

# Killian Hill Christian School

## PARENT-STUDENT HANDBOOK

### 2022-2023

**Main Office:** 770-921-3224  
**School Email:** [office@khcs.org](mailto:office@khcs.org)  
[www.khcs.org](http://www.khcs.org)

#### **School Hours**

K4-6 grades **8:10 a.m. - 3:10 p.m.**

7-12 grades **8:00 a.m. - 2:40 p.m.**

Drop off after 7:30 a.m. and pick-up by 3:30 p.m.

Main Office (located in building D) 7:45 a.m. - 4:00 p.m.

Kindergarten Half Day 8:10 a.m. - 12:30 p.m.

Extended Morning Care\* 6:45 - 7:30 a.m.

Extended After Care\* 3:30 - 6:00 p.m.

\* Optional paid services (daily and yearly rates available)

#### **A ministry of**

Killian Hill Baptist Church (KHBC)

#### **Member school of**

Association of Christian Schools International (ACSI)

American Association of Christian Schools (AACCS)

#### **Accredited by**

Association of Christian Schools International (ACSI)

AdvancED Southern Association of Colleges and Schools (SACS)

Georgia Private School Accreditation Council (GAPSAC)

## **Dear Parents & Students,**

KHCS is a special place where our staff partners with your family to educate, care for, and disciple your children for the glory of God. We love working together with parents to help their children reach their highest potential academically and, more importantly, realize the eternal purpose for which they were created by almighty God.

In this handbook, we outline both a set of specific policies for typical school situations and also general expectations for behavior that should be applied in a variety of settings. We obviously cannot anticipate the exact details of every future scenario that might occur, so we reserve the right to make the final decision and interpretation for any specific situations that come up over the course of the year.

Please look over these pages thoughtfully, and let us know if you have any questions or concerns about anything. We look forward to seeing what God will do in us, through us, and for us this year!

Stay encouraged,

Mark Cronemeyer, EdD  
Head of School

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# **KHCS Core Identity**

## **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**

Our philosophy of education starts with the revealed, inerrant Word of God and derives principles for our individual conduct, institutional practices, and internal motives from the pages of Scripture. Accordingly, we are committed to the six areas of focus listed below as prioritized elements of the Christian education you can expect at KHCS.

### **1. Home Relations**

We believe that the authority for a Christian education comes from God's command that children be taught to love God and place Him first in their lives. We believe that parents are responsible for the total education and training of their children (Deut. 6:4-9). In partnership with parents, KHCS assists in fulfilling this God-given responsibility. A strong parent-to-school relationship is foundational to all we hope to accomplish in our students and is at the center of our communication, discipline, and accommodation regarding our students.

### **2. Christian Character Training**

We believe that an education based on the foundation of Scripture is an instrument used by the Holy Spirit to help a student to know God personally and then to realize God's eternal purpose for his life. The inner character of a child is known by God and matters more than any outward achievement of acclaim that can be found in this life. God's Word reveals to mankind all we need for both godliness in this life and eternal life in the one to come (2 Tim. 3:16-17, 2 Pet 1:3-4).

### **3. Student Self-Discipline**

We believe that a Christian education will take into account man's innate sin nature and the necessity of the new birth through faith in Jesus Christ and continual renewal of the mind. Putting one's own interests behind those of God and others is not natural and must be accomplished through God's Spirit working in the heart. Developing self discipline is a vital part of the KHCS educational experience at every grade level and will reap many rewards later on in life.

#### **4. Academics**

KHCS values consistent effort in academic studies. We believe that our students, regardless of ability or eventual result, should work diligently as unto the Lord with whatever task they find before them (Eccl. 9:10, Col. 3:23).

#### **5. Extracurricular Activities**

We believe that the academic program at KHCS is enhanced by the balanced inclusion of athletic and fine arts activities. Talents and gifts from the Lord are to be used for His glory and developed for His service. Opportunities for leadership and character development abound outside of the classroom setting and are a purposeful component of a Christian education at KHCS (Phil. 4:11-13, 1 Peter 4:10-11).

#### **6. The Christian Distinctive at KHCS**

The Bible consistently reveals true 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 3:10,23; 5:1; 6:23). It also teaches that Christ is the Way, the Truth, and the Life, and that no one can have a relationship with God the Father except through Christ (John 14:6, Acts 4:12). Therefore, we must reject all notions of religious pluralism or multiple truths. We believe and teach that any belief system other than Christianity as revealed in the Bible does not provide an alternative path to salvation from sin or a relationship with God. We teach that a personal relationship with Jesus Christ, obtained through acceptance of His death on the cross and His resurrection, is the only means of attaining salvation and acquiring a personal relationship with the one true God.

### **Parental Support and Cooperation Agreement**

The Mission Statement of KHCS states that KHCS 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 to abide by the policies found in this handbook and by reinforcing at home 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 attends class. 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. At least one parent and each student in grades 7 - 12 will be asked to sign a **Digital Cooperation Agreement** form indicating your understanding and support for the policies found in this Parent-Student 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 from authority and corresponding adjustments are an expected part of student life.

Parental support at all grade levels is critical to our mission of character development and self discipline; we kindly ask for your involved partnership. While we will make every effort to avoid this scenario, the administration reserves the right to remove a student at any point in the year - without refund - when it determines there is a lack of support or cooperation from the child or from parents.

## **Purpose Statement & Expected Student Outcomes**

At KHCS, our purpose is to *Train Scholars, Make Disciples, and Graduate Leaders*. This motto is unpacked below to show the specific results that we expect to accomplish in the life of your child based on the mission of KHCS.

**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
- The development of a moral and ethical conduct that conforms to the standard of God's Word
- 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

# School Board Organization

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 comprised of members of KHBC meets regularly, and although not involved in daily school operations per se, the board does participate in decisions of policy, procedure, and discipline. The board is composed of five or more members, all of whom are members of KHBC and are particularly qualified for service in an educational institution. Representatives include one deacon board representative, one trustee board representative, and at least three members at large. The senior pastor and head of school are non-voting ex-officio members of the board. If you believe it is necessary to contact the school board, you may do so via the school office, addressing correspondence to the chairman of the school board.

# Policies

## Admissions Policies

KHCS has two school divisions: the **elementary school**, which includes grades K4-6, and the **secondary school**, which includes grades 7-12. Any variations in procedures or regulations between the two divisions will be identified.

### New Students

**Killian Hill Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It 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.**

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 the following criteria: entrance test scores (parents of K4 and K5 students will submit a recommendation form), transcript review (including conduct and disciplinary record), personal interview results, and space availability, as well as parental and student support of and cooperation with KHCS' Core Identity - our mission, philosophy, purpose and expected student outcomes (pp. 6-9). For more details on admission, see the admissions page of our website: <https://khcs.org/admissions-process>

For our entrance test, we use a nationally-normed assessment to test for math, language, and reading achievement. The *average* national percentile rank (NPR) across the subtests must be 50 or above for a student to be accepted into the regular academic program, although a very low score in one area may still exclude a student. The principal may accept a student on Academic Probation based on class dynamics and the individual situation.

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.

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 KHCS.

## **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 following 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: School capacity for grades 9-12 is currently 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. Additionally, all books and other school property returned and appropriate paperwork must be completed. Please allow a minimum of 48 hours for withdrawals to be processed.

During the course of the school year, if a family's account balance becomes past due in the amount of \$2,500, the student(s) will not be allowed to come to class until acceptable arrangements are coordinated with the business manager. Similarly, students will not be allowed to re-enroll for the following school year until all account balances are cleared.

## **Academic Policies**

### **Code of Academic Conduct**

The Bible clearly shows that honesty and integrity are reflections of God's character and of great value in a believer's life. We expect that each student will show truthfulness in all academic work and assessments so that teacher feedback and any grade received is a genuine reflection of that student's performance. We take very seriously any form or facilitation of cheating, deception, or falsification of student work.

Each student is expected to uphold 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 a quiz/test, etc.

**Plagiarism:** turning in written or creative work that a student did not write or create on his 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 the material or information will be used deceitfully; permitting any part of a student's work to be copied or submitted by another student as if it were that student'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. If you have any question whether collaboration is allowed or not, please communicate with the teacher ahead of time.

## Curriculum

In alignment with our educational philosophy, KHCS uses texts from Christian publishers whenever possible. We are committed to the continual review and analysis of our textbooks and other curriculum materials to ensure alignment with overall academic and spiritual goals, appropriate state standards, graduation requirements, standardized tests, and other measures of excellence. The curricula chosen, especially for grades 7-12, are designed to give our graduates a robust college preparatory experience in preparation for a broad range of rigorous educational paths.

## Secondary Student Schedules

A student's individual class schedule is determined with input from the student, parents, teachers, and administration. Our guidance counselor will help students plan a path for success based on individual goals and aspirations. The administration reserves the right to have final say on placement for advanced and specialized classes based on prior performance, teacher input, and availability.

## Graduation Requirements

In order to receive a KHCS diploma, a student must:

- Complete 23 credits of courses (listed below) plus one year of Bible for each year in attendance. Seniors enrolled in any course not taught by KHCS teachers necessary for graduation should have the course(s) completed and grades received by the last school day before senior exams.
- Take the SAT or ACT college entrance exam. KHCS administers the SAT on-campus once per year for all 11th grade students.
- Attend Senior Camp and Graduation services.
- Be in good standing with administration regarding discipline & behavior.
- Clear all account balances with the business office.

### Credits for Graduation

KHCS graduation requirements will meet or exceed those of the Georgia Department of Education in order to satisfy entrance requirements for state and private universities.

### Subject Distribution of Credits Required for Graduation

Subject	# Credits	Specific Courses if required
English	4.0	English 9, American Literature, +2
Science	4.0	Physical Sci, 1 Life Sci, 1 Chem Sci, +1
Math	4.0	Geometry, 2 Algebra courses, +1
Social Studies	3.0	1 US History, 1 World History, 0.5 Government, 0.5 Economics
Physical Ed.	0.5	
Health	0.5	
Speech	1.0	
Foreign Lang*	2.0	2 credits in the same language
Electives**	4.0	Sr. Bible (World Rel.) satisfies one elective
<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.**

\* Foreign language requirements may be met by a specific sequence of computer science courses. See counselor for important details.

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

KHCS does cooperate with certain administratively approved colleges to offer students approved **dual enrollment** courses. Please see the guidance counselor for qualification requirements and a list of available courses.

## Graduation Recognition Awards

The valedictorian and salutatorian will be selected based on GPA, then number of KHCS on-campus credits, 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* – recipients are members of NHS and/or group leaders.

Honors Diploma:

Some students will be able to earn an Honors Diploma. The requirements for this special recognition are:

1. Attendance at KHCS last 3 years of high school
2. Minimum of 3.5 cumulative unweighted GPA
3. Completion of a minimum of 6 of the following 12 KHCS classes with a B or higher in each class:
  - AP Biology
  - AP Computer Science Princ.
  - AP Computer Science A
  - AP Physics
  - AP Psychology
  - AP US History
  - AP World History
  - Chemistry
  - Dual Enrollment Calculus 1
  - Dual Enrollment Calculus 2
  - Dual Enrollment Pre-Calculus

## Drop/Add

Occasionally a student may find it necessary to withdraw from a particular course. In order to drop or add a class without academic penalty, the change must occur during the first three full weeks of the given academic semester.

Students taking a GA Virtual class have until the end of the 1st quarter to drop a first semester class and the end of the 3rd quarter to drop a second semester class. If a student chooses to drop a class after these deadlines, a "Withdrawn" grade will be placed on his/her transcript.

## 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 should expect to spend 30 minutes on school work on a typical night. 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.

High school students who take online courses or Advanced Placement courses should expect that their workload may be higher in these courses.

In both the elementary and secondary schools, assessments for a week (quizzes, tests, projects due) are normally posted on RenWeb by the previous Thursday at 5:00 p.m. More detailed lesson plans are posted before school starts each Monday.

Elementary and secondary students are given an assignment book/agenda in which to record all assignments; students are expected to use these agendas to record daily 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.

## **Examinations**

KHCS conducts regular academic examinations because we believe one of the valuable skills of scholarship is the ability to comprehend larger amounts of material delivered over an extended amount of time. Additionally, regular examinations provide teachers an opportunity for summative assessments of material taught across multiple units. Students in grades 7-9 are given examinations in each core class every quarter over approximately 9 weeks of material. Students in grades 10-12 are given examinations in each core class every semester over approximately 18 weeks of material.

Please avoid scheduling trips or other absences for your child during these important examination days. Students who miss an exam will receive a "0" until the exam is taken. The work must be completed within the approved and acceptable time limitations. If students do not complete the makeup work before report cards are issued, their grade will reflect this zero. 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 students' chance of achieving their best score.

## **Promotion**

Any student who does not attain promotion and who has already repeated a grade at KHCS will not normally be considered for re-enrollment.

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

K4 and K5 students are generally promoted; however, if in the opinion of the administration, they are not academically or socially prepared for success in the next grade, they may be retained for another year to provide time for appropriate development.

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 grades, and teacher evaluation. The administration reserves the right to have the final say in whether a student is promoted to the next grade.

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 reading, English, science, and/or math will be evaluated by the administration based on a combination of achievement test scores, course grades, and teacher evaluation. The administration reserves the right to have the final say in whether a student is promoted to the next grade.

In the case of students who are struggling academically throughout the year, the administration utilizes Academic Agreements which communicate expectations and thresholds for promotion. These individualized plans help scaffold the student’s success while providing a clear requirement path for the student to be promoted to the next grade.

**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 grades, and teacher evaluations.

**High School (Grades 9 – 12)**

In grades 9-12, students of KHCS receive an academic review of performance to certify that a smooth progression toward the next grade level is being achieved. Core credits in grades 9-12 are granted on a one-half credit per semester basis. 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.

**Grading Scale**

The following percentage values are equivalent to the letter grades used.

<b>A</b>	90 - 100	Exemplary Performance
<b>B</b>	80 - 89	Commendable Performance
<b>C</b>	74 - 79	Average Performance
<b>D</b>	70 - 73	Deficient Performance
<b>F</b>	69 and below	Unacceptable Performance
<b>I</b>	Incomplete	Assignments not complete

## **GPA Calculation**

A student's GPA is calculated by assigning quality points to letter grades in classes that count toward graduation. The points are based on semester grades and assigned using the scale below.

<b>A</b>	4.0
<b>B</b>	3.0
<b>C</b>	2.0
<b>D</b>	1.0
<b>F</b>	0.0

Secondary school students taking AP courses or dual enrollment courses are eligible to receive an additional quality point for passing grades (Ex. An "A" in an AP course earns 5.0 quality points rather than 4.0 quality points).

Cumulative GPA is calculated by dividing the total number of quality points earned by the total number of credits attempted.

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

Students are permitted to earn supplemental 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 opportunities for future course selections and schedules which best meet the student's personal academic goals.

Several providers are available for earning summer credit, including GA Credit Recovery for the make-up of some failed core classes with a 60-69 Please see the guidance counselor in order to receive pre-approval of both the chosen venue and the specific course. Families should anticipate that taking a course from any other provider will incur a financial cost not covered by the student's regular tuition.

## **Honor Roll**

Elementary school "A" honor roll consists 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 earning 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.

Secondary school "A" honor roll consists of all students who receive an "A" in all academic subjects. The secondary school "A/B" honor roll consists of all students who receive a "B" or better in all academic subjects. Honor Roll is determined using semester grades.

## **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 semester grade 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 semester grade 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. Semester grade evaluations are based only on grades earned in grades 7-12 at 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 administrative panel, which reviews evaluations and makes final judgment on induction or retention in the Honor Society. 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.

## **Attendance**

### **School Hours**

Regular school day hours for the elementary school are 8:10 a.m. to 3:10 p.m. Hours for the secondary school are 8:00 a.m. to 2:40 p.m. The school offices and business office are open from 7:45 a.m. to 4:00 p.m.

Elementary students arriving after class begins are considered late and are required to check in with the school office to receive a tardy slip.

Secondary students arriving before 8:30 a.m. may go directly to class; if students arrive after this time, they must check in with the school office. An unexcused tardy will earn a penalty of 2 demerits.

On days with Chapel, students must attend Chapel.

Students on campus before 7:30 a.m. or after 3:30 p.m. must report to morning care or after care where they can be safely supervised. There is a cost associated with the Extended Care Program to cover the cost of supervision.

### **Attendance requirement for credit**

In order to meet minimum state attendance requirements, elementary school students absent more than 20 days during the academic year will normally not be promoted. For grades 7-12, students absent from a given class for more than 10 class periods in a semester may not receive academic credit for that course. Missing a block period counts as 2 class periods toward the total of 10. Absence totals include both excused and unexcused absences.

The administration will review situations which involve extenuating circumstances as they specifically relate to student medical problems; any appeals must be

made to the Head of School.

## **What to do when an absence occurs**

When necessary absences occur, please follow the procedures below:

1. The student must present a written note to the office explaining the absence, signed by a parent or guardian. An email from a parent will suffice, but should be sent to the office, not the teacher alone.
2. In cases where medical, dental, or vision 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 will typically not be allowed to participate in extracurricular activities or practices if they check out of afternoon classes unless they have verification of doctor's appointments or prior administrative approval.

While these are the guidelines, only the administration can judge an absence or tardy to be excused. A note from a parent does not automatically make an absence excused.

## Attendance and Extracurricular Activities

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, clubs, etc. The principal will approve any exceptions to this policy.

Secondary students with permission for late check-in or early check-out must be on campus 9:30 a.m.-1:30 p.m (homeroom through lunch). On days with Chapel, students must attend Chapel. Students who check out early may not return to campus for extracurricular activities without administrative permission.

## Excused Absences or Tardies

All absences are considered unexcused until evaluated by the administration. When complying with the preceding regulations, the following circumstances are considered acceptable reasons for necessary absences:

1. Personal illness
2. Medical, dental, or vision 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 absences 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 is considered unexcused.

## Penalties for Unexcused Absences

The academic penalty for unexcused absences is that **all work** (including exams, tests, quizzes, homework, reports, projects, etc.) affected by the unexcused absence **will have a 50% grade reduction**.

## Tardy Policy

Late arrival (tardy) refers to a student who is not in his or her classroom when the beginning bell rings. A student will accumulate an absence for every 3 late arrivals. The first 5 late arrivals of each semester are excused without any disciplinary action.

Traffic is not an excused reason unless the administration decides to make an exception. For each late arrival thereafter, students will be considered unexcused unless they have a medical excuse from their attending physician.

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

After the 5 late arrivals which are automatically forgiven, students will accumulate an absence for every 3 late arrivals.

Remember that students absent more than 20 days during the academic year, generally, may not be permitted to remain enrolled or be promoted. Please note that the 20 days per year includes both excused and unexcused absences and accumulated tardies. Administration reserves the right to have the final say regarding absences.

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

After the 5 late arrivals which are automatically forgiven, students will be issued 2 demerits for every unexcused tardy (TU) whether it is first period or any subsequent period. There is no additional academic penalty. Excused tardies (TE) do not warrant a demerit. TEs require a note from a teacher or the office.

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 absent for that class period.

Generally, when a KHCS group or team has a scheduled event such as an away ballgame or fine arts competition and the return time is 11:00 p.m. or later, the members that participate in the event will be excused from their first hour class the following morning. Students excused from class because of this policy are responsible to inquire about any missed work. Communication that students are excused from first hour will come from the office.

### **Missing Part of the Day: Checkout or Late Arrival**

It is important for students to be present the entire school day. Elementary instruction begins promptly at 8:10 a.m. and secondary instruction begins promptly at 8:00 a.m. Students who arrive late or checkout early lose valuable instruction time.

All students must check in or out through their respective school office. Requests for early dismissal may only be made by a parent or legal guardian, and can only be granted by the office, not an individual teacher.

When students arrive late or are checked out 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.

Students are expected to be in attendance for the entire school day (8:00 AM to 3:10 PM). Some upperclassmen may experience more latitude with their schedules and may have times when they are not scheduled for on-campus

classes. For those students, the minimum requirement for school attendance is 9:30-1:30 each day. This equates to students arriving on time for attendance to homeroom and being required to stay on campus through lunch and . Students should plan their schedules with this policy in mind.

No students will be granted permission to check-out and return to campus during this minimum attendance period. Requests for exceptions to the policy should be submitted to the secondary principal.

Students are expected to attend chapel, homeroom, and lunch on campus.

## **Inclement Weather and School Closure**

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 close independent of the county.

In the case of inclement weather, our goal is to notify families primarily through FACTS emergency **Parent Alert**, which are sent as text messages to the mobile phone numbers on file in FACTS.

Please ensure that your phone information is current in FACTS. You may also obtain information on school closings through the **KHCS Facebook page** and the **KHCS website** (khcs.org).

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 FACTS emergency **Parent Alert** text. Since weather-related decisions are difficult to make, parents are asked to be especially understanding and cooperative during these situations.

***Typically, if school is closed, the first day will be considered a day off. If the school is closed for two or more days, students will be expected to complete the Digital Learning Day (DLD) plans provided by the teachers. This will prevent the necessity of making up school during days not originally planned for class.***

## **Attire and Dress**

We aim for KHCS to be an environment where young people can develop Christ-like habits, focus on academics, and prepare for productive lives as adults. In the area of appearance, this desire is expressed through an emphasis on professionalism, neatness, and modesty. And, consistent with KHCS' religious belief that God created each person with an immutable gender, as male and female, student appearance should conform to the dress code applicable for the biological gender they received as a gift from God.

## **Dress for School**

With these three goals in mind, we have specific expectations and limitations on

student attire. While on campus for school, students should be dressed in a logoed school uniform, purchased through our exclusive provider, Lands' End. Be sure to use the links on the KHCS website ([www.khcs.org](http://www.khcs.org) > School Life tab > Documents > Uniforms) to ensure you are ordering the appropriate items for your child's grade.

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 - to the top of the kneecap
  - Skirts - (girls) hem should come to the top of the kneecap
- Socks and shoes - colors: black, gray, brown, navy, or white (grade 7-12)
- All Male Students: belt, hair styled as described in the guidelines listed in this handbook, clean shaven, shirt tucked, no visible piercings
- All Female Students: hair should be neat and must be a natural hair color, no visible piercings except earrings
- Outerwear (jackets, etc.) should be from Lands' End, and include the KHCS logo, when worn in school buildings.

Students should be in uniform while on campus for school. This includes before school, after school, during morning care, and after care, etc, unless a student is engaged in an activity (like a sports practice) which has different dress expectations.

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.

## **Relaxed-Dress School Days**

On some school days, there is a relaxed dress code. This section outlines dress expectations on those days.

Clothing will be designated as "uppers" or "lowers." Most often, lowers are either regular uniform lowers (khakis, khaki shorts, uniform skirts) or jeans. Athletic wear (fleece, sweats, track, or yoga pants, etc) are NOT allowed unless an exception is given. Sleepwear or PJs are not allowed.

### **Friday Spirit Wear**

For regular Friday spirit wear, students are permitted to wear their school-issued upper: spirit T-shirt, an upper from a school group (club, fine arts, sports team, etc), or a spirit item approved by the school. The senior hoodie is allowed. Allowed lowers are uniform lowers or jeans.

### **Special Days (Spirit Week, etc)**

For special school-spirit days and spirit week, the relaxed dress code is permitted for the entire school day. Spirit week and special event dress days are a day to participate in the activity, not an opportunity to dress casually. Please follow any expectations that may be shared for each spirit week and special sports spirit days – i.e. black-out, white out, etc.

## **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,” with special consideration to modesty.

### **Athletic Practices and Events**

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

- The Fingertip Rule must be followed: all athletic shorts must extend below the student’s fully extended fingertips when standing with arms hanging down as low as possible.
- Shirts must be worn in such a way that no hint of undergarments, cleavage, or midriff is visible. Boys should not practice shirtless.
- All clothing should be loose, not form fitting.

### **Formal Occasions**

Dress regulations for formal occasions (e.g. Jr./Sr. Banquet) will follow the same principles of modesty and neatness for appearance. We will have a *dress check* in advance of certain formal events to verify the appropriateness of our young ladies’ dresses. Wearing an unchecked dress or deviating from what was approved will be considered a disciplinary offense. For the edification and comfort of all our participants, we ask for your cooperation and support for these dress regulations.

## **Hair Guidelines**

Because hair styles and trends change regularly, the administration reserves the right to determine at any point in time the acceptability of any particular style, coloration, shape, or length of hair and ask a student to make changes. In order to promote an academic focus, we ask that all our students avoid styling their hair in ways that draw undue attention because of its cut, shape, style, or color. We recognize that these institutional guidelines are not a matter of moral rightness, so we ask for your cooperation as we communicate our expectations and specific clarifications with you.

Male students: hair should be regularly trimmed and styled so that it does not cover any part of the ears, shirt collar, or eyebrows at any time. Hair should be styled to be no more than three inches off the scalp. Facial hair, including beards, mustaches, and sideburns below the earlobes, are not allowed as a part of the school uniform.

## **Discipline and Behavior**

One of our important expected student outcomes is that your children will continually grow in their self-regulation and personal discipline. Part of that growth will naturally involve a degree of correction and, at times, discipline. Our desire is to use flexibility and creativity to address the root issue behind the offending behavior. The first line of action is to involve parents through consistent communication.

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 clearly communicate what needs to change and to determine appropriate steps moving forward. A student who is consistently noncompliant or a behavioral distraction may be removed from the school or denied re-enrollment at the discretion of the administration.

We will exercise discretion and grace when possible in handling discipline issues. However, some situations create a legal obligation for the school to follow mandatory reporting guidelines. Our priority is always the health and safety of our students.

## **Elementary School**

For students in K4 through 6<sup>th</sup> grades, each teacher is given the liberty to design and enforce classroom regulations consistent with the general policies of the school. The administration reserves the right to make the final decision concerning all classroom incidents that go beyond appropriate classroom behavior.

## **Secondary School**

The secondary school (grades 7-12) uses a demerit system to communicate, document, and standardize discipline for unacceptable behavior and attitudes. 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 FACTS 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 aware of issues at school. We take the partnership with our parents seriously to provide the best possible learning environment for our children.

The administration has the discretion to issue demerits in proportion to the individual circumstances surrounding the infraction. Below is a sampling of the number of demerits that are likely for some common discipline issues. Repeated violations will carry heavier consequences.

**Minor Violations: teacher issued**

<b>Infraction</b>	<b>Demerits</b>
Littering (including at lunch)	1 - 5
Unprepared for class	1
Tardy (to any class)	2
Gum/unauthorized eating	2
Dress code violation	3
Writing on body	3
Disrupting class (talking out of turn, out of seat, etc)	1 - 5
Minor disobedience	5
Unauthorized use of phone or device*	5
Outside approved area, loitering	5
Lunchroom misconduct	5
Minor horseplay	5
Unauthorized materials/device**	5
Coarse/unkind talk	5

\* 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.

\*\* Unauthorized reading materials, electronic devices, games, etc.

**Major Infractions: referred to principal for discipline**

<b>Infraction</b>	<b>Demerits</b>
Misuse of device or phone	10 - 25
Tampering with someone else's device	10 - 25
Inappropriate physical contact	10 - 25
Disruptive acts	10 - 25
Disrespect or flagrant disobedience	10 - 25
Fighting	10 - 25
Vandalism or damage to property*	10 - 25
Cheating, plagiarism, or complicity**	10 - 25
Improper language or behavior	10 - 25
Lying, dishonesty, or forgery	10 - 25
Profanity	10 - 25
Offensive or inappropriate media	10 - 50
Unauthorized absence (skipping school)	10 - 25
Stealing	10 - 50
Threatening acts or bullying***	25 - 100
Possession or use of controlled or age-restricted substance***	100
Immoral conduct or behavior***	100
Weapons on campus	100

\* Students will be required to pay for damages or replacement

\*\* Zero on academic work and potential disciplinary penalties

\*\*\* Includes actions both on and off campus as well as online

KHCS reserves the right to administer discipline for offenses occurring at any time, including summer and non-academic days.

## Consequences for Demerit Accumulation

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

Demerit Total	Consequence
15	Letter home to parents
25	Detention
40	One-day suspension (500-word theme); disciplinary probation, potential loss of senior trip
50	Student ineligible for extracurricular activities for one quarter
60	Two-day suspension (750-word theme) parent-admin conference
80	Three-day suspension, (1000-word theme), parent conference with administration
100	Expulsion

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

Suspension will generally be served on the day immediately following parent notification of the offense. **All academic work can be made up but may receive a reduction of up to 50% of the earned score.**

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 activities.

Students who have repeat offenses within the “major offense” category may be expelled or asked to withdraw.

*NOTE: Student conduct or academics found to be inconsistent with the overall policies, procedures, direction, and biblical philosophy of the school may result in the student 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 campus or participate in KHCS activities without permission from the Principal or Head of School.

## Immoral Conduct / Behavior

As a Christian school, we believe and teach a Bible-based worldview that looks to the inerrant and revealed Word of God as the standard for right and wrong in thought, speech, and action. The Bible reveals with clarity (Gen. 2:24, 19:5-13; 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)

that the only morally right context for sexual behavior is in marriage between one man and one woman in a sacred covenant before Him. It also reveals with clarity that God wonderfully and immutably creates each person as either male or female. As a ministry of Killian Hill Baptist Church, every aspect of our institution is directed toward teaching the Bible and the Christian faith as the church understands it. We realize that people have differing religious convictions and that parents may not agree with all of the school's policies, but it is understood that parents will agree to support and reinforce the school's policies, especially in this regard.

In light of this position, parents who do not believe or practice a lifestyle consistent with these teachings should consider other options for their child's education. In turn, any act of, indulgence in, or promotion of sexual behavior by an enrolled student outside of this context in any form is inappropriate and will constitute grounds for dismissal. Examples include but are not limited to premarital sex, adultery, homosexuality, bisexuality, pornography, and/or any act that leads to the rejection of one's God-given gender. Inappropriate, repeated, or unwanted conversations about sexual topics will be treated as a major disciplinary situation. Please know that appropriate and sincere questions by both parents and students are always welcome, and will be consistently addressed referencing scriptural truth.

*Definition of "immoral conduct"* - any act, physical contact or communication, actively initiated or passively permitted, between individuals for the purpose of arousing or indulging sexual desires outside the biblical context of marriage.

## **Physical Contact**

As a corollary to the section above, students should refrain from inappropriate physical contact and public displays of affection. This includes but is not limited to hand holding, kissing, close standing/sitting, extended hugging or stroking, etc. These expectations apply to all school related events and activities (e.g. before and after school, practices, games, banquets, field trips, senior trip).

# **General Information and Procedures**

## **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 ITBS testing, all 11th grade students take the school day SAT, and 8th - 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.

## **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 must 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.

## **Class Assignment Requests (Elementary)**

Class assignment requests are accepted and taken into account, but the realization of those requests is not guaranteed. Class assignment and organization is processed and finalized by the administration.

## **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.

## **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.

## **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. Unclaimed articles will be periodically disposed of or donated 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. Students, please do not use stickers or tape as decoration or to attach anything to the lockers, as this leaves residue and can remove paint.

The school cannot be responsible for security of belongings when lockers are left unlocked.

## **Lunch**

Lunchroom facilities are available on campus, and a variety of options are available to the students for lunch. Families should order lunch through FACTS, since orders are not collected in class. Lunch orders must be placed no later than 8:30 a.m. for the desired day but may be placed up to a week in advance. Students must have funds preloaded on their lunch cards before they order lunch items from the lunchroom. If a student's lunch account balance is negative, funds should be added as soon as possible to avoid having the amount drafted from your FACTS account.

## **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

Consistent with KHCS' religious belief that God wonderfully and immutably creates each person as male or female, students may only use locker rooms (as well as restrooms and other gender-specific facilities) in accordance with the biological gender they received as a gift from God.

### Requirements

Grades 7-8: Required. All students are required to take P.E. both years unless prior exemption is obtained from the administration.

Grades 9-12: (1.0 credit required). Graduation requirements from the state of GA require 0.5 credit of health, and 0.5 credit personal fitness.

### 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 is required.

### Uniform Requirements:

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

**Girls** - KHCS P.E. shirt only, KHCS sweatpants or KHCS P.E. shorts only, tennis shoes (cleats are optional for outdoor sports), towel for showering, deodorant

All P.E. uniforms must be purchased through the Lands' End website.

Previous editions of non-Lands' End P.E. uniforms will not be allowed. Only one uniform is required, but extras may be purchased if desired.

Care for locks on the locker room lockers is the responsibility of the student. Lost or damaged locks must be replaced through the school. There is a cost for the replacement lock.

## Piano and Instrument Lessons

Killian Hill offers 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.

## Printing

Due to time, expense, space, and availability limitations, students should not expect to use school copiers for personal printing.

Printing student work for class may be allowed under some conditions, but will be a low priority for office staff. Students must speak (face-to-face) with the high school secretary before sending a document to print. Printed documents will be available for pick-up when school opens the day after requested. Waiting to pick up printed work will not be an excuse for being late for class.

For more information, see the sheet titled Printing Documents from Digital Files at School, which you can request from the HS office.

## **Progress Reports**

A student's progress can be monitored by the parents through ParentsWeb on a daily basis. Since all parents are enabled to access this information, we do not send progress reports, but do expect parents to track student progress through this valuable platform. Other types of communication arrangements usually can be made in accordance with parental wishes.

## **RenWeb, now known as FACTS SIS**

As a service to families, KHCS provides a web-based information system called FACTS. 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 in the classroom. Grades are reported on work completed within a matter of a few days after the completion of the task.

## **Senior Trip**

Seniors on track to graduate are presented the opportunity to participate in the annual 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. Among these is that all accounts must be current in order to participate.

## **Solicitation**

Killian Hill prohibits 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 Planner**

Students in grades 1-12 will be issued an official school planner 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.

## **Transportation**

Transportation to and from Killian Hill Christian School is the responsibility of parents since no bus service is provided. Students who remain after 3:30 p.m. are required to go to the After Care program, and will be charged the appropriate fees for their supervision. Students picked up after 3:30 p.m. should be picked up at the appropriate After Care location.

Written permission must be presented to the office to allow persons other than parents or guardians 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 ensure the safety of each child. If any third party is used to transport children, we suggest that you use education-specific services. As a reminder, most ride-sharing services like Uber and Lyft do not allow minors to use their services.

## **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 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.

# Extended Care Program

## Statement of Purpose

The Extended Care Program exists to assist working parents by providing a supervised location to drop-off their children early in the morning, as well as a safe and enriching environment after school.

## Schedule

Morning Care runs from 6:45 - 7:30 a.m. and After Care is from 3:30 - 6:00 p.m. Monday through Friday in Building C.

## Safety

For campus security and student accountability, all students *not* participating in an extracurricular activity are *required* to sign in to After Care at 3:30 p.m. Students who participate in an extracurricular activity are given a grace period of 15 minutes to be picked up after the end of their activity. Students not picked up after the grace period *are required* to sign into After Care.

## Behavior

As a program of KHCS, students who sign in to the Extended Care program will be held to the same standards for behavior as outlined elsewhere in the Parent-Student Handbook.

## Use of Devices

Use of laptops, tablets, or other such devices is prohibited. With permission, cell phones may only be used to contact parents for pickup from after care. 9<sup>th</sup>- 12<sup>th</sup> grade students may request permission to use a device to work on homework *only*. High school students who do not abide by this policy will receive demerits in accordance with the guidelines set forth in the Student Handbook.

## Pick Up for After Care

For additional security at pick-up, After Care staff will **only** release a child to persons listed under **Authorized Pickup** on FACTS unless After Care staff receive explicit verbal or written authorization from the child's parent. With this in mind, we request that parents ensure that Authorized Pickup information on FACTS stays current.

## **Grace Periods & Late Fees for After Care**

Out of consideration for our After Care staff, we request that parents be prompt in picking up their children from After Care. Students not picked up by 6:00 p.m. have a 5-minute grace period in which no additional fee is applied. After 6:05 however, parents will be charged an additional Late Pickup Fee of \$1.00 per child *each minute*. For example, a parent who had 2 children in After Care until 6:15 would be charged a Late Pickup Fee of \$20 ( $\$1 \times 2 \text{ children} \times 10 \text{ minutes} = \$20$  Late Pickup Fee). *Note:* Students who have a year pass are not exempt from the Late Pickup Fee.

For more information about the Extended Care program, please visit our website, [khcs.org](http://khcs.org), and go to School Life > Documents > General School Information.

# Extracurricular Policies and Information

## Philosophy of Extracurricular Activities

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 results. However, both parents and participants, as well as coaches and directors, should understand that the goals listed below always take precedence over achieving winning results. The goals of the extracurricular departments are as follows:

1. To acquaint participants with the theme of setting aside earthly desires and striving for things above, for God’s glory (Col. 3:1 -17).
2. To acquaint participants with both personal and team goal-setting skills and priorities.
3. To acquaint participants with the principles of team and role playing.
4. To acquaint participants with the principles of authority and obedience (to the coach, officials, directors, observers, judges, etc.)
5. To acquaint participants with the principles of self-examination.
6. To acquaint participants with the personal joy resulting from enthusiastic personal love of participation.
7. To acquaint participants with the fundamentals, skills, and strategic priorities of performance and competition.

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 athletic, fine arts, and academic competition at Killian Hill Christian School. Properly implemented, a well-balanced athletic, fine arts, and academic competition program can enhance the ministry. However, when selfish or unbalanced priorities supersede those listed above, extracurricular activities and their 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 and Participation in Extracurricular Activities

Consistent with KHCS' religious belief that God wonderfully and immutably creates each person as male or female, students participating in gender-specific activities are required to participate in accordance with the biological gender that they received as a gift from God.

The minimum academic requirements for participation in any type of extracurricular team are no failing grades, on-track progress toward graduation, and a 2.0 semester GPA. Official eligibility is calculated using the most recent semester grades unless a specific athletic association that we choose to participate in demands a tri-weekly report. The secondary principal will be the final word on eligibility and may make an eligibility decision using a variety of factors including but not limited to previous quarter grades, discipline record, teacher feedback, effort, and attitude. Individual coaches may coordinate a probationary status with the principal for students where appropriate at the principal's discretion.

## 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.

### Players

- 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.
- Players respect the official by accepting their decision.
- Players never forget those whom they represent (their Savior, parents, school, church, and personal character).

## Spectators

- Spectators never boo the other team.
- Spectators appreciate the talent of a good play, no matter who makes it.
- Spectators realize that conduct, whether good or bad, will ultimately reflect upon the team he supports.
- Spectators do not “heckle” or “catcall” (verbally abusive or use disrespectful language).

## Conference Affiliation

KHCS is a member of the Georgia Association of Private and Parochial Schools (GAPPS) for both middle and high school competitions, and holds a provisional membership in the Georgia Christian Athletic Association (GCAA).

## School Mascot/Colors

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

## Additional Participation Requirements for Sports

1. *Proof of Insurance* As a requirement for participation, student athletes must have primary medical insurance. The school provides supplemental student accident insurance.
2. *Physical* All athletes must have a yearly physical examination by a licensed physician in order to remain eligible for athletic participation. Sports Physical Forms are available here. <https://khcs.org/documents/>
3. *Extracurricular Activities Permission Form* All athletes must have a signed copy of the Extracurricular Activities Permission Form which is part of the Sports Physical packet, available here: <https://khcs.org/documents/>
4. *Participation Continuation* Athletes who hold an active position on a team but who 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 required in order to remain on the active player roster. Practice schedules will vary by season and sport.

## Lettering 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 during or after 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 junior varsity letter.

## **Athletic 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.

# **Safety and Legal Requirements**

## **Campus Security**

Our buildings are secured by electronic locks to protect the precious young people entrusted to us. Parents, please do not get a student to open a door for you. Students should not open the door for guests visiting campus. Parents are welcome to enter the building if admitted by a school official, but are not to ask students to admit them. Students are not to admit parents or other guests.

Secondary students are issued key cards and are expected to keep these on their person for school. If the key card is lost, please see the office to get it replaced ASAP. In the event that an emergency requires students to take refuge inside, they need to be able to unlock doors. Additionally, it is inconsiderate for a student who has not kept his or her key card to require the constant use of the call box and the receptionist to open the door for him or her.

Students should remain where they can be supervised by an adult at all times. After school, students should remain with their teacher, coach, or sponsor until they are picked up, or should go to after care.

Certain parts of the buildings (such as the teacher workroom) are always off limits to students, as well as any unsupervised areas.

## **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 interest of the child and do not, once cause to suspect is established, have any legal alternative except to make a 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.

## **Communicable Diseases**

### **Routine illness:**

Students who are sick should not come to school. Students must be fever and vomit free, unmedicated, for at least 24 hours before returning to school. If a student becomes ill with a fever or vomiting during the school day, the school office will call a parent or guardian and the student must go home. Sick students cannot remain in class.

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.

### **Serious illness:**

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 serious illness. KHCS is not equipped to care for the medical needs of very ill students with serious, continuing, or chronic communicable diseases.

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 transmission 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 contracted a contagious disease will not be allowed to attend school without clearance from the public health department.

## **Medication**

Parents whose child must take oral or prescription medication on campus, must notify the school office before the child brings the medication to school. The school will attempt to help administer medication, but cannot 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.

## **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, the safest environmental use of such materials of this type in a public setting. In addition, KHCS continues to comply with the required regularly scheduled maintenance inspections. This 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.

## **Emergency Drills**

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

## **Insurance**

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

## **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 a reasonable suspicion that a student possesses unauthorized materials.

## **Student Drivers**

Students who drive on campus 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 student driving regulations should be obtained through the secondary school office. Students who fail to comply with the student driving regulations may temporarily or permanently lose the privilege of driving on campus.

# 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.

Elementary students who elect to bring their devices to school must deposit those personal devices (after turning them off) in the elementary office for the duration of the school day for security purposes. Devices must be picked up at the end of the school day.

- Technology use on campus is a privilege, not a right, and may be removed from students who use it incorrectly.
  - Students must view technology as a tool for education.
  - Individual teachers will direct students about how they should use technology in their class. For some classes, this may mean that a student does not use any technology on a normal basis.
  - Students in grades 9-12 should have a working, charged Windows, Mac, iOS, or ChromeOS device usable in class every day.
  - Students in grades 7-8 are not required to have a device, but are allowed to bring a device to class at the teacher's discretion.
  - Other devices (Android tablets, phones, gaming systems, etc.) should not be used during the school day.
- Students should remain focused on the educational goals of school and not 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 (8:00 a.m. - 3:10 p.m.). This includes lunch, between classes, study hall, etc.
  - Teachers may frequently ask students to remove their attention from all electronics. Students should have paper and pencil/pen for note taking in all classes.
  - Devices should not be used for communication (messaging, or personal non-school emails) during the school day. This includes communication with parents. Parents should not interrupt class to send a message to their 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.
  - Students should set a "Do Not Disturb" time where you receive no notifications during the school day.
- Students should 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.**
- Students should exercise caution and discernment with technology.
  - Avoid unsavory content. Don't expose yourself to profanity, vulgarity, indecency, immorality, unkindness, disrespectful behavior, etc. Follow the guidelines 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."*
  - 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.
  - 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. Penalties for inappropriate technology use apply 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 elementary school and secondary 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. Elementary students are required to turn in their phone to the front office each morning if it is brought to school and may pick up their phone at the end of the school day. Elementary students should not bring any other devices to school. Secondary students should have their phones powered off during the school day from 8:00 a.m. – 3:10 p.m. Parents, 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.

# Cooperation Agreement

## Financial Obligation

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. Current tuition and fee information can be found on the website, <https://khcs.org/tuition-fees>

During the course of the school year, if a family's account balance becomes past due in the amount of \$2,500, the student(s) will not be allowed to come to class until acceptable arrangements are coordinated with the business manager.

If a family's FACTS account draft date needs to be changed, call the business office at least 48 hours before the scheduled draft to request this change. After a draft date change has been made 2 times within the school year to a family's FACTS account, they will begin to incur a \$30 fee each time a request is made to change the draft date for their account.

Tuition and fees must be current and in good standing in order to attend special events including the senior trip.

## Conflict Resolution

Occasionally during the course of the year, misunderstandings or conflicts may arise in spite of all of our best efforts to the contrary. As a matter of policy, we ask that parents first give the teacher involved an opportunity to clarify misunderstandings or correct a fault, believing they have the best intent for their students, before bringing the concern to the administration. If attempts at resolution with a teacher are unsuccessful, then the grade level principal should be included. The head of school is the next level for conflict resolution followed lastly by a written appeal to the chairman of the school board through the school office.

## Support and Partnership

The spiritual, mental, physical, and academic welfare of each student is a primary concern to Killian Hill Christian School. Policies in this handbook have been designed to promote student growth and enable efficient operation of the school. Our goal 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.

If, after completely reading this handbook, both parent and student agree to abide in spirit and practice with the requirements contained within, we ask that you submit a response to the form as a digital signature showing your agreement. Thank you for your cooperation, and we look forward to an amazing school year together!