

# KILLIAN HILL

*Christian School*



## PARENT / STUDENT HANDBOOK 2018-19



# KILLIAN HILL

*Christian School*

**School Numbers:**

Phone: 770-921-3224  
Fax: 770-921-9395

**School Web Site:**

[www.khcs.org](http://www.khcs.org)

**School E-mail Address:**  
[office@khcs.org](mailto:office@khcs.org)**School Hours**

Main Office	7:45 a.m. - 4:00 p.m.
Bookends Before Care*	6:45 a.m. - 7:30 a.m.
Early Drop-off	7:30 a.m.
Kindergarten Half Day	8:10 a.m. - 12:30 p.m.
Kindergarten Full Day	8:10 a.m. - 3:10 p.m.
Elementary School	8:10 a.m. - 3:10 p.m.
Secondary School	8:00 a.m. - 3:10 p.m.
Bookends Aftercare*	3:30 p.m. - 6:00 p.m.
Early Release	1:00 p.m.

\* Optional paid services

**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 July 2018)*



*Dear Parents and Students:*

*Welcome to a new school year on the Hill! This handbook is designed to help you have a great year of learning and growth by explaining policies and expectations we have for all students at Killian Hill Christian School. It is very important that you take time to carefully read the entire handbook and get clarification ahead of time for any policy you do not understand. A strong partnership with our school parents is vital to our fulfilling the mission of KHCS.*

*In this handbook, we give policies for situations that come up in daily school life and lay out general principles for behavior that can be applied in a variety of settings. Because we cannot anticipate every possible scenario that might occur, we reserve the right to make the final decision on any matters not explicitly addressed in these pages.*

*We are excited to have you as a part of the Killian Hill family, and we look forward to a wonderful year together!*

*All His,*

*Doug Abels, EdD  
Head of School*

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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 of Christian Education**

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. It is the goal of KHCS to cooperate closely with parents in every phase of the student's development (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. 10:3, 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, Psalm 27:6, 1 Peter 4:11).

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

## **Christian Distinctive of KHCS**

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 one can come to salvation and a relationship with God except 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 of this Handbook**

Our desire is to offer each student a high quality education; however, we realize this goal can only be attained by teaching subject matter in the light of God's Word. II Timothy 3:17 states that God's Word was revealed to us so "the man of God may be complete, equipped for every good work." We believe that a *whole child* education is not complete unless it is built on the biblical principles found in God's Word.

Since our desire is to instill an appreciation for godly living in the heart and life of young people, 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.

## **Parental Support**

The Mission Statement of KHCS states that it exists to assist parents in the academic and spiritual training of their children. This partnership can only be successful to the degree that there is mutual understanding and cooperation in the carrying out of school policies. We understand that you may not agree with every KHCS policy as it is written, but we ask that you support the teachers and administration by helping your child abide by the policies found in this handbook and by re-enforcing decisions made at school. The administration reserves the right to final interpretation of policy and may make modifications to policies if necessary at any time in the school year.

We welcome the opportunity to explain our policies to you on an individual basis and urge you to clarify anything you do not understand before your child begins school at KHCS. We expect all our school families to have read this handbook in its entirety by the first day of school and to be in agreement with all policies found therein. Accordingly, we ask each parent and student in 5th grade or above to sign a copy of the **Cooperation Agreement** found at the very end of this handbook. Thank you for taking this extra step to ensure harmony and cooperation between home and school for your child's success.

We expect that reminders and clarifications will be a necessary part of a normal student's experience at KHCS; correction and adjustments are an expected part of student life. In that regard, we encourage you to be proactive in asking for clarifications ahead of time as much as possible. Parental involvement and help is critical to the KHCS discipline system at all grade levels and we kindly ask for your involvement and support. The administration reserves the right to remove a student at any point in the year when it determines there is a lack of support or cooperation from the child or from parents.

## **EXPECTED STUDENT OUTCOMES**

The vision of the KHCS team is that students will become scholars, disciples, and leaders.

### **Scholars**, demonstrated by:

- Personal intellectual curiosity, a balanced and teachable spirit, and lifelong learning
- Proficiency in communication using written, oral, digital, and visual means
- Problem solving using discovery and investigation, critical thinking, and synthesis of information
- Continual growth in academic competencies as measured by regular standardized assessments
- Appropriate and balanced mental, spiritual, physical, and social growth

**Disciples**, demonstrated by:

- A personal profession of faith in and a relationship with Jesus Christ.
- An understanding and commitment to a biblical worldview leading to the ability to discern truth and error.
- A demonstration of biblical love and respect for all including authorities, peers, and competitors.
- An appreciation for both the unity and diversity of all people as created in God's image.
- Enthusiastic service to school, family, and community.

**Leaders**, demonstrated by:

- Consistent modeling of Christ-like character and obedience in teacher and peer interaction and in team and personal competition
- Leadership in student activities including academics, fine arts, and athletics
- Empathy toward those in need, in the school, in the community, and in the world

## **ORGANIZATION (SCHOOL BOARD)**

Killian Hill Christian School is a ministry of Killian Hill Baptist Church and operates under its constitution. As called for within that constitution, a school board composed 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 composed 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 senior pastor and Head of School are non-voting 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 holds dual accreditation with ACSI (the Association of Christian Schools International) and SACS (Southern Association of Colleges and Schools). All faculty members are required to maintain certification, and all teachers above the kindergarten levels are college graduates. Faculty regularly participate in professional development to grow in their craft as educators and to model life-long learning.

## **Curriculum**

To effectively transmit a Christian worldview, KHCS primarily uses texts from publishers who produce Christian curricula, with the largest portion coming from Bob Jones University Press. Other providers, both Christian and secular, are used as well. Curricula are continually reviewed for their ability to meet our goal for quality academics, state graduation requirements, and Christian worldview.

In grades 7-12, course offerings have been designed to provide an appropriate college preparatory curriculum for students with a variety of educational goals. Course selection is generally determined with the advice of the administration in conjunction with parental/student life goals.

## **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.
- 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 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. 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** – Graduates are recognized with a colored cord for being members of the NHS, and for being group leaders.

## **Diploma Tracks**

Killian Hill offers two diploma tracks - a College Preparatory diploma, and Technical Preparatory diploma.

## 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.

SUBJECT	CREDITS
English	4.0
Science	4.0
Math	4.0
Social Studies	3.0
Physical Education	0.5
Health	0.5
Speech/Drama	1.0
Foreign Language	2.0
<u>Electives*</u>	<u>4.0</u>
<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 to offer students certain approved **dual enrollment** courses. Please see the Secondary School Principal for qualification requirements and a list of available courses.

## 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.

## Homework

Homework is a part of the KHCS learning experience and is used for several reasons. Homework extends learning and application of topics covered by teachers or curriculum during the school day and helps develop personal study and time management skills. Students should expect to complete assignments or prepare for the next day of class most nights of the week. As a rule of thumb, an average KHCS student should expect to spend 10 minutes per grade, on a typical night. For example, a third grader would expect to spend 30 minutes on a typical night doing school work. Please understand that this is a broad rule of thumb, not a binding agreement. We encourage you to communicate with your child's teachers about homework expectations and how your individual child is managing their out-of-class work. As students progress through school and mature, their

study skills should likewise grow to include working ahead on projects, budgeting time well, doing more than the minimum, and studying ahead for tests.

Special projects (book reports, science fair projects, presentations, etc.) are assigned periodically and will require an extended period to complete. Weekends are often a lower homework time and should be used to work ahead on long-range projects.

High school students who take online courses or Advanced Placement courses should expect that their workload may be higher than students not in these courses.

To help parents plan study time, all **assessments** for a week (quizzes, tests, projects due) will be posted in RenWeb by the previous **Thursday at 5:00 p.m.** More detailed lesson plans are posted before school starts each Monday. All elementary school students are given an assignment book in which to record all assignments. Some teachers may ask parents to 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:

### **Elementary School (grades K4 – 6)**

- a. Kindergarten students are generally promoted; however, if in the opinion of the administration, 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 by the administration 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 all academic subjects. Promotions for students receiving grades lower than a “D” in English, science, and/or math will be evaluated by the administration based on a combination of achievement test scores, course grade(s), and teacher evaluation(s).
- d. Any student who does not attain promotion and who is two years above the chronological age for that grade level will not be considered for re-enrollment.

## **Junior High (grades 7 – 8)**

In grades 7-8, promotion is granted to students who receive grades of “D” or above in all academic subjects. Promotions for students receiving grades lower than a “D” in English, science, and/or math will be evaluated by the administration based on a combination of achievement test scores, course grade(s), and teacher evaluation(s).

## **High School (grades 9 – 12)**

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**

Individual class and quarterly report card grades are accessible online through ParentsWeb for all students whose financial accounts are current. Quarterly report cards are calculated and updated in RenWeb at the end of each nine-week grading period.

## **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. Elementary School “A” honor roll shall consist of all students who receive an “A” in all academic subjects. The Elementary 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. Secondary 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 and the **National Junior Honor Society®** for Junior High students. Each of the honor societies has minimum induction requirements.

Academic standards for the **National Junior Honor Society (grades 7-9)** require that students maintain a 90% semester average with no grades below an 80%.

In order to be inducted into the **National Honor Society (grades 10-12)**, students are required to have a 3.50 semester GPA with no grades below an 80%, 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 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 judgment 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 complete a minimum number of service hours each semester to remain eligible.

## Grading Scale

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 and below	Unacceptable Performance
I	Incomplete	Assignments not complete

Secondary school students taking AP courses are eligible to receive an additional quality point for passing grades (Ex. An "A" earns "5.0" on a "4.0" scale).

## Summer Academics (Grades 7 - 12)

Students are permitted to earn academic credits through summer enrollment. Summer course work provides an opportunity to retake courses in which the student was unsuccessful in earning credit or to optimize for future course selections and schedules which best meet the student's personal academic goals.

Several venues are available for earning summer credit and students will work with the school's academic counseling team in order to receive their pre-approval of both the chosen venue and the specific course. Families should anticipate that all

venues will require a financial cost not covered by the student's regular yearly tuition.

## **Admissions**

KHCS has two school divisions: the Elementary School which includes grades K4-6 and the Secondary School (Secondary) which includes grades 7-12. Any variations in procedures or regulations between the two divisions will be identified.

### **New Students**

- a. KHCS does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or other school administered programs.
- b. KHCS has a graduated two-year program for secondary school students whose English is limited. Applicants in this category will take an English proficiency test and their score will determine if they are eligible to enroll and at what level of ESL class they will be placed. Special classes are designed to acclimate students to the KHCS philosophy of education.
- c. An application for enrollment must be submitted with appropriate fees and transcripts from previous schools. In grades 1-12, an entrance test is given to ensure that KHCS will be able to meet the academic needs of the applicant. Following entrance testing, 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 K4 or K5. For more details on admission, see the admissions page of our website: [KHCS.org/next-steps](http://KHCS.org/next-steps).
- d. Since the KHCS academic emphasis is primarily college preparatory, generally to be accepted in grades 1-12, students must score at the 50th percentile or above on a standard entrance exam. Killian Hill Christian School is limited and not able 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.
- 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.

### **Automatic Re-enrollment**

We expect to have a long and positive relationship with all of our school families. For your convenience, KHCS has an automatic re-enrollment policy for all students in good standing. Each year eligible students will be automatically enrolled for the following school year. A Commitment Fee will be drafted from your current FACTS

Tuition account on the prescribed date, allowing the administration to accurately plan, budget and recruit so we are ready for your child the next fall. Families who are unable to return the following year will have an Opt Out period to avoid the automatic Re-enrollment and Commitment Fee.

Note: Our school capacity for grades 9-12 is limited to 35 students per grade.

## **Withdrawals**

If a student must withdraw for any reason before the end of the school year, a withdrawal form must be filled out in the School office. To transfer academic records, all current tuition and accounts must be paid along with a withdrawal fee, all books and other school property returned, and the proper forms completed. Please allow a minimum of 48 hours for withdrawals to be processed.

## **Attendance**

In order to ethically meet minimum state attendance requirements, Elementary School students absent more than 20 days during the academic year will normally not be permitted to remain on roll. For grades 7-12, students absent from a given class more than 10 times per semester may not be able to receive academic credit for that course. Missing a block period counts as two absences. Absence totals include both Excused and Unexcused absences, as well as absences that accrue from Tardiness. The board will review situations which involve extenuating circumstances as they specifically relate to student medical problems.

When necessary absences occur, please follow the procedures below:

1. The student must present to the office a written notice of explanation concerning the absence, signed by a parent or guardian.
2. In cases where medical, dental, or optical appointments have caused the absence, we request certification in the form of a note from the physician's office.
3. Upon receipt of the appropriate notes, the student is then given a "makeup report and admit to class slip."
4. Students may not be allowed to participate in extracurricular activities or practices if they check out of afternoon classes without verification of doctor's appointments or prior administrative approval.
5. While these are the guidelines, only the administration can judge an absence or tardy to be excused.

If an extracurricular activity is scheduled on a school day, the student must be in attendance 180 minutes of school in order to have the privilege of attending the extracurricular activity. This includes athletic and fine arts events and practices, banquets, programs, etc. The principal will approve any exceptions to this policy.

## **Excused Absences/Tardies**

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

1. Personal illness
2. Medical, dental, or optical appointments
3. Death in the family
4. Family emergencies
5. Special trips, with *sufficient prior notice* to the administration
6. College visitation trips - 2 per semester for grades 11 and 12

It is the student's responsibility to connect with the teacher to find out and complete any work missed during an absence, including absence for official school events. All work that was assigned when the student was present should be turned in **immediately upon the student's first return to class**. For work assigned during a student's absence, the student has the same number of days to complete such work as days absent.

When an absence is known in advance, please give sufficient prior notice to the office. *Sufficient prior notice* is determined by adding the total number of days in the absence plus 1 day. (e.g. A student planning to miss two school days should give three days notice; notice must be given by Monday for missing Thursday and Friday.) If this guideline is not followed, the absence would be considered to be Unexcused.

## **Penalties for Unexcused Absences**

All absences are considered unexcused until evaluated by the administration. The academic penalty for unexcused absences is that **all work** (including exams, tests, quizzes, homework, reports, projects, etc.) involved during this absence **will have a 50% grade reduction**.

## **Tardy Policy for Elementary students (grades K4-6)**

Late arrival refers to student who does not arrive on time at school. For late arrival (excused or unexcused) in grades K – 6, students will accumulate absences at the rate of 3 late arrivals = 1 absence.

## **Tardy Policy for Secondary students (grades 7-12)**

Students will be issued **1 demerit** for every unexcused tardy (UT) whether it is first period or any subsequent period. There is no additional academic penalty. Excused tardies (ET) do not warrant a demerit. ET's require a note from a teacher or parent. Traffic is not an excused reason unless the administration decides to make an exception. Students who accumulate demerits will be addressed by the Principal according to the usual discipline system including letters home, detention, behavior contracts, suspension, etc. Students who miss more than one third of a class period will be counted as absent for that class period.

## **Check-Out/Early Dismissal**

When students arrive late or are dismissed early, they must be present for at least 180 minutes of the school day in order to be considered present. It is the student's responsibility to complete any work missed. Permission for early dismissal may only be granted by a parent or legal guardian. All students must check in or out through their respective school office.

There may be additional special requirements for participation in KHCS student activities based upon the association or league KHCS is participating in. The Athletic Director and Fine Arts Director will coordinate with individual coaches any specific requirements.

## **Inclement Weather**

With the possibility of inclement weather, especially during the winter months, KHCS may have to close school. Generally, whenever Gwinnett County schools close due to bad weather, KHCS will also close (including cancellation of extracurricular activities). In some cases, however, county schools might close as a result of power outages, equipment problems, or other weather-related circumstances that do not affect our school, and KHCS will remain in session. Due to the uniqueness of Killian Hill's terrain, when icy conditions occur, our school might be forced to make a decision independent of the county.

In the case of inclement weather, our goal is to notify families primarily through RenWeb emergency **Parent Alerts**, which are sent as text messages to the mobile phone numbers on file in RenWeb. Please ensure that your phone information is current in Renweb. You may also obtain information on school closings by tuning to **local radio** (WSB 750 AM), **television stations** (WSB), calling the **KHCS voicemail** at 770-921-3224, or the **KHCS website** ([khcs.org](http://khcs.org)) for appropriate information. (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.)

When the immediate threat of dangerous road conditions exists *during* a normal school day, school may be dismissed early and parents will be alerted using a RenWeb emergency **Parent Alerts** text. 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 learning day plans provided by the teachers. This will prevent the necessity of making up school during days not originally planned for class.***

# **Attire**

As a Christian school, the desire of Killian Hill is to provide an environment where young people can develop growing Christlike habits, focus on academics, and prepare for productive lives as adults. In the area of appearance, this desire is expressed through an emphasis on modesty, neatness, and professionalism.

## **Dress for School**

With these goals in mind, we do have specific expectations and limitations on student attire. While on campus, students should be dressed in a school uniform, purchased through Lands' End. Be sure to use the links on the KHCS website ([www.khcs.org](http://www.khcs.org) > **School Life tab** > **School Uniforms**) to ensure you are ordering and wearing approved items.

- More details are online, but the major points for uniforms include:
  - Collared uniform shirt (even under outerwear)
  - Uniform lower half
    - Pants-long enough to cover ankle
    - Shorts-elementary school boys and girls, secondary school boys
    - Skirts-hem should come to the knee
  - Socks and shoes, colored: black, gray, brown, navy, or white (7-12)
  - Young men: belt, hair neatly styled as described in Uniform Policy, clean shaven.
  - Outerwear (jackets, etc.) should be from Lands' End and logoed when worn in school buildings.
- Students should be in uniform while on campus for school. This includes before school and after school, while attending games, at early and late stay, etc., unless a student is engaged in an activity (like a sports practice) which has a different dress expectation.
- The administration reserves the right to determine the appropriateness of any item of attire.
- Violations of school dress regulations will be handled as a discipline issue.

## **Dress for Extracurricular Activities**

### **Fine Arts Events and Special Events**

Participants/Performers in Fine Arts events will wear the uniform as instructed by the director of that event. This dress will often be fairly formal, as befits a fine arts performance. We ask that audience members (both students and parents) at Fine Arts events show deference to the formality of the event by being “dressed up” as they might for a Sunday church service, with special consideration to modesty.

### **Athletic Practices and Events**

During sports practices and competitions, we do ask that students dress with neatness and modesty in mind. Specifically, we require that:

- All athletic shorts must extend below the student's fully extended fingertips

- when standing with arms hanging down as low as possible
- Shirts be worn in such a way that no hint of undergarments, cleavage, or midriff is visible
  - All clothing should be loose, not form fitting.

## Formal Occasions

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

## Young Men – Hair Guidelines

All male students' hair must be cut and kept in a short, conservative style. Hair should be off the ears, off the collar, above the eyebrows, and evenly tapered all around. Extremes in hair style or color for either boys or girls (shaven heads, dreds, bowl style, razor designed cuts, unnatural 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. Sideburns may not go lower than the middle of the ear. The principal has the final say on the appropriateness, style, or length of any hairstyle.

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 not to be in compliance with the appearance regulations may not be allowed to attend classes until such time as the appearance requirements have been met.

## Discipline

In the Bible, discipline is distinct from punishment, since the goal of discipline is the shaping and teaching for the ultimate good of the one receiving discipline. We desire to help young people through instruction and practice to develop Spirit-guided, biblical self-discipline as taught in I Corinthians 11:31-32 (*"But if we judged ourselves truly, we would not be judged. But when we are judged by the Lord, we are disciplined so that we may not be condemned along with the world"*). Since our goal is self-discipline, we desire to practice Biblical methods of correction and instruction. Our disciplinary actions seek to be grounded in the spirit of Galatians 6:1 (*"Restore him in a spirit of gentleness"*) as well as II Corinthians 3:6 (*"For the letter kills, but the Spirit gives life"*).

A variety of disciplinary methods is considered, ranging from parental contact to expulsion. Our desire is to use flexibility and creativity to best meet the specific need of the offending student. While this handbook covers most disciplinary methods which might be used, it is impossible to anticipate every situation. When necessary, the teachers or administration will contact parents to communicate difficulties and determine appropriate steps of remedy. Students who are consistently noncompliant may, at the discretion of the administration, be removed from the school or prevented from future enrollment.

### **Elementary School**

For students in K4 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 Secondary School.

### **Secondary School**

The Secondary School (grades 7-12) uses a demerit system for student discipline. The following demerit numbers are general guidelines. Teachers normally do not issue demerits for minor violations without having ensured that students understand the regulation and having provided an appropriate adjustment period. This often (but not always) involves issuing a warning before demerits for minor offenses. The teacher who issues a demerit will notify parents by email via a RenWeb discipline report. Whenever it is possible, we want to give students and parents every opportunity to address the issue before discipline penalties are accumulated. We encourage parents to communicate with us if you have concerns or are hearing of issues at school. We take the partnership with our parents seriously to provide the best possible learning environment for our children.

Students should expect that repeated violations will be understood as lack of commitment to comply and will carry heavier consequences. The administration has the discretion to administer demerits in proportion to the individual circumstances surrounding the infraction.

#### **Minor Violations: teacher administered**

<b>Offense</b>	<b>Demerits</b>
Book uncovered .....	1
Littering .....	1
Out of seat W/O permission .....	1
Talking.....	1
Tardy (to any class).....	1
Gum/unauthorized eating .....	2
Dress code violation.....	3
Writing on body .....	3
Disrupting class .....	5
Minor disobedience .....	5

Disrespect .....	5
Unauthorized use of device <sup>1</sup> .....	5
Outside approved area, Loitering .....	5
Lunchroom misconduct .....	5
Horseplay .....	5
Property damage <sup>2</sup> .....	5
Unauthorized materials <sup>3</sup> .....	5
Coarse/unkind talk .....	5

1. Electronic devices or phones that are used without permission may be confiscated from students: they are likely to be examined, including calls, pictures and videos, apps/programs used, as well as messages sent and received. **Inappropriate materials found may result in further disciplinary action**
2. 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
3. Unauthorized reading materials, electronic devices, cards, games, or other items

#### **Major Infractions: referral to administration**

<b>Offense</b>	<b>Demerits</b>
Misuse of device, phone .....	10-25
Inappropriate physical contact/ PDA .....	10-25
Disruptive acts.....	10-25
Disrespect/ flagrant disobedience .....	10-25
Fighting .....	10-25
Cheating/plagiarism/complicity*	25
Improper behavior .....	25
Lying/dishonesty/forgery .....	25
Profanity .....	25
Offensive/Inappropriate media .....	10-50
Unauthorized absence (skipping school) .....	10-25
Stealing .....	10-50
Threatening acts/ bullying** .....	10-50
Possession/use of controlled substance** .....	100
Sexually inappropriate behavior** .....	100
Weapons on campus .....	100

\* Zero on academic work and potential disciplinary penalties

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

- a. The chart below shows the progression of penalties for the accumulation of demerits:
- |     |  |
|-----|--|
| 15  | ..... Letter home to parents   |
| 25  | ..... Detention  |
| 40  | ..... One-day suspension (500-word theme); disciplinary probation, potential loss of senior trip                                     |
| 60  | ..... Two-day suspension (750-word theme) parent-admin conference, student ineligible for extracurricular activities for one quarter |
| 80  | ..... Three-day suspension, (1000-word theme), parent conference with administration   |
| 100 | ..... Expulsion  |
- b. Students expelled or withdrawn for accumulation of demerits are able to petition for re-admittance after a waiting period of one school year.
- c. 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 50% of the earned score.**
- d. Students receiving 60 demerits or more during the school year will return the following school year under disciplinary probation.

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.**

## **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 academic integrity is both a biblical and an academic requirement. Killian Hill expects that students will each do his/her own work.

Each student is expected to pledge to uphold to the KHCS Honor Code found below:

"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. I pledge that all academic work that I submit will be the result of my own effort."

Academic dishonesty is therefore unacceptable, whether through direct means such as cheating, plagiarism, and inappropriate collaboration, or indirect means such as failing to report known violations. These behaviors violate God's Word, destroy trust, and disrespect our spiritual and intellectual community.

**Cheating:** Using unfair help on graded work (quiz, test, assignment).

This might include looking at another student's paper, looking at a "cheat sheet," using notes when not allowed, copying answers to an assignment from the Internet, using a device like a phone or smartwatch, or discussion of quiz/test questions between students who have and who have not taken an quiz/test, etc.

**Plagiarism:** Turning in written or creative work that you did not write or create on your own; using someone else's ideas, information or words without giving credit to the source.

**Complicity in Academic Dishonesty:** Helping another to cheat.

For example: providing material or information to another person with knowledge that this material or information will be used deceitfully; permitting your work to be copied or submitted by another person as if it were that person's original work.

**A note about collaboration:** Collaboration is working with others, or giving/receiving help on a task. Individual teachers and individual assignments will have different expectations on the level at which students may get help from other sources. Inappropriate collaboration may be viewed as cheating or plagiarism. It is the student's responsibility to fully understand and follow the teacher's instructions regarding collaboration. Ignorance of a policy is not an acceptable reason for violating the code.

## **Physical Contact**

Since KHCS is a Christian academic institution, we ask that students refrain from physical contact and public displays of affection (PDA). This includes but is not limited to hand holding, hugging, kissing, close standing/sitting, etc.

The guideline for PDA applies for all school related activities: before and after school, during extracurricular practices and events, at school events, etc.

As a guideline, any "couples" should exercise caution for their reputation by ensuring that they are not alone together.

## **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 act.

## **General Information**

### **Achievement Tests**

Each spring, KHCS administers standardized achievement tests to students in grades K-11. Since standardized testing services do not allow for "makeup" testing, parents are requested to have students present during this special evaluation time. Please consult the annual school calendar for these scheduled dates. In addition to the spring testing, all 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.

### **Athletics**

#### **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 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**

- Players live cleanly and play hard because they love the game and desire to be with others who love it.
- Players win in humility; lose without excuse, and never quit in adversity.
- He or she respects the official by accepting their decision.
- Players never forget those whom they represent (their Savior, parents, school, church, and personal character).

## **Spectator**

- He or she never boos.
- He or she appreciates the talent of a good play, no matter who makes it.
- He or she realizes that his conduct whether good or bad will ultimately reflect upon the team he supports.
- He or she is not a “heckler” or “catcaller” (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.

## **School Mascot/Colors**

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

## **Eligibility**

Those involved in official KHCS student activities (i.e. sports, drama, fine arts groups) must maintain a cumulative 2.0 GPA average with no failing grades. The official checkpoints for eligibility are quarter report card grades. The principal will be the final word on eligibility and may make an eligibility decision in an individual student's situation based on grades, behavior, or attitude.

Eligibility for interscholastic sports is determined by the conference or association in which the competition takes place. For athletic events sponsored by the GICAA, eligibility guidelines require that a student be on track to graduate in four years, among other requirements. Details will be shared by the athletic director each academic year.

## **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 Secondary 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 most days during the season. 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 feels that he would have lettered had he been able to continue to be a part of the team, the coach may choose to grant a letter.

Athletes who do not letter but complete the season will receive a certificate of participation. Generally, athletes who have become academically or behaviorally ineligible during the season will not letter.

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 - 8th 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.

## **Agendas**

Students will be issued an agenda or assignment notebook at the beginning of the school year to verify assignments and to aid students and parents in study preparations and information. Students are required to use their agendas and to replace it if lost or damaged.

## **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.) Because elastic or cloth stretch book covers have been found to damage the bindings of our books, we ask that all hardback textbooks be covered with paper book covers. Students who damage or lose books will be responsible to provide replacements under the specifications of the school.

## **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.

## **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 (Elementary School)**

Since the school has retained many experienced instructors and since classroom

procedures are closely regulated and coordinated by administrators, 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 composed 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 Head of School 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 a current student). Any student, including an 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, the teacher and a parent, or a parent and the school in any one of several possible areas. This is often the result of communication breakdown between those involved.

In light of the biblical mandate for conflict resolution, we ask parents not to discuss problems that he or she is having with a teacher or the school with any other parent until he or she has followed the steps listed below.

- All questions, problems, or complaints should be brought directly to the person involved first before anyone else is involved. All participants should be tactful and listen and remain positive in attitude.
- If the situation is not cleared up at this level through direct contact, it should then be discussed together with the person involved and his/her immediate supervisor or divisional administrator.
- If the situation is not cleared up at this level through direct contact, it should then be brought to the head of school.
- If it is not resolved at this level, the head of school will then present it to the chair of the School Board for consideration.
- Finally, only when all of the above four 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 should not expect to use school copiers for personal work.

## **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, during Wednesday evening prayer services, or during school-related extracurricular activities. 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 welcomed and will be returned as soon as possible.

## **Emergency Drills**

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

## **Exams**

Students in grades 7-9 take quarterly exams, while students in grades 10-12 take semester exams. Exams 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**

### **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 setting aside earthly desires and striving for things above, for God's glory (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. Properly implemented, 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. 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.

### **Eligibility for Extracurricular Activities**

The following eligibility guidelines apply to participants in interscholastic extracurricular activities in grades 6-12. Those involved in official KHCS student activities (i.e. sports, drama, fine arts groups) must maintain a cumulative 2.0 GPA average with no failing grades. The official checkpoints for eligibility are quarter report card grades. The principal will be the final word on eligibility and may make an eligibility decision in an individual student's situation based on grades, behavior, or attitude.

There may be additional special requirements for participation in KHCS student activities based upon the association or league KHCS is participating in. The Athletic Director and Fine Arts Director will coordinate with individual coaches any specific requirements.

### **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 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.

## **Hours (School)**

Regular school day hours for the Elementary School are 8:10 a.m. - 3:10 p.m. Hours for the Secondary School are 8:00 a.m. - 3:10 p.m. The school offices and business office are open from 7:45 a.m. to 4:00 p.m. Students arriving after class begins are considered late and are required to check in with the appropriate school office to receive a tardy slip.

Students arriving before 7:30 a.m. or departing after 3:30 p.m. must report to the Bookends Before or After Care area where they can be safely supervised. There is a cost associated with the Bookends care to cover the cost of supervision.

## **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.

## **Legal Notice: Asbestos Testing**

By completing the 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 result of the inspection did reveal some ACM's in floor coverings in some restrooms and maintenance areas in building 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 federal-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 material 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 result 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 ensure the health and safety of our students. Thank you for your support as we comply with these requirements.

## **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. **Secondary school students may be required to pay a redemption fee for items in Lost and Found.** Unclaimed articles will be periodically 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. Families should order lunch through RenWeb, since orders are not collected in class. Lunch orders must be placed no later than 8:30 a.m. but may be placed up to a week in advance.

## **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**

KHCS schedules two official conference days a year, after the first and second quarter. You may call the school office to schedule a conference during that time. We encourage regular communication with your child's teacher. You may request a meeting with individual teachers directly at any time throughout the school year.

## **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: (1.0 credit 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.

### **Uniform Requirements**

Uniforms:

- a. (Boys) - KHCS P.E. shirt only, KHCS PE shorts only, 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, tennis shoes, towel for showering, deodorant.

**All PE uniforms must be purchased through Lands' End website.** Previous editions of non-Lands' End PE Uniforms will not be allowed. Only one uniform is required, but extras may be purchased if desired.

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.

## **Piano and Instrument Lessons**

Killian Hill offers its school families the opportunity to have students receive private piano or instrumental lessons during the school day. Fees for private lessons are paid to the school and are in addition to regular school tuition.

Enrollment space is limited; therefore, fees are not prorated or adjusted when a child discontinues lessons during the year.

## **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.

## **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 to families are rounded using a less mathematically precise method than that used by the teacher's grade book program.

## **Searches**

Although it is our plan to respect the privacy of students, KHCS must balance privacy rights with the safety of all students on campus. Therefore, KHCS 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 providing a reasonable suspicion that a student possesses 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.

## **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 Secondary School office. Students who fail to comply with campus automotive regulations may temporarily or permanently lose automotive operator privileges.

## **Teacher/Staff Gifts**

Each year, KHCS collects an offering at the Christmas concert for the teachers and staff. We intend for this one-time offering to replace individual gifts or collections and to provide parents and students a way to express appreciation for the KHCS team in an appropriate, tangible way. Please consider being a part of this tradition.

## **Technology Use Policy**

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 push students to have a strong biblical worldview in all aspects of their lives, including their use of technology. In a public setting like a school, it is necessary to have guidelines for technology use. Please carefully consider these guidelines and purpose to follow them:

- Technology use on campus is a privilege, not a right, and may be removed from students who use it incorrectly
  - Students, you and a parent must sign the **BYOD Agreement** ([KHCS.org](http://KHCS.org) > School Life > Documents) before using technology on campus.
  - Individual teachers will direct you about how you may use technology in that classroom. For some classes, this may mean that a student does not use any technology on a normal basis.
  - **Students, view technology as a vital tool for education.**
  - Students, in grades 7-12: you should have a working, charged Windows, Mac, iOS or ChromeOS device usable in class every day.
  - Other devices (Android tablets, phones, gaming system, etc.) should not be used during the school day.
- Students, remain focused on the educational goals of school and do not allow yourself to be distracted by technology.
  - Games, entertainment sites, video, music, social media, YouTube, and other forms of entertainment should not be used during the school day (8:10 a.m. - 3:10 p.m.). This includes lunch, between classes, study hall, etc.
  - Devices should not be used for communication (messaging, personal emails) during the school day. This includes communication with parents; please don't interrupt class to send a message to your child.
  - Phones should be **Powered Off** during the school day (8:00 a.m. - 3:10 p.m.) Students in grades K-6 should not have phones at school.
  - We recommend that you set a "Do Not Disturb" time where you receive no notifications during the school day.
- Students, demonstrate good digital (and nondigital) citizenship.
  - Talk to and about people graciously, whether in person or online (Phil 1:27, Ephesians 4:32, Proverbs 15:1).
  - Respect the property and work of others. Obey copyright laws. Don't take things (words, information, pictures, programs, apps, videos, etc.) that

- don't belong to you, just because it's easy to do this online.
- **Don't tamper with anyone else's device in any way.**
- Respect the privacy of others. Don't take pictures or record sound or video without specific permission.
- Remember that internet access is a shared resource, so don't use technology in a way that drains bandwidth for others.
- Engage in the social aspect of school; don't isolate yourself from the face-to-face relationships around you. **For this reason, we ask that you do not use earbuds/headphones while on campus or at school activities, including bus trips without teacher permission. This extends before and after school.**
- Avoid unsavory content. Don't expose yourself to profanity, vulgarity, indecency, immorality, unkindness, disrespectful behavior, etc. Follow the guideline of Philippians 4:8: "*Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things.*"
- Students, exercise caution and discernment with technology.
  - The school is legally required to provide a filter on the internet accessed by students. Please do not attempt to work around this filter. Attempts to bypass the filter are treated as a discipline issue.
  - The anonymity of the internet can allow unsavory characters to cause serious harm. Do not do anything online that you would not do in person. Do not reveal any personal information (name, age, location, school) online. Let your parents know what you are doing online (they really do want what is best for you).
  - Use information from the internet cautiously. Be skeptical of all information found online. Check to find information from other reliable sources before assuming it is correct.
  - Take care of your own device. Protect it from theft or damage. Protect your login information with strong passwords that are unique to each website.

Students who inappropriately use technology in any way are subject to penalties ranging from restriction of use to expulsion from school based on the severity of the infraction. Inappropriate technology use applies both on or off campus for all enrolled students. Students may be held responsible for the content found on any site they visit. If there are any questions about what is considered appropriate use, please contact the administration for more information.

## Telephone

Students have access to the telephone in the Secondary School and Elementary 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, including contacting a student on that student's mobile phone, since students should have their phones powered off during the school day 8:10 a.m. – 3:10 p.m. Any calls or messages sent or received

during those hours will result in disciplinary action. If you need to contact a student due to a family emergency, please do so through the school office. If the school is experiencing an emergency (threatening weather, lockdown, etc.), teachers may allow students to turn on phones and contact parents as appropriate.

## **Transportation**

Transportation to and from Killian Hill Christian School is the responsibility of the parents since no bus service is provided. Students who remain after 3:30 p.m. are required to go to Bookends, the aftercare 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 appropriate After Care location.

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, etc.

## **Visiting the School and Classrooms**

Parents are welcome to request and schedule a classroom visit through the school office. On the day of the visit, please check in through the school office and obtain a visitor badge. Visitor badges must be worn throughout the entire visit and returned to the office upon check out. For the safety of our students, we do not allow unauthorized guests on campus or in the buildings.

Our K4 program requires parents to come to the classroom to sign their child in and out of school each day.

Visitors to campus must get approval from the office and check in and out. 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.



## Cooperation Agreement

The spiritual, mental, physical, and academic welfare of each student is a primary concern to Kilian Hill Christian School. Policies in this handbook have been designed to promote student growth and enable efficient operation of the school. Our goal as a staff regarding our handbook is to deal with each family in a loving, Christ-like manner. We wish to express our thanks in advance to each family for the prayer support and cooperation pledged and received, without which our school would be unable to operate smoothly or to be blessed of the Lord.

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 may be prohibited from attending class.

In seeking to practice the Biblical principle and philosophy as taught within Matthew 7:12 and Romans 14, we desire to include families who share a position in accord with ours regarding the policies and procedures contained within this handbook. Since our spirit is not one of legalism but rather one of service, we want those families who choose to become a part of the KHCS family to empathize with our positions on the issues contained within so as to be able to fully cooperate with the school. If, after completely reading this handbook, you and your student can agree to abide in spirit and practice with the requirements contained within, sign the form below and return it to the school office as an indication of your agreement. Thank you for your cooperation, and we look forward to a good school year together.

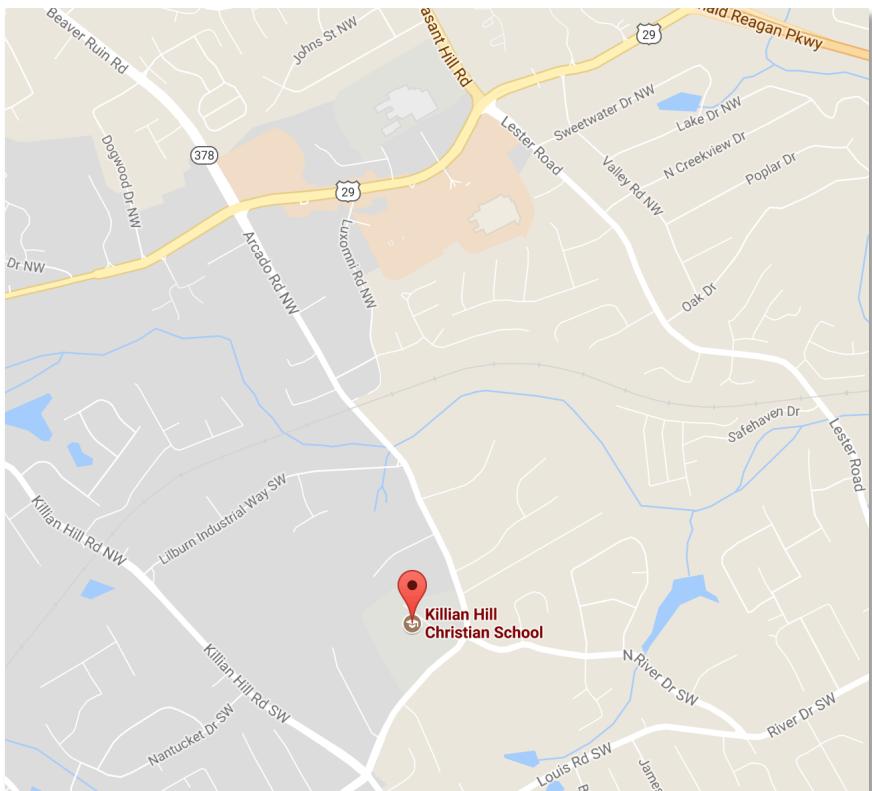
Parent's signature \_\_\_\_\_ Date: \_\_\_\_\_

Students in grades 5 and above must sign and enter grade below.

Student's signature \_\_\_\_\_

Student's signature \_\_\_\_\_

Student's signature \_\_\_\_\_



51 ARCADO RD SW, LILBURN, GEORGIA 30047 | 770.921.3224 | [WWW.KHCS.ORG](http://WWW.KHCS.ORG)