	100		
ST - <b>Stealing</b>	10-25	25	50
UA - <b>Unauthorized Absence</b>	10-25	25	25
W - <b>Weapons</b>	100		

\*Zero on academic work

\*\*Includes involvement or use on or off campus. KHCS reserves the right to administer discipline for registered students at any time including summer and nonacademic days.

a. The chart below shows the progression of penalties for accumulation of demerits:

- 15 - detention (250- word theme)
- 25 - one-day suspension (750-word theme); possible loss of senior trip privilege
- 35 - second detention (500-word theme)
- 50 - three-day suspension, parent-administrator conference (1000-word theme) - student placed on disciplinary probation if returning next school year.
- 75 - five-day suspension, parent-administrator conference (1500-word theme)
- 100 - Administrative review and probable recommendation for expulsion

b. Students expelled or withdrawn for accumulation of demerits are able to petition for re-admittance after a waiting period one school year.

c. Students receiving 25 demerits in one grading period are ineligible for all extracurricular activities for a period of three weeks. Should the student receive less than 5 demerits during that period, eligibility will be reinstated. Should the 25 demerits take place during the 4th quarter of the year, ineligibility may occur during the 1st quarter of the next year.

d. Suspension will generally be served on the day immediately following parental notification of the offense. All academic work can be made up but will receive one half the actual grades.

e. Students receiving 50 demerits or more during the school year will return the following school year under disciplinary probation. The listed categories of infractions are not all inclusive, and other methods of disciplinary action may be meted at the discretion of the administration.

### **Code of Academic Conduct**

Killian Hill Christian School, as both a spiritual and an academic enterprise, seeks the highest level of academic integrity from its educational family - one which reflects the standards revealed in God's Word. We believe the Bible rejects the modern philosophies of pragmatism and relativism and empowers each believer to embrace God's absolutes for honesty, trust, fairness, personal responsibility, fulfillment of obligations, love and respect for others, and a sound work ethic. We believe academic integrity is both a Biblical and a philosophical imperative.

The Bible directs each believer to reflect God's glory and to contribute to the spiritual growth of the Christian family at large. This includes encouraging others to do right, as in one's own adherence to God's standards, as well as offering personal spiritual aid when someone falls. Academic dishonesty, through direct means such as cheating, plagiarism, and inappropriate collaboration, or indirect means such as failing to report known violations are both equally unacceptable. These behaviors violate God's Word, destroy trust, and disrespect our spiritual and intellectual community. Because they undermine the educational process and the opportunity for academic and spiritual growth, they are contrary to the objectives and goals of our ministry.

To adhere to the KHCS Honor Code, each student pledges the following:

"As a student of Killian Hill Christian School seeking to honor God and His Word, I will be honest in all my endeavors and will not condone those who are not."

All students enrolled in KHCS are expected to commit themselves to the school's Honor Code for academic integrity. They are responsible for the integrity of their own work and for taking the appropriate action when the Honor Code is violated. It is the student's responsibility to fully understand his teacher's instructions regarding academic integrity. Ignorance or personal disagreement with a policy is not an acceptable reason for violating the code.

Faculty members and students have mutual responsibility for establishing clear understanding about Killian Hill's values concerning academic evaluation activities.

The Code of Academic Conduct prohibits such violations of academic integrity as: cheating; plagiarism; and complicity in academic dishonesty. Violations of the Code of Academic Conduct are activities (observed or reported) or materials whose character is deceitful and dishonest.

**Plagiarism:** Presenting the work of another as one's own (i.e., without proper acknowledgment of the source or sources), or submitting material that is not entirely one's own work without attributing the unoriginal portions to their correct sources. The sole exception to the requirement of acknowledging sources occurs when ideas or information are common knowledge.

**Cheating:** In any work submitted for evaluation (tests or assignments), copying or attempting to copy from another student's work; using or attempting to use unauthorized information, notes, study aids, or other materials; any unauthorized collaboration with others, who may or may not be students, in work to be presented for a grade; altering graded work after it has been returned, then submitting the work to be re-graded; tampering with the academic work of other students.

**Complicity in Academic Dishonesty:** Helping another to commit an act of academic dishonesty, especially providing material or information to another person with knowledge that this material or information will be used deceitfully in an academic evaluation activity; permitting one's own work to be submitted by another person as if it were that person's original work.

### **Physical Contact/Immoral Conduct**

In recognition of Biblical commands, no immoral conduct will be tolerated in any form and will constitute grounds for expulsion. Included are any actions that might be viewed as fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)

*Definition of "immoral conduct"* - Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

++Students serving off-campus suspensions will not be permitted on campus during regular school hours and may not attend extracurricular functions; students who have repeat offenses within the "major offense" category may be expelled or asked to withdraw.

***NOTE: In order to protect the reputation of our Lord Jesus Christ as well as that of Killian Hill Christian School, student conduct or academics found to be inconsistent with the overall policies, procedures, direction, and Biblical philosophy of the school may result in the students being suspended, expelled, or asked to withdraw, whichever is determined to be appropriate by the administration.***

***STUDENTS WHO HAVE BEEN EXPELLED OR ASKED TO WITHDRAW FROM KHCS ARE NOT PERMITTED TO RETURN TO THE CAMPUS OR PARTICIPATE IN THE ACTIVITIES OF KHCS WITHOUT PERMISSION FROM THE PRINCIPAL OR ADMINISTRATOR.***

## **General**

### **Achievement Tests**

Each spring, KHCS administers standardized achievement tests to students in grades K-11. Since standardized testing services do not allow for "make-up" testing, parents are requested to have students present during this special evaluation time. Please consult the annual school calendar for these scheduled dates. Each fall, the 10th grade students take the ASVAB, and 11th grade students take the PSAT test. These tests are mandatory and are beneficial for college scholarship application as well as college entrance testing preparation.

### **Asbestos**

By completing a federally-mandated campus inspection in September of 1988, Killian Hill Christian School complied with current federal and state regulations regarding the "maintenance and/or removal" of campus asbestos containing materials (ACM's). While the results of the inspection did reveal some ACM's in floor coverings in some restrooms and maintenance areas in buildings "B" and "C", the required corporate action by KHCS is only that these areas be properly maintained, since the materials are "non-friable" ACM's. "ACM's" are designated as "friable" and "non-friable" depending upon the material's tendency (upon use or abuse) to become airborne. A federally-established rating system of 1-7 (1 being "low risk" and 7 being "high risk") has been established, and in light of this rating system and the type of materials inspected here in very limited areas, KHCS received a rating of "1," that is to say, the safest environmental use of such materials of this type in a public setting. In addition, KHCS intends to continue to comply with the required regularly scheduled (every six months) maintenance inspections. Finally, needless to say, having this project completed with such positive results is an encouragement, but the ongoing issue and expense of inspections has become a necessary requirement on behalf of our families to demonstrate that we are doing all we can to insure the health and safety of our students. Thank you for your support as we comply with these requirements.

### **Athletics**

#### **Philosophy**

While the extracurricular activities of Killian Hill Christian School would seek to post as many "wins" as possible within any given year, the structure and purpose of the extracurricular activities within this institution do not have as a primary goal simply "winning." We believe that balancing the goals which we have stated within this handbook will ultimately produce "winning records." However, both parents and participants, as well as coaches and directors, should understand that the goals listed below "always" take precedent over achieving winning results. The goals of the extracurricular/athletic department are as follows:

1. TO ACQUAINT the participants with the theme set forth within the scriptures of Col. 3:1 -17.
2. TO ACQUAINT the participants with the principles set forth in Articles I and II of the Constitution of Killian Hill Baptist Church.
3. TO ACQUAINT the participants with both personal and team goal setting skills and priorities.
4. TO ACQUAINT the participants with the principles of team and role playing.

5. TO ACQUAINT the participants with the principles of authority and obedience (to the coach, officials, directors, observers, judges, etc.)
6. TO ACQUAINT the participants with the principles of self-examination.
7. TO ACQUAINT the participants with the personal joy resulting from enthusiastic personal love of participation.
8. TO ACQUAINT the participants with the fundamental and skill and strategic priorities of performance and competition.

In addition to those set forth in the Articles of the Constitution, Col. 3, Phil. 3:14, I Cor. 9:24-26, I Tim. 6:12, I Cor. 10:31, Ecl. 9:10, and Heb. 12:1 - 2, also serve as references for the Biblical principles governing athletics and competition at Killian Hill Christian School. Realistically stated, a well-balanced athletic/fine arts program can enhance the ministry. However, when selfish or unbalanced priorities supersede those listed above, the athletic/fine arts department and its competitions can become a serious liability to the welfare of the institution. Succinctly stated, in order to protect the reputation of our Lord Jesus Christ as well as that of Killian Hill Christian School, participants who are determined through their actions to be in disharmony with the overall policies, procedures, direction, and Biblical philosophy of the athletic/fine arts department may be suspended or asked to withdraw from participation if such action is determined to be appropriate by the administration. Please be thoroughly acquainted with these limitations and expectations within the framework of the athletic and fine arts departments.

### ***Creed***

The creed of those involved in any area of our activities program should realize that as Christians our goals are:

To conquer the prideful attitudes which are so often associated with competition of any sort.

To teach obedience, fair play, and respect for authority.

To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.

To remember that the athletic contest is "only a game," not a matter of life and death for anyone involved.

To encourage leadership, fellowship, use of initiative, and good judgment by the players.

To achieve the skill of maintaining a good spirit and attitude toward those whom we have defeated and/or those who have defeated us.

To teach our participants the "Biblical priority" with regard to competition of any sort.

### *Player:*

1. He or she lives cleanly and plays hard; he plays because he loves the game and desires to be with others who love it.
2. He or she wins in humility; he loses without excuse, and he never quits in adversity.
3. He or she respects the official by accepting his or her decision.
4. He or she never forgets those whom he represents (his Savior, his parents, his school, his church, and his personal character).

### *Coach:*

1. He or she instills in his players a love for the game and a desire to do their best.
2. He or she teaches that it is better to lose fairly than to win unfairly and that disgrace comes not with losing but rather in not giving an all-out effort.
3. He or she respects officials and leads his players as well as spectators to do the same by setting a good example.
4. He or she is the type of person he wants his players to be.
5. He or she displays compassion in strength and courage in adversity.

### *Official:*

1. He or she knows the rules.
2. He or she is fair, firm, and impartial in his decisions.
3. He or she treats players, coaches, and fans with respect and courtesy and demands the same for himself from them.
4. He or she knows the game is for the players and lets them have the spotlight.

### *Spectator:*

1. He or she never boos.
2. He or she appreciates the talent of a good play, no matter who makes it.
3. He or she realizes that his conduct whether good or bad will ultimately reflect upon the team he supports.
4. He or she is not a "cat-caller" (verbally abusive or using disrespectful language).

### **Conference Affiliation**

KHCS is a member of the Georgia Independent Christian Athletic Association, which consists of many similar Christian schools throughout the state.

### **Sports Offered**

KHCS fields teams for girls and boys at both the middle school and Upper School levels. We participate in the following sports:

Varsity Girls - volleyball, basketball, soccer, golf, tennis, cross-country

\*Middle School Girls - volleyball, basketball, soccer

Varsity Boys - soccer, basketball, baseball, golf, tennis, cross-country

\*Middle School Boys - soccer, golf, basketball

\*Offered provided adequate school participation requirements are met.

\*\*Occasionally additional extracurricular athletic opportunities are made available through the school.

### **Cheerleaders**

Cheerleaders are selected each year to support both varsity and middle school teams. Supplemental information regarding cheerleaders is available upon request. Cheerleaders are considered a part of the athletic department, and therefore, ultimately come under the authority of the Athletic Director. In addition, cheerleaders are expected to abide in spirit and action by all applicable rules and regulations which govern the spirit and philosophy of the athletic department.

### **School Mascot/Colors**

The school mascot is the "cougar," and school colors are navy blue, gold, and white.

### **Eligibility**

The following eligibility guidelines apply to participants in interscholastic extracurricular activities in grades 6-12. Eligibility for all interscholastic extracurricular activities will be checked at the end of each semester. Eligibility will be determined by using the academic standards that exist for the GICAA - 2.0 GPA with no F's.

1. A student must be academically eligible to participate, practice, and/or try out in interscholastic activities. A student's previous final semester grades will be used to determine this eligibility.
2. A student must be taking the appropriate number of subjects each year to remain on schedule to graduate "on time" (in four years).
3. A student must have a 2.0 final semester GPA in order to be eligible.
4. A student's eligibility will be determined by the final grades issued at the end of each semester. Additionally, grades will be checked at the end of quarters 1 and 3 for evaluation of potential semester failures.
5. At the discretion of the administration, participants with more than one failing grade at this quarter grade check could be deemed ineligible for quarter(s) 2 and 4 or be offered a 4.5 week probation period based on the quantity of and the significance of the failing grades. The terms of probation will be outlined by the Upper School Principal at the time probation is granted.
6. A student who fails more than one class in a semester is ineligible for participation in the following semester. A failed class is also known as an unrecovered or lost credit. The value of the unrecovered credit is equal to the credit attempted in the failed course.
7. A student may take up to two (2.0) academic credits during summer school. Summer school credits which recover lost credits from previous semesters can be included in determining eligibility and are therefore able to reinstate a student's eligibility for the fall semester. Additionally, students must actively recover failed

credits from previous semesters in order to be eligible. A student with more than .5 unrecovered credits is ineligible to participate.

### ***Participation Requirements***

#### ***1. Proof of Insurance***

As a requirement for participation, student athletes must have primary medical insurance. The school provides supplemental student accident insurance.

#### ***2. Physicals***

All athletes including cheerleaders must have a yearly physical examination by a licensed physician in order to remain eligible for athletic participation. Verification physical forms are provided through the athletic department, through the school office, and in the Summer Information Packet.

#### ***3. Medical Release Forms***

All athletes must have two signed and notarized copies of the "Medical Release Form," which can be picked up from the Upper School office.

#### ***4. Participation Continuation***

Athletes who hold an active eligible or ineligible position on a team but decide to quit the team will not be allowed to participate in the next athletic season.

### ***Practice Policy***

Practices for the various sports are held each day during the season after school. Attendance for these practices is a requirement in order to remain on the active player roster. Practice schedules will vary by season and sport.

### ***"Lettering" Participation Requirements***

In order to letter, athletes must meet the following requirements:

Athletes must participate in at least half of all quarters, innings, etc. within a given season in order to letter for that sport.

If an athlete is injured or becomes ill after or during the first game and is unable to complete the season as a result of that injury or illness and the coach(es) feels that he would have lettered had he been able to continue to be a part of the team, the coach(es) may choose to grant a letter.

Generally, athletes who have become academically or behaviorally ineligible during the season will not letter.

Athletes who do not letter but complete the season will receive a certificate of participation.

An athlete who chooses not to remain a member of the team after the first game will not letter and will not be allowed to participate in a KHCS sport being held simultaneously.

Generally, 6th - 9th graders participating on varsity teams are not expected to letter and only under special circumstances are they permitted varsity participation.

6th - 8th grade athletes who qualify for an athletic letter award will receive a Jr. Varsity letter.

### ***Uniforms***

All players will be issued a uniform before the season begins. The uniform is the responsibility of each athlete. Uniforms should be washed according to instructions on the label. Should any damage or loss occur, athletes will be held responsible for replacement through and on behalf of the school.

### ***Awards Program***

Athletic awards and trophies are presented each year at the awards programs.

### ***Transportation***

Transportation to and from games is coordinated by the Athletic Director. Schedule information is provided by the Athletic Director to each sponsor for the fall, winter, and spring schedules. Fans may obtain travel information from the sponsor or coach.

### **Team Participation and Tryouts**

Information regarding prerequisites, tryouts, and participation are presented to those interested students upon request through the athletic department.

### **Assignment Pads**

7th and 8th grade students are encouraged to obtain and use an assignment booklet/pad to verify assignments and to aid students and parents in study preparations and information.

### **Book Clubs**

During the course of the year, teachers will make available information concerning various book clubs. While the school might choose to make such offers available to our families, the ministry of Killian Hill Baptist Church and Christian School does not endorse all of these offers nor the content within them. KHCS strongly urges that parents carefully evaluate personally and determine individually which materials might be acceptable.

### **Books**

All textbooks are the property of KHCS; however, the safekeeping of assigned books is the responsibility of the individual student to whom they are assigned. Books are required to be covered for the school year. (Students are required to have books covered by the end of the first week of school.) Students who damage or lose books will be responsible to provide replacements under the specifications of the school.

### **Bookstore**

KHCS operates a bookstore within the school to assist parents and students in obtaining necessary school supplies. The bookstore is open daily during regular lunchroom hours.

### **Building Security**

For security and maintenance reasons, students are not permitted in certain restricted areas of the buildings after 3:30 p.m. Details of such restrictions will be identified for students. Also, be reminded that because of existing electronic security devices, building re-entry after security codes have been programmed for the day will not be permitted.

### **Cell Phones**

Students in grades 7-12 are not allowed to have cell phones in use (in hand) during the academic school day (8:20-3:10). **Students in grades K5-6 are not allowed to have cell phones on campus.** Cell phones that are confiscated from students may be examined, including numbers called, pictures and videos stored, as well as text messages sent and received. Inappropriate materials found may result in disciplinary action. Confiscated electronic devices will not be returned.

### **Child Abuse Reporting**

The State of Georgia requires Killian Hill Christian School to report allegations of suspected child abuse to the Department of Social Services (DSS) when there is cause to suspect that physical or emotional abuse, sexual abuse or exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well-being of their child, the administration is placed between the parent and the state, acting on behalf of the child and in accordance with state law. It is Killian Hill's practice not to contact parents in advance of making a report to the DSS. Appropriate school staff will make such reports in the best interests of the child and do not, once cause to suspect is established, have any legal alternative except to make the report to the DSS for their investigation and review. The school may also undertake an inquiry of school personnel prior to making a report to determine whether or not there are sufficient grounds to require reporting.

### **Child Custody**

The intent of KHCS is to abide by existing limitations regarding parental child custody. Custody disputes which create disharmony or disruption in the school routine may result in a student being asked to withdraw by the administration.

### **Class Assignment Requests (Lower School)**

Since the school has retained many experienced instructors and since classroom procedures are closely regulated and coordinated by administrators, **the school reminds that parents should not request specific faculty assignments for specific students.**

### **Class Parties/Socials**

Gatherings of KHCS students under supervision of school faculty sponsors are considered school functions and are sanctioned as such. Group gatherings without such sponsorship are not sanctioned as KHCS functions.

### **Communicable Diseases**

While it is not the desire of KHCS to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their parents. Our purpose is to protect our students from exposure to mortal illness. KHCS is not equipped to physically care for the needs of very ill students with serious continuing or chronic communicable diseases.

This policy is to apply to diseases such as, but not limited to, syphilis, gonorrhea, acquired immunodeficiency syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) or who are infected with ARC (AIDS Related Complex) are included in this policy.

Students who are medically ill should be evaluated on a case-by-case basis by a team comprised of the student's principal, personal physician, and a school board appointed physician and public health personnel. The decision to admit or readmit students who are medically ill should be based on the medical condition of the child including evaluation of his/her immune status and performance status. The most current medical information concerning contagiousness and transmittal will be used.

No alternative educational program will be set up for students who are found by the medical review panel to be medically unable to attend school.

Confidentiality is of extreme importance. Therefore, the identity of affected students should be known only to the Minister of Education's office and that student's principal and teacher. Neither confirmation nor denial of suspicion of positive testing will be given by school employees, even if public knowledge is alleged.

It is the responsibility of the parent or guardian of a child to inform the school of the child's infection by any serious and continuing communicable disease upon enrollment (of a new student) or at the time of diagnosis (for current student). Any student, including a HIV-infected child, who has contacted a contagious disease will not be allowed to attend school without clearance from the public health department.

Should a student be diagnosed with any childhood communicable disease such as, but not limited to, chicken pox, measles, mumps, etc., he must present a statement of health from the attending physician or public health department prior to being admitted back to class.

### **Conflict Resolution**

#### Complaint or Problem Procedure

Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school in any one of several possible areas. This is often the result of communication breakdown between those involved.

*Matthew 18:15-17*

*15 Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. 16 But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. 17 And if he shall neglect to hear them, tell it unto the church: but if he neglect to hear the church, let him be unto thee as an heathen man and a publican.*



In light of the Biblical mandate for conflict resolution, the parent agrees not to discuss problems that they are having with a teacher or the school with any other parent until they have followed the steps listed below.

1. All questions, problems, or complaints should be brought directly to the teacher or person involved first before anyone else is involved. All participants should be tactful and listen and remain positive in attitude.
2. If the situation is not cleared up at this level through direct contact, it should then be discussed together with the teacher or person involved and his immediate supervisor or divisional administrator.
3. If the situation is not cleared up at this level through direct contact, it should then be brought to the headmaster.
4. If it is not resolved at this level, the headmaster will then present it to the chair of the School Board for consideration.
5. Finally, but only when all of the above five steps have been taken in order and without satisfactory resolution, does the problem find its way to the School Board through written approval. The School Board will make the final decision.

### **Copier**

Due to time, expense, space, and availability limitations, students may not use office copiers for personal work. The school does not prohibit students from using copiers elsewhere to obtain missed class notes or assignments; however, parents are reminded of the academic advantage the student receives from handwriting information. Therefore, parents are urged to require such work on the student's part as often as is practical.

### **CPSO**

The Cougar Parent Service Organization (CPSO) is a voluntary organization formed for serving the KHCS student body, faculty, and administration in whatever capacity is needed. Membership is open to all parents of KHCS students, and activities include regular prayer support, organizing social functions, assisting in open houses, as well as called meetings.

### **Deference**

We respectfully request that, out of deference to school personnel (both administrative and faculty), parents and students refrain from contacting these persons about school-related matters on the Lord's Day, Wednesday evening prayer services, or during school-related extracurricular activities. In order to exhibit honor and sensitivity for personnel, the school requests that parents minimize calls to faculty/staff homes. Phone calls during regular business hours are welcome and will be returned as soon as possible.

### **Emergency Drills**

The Administration regularly conducts drills to prepare students for emergency situations such as fire, tornado, and campus or local crisis.

### **Exams**

Students in grades 7-9 take quarterly and semester exams, and students in grades 10-12 take only semester exams, which play a very important role in the quarterly grading evaluations. Parents are asked to avoid scheduling trips or activities or requesting permission for students to be absent during exams since such absences could potentially interfere with student academic performance. Students who are unable to take exams at the regularly scheduled time will receive a "0" for the work missed, and if unable to complete the makeup work prior to the issuance of the report card, will receive a grade in that course reflective of that average. The student will be granted the opportunity to make up the missed exam; however, the work must be completed within the approved and acceptable time limitations. As a reminder to families, students missing school during the days of exams are required to take the test in a different environment and under different circumstances, which often include (for equity purposes) a different test as well. Avoiding absences during the review and exam week will generally improve the student's chance of achieving a higher test score.

## **Extracurricular Information**

### ***Extracurricular Activities***

KHCS offers many opportunities for students in grades 7-12 to become involved in a variety of extracurricular activities including athletics, fine arts, student projects, etc. Although space limitations prevent a separate listing of these opportunities, personal student involvement is encouraged as desired. For students below grade 7, limited participation is also available in the form of intramural competitions, fine arts, etc. Details of these opportunities are given during the year. If an extracurricular activity is scheduled on a school day, the student must be in attendance to school that day in order to have the privilege of attending the extracurricular activity. (This includes athletic events, banquets, programs, etc.) Students in all grades must meet certain school behavioral and academic prerequisites in order to participate in such events.

Additional extracurricular activities include fine arts participation and competitions, clubs, and any other activities in which participation on the part of the student is considered voluntary. In all such activities, students will be expected to comply with the spirit and philosophy of Killian Hill Christian School as they participate in such activities.

### ***Academic Eligibility***

The following eligibility guidelines apply to participants in interscholastic extracurricular activities in grades 6-12. Eligibility for all interscholastic extracurricular activities will be checked at the end of each quarter. Eligibility for third quarter should be determined from 2nd quarter grades/not semester grades using the academic standards that exist for the GICAA - 2.0 GPA with no F's. The same guidelines that are followed for participation in athletics will be applied to all interscholastic extracurricular events - students that are not eligible will still be permitted to attend practices but will not travel or compete with the team until they restore their eligibility. Ineligible team members are not allowed to travel with the team to competition however, because they are not prohibited from attending away competition on their own, there is no attendance limitation placed on our participants. If a competition is held on a school day and an ineligible participant misses class while attending the competition on their own it will be considered an unexcused absence and bear the consequences of such an absence.

### ***Extracurricular Tryouts***

Since the spirit and philosophy of Killian Hill Christian School seeks to provide the quality of opportunity for extracurricular tryouts, communications are given to those students who express an interest in the tryout procedures. Announcements regarding the beginning and conclusion of evaluations will be given to students, and students are reminded that observations of skill, academic achievement, deportment, spirit/attitude, and overall character will each be included in the evaluation process. Since the evaluation and selection process is thorough, the school reminds both parents and students of the commitment required to be a part of any extracurricular team or group. Please understand that if the student is not willing or able to be totally committed to the participation requirements for that group, he or she should not attempt to be selected and thus occupy a position which could have been filled by another student more willing to fulfill the required obligations. Since not being included in the final group of selected participants is disappointing in itself, the school requests that each applicant be willing to fully accept the decisions of the school and its representatives in such matters. Since participation is voluntary, exceptions are generally not made for practice or participation requirements.

### ***Extracurricular Supplies***

Occasionally, the school will make available special supplies, which will identify a participant as part of a particular group here at Killian Hill (items such as jackets, sweaters, shoes, bags, ties, etc.). Generally, while ownership of these types of items is not required, the school does encourage ownership of these types of items in order to promote and build team and school spirit.

### **Fees**

Due to limited student space and the necessary reservation of such space for the year, once a student is accepted by KHCS the entire tuition amount for the year is owed. If any portion of the tuition and fees is not current, then report cards will not be accessible nor will transfer records be released.

KHCS uses FACTS Tuition Management Co. to collect its tuition and fees and requires that all families maintain an active account for the entire school year. Payments shall be no more than 30 days past due or a student(s) may be prohibited from attending class.

### **Field Trips**

A limited number of field trips may be scheduled through various academic departments or grade levels. Occasionally, some incidental fees will be incurred to cover items such as lunch away from the campus. Permission forms will be required before participation in the field trip can be allowed.

### **Fund-Raising**

Since KHCS operates as a ministry of Killian Hill Baptist Church and under its constitutional guidelines, Killian Hill Christian School may participate in limited family/student fund-raising campaigns. The availability of spirit items, books, concessions, etc. are sold primarily as a service.

### **Handbook Cooperation Agreement**

The handbook "Cooperation Agreement" **must be signed by a parent and be on record in the school office.** The Cooperation Agreement statement can be found on the last page of the Parent/Student Handbook. **All students in grade(s) five and above are required to sign the Handbook Cooperation Agreement. Cooperation Agreements must accompany applications when submitted.**

### **Hours (School)**

Regular school day hours for the Lower School are 8:20 - 3:10. Students arriving after 8:20 are considered late and are required to check in with the appropriate school office to receive a tardy slip. Students arriving more than ten minutes before the school day begins and departing more than twenty minutes after the school day ends are required to report to designated areas where they are supervised for a brief period of time. Provisions are made for after-school student supervision in mandatory study sessions.

### **Illness**

Students who become ill at school will be monitored, and if necessary, allowed to wait in a designated area until they can be taken home.

### **Insurance**

The school provides individual supplemental student accident insurance. This insurance functions as a secondary insurance to pay any portion of the unpaid balance for accidents that occur at school.

### **Internet Use Policy**

We affirm that God is the Author of all true ethics; that true ethics is based on absolute truth and unchanging principles of right and wrong as revealed in the Bible; that there are ethical absolutes that apply equally to all people everywhere; and that one purpose of education should be to help students to discover these unchanging Biblical standards of right and wrong and to reflect on the logical consequences of departing from these standards. (Exodus 20:1-17; Deuteronomy 7:7-11; Matthew 5:17, 18; Romans 1:19, 20)

While the pace of technological change seems to be accelerating exponentially, our God is the same yesterday, today, and forever (Hebrews 13:8). The Gospel is as powerful and essential today as it was before the Internet. KHCS will encourage students to think about leveraging technology for the Kingdom and will produce students who have a strong Biblical worldview, are collaborative, think critically, demonstrate a desire for discovery and investigation, and are productive for God's glory.

The use of the school's internet system is considered a privilege and not a right. Students who inappropriately use the internet in any way are subject to penalties ranging from restriction of use of the internet to expulsion from school based on the severity of the infraction. Inappropriate internet use would include use both on or off campus. Students who engage in the use of web-based chat, instant messaging, or blog programs may be held responsible for the information and materials found on those sites. If there are any questions about what is considered appropriate use, please contact the administration for more information.

### **Library**

KHCS offers a modern library facility available for use by students on a regularly scheduled basis. Library procedures are explained during orientation week at the beginning of each school year.

### **Lost and Found**

Misplaced student articles will be placed in the school Lost and Found. Upper School students may be required to pay a redemption fee for items in "Lost and Found." Unclaimed articles will be disposed of by donation to charity.

### **Lockers**

At the beginning of each year, students in grades 7-12 are assigned lockers and a personal combination in order to safeguard individual belongings. For security reasons, students are urged not to give this personal combination to other students. Lockers are subject to random administrative inspection. Lockers must be kept clean and uncluttered. Should a combination malfunction, the school office should be notified. Students are permitted the privilege of having a magnetic mirror in the locker for personal use; however, this privilege may be withdrawn if abused. The school cannot be responsible for security of belongings when locker equipment is not properly used.

### **Lunch**

Lunchroom facilities are available on campus, and a variety of options are available to the students for lunch. Students become acquainted with these options as the year begins.

### **Medication**

Students taking oral or prescription medication may bring the medication to school; however, the school will not assume responsibility for its consumption in the prescribed manner. Students requiring attention in this area should be effectively trained by parents and, as much as possible, should remain under parental supervision. For safety and risk reasons, the school will not regularly dispense internal medications; however, for those students who have been diagnosed as having medical conditions which are considered life threatening, an appropriate medical action form is available, upon request, from either of the school offices. For practical needs, families are asked to personally prepare students with minor medical provisions as desired.

### **Parent-Teacher Conferences**

The school desires to serve families through the availability of instructors for personal conferences between the hours of 3:30 and 4:00 p.m. Arrangements for such conferences may be made by calling the school office.

### **Physical Education**

#### ***Physical Education Requirements***

Graduation requirements:

- a. Grades 7-8: Required. No student will be allowed to miss these years unless prior permission has been obtained from the administration.
- b. Grades 9-12: (1 year required). The student is required to take a physical education/health class one year for graduation requirements.

Participation Limitations

A written note must be brought from home by the student in order to be excused from active participation. If exemption is requested for more than one class period, a doctor's certification and excuse will be required.

All notes should contain the following information: student's name, type of illness, and parental signature.

If a student is under doctor's care, and/or has been to the doctor during the illness, please have the doctor write an excuse naming the illness as well as providing information as to when and what level the student may return to active participation.

If a student misses more than 10% of the quarter, the student's grade will be reduced by the percentage of the quarter he or she has missed.

#### ***Uniform Requirements***

Uniforms:

- a. (Boys) - KHCS P.E. shirt only, KHCS PE shorts only, white socks, tennis shoes (cleats are optional for outdoor sports), towel for showering, deodorant.

- b. (Girls) - KHCS P.E. shirt only, KHCS sweat pants or shorts only, white socks, tennis shoes, towel for showering, deodorant.

The PE uniforms will be purchased from the school through the Book Store. Only one uniform is required; however, extras may be purchased if desired.

Uniforms are a daily requirement for every student. Note that a portion of the quarter grade will be calculated from the cooperation requirements. A doctor's note or medical excuse relieves the student from the uniform requirement as well as active participation for the time stated. However, a note from home will only excuse the student from active participation; that student will still be required to meet the uniform requirement for that same period.

Care for locks becomes the responsibility of the student upon issuance. Lost or damaged locks will become the responsibility of the student to replace through the school at a charge of \$5.00 each.

### ***Daily Requirements for Participation***

The student must be dressed in the complete uniform. If a doctor's or medical excuse is presented, the student will be excused from participation. Seasonal conditions and types of illness will be taken into consideration.

Student-athletes enrolled in physical education are required to participate in physical education classes. If excuses are brought on game days, the student-athlete will forfeit participation in the game for that day.

Students must participate in the calisthenics and any other requirements for that activity.

Students must take a shower after class with the only exception being for those students who are participating in the athletic practice immediately following PE class. Those students will follow the procedures outlined for that sport.

### **Piano & Instrument Lessons**

Killian Hill offers its school families the opportunity to have students receive private piano lessons during the school day. Enrollment space is limited and for those families who have enrolled, information providing the details regarding arrangement for such lessons is given by the school in the summer information packet. Fees for such lessons are paid to the school and are in addition to regular school tuition. Usually these fees are not prorated or adjusted when a child discontinues lessons, since enrollment space was granted expecting completion of the course.

### **Progress Reports**

A student's progress can be monitored by the parents on RenWeb on a daily basis. Other types of communication arrangements usually can be made in accordance with parental wishes.

### **Religious Expression**

Effective pursuit of the educational mission of KHCS requires an environment that promotes learning. Appropriate communication in a school setting may facilitate learning, but disruptive speech or expression detracts from the school's educational purpose. Accordingly, KHCS reserves the right to impose reasonable time, place, and manner restrictions on speech or other expressive activity in the interest of furthering the school's educational mission.

### **RenWeb**

As a service to the parents, KHCS provides a web-based information system called RenWeb. This tool is designed to provide information about the assignments for a class and the grades received in a class. The assignments are subject to adjustment during the week. More detailed assignments are posted on the teacher's board. Grades are reported on work completed within a matter of a few days after the completion of the task. Grades displayed on RenWeb are rounded using a less mathematically accurate method than that used by the teacher's grade book program.

### **Searches**

The administration reserves the right to perform random desk or locker searches. The administration reserves the right to search a student's book bag, purse, wallet, coat, pockets, or car with the student present upon receiving any information pointing to a student's possession of unauthorized materials.

### **Senior Trip**

As an incentive, seniors are presented the opportunity to participate in a senior trip. Academic and behavioral prerequisites are presented to the senior class during the first quarter of the year, and other applicable limitations are determined by the administration.

### **Solicitation**

The administration and leadership of the ministry prohibit any group or individual solicitation of products or services to our school families through the classroom or internet or to our staff and faculty by contact through teacher "mailboxes," internet, or other on-campus means.

### **Special Church-Related Events**

While school families are always welcome to participate in Killian Hill church-sponsored events and activities, occasionally, the church will sponsor a special event or activity and specifically invite participation by school families. On such occasions, the school may choose to offer limited incentives to encourage participation; however, such events will be infrequent. Principles of deference will be used in endeavoring to produce maximum reasonable benefit with minimum school and family disruption.

### **Special Deliveries**

While the school would discourage delivery of special items to students during the school day, generally such commodities will be retained in the office and distributed at the conclusion of the school day.

### **Special Programs**

From time-to-time, KHCS offers special meetings or programs as opportunities for parents and teachers to become better acquainted. These gatherings are outlined in the annual school "calendar of events." Parents, as well as friends and relatives of students, are invited and encouraged to attend. Since child care is not provided, we strongly request that, out of consideration for others, young children not attend.

### **Special Supplies**

Some Upper School academic electives will require the student to provide a limited amount of his or her own supplies (accounting, music, some texts, etc.). Parents and students should be aware of such course requirements and any other appropriate and necessary school supplies.

### **Student Drivers**

Students who drive to the school must remember that a campus-parking permit is granted through the administration and that on-campus driving permission is a privilege. When the student begins school appropriate application forms and fee must be paid, and a copy of auto regulations can be obtained through the Upper School office. Students who fail to comply with campus automotive regulations may temporarily or permanently lose automotive operator privileges.

### **Study Halls**

Occasionally, conflicts, course limitations, or other academic matters necessitate the assignment of a study hall period for a particular student; however, as a general rule, the school seeks to avoid such assignments. Parents are encouraged to require students to schedule the maximum number of academic classes available each year. Students are not allowed to have more than one study hall each year.

### **Teacher/Staff Gifts**

Realizing that the school is meeting its obligations with regard to teacher compensation, expensive gifts or collections of monetary gifts for teachers or administrators are not expected with the annual exception of the special Christmas offering, which is shared evenly. The position of this policy has been established, with our faculty agreeing that they do not wish to appear as competing with one another for honor or recognition. They desire to be seen as a group,

which works as part of a team. In the interest of equity among themselves, this policy is the most appropriate for the demonstration of that philosophy.

### **Telephone**

Students have access to the telephone on the main counter in the Upper School and Lower School offices for emergency use only. Students are not allowed to use the classroom telephones, and parents are not allowed to interrupt the classroom to speak to a teacher or student by phone. Students are not allowed to use cell phones during the hours of 8:10 – 3:10. Any calls or messages sent or received during those hours will result in disciplinary action.

### **Transportation**

Transportation to and from Killian Hill Christian School is the responsibility of the parents since no bus service is provided. Car pools are the most widely used means of student transportation, and a map locating school family residences is available on the campus to assist in forming car pool routes. Students who remain after 3:30 p.m. are required to go to the after-school care program and will be charged the appropriate fees for their supervision. Students to be picked up after 3:30 p.m. should be picked up at the Library in building “D.”

Written permission presented to the office will allow persons other than parents to pick up children; in such permission the name, address, and telephone number of the authorized party should be included. We request this written method in lieu of a phone call to insure as much as possible the safety of each child.

### **Valuables**

In order to avoid possible misplacement or unnecessary temptation of other students, all KHCS students are asked to refrain from bringing valuable or sentimental objects to school which could be lost or stolen. (i.e. jewelry, personal items, souvenirs, electronic items, etc.).

### **Visiting the School and Classrooms**

Parents are welcome to visit Killian Hill Christian School and its classrooms; however, parents are required to check in through the school office. In order to facilitate timely student adjustment, parents of first day students should not plan to report to the classroom with the child. In order to allow an adjustment period at the beginning of the year for instructors, parental classroom visits are not generally permitted during this time. Since we desire the protection of our students, we do not permit unauthorized or unescorted visitors on the school campus or in the buildings, and visitors are identified with “guest” tags obtained through the office.

### **Visiting the School (Friends and/or former students)**

Generally, friends or former KHCS students are not permitted to visit the school until a period of six weeks after the beginning of the school year. So as not to disrupt the normal class day, visitation will be limited to lunch time, and this may be restricted during certain peak times (end of the semester, other school vacation days, etc.). Student visitors are required to have advanced administrative permission to attend lunch. Also, please be reminded that students visiting KHCS will be expected to comply with appearance regulations.

