

Killian Hill Christian School

PARENT-STUDENT HANDBOOK

2027-2028

Main Office: 770-921-3224
School Email: office@khcs.org
www.khcs.org

School Hours

K4-6 grades **8:10 a.m. - 3:10 p.m.**
7-12 grades **8:10 a.m. - 3:00 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 (AACS)

Georgia Association of Private and Parochial Schools (GAPPS)

Accredited by

Association of Christian Schools International (ACSI)

Cognia (Southern Association of Colleges and Schools Council on Accreditation and School Improvement)

Georgia Private School Accreditation Council (GAPSAC)

Letter from KHBC Senior Pastor

Dear KHCS Families,

Welcome to another exciting school year at Killian Hill Christian School! We are so glad you are here. I am deeply grateful that your family has chosen to be part of this special ministry, and I consider it a privilege and a joy for Killian Hill Baptist Church to serve your students and families through Christian education.

Killian Hill Christian School is so much more than a school that happens to be located on our church campus — it is a beloved ministry of Killian Hill Baptist Church. The school's work flows from the same heartfelt mission that guides our church: to glorify God, build up believers, and proclaim the Good News of Jesus Christ. Through KHCS, we have the honor of assisting parents in their God-given responsibility of educating and nurturing their children in an environment shaped by Scripture, grounded in Christian truth, and centered on the lordship of Christ.

This identity is at the heart of everything we do. It shapes what is taught, how students are cared for, how we approach discipline with grace, how families are welcomed into our community, and how we seek to cultivate wisdom, character, humility, diligence, and love for God and neighbor in each child. We joyfully welcome families at different places in their spiritual journey, including those who may still be exploring what Christian faith means. We simply ask that every family understand and embrace the distinctly Christian mission of our school and work with us as we carry out that mission together.

My heartfelt prayer is that KHCS will be a place where every student is truly known, deeply loved, appropriately challenged, and faithfully formed; where parents feel encouraged and supported in their calling; where teachers and staff serve with wisdom, grace, and genuine care; and where Christ is honored in both the ordinary routines and the significant milestones of each school year. Thank you for entrusting your precious children to this ministry. We embrace that trust as both a serious responsibility and a sacred joy.

If there is anything I can do personally, or anything Killian Hill Baptist Church can do, to support your family's spiritual journey, please do not hesitate to reach out. We would be honored to walk alongside you. And if your family does not yet have a church to call home, we would love to welcome you to worship with us at KHBC.

May the Lord richly bless this school year and use it for His glory and the good of every child and family in our community.

In Christ,

Joe Boulanger

Senior Pastor

Killian Hill Baptist Church

Letter from KHCS Head of School

Dear Parents and Students,

Welcome to Killian Hill Christian School! I am truly thankful for the opportunity to serve your family and genuinely excited for the wonderful year that lies ahead of us.

At KHCS, our deepest desire is to see students flourish — growing academically, spiritually, socially, and personally within a caring school community shaped by biblical truth. Our dedicated faculty and staff pour their hearts into each day, providing a high-quality, well-rounded education that helps students develop as scholars, disciples, and leaders. This meaningful work happens through classroom instruction, chapel, extracurricular activities, mentoring relationships, and the many everyday moments that shape a student's character over time.

This Handbook is designed to help our school community work together smoothly and effectively. It explains the policies, procedures, and expectations that guide daily life at KHCS. Some sections address routine school matters, while others explain broader expectations for students and families as valued members of our Christ-centered community. Of course, no handbook can anticipate every situation, so our administration thoughtfully applies these policies in light of KHCS's mission, Statement of Faith, Philosophy of Christian Education, and Core Identity.

Our work with families is built on mutual understanding, support, and good-faith cooperation. We genuinely welcome your questions and deeply value respectful, direct communication. When concerns arise — as they sometimes will — we are committed to addressing them with clarity, humility, and grace, while remaining faithful to the mission God has entrusted to us.

Please take time to read this Handbook carefully and discuss age-appropriate portions with your student. We are honored to work with you in your child's growth and development, and we eagerly look forward to seeing all that God will do in and through the KHCS community this year!

Stay encouraged,

Mark Cronemeyer, EdD
Head of School

Notice

This Parent-Student Handbook provides general information regarding Killian Hill Christian School, its programs and operations, and the policies, procedures, and expectations applicable to students, parents, guardians, and others participating in the school community on a family's behalf. The Handbook is not intended to create, and does not itself constitute, a separate contract between KHCS and any student, parent, or guardian. The applicable Enrollment Agreement, Handbook Acknowledgment, Mission and Home Alignment Agreement, and any other signed written agreement are governed by their own terms and may incorporate this Handbook or require compliance with it as a condition of enrollment and continued enrollment. If a directly binding provision of a signed agreement conflicts with this Handbook, the signed agreement controls to the extent of the conflict.

Because no handbook can anticipate every circumstance, KHCS retains authority to interpret and apply this Handbook and, in its good-faith discretion, to revise, supplement, suspend, or withdraw its policies and procedures, subject to applicable law and in furtherance of KHCS's Christian mission and Core Identity. Unless a signed agreement provides otherwise, a revision to this Handbook does not amend that agreement except as permitted by its terms.

Failure or refusal by a student, parent, guardian, family member, or other person participating on the family's behalf to comply with Handbook policies, school instructions, mission-alignment expectations, financial obligations, or other written agreements applicable to that person may result in restriction or loss of privileges, conditions on continued enrollment, required withdrawal, dismissal, non-re-enrollment, or other appropriate action, as determined by KHCS in accordance with the circumstances.

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Section 1: KHCS's Foundational Identity and Mission Alignment

The following sections explain who KHCS is, what we believe, and what family cooperation is necessary for the school to carry out its Christian educational mission. These commitments provide the foundation for the policies, expectations, and decisions described throughout this Handbook. We encourage families to read this section carefully before enrolling, so that you can make an informed decision about whether KHCS is the right fit for your family.

1.1 KHCS's Core Identity and Philosophy of Christian Education

Killian Hill Christian School is a ministry of Killian Hill Baptist Church that exists to assist parents in their God-given responsibilities to educate and form their children by providing a high-quality, well-rounded, balanced program grounded in a biblical worldview and expressed through Christ-centered beliefs, practices, and standards of conduct. This Core Identity summarizes the foundational commitments that shape KHCS's educational program, school culture, and interpretation of Handbook policies.

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. These areas describe the Christian education KHCS provides and the commitments that shape life in the KHCS community.

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). KHCS assists parents in fulfilling this God-given responsibility by providing and governing a distinctly Christian educational program. A strong relationship and shared understanding between parents and the school are foundational to all we hope to accomplish in our students and guide our communication and discipline. A strong relationship and shared understanding between parents and the school are foundational to all we hope to accomplish in our students and guide our communication, discipline, and support for families.

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/her life. The inner character of a child is known by God and matters more than any outward achievement or 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). KHCS establishes biblically grounded standards for moral living as part of Christian formation. Because students learn not only through instruction but also through the examples and messages of the adults around them, KHCS seeks a shared understanding with families regarding the Christian standards taught and modeled within the school community.

Student Self-Discipline

We believe that a Christian education will take into account man's innate sin nature and the necessity of 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. Correction and discipline is therefore understood as part of Christian formation, not merely as behavior management.

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). Parents are expected to support the school's academic standards, encourage diligence and honesty, and cooperate with teachers and administrators when academic concerns, placement decisions, or corrective measures arise. Academic instruction at KHCS is therefore pursued as an act of stewardship before the Lord and is taught in a manner consistent with Scripture and a biblical worldview.

Extracurricular Activities

We believe that the academic program at KHCS is strengthened by the balanced inclusion of athletic, fine arts, and other extracurricular activities. These activities are components of KHCS's high-quality, well-rounded, balanced program and are conducted in furtherance of its Christian educational mission. Talent 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 the classroom and are a purposeful component of Christian education at KHCS (Phil. 4:11–13, 1 Peter 4:10–11). Because these programs are part of KHCS's mission, participation is a privilege and is governed by the school's Christ-centered purposes, conduct standards, and leadership decisions.

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 comes to the Father except through Him (John 14:6, Acts 4:12). Therefore, KHCS rejects religious pluralism and the idea that non-Christian belief systems provide an alternative path to salvation from sin or a relationship with God. KHCS teaches salvation is found only through personal faith in Jesus Christ—His death on the cross, His resurrection, and repentance from sin and one's own way.

KHCS does not require every student or parent to profess personal faith in Christ or affirm every school doctrine as a condition of enrollment. It does, however, require families to understand that KHCS is not religiously neutral and that students will be taught and expected to participate respectfully within a school community ordered by Scripture and centered on the Gospel. The Mission and Home Alignment policy below explains those expectations more fully.

These six commitments help define the educational environment that KHCS is responsible for providing and the school community families are choosing to join. The Mission and Home Alignment

policy below explains how these commitments shape family expectations, enrollment and continued participation in the KHCS community.

1.2 KHCS's Statement of Faith

Because KHCS is a ministry of Killian Hill Baptist Church, the KHBC Statement of Faith is also the Statement of Faith of KHCS and provides the doctrinal foundation for the school's Christian teaching, practices, standards of conduct, and interpretation of school policies. The summary below is provided to help families understand the principal beliefs that shape KHCS. It is necessarily abbreviated and does not replace, modify, narrow, or exhaust the church's fuller doctrinal statements and commitments, including the Statement of Faith set forth in Article I of the KHBC Constitution. Copies of the full Statement of Faith and related governing documents may be obtained from KHCS or KHBC upon request. In summary, KHCS teaches and operates consistently with the following Christian convictions:

- **The Bible.** We believe the Old and New Testaments are the verbally inspired, wholly true Word of God and the sufficient, infallible, and authoritative rule of faith and practice.
- **The Triune God.** We believe in one eternal, sovereign God who exists in three distinct Persons—Father, Son, and Holy Spirit—and who created and sustains all things.
- **Jesus Christ.** We believe Jesus Christ is fully God and fully man, born of a virgin, without sin, crucified as the substitute for sinners, bodily raised from the dead, ascended to Heaven, and now serving as Advocate and Intercessor.
- **The Holy Spirit.** We believe the Holy Spirit convicts the world of sin, gives new life to those who believe in Christ, indwells believers, and empowers, guides, teaches, and sanctifies them.
- **Human Sin and Salvation.** We believe all people are created in God's image but are sinful and lost by nature and choice. Salvation is God's gift, received by grace through personal faith in the shed blood of Jesus Christ, apart from human merit or works; there is no salvation apart from Christ.
- **Christian Life.** We believe in prayer and in righteous living and godly works—not as a means of salvation, but as its proper evidence and fruit. Christians are called to obey God's Word, walk in holiness, and bear the Gospel to the world through dependence on Christ and the Holy Spirit.
- **Spiritual Conflict and Christ's Return.** We believe Satan is real, evil, defeated at the cross, and destined for judgment. Believers resist him through God's provision. We believe Jesus Christ will return personally, visibly, and gloriously.
- **Eternity and Judgment.** We believe in conscious life after death, bodily resurrection, the judgment of all people, eternal blessedness for the saved, and eternal punishment for the unsaved.
- **The Church.** We believe Christ is Lord and Head of the Church; every believer has direct access to God through Christ and is responsible to study Scripture under the Holy Spirit's guidance. The local church is an autonomous assembly of baptized believers called to worship, fellowship, teaching, prayer, the ordinances of believer's baptism and the Lord's Supper, and the Great Commission.
- **Church Authority and Mission.** We believe in distinct responsibilities for church and state, the independence of the local church from outside policymaking control, cooperation with ministries of like faith, and the church's responsibility to support home and foreign missions.
- **The Human Person.** We believe every person is created by God in His image with an immutable sex, as male or female, with equal dignity, value, and standing before Him. We believe men and women are distinct and complementary by God's good design, and that while they have equal worth, they have different roles within the family and church. Each person is called to live consistently with his or her God-given sex in humility, holiness, love, and accountability before Christ. We also believe that all human life is sacred and created by God in His image, from conception to natural death, and should be protected, valued, and treated with dignity and compassion.
- **Marriage and Sexuality.** We believe God creates each human being as either male or female, and that a person's biological sex is an integral and God-given aspect of his or her identity and is not subject to individual choice, self-definition, or change. Therefore, we believe that each person is called to live in accordance with his or her God-given biological sex. God instituted marriage as a covenantal, lifelong, and exclusive union of one

man and one woman, and He reserves sexual intimacy for that marriage covenant. Scripture calls all people to sexual purity and forbids sexual immorality, including adultery, fornication, premarital cohabitation, pornography, homosexual conduct, and any effort to reject, deny, alter, or present oneself as contrary to one's God-given biological sex.

These beliefs are not merely abstract doctrinal statements. Because KHCS is a ministry of KHBC, they shape the school's curriculum, classroom instruction, instructional materials, chapel, discipleship practices, student-life expectations, employment standards, admissions and continued-enrollment decisions, discipline, and the interpretation and application of Handbook policies.

1.3 Final Authority for Matters of Belief, Conduct, and Policy Interpretation

KHCS's Statement of Faith summarizes important biblical convictions that shape the school's Christian identity, teaching, practices, standards of conduct, and community life. It does not exhaust the full extent of KHBC's or KHCS's beliefs. The Bible itself, as the inspired, inerrant, infallible, and authoritative Word of God, is the final source of truth for matters of faith, doctrine, morality, human identity, conduct, and Christian practice.

Because KHCS is a ministry of Killian Hill Baptist Church, KHBC retains final ecclesiastical authority over matters of doctrine, belief, religious practice, and biblical interpretation. For purposes of KHCS's teaching, curriculum, chapel, discipleship, admissions, enrollment, continued enrollment, discipline, student-life expectations, employment standards, community conduct, and application of this Handbook, KHCS will interpret and apply its policies in a manner consistent with Scripture, KHBC's Statement of Faith, KHCS's Core Identity, the Philosophy of Christian Education, and the school's Christian mission.

Questions may arise that are not expressly addressed in this Handbook or that require judgment in applying biblical principles to particular circumstances. In such matters, KHCS reserves the authority to interpret, apply, supplement, revise, or enforce its policies in good faith and in furtherance of its religious and educational mission. Final administrative authority for school operations and policy application rests with the Head of School or the administrator designated by KHCS, subject to the oversight and governing authority applicable to KHCS as a ministry of KHBC.

Nothing in this Handbook, in any enrollment document, or in any school communication should be understood to limit KHBC's or KHCS's right and responsibility to teach, govern, make decisions, and operate consistently with sincerely held Christian beliefs, biblical convictions, religious mission, and applicable law.

1.4 The Purpose and Meaning of “Mission Alignment”

As described in the Mission Statement and Philosophy of Christian Education above, KHCS provides a distinctly Christian educational program grounded in a biblical worldview. Families who enroll or re-enroll should carefully consider the nature of the school community they are joining. Enrollment at KHCS means agreeing to support, rather than work against, the school's religious mission, beliefs, practices, and standards of conduct.

Mission alignment does not mean that every family must begin with complete agreement on every matter of doctrine or practice. It does mean that families must be willing to participate in the KHCS

community with genuine respect for the school's Christian identity, cooperation with its educational and disciplinary authority, and active support for its good-faith application of its policies.

This mission alignment helps preserve a Christ-centered community in which biblical faith may be taught and cultivated, students may be educated and formed, and healthy relationships may develop among students, parents, faculty, and staff. The required family commitments below explain what this support and cooperation means in practice.

Required Family Commitments

The KHCS Statement of Faith and related governing documents describe the biblical convictions that shape KHCS's teaching, practices, standards of conduct, and community life. These convictions are not merely informational; they define the Christian educational environment that families choose when they enroll or re-enroll at KHCS.

KHCS desires that every student and parent come to personal faith in Jesus Christ, but it does not require every family or student to profess Christ or affirm every school doctrine as a condition of enrollment. It does require families to understand that KHCS is not religiously neutral; rather, KHCS teaches and addresses academic, cultural, moral, social, and other issues from a biblical worldview that is grounded in Scripture. Families must therefore participate in the KHCS community in a manner that supports, rather than undermines, the school's Christian mission, biblical teaching, practices, policies, and standards of conduct.

Accordingly, as a condition of enrollment and continued participation in the KHCS community, parents and guardians must:

- Support KHCS's distinctly Christian educational mission, Statement of Faith, Philosophy of Christian Education, and Expected Student Outcomes, and desire that the student be educated and formed in accordance with them;
- Understand that KHCS will teach, provide classroom instruction, select instructional materials, communicate, discipline, and make school decisions in accordance with its sincerely held religious beliefs;
- Remain open and receptive to the Gospel and biblical truth taught by KHCS, and permit the student to participate respectfully in required Christian instruction, chapel, discipleship activities, and school practices;
- Support the school's biblically grounded policies and standards of conduct, help the student comply with them, and reinforce at home the school's good-faith educational, disciplinary, and student-life decisions;
- Refrain from a pattern of settled opposition, entrenched non-cooperation, or conduct or advocacy that materially contradicts, disparages, undermines, or pressures KHCS to alter its mission, beliefs, practices, policies, or standards of conduct, whether at school, at school activities, online, in public, or in communications within the school community;
- Refrain from speech or conduct that creates public scandal, materially damages KHCS's Christian witness, interferes with school operations, or undermines KHCS's ability to carry out its educational mission;
- Communicate questions and concerns directly, honestly, respectfully, and with appropriate confidentiality, in accordance with biblical principles and the conflict-resolution processes established by the school;
- Treat faculty, staff, students, other families, guests, officials, and persons participating in KHCS activities with charity, humility, dignity, and respect; and
- Recognize and support KHCS's authority to promote, interpret, and apply its beliefs, policies, procedures, and standards of conduct, and to make admissions, enrollment, re-enrollment, discipline, withdrawal, dismissal, student-life, and community-conduct decisions in furtherance of its religious and educational mission.
- Refrain from actively promoting, advocating, or proselytizing beliefs, practices, or positions contrary to KHCS's Statement of Faith, biblical worldview, or standards of conduct within the school community, whether in the classroom, at school activities, online in connection with school, or in communications with students, families, or employees.

KHCS retains final authority to interpret and apply these commitments and all Handbook policies in good faith and in furtherance of its religious and educational mission. KHCS may revise, supplement, suspend, or withdraw policies and procedures as needed, subject to applicable law. Failure or refusal to satisfy these commitments may result in conditions of continued enrollment, loss of privileges, non-re-enrollment, required withdrawal, dismissal, or other appropriate action.

Questions, Disagreement, and Settled Opposition

KHCS welcomes sincere questions, spiritual inquiry, and respectful requests for clarification. Private disagreement, uncertainty, or an incomplete understanding of a school belief does not, by itself, establish a lack of mission alignment. However, mission alignment is incompatible with a pattern of settled opposition, entrenched non-cooperation, or conduct or advocacy that materially contradicts, disparages, undermines, or pressures KHCS to abandon, alter, or dilute its mission, beliefs, teaching, practices, policies, or standards of conduct.

Families must also refrain from public, online, or widely communicated speech, conduct, or advocacy that materially damages KHCS's Christian witness, disrupts the school community, interferes with school operations, undermines school authority, or impairs KHCS's ability to carry out its Christian educational mission.

Conduct away from campus, outside school hours, or in online settings may be considered when it reflects a settled pattern inconsistent with KHCS's biblically grounded standards or materially affects KHCS's discipleship mission, community life, school operations, authority, safety, or Christian witness.

KHCS retains authority to interpret and apply this policy and all other school policies in good faith and in furtherance of its religious and educational mission. Because no policy can anticipate every circumstance, KHCS may consider the nature, seriousness, duration, context, audience, intent, effects, and responsiveness to correction associated with a student's or family's conduct, speech, advocacy, or pattern of non-cooperation. KHCS may also consider the actual or potential impact of a student's or family's circumstances, conduct, or speech on other students, classmates, other families, the broader learning environment, and the school community.

Enrollment and Continued Participation

Parents and guardians should carefully consider their ability to make these commitments when seeking enrollment or re-enrollment at KHCS. Any questions should be raised before the student begins attending classes. Each parent or guardian with legal authority to make educational decisions for the student, and each student in grades 7–12, will be asked to sign the school's electronic acknowledgment confirming that the signer has read, understands, and agrees to support this Handbook, including this Mission and Home Alignment policy.

Enrollment and continued participation at KHCS are privileges extended in the discretion of the school, subject to applicable law. Continued enrollment depends on the student's and family's continuing mission alignment, good-faith cooperation, compliance with applicable Handbook policies and school instructions, satisfaction of financial obligations, and KHCS's continuing determination that enrollment remains appropriate in light of its religious and educational mission, community life, and program.

When concerns arise, KHCS will seek to address them with clarity, fairness, and grace, while preserving the school's responsibility to protect its mission, community and Christian witness. KHCS may impose conditions on continued enrollment, restrict participation, decline re-enrollment, require

withdrawal, dismiss a student, or take other appropriate action when a student or family does not satisfy these requirements.

Section 2: KHCS's Vision Statement and ESO's (Expected Student Outcomes)

At KHCS, our vision is to Transform lives by Training Scholars, Making Disciples, and Graduating Leaders. To give practical shape to this vision, KHCS has developed Expected Student Outcomes (ESOs) — specific, measurable goals that describe the knowledge, skills, character qualities, and spiritual growth we seek to cultivate in every student during their time at KHCS. These ESOs guide our curriculum, instruction, programs, and assessment, and they help families understand what a KHCS education is designed to accomplish. The ESOs are organized around the three pillars of our vision and are set forth below.

Training 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

Making 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

Graduating 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

Section 3: The KHCS School Board

Killian Hill Christian School is a ministry of Killian Hill Baptist Church and operates under the authority of the KHBC constitution and applicable KHCS governing documents. As provided in the KHBC constitution, KHCS is governed by a School Board composed of members of KHBC. The School Board provides governance and oversight, including mission and doctrinal fidelity, governing policy, strategic direction, financial and institutional stewardship, and other matters reserved to the Board. The Board does not manage the school's day-to-day operations, which are administered by the Head of School and school leadership. The Board is composed of five or more voting members, including one deacon representative, one trustee representative, and at least three members-at-large, with the Senior Pastor and Head of School serving as ex-officio members. Questions or concerns should ordinarily be addressed first through the communication and conflict-resolution processes described in this Handbook. If communication with the School Board is necessary, correspondence may be submitted through the school office and addressed to the Chair of the School Board.

Section 4: School Policies, Student Conduct & Community Expectations

KHCS has two school divisions: the elementary school, which includes grades K4–6, and the secondary school, which includes grades 7–12. Unless a policy states otherwise, Handbook policies apply to all students, parents, guardians, and families participating in the KHCS community. When procedures, expectations, or consequences differ by division, grade level, or program, those differences will be identified in the applicable policy or communicated by KHCS.

4.1 Admissions and Enrollment Policies

Nondiscrimination and Religious Mission

KHCS admits students and serves families in a manner consistent with its Christian mission, Statement of Faith, Philosophy of Christian Education, Core Identity, educational program, and standards of conduct. KHCS does not unlawfully discriminate in admissions, educational programs, or school-administered activities.

As a ministry of Killian Hill Baptist Church, KHCS is a religious school and is not religiously neutral; rather, KHCS teaches and addresses academic, cultural, moral, social, and other issues from a biblical worldview that is grounded in Scripture. Nothing in this Handbook, including this nondiscrimination statement, limits KHCS's right and responsibility to teach, govern, hire, admit, enroll, discipline, dismiss, decline re-enrollment, establish standards of conduct, determine mission alignment, or make other school decisions in a manner consistent with its sincerely held Christian beliefs, biblical worldview, religious mission, Statement of Faith, policies, and applicable law.

Enrollment and continued enrollment depend on KHCS's determination that the student and family are able and willing to participate in the KHCS community in a manner consistent with the school's Christian mission, educational program, conduct expectations, cooperation requirements, and other applicable policies.

Enrollment Agreement Hierarchy and Incorporated Documents

The Enrollment Agreement is the primary binding contract between KHCS and the student's family, and it incorporates by reference this Parent-Student Handbook, the Mission and Home Alignment Agreement, and any other document expressly incorporated therein. The Enrollment Agreement also contains certain provisions that are directly binding, including financial obligations, acknowledgments, authorizations, and signature requirements. When a directly binding provision of the Enrollment Agreement conflicts with a Handbook policy, the Enrollment Agreement controls to the extent of the conflict. The Handbook provides detailed operational policies, procedures, guidelines, and expectations that support the Enrollment Agreement, but it is not itself a separate contract. Separate activity-specific forms, such as those for athletics, field trips, Extended Care, or technology use, may impose additional conditions, acknowledgments, releases, or requirements that apply to the student's participation in those activities.

Conditional Admission and Enrollment Conditions

KHCS may admit a student on a conditional or probationary basis when the administration determines that conditional enrollment is appropriate in light of the student's circumstances and KHCS's ability to serve the student. Written conditions may include academic benchmarks, behavior expectations, attendance expectations, provision of records, safety or medical documentation, mission-alignment discussions, probationary periods, periodic review, or other requirements determined by KHCS. The student's continued enrollment is subject to satisfactory progress toward or compliance with the stated conditions. KHCS may modify, extend, or remove conditions as circumstances warrant. Failure to meet stated conditions may result in required withdrawal, dismissal, non-re-enrollment, or other appropriate action, as determined by KHCS.

Admissions Record Verification and Material Misrepresentation

KHCS relies on the accuracy and completeness of information provided by families during the application and enrollment process. KHCS may verify application and enrollment information, request updated or supporting documentation, and conduct background or reference checks as it deems appropriate. Material misrepresentation, omission, or falsification of information on any application, enrollment, financial, medical, academic, or other school document may result in denial of admission, revocation of acceptance, required withdrawal, dismissal, non-re-enrollment, or other appropriate action, regardless of when the misrepresentation is discovered. KHCS may also revisit an admissions decision if material information was not disclosed or if material circumstances change before or after attendance begins.

Electronic Communications, Signatures, and Account Security

KHCS uses electronic communications, electronic documents, electronic acknowledgments, and electronic signatures for applications, enrollment, billing, financial transactions, policy acknowledgments, consent forms, and other school-related purposes. An electronic or digital signature applied through FACTS, the KHCS application portal, or another KHCS-approved platform has the same legal effect as a handwritten signature on a paper document. Parents and guardians are responsible for the security of their accounts, login credentials, and devices used to access KHCS platforms. Any application, enrollment, consent, acknowledgment, payment, or other submission made through an authenticated family account is attributed to the account holder. Families must promptly notify KHCS if they believe their

account has been accessed without authorization. KHCS may deliver documents, forms, notices, invoices, and other communications electronically, and families are responsible for maintaining current email addresses and contact information with KHCS.

New Student Admissions

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

An application for enrollment must be submitted with the appropriate fees, required forms, and records from previous schools, including transcripts, conduct records, disciplinary records, and any other records requested by KHCS. For applicants in grades 1–12, KHCS ordinarily administers an entrance assessment to help determine whether the student is academically prepared for KHCS and whether KHCS can appropriately serve the student's educational needs. Following review of the application materials and entrance assessment, an interview with a school administrator is required. Parents or guardians with educational decision-making authority should attend the interview with the student unless KHCS approves another arrangement.

Official acceptance is based on KHCS's review of the full application record, including entrance assessment results; K4 and K5 recommendation forms, where applicable; transcripts and academic history; teacher recommendations; interview results; space availability; and the student's and family's support of and cooperation with KHCS's Core Identity, Mission and Home Alignment expectations, Statement of Faith, Philosophy of Christian Education, and Expected Student Outcomes. For more information about admissions, families may refer to the admissions page of the KHCS website.

KHCS uses a nationally normed assessment to evaluate math, language, and reading achievement. Ordinarily, the average national percentile rank across the required subtests must be 50 or above for a student to be accepted into the regular academic program; however, KHCS may consider subtest scores, prior academic history, classroom readiness, available support, grade-level expectations, class dynamics, and other relevant factors. A very low score in one area may prevent acceptance into the regular academic program even if the overall average meets the stated threshold. KHCS may also admit a student on academic probation or with other conditions when the administration determines that conditional enrollment is appropriate.

Students must meet KHCS's age and grade-placement requirements by September 1 to be placed in a given grade. Ordinarily, KHCS will not consider an applicant who is two or more years older than the typical chronological age for the requested grade level, unless KHCS determines that an exception is appropriate based on the student's circumstances and the school's ability to serve the student within its program.

KHCS offers a graduated program for secondary school students who need English-language support, subject to program availability and the school's determination that it can appropriately serve the student. Applicants who may need English-language support may be required to take an English proficiency assessment. Assessment results, academic records, interview results, available support, and other relevant factors will be considered in determining eligibility for enrollment, placement, and any required English-language support. Specialized instruction may be provided to help students transition successfully into the KHCS academic program and school community.

Automatic Re-enrollment

KHCS desires a long and positive relationship with each school family and may provide an automatic or streamlined re-enrollment process for eligible returning students in good standing. Automatic re-enrollment is an administrative convenience and does not guarantee continued enrollment or limit KHCS's discretion to determine whether re-enrollment remains appropriate. Each year, eligible students will be automatically enrolled for the following school year unless the family opts out during the published opt-out period. If a family does not timely opt out, KHCS may draft the applicable commitment fee from the family's FACTS Tuition account on the prescribed date so that the school can plan, budget, staff, and recruit responsibly. A family that does not opt out is understood to be continuing its commitment to KHCS and to all applicable policies and agreements, including policies related to mission and home alignment. Continued enrollment remains subject to completion of all required Enrollment Agreement documents and acknowledgments, including the annual Handbook acknowledgment; the student's and family's continuing mission alignment and good-faith cooperation; compliance with applicable Handbook policies and school instructions; satisfaction of financial obligations; space availability; and KHCS's continuing determination that enrollment remains appropriate in light of its religious and educational mission, community life, and program.

Financial Standing and Continued Attendance

During the school year, if a family's account balance becomes past due in the amount of \$2,500 or more, KHCS may restrict the student's class attendance until the account is brought current or acceptable arrangements are approved by the business office. KHCS may also restrict report cards, records, transcripts, extracurricular participation, senior activities, re-enrollment, or other privileges as permitted by applicable policy and law. Students will not be permitted to re-enroll for the following school year until all account balances are paid or otherwise resolved to KHCS's satisfaction. Financial obligations, withdrawal fees, refund eligibility, continuing tuition obligations, financial-aid adjustments, and related financial matters are governed by the Enrollment and Financial Agreement and other applicable written financial terms.

Withdrawals

If a student withdraws before the end of the school year, the parent or guardian must complete the withdrawal process required by KHCS, including any withdrawal form, office checkout, return of books, key cards, technology, athletic uniforms, equipment, and other school property, and completion of any required academic, financial, or administrative paperwork. Families should allow at least 48 hours for withdrawal processing after all required steps have been completed. Academic records, report cards, transcripts, recommendations, and other school records may be withheld or delayed until all tuition, fees, withdrawal charges, and other account balances are paid or satisfactory arrangements have been approved by KHCS, subject to applicable law.

4.2 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 each student to demonstrate truthfulness in all academic work and assessments so that teacher feedback and any grade received is a genuine reflection of that student's

performance. KHCS takes 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 at 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 and Unauthorized AI Use: Submitting written, digital, or creative work that a student did not write or create on their own. This includes using someone else's ideas, information, or words without giving credit to the source, as well as submitting content generated by artificial intelligence (AI) tools as one's own original work. The separate policy on Unauthorized Use of Artificial Intelligence and Digital Assistance below provides additional detail on permitted and prohibited AI use.

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 a student has any question whether collaboration is allowed, he or she should communicate with the teacher ahead of time.

Unauthorized Use of Artificial Intelligence and Digital Assistance

KHCS recognizes that artificial intelligence, automated writing tools, translation tools, grammar tools, tutoring platforms, search tools, calculators, and other forms of digital assistance may be helpful when used appropriately and honestly. At the same time, students are responsible for completing academic work with integrity and for following the instructions given by the teacher for each assignment, project, assessment, or activity.

Unless a teacher expressly permits a particular use, students may not use artificial intelligence or other digital assistance to generate, rewrite, translate, solve, summarize, analyze, outline, research, edit,

or complete work in a way that substitutes for the student's own understanding, effort, authorship, or learning. Students may not submit AI-generated or digitally assisted work as their own, copy or paraphrase AI-generated content without authorization and appropriate disclosure, fabricate sources or citations, use AI during tests or quizzes without permission, or use another person's account, device, or work to misrepresent authorship.

When a teacher permits limited use of AI or other digital tools, the student must use those tools only within the limits stated by the teacher and must disclose such use if required by the teacher or if the assistance materially affected the content, structure, wording, analysis, or final form of the work. A teacher may require a student to explain the student's process, produce drafts or notes, complete an oral defense or in-class follow-up assignment, or redo work if the teacher has a good-faith concern about authorship, unauthorized assistance, or academic integrity.

Students may not use AI or digital tools to create, access, possess, transmit, or distribute inappropriate, deceptive, harassing, bullying, sexually explicit, violent, threatening, discriminatory, defamatory, or otherwise prohibited material. Students also may not use AI or digital tools to impersonate another person, alter images or recordings deceptively, violate privacy, bypass school technology controls, or undermine KHCS's Christian mission, school community, or standards of conduct.

Violations of this policy may be treated as academic dishonesty, technology misuse, misconduct, or a combination of these, and may result in loss of credit, required redo, parent notification, restriction of technology privileges, discipline, suspension, dismissal, non-re-enrollment, or other action KHCS determines appropriate. Because technology changes rapidly, KHCS may interpret and apply this policy in light of the circumstances, teacher instructions, the purpose of the assignment, and the school's academic and Christian educational mission.

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 test scores, prior performance, teacher input, and course availability. KHCS requires students to demonstrate academic maturity for AP and DE courses through high grades in pre-qualifying courses and teacher recommendations. Eligibility is determined by a minimum 3.0 GPA for DE courses, "AP Potential" from the PSAT, and satisfactory performance on Iowa Assessments. You can find the full requirements [here](#).

Graduation Requirements

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. Any non-Killian course must be approved by the guidance counselor. 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.
- The SAT or ACT college entrance exam is a requirement to graduate. Please keep in mind that a 1200 minimum SAT score is required for Zell Miller scholarship. KHCS administers the SAT on campus once per year in the spring.
- 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 Science, 1 Life Science, 1 Chemistry Science, +1
Math	4.0	Geometry, 2 Algebra Courses, +1
Social Studies	3.0	1 US History, 1 World History, 0.5 US Government, 0.5 Personal Finance & Economics
Physical Education	0.5	Fulfilled with a team sport participation
Health	0.5	
Foreign Language	2.0	2 credits in the same language
Electives	5.0	
Total	23	

In addition to the 23 credits required by the Georgia Department of Education, 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. Bible credits for grades 9-11 may count toward electives.

KHCS cooperates 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 cumulative 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 an honor society and/or top ten rank.

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 at least half of the most rigorous KHCS classes, with a B or higher in each class. Though the exact classes offered at KHCS change slightly every year, students should have completed at least half of the courses offered to them in their 11th and 12th years.

- | | |
|----------------------------------|--|
| ● AP Biology | ● AP Seminar |
| ● AP Chemistry | ● AP US History or DE US History |
| ● AP Computer Science Princ. | ● AP World History or DE World History |
| ● AP Computer Science A | ● Dual Enrollment Calculus 1 |
| ● AP English: Literature & Comp. | ● Dual Enrollment Calculus 2 |
| ● AP European History | ● Dual Enrollment Pre-Calculus |
| ● AP Physics | |
| ● AP Psychology | |

Drop/Add

Occasionally a student may find it necessary to withdraw from a particular course. 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.

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, a KHCS student should expect to spend an average of 10 minutes per grade level on a typical night. For example, a third grader should expect to spend 30 minutes on schoolwork 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 manages his or her 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 be completed.

High school students who take online dual enrollment 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 FACTS 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.

Late work will receive a 10% reduction from the overall grade for each day that an assignment is late.

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 with 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.

Learning Discoveries

When appropriate, and at the school's discretion, KHCS may offer current students therapy to strengthen weaknesses through the Learning Discoveries Program (LD) rather than traditional tutorial methods. Students must still be able to function within the regular classroom environment.

KHCS also has a certified dyslexia specialist who can screen for dyslexia. However, full psychological testing may be needed from a licensed psychologist outside of KHCS to determine the needs of the child and the type of therapy that would best meet those needs.

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 typically 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 typically 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 typically 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. The administration reserves the right to have the final say in whether a student is promoted to the next grade.

High School (Grades 9–12)

In grades 9–12, students 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. AP enrollment requires the teacher’s recommendation and a B or better in subjects specifically in that curricular area and those closely associated curricular areas. Retention in the class from first to second semester is dependent on a C or better final semester grade and the teacher’s recommendation.

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 FACTS at the end of each nine-week grading period.

Grading Scale

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

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

Semester and Final Grades

Grades shown on report cards are calculated using the following formulas.

Grades 1–6

For grades 1–6, the report card shows grades for each quarter. The final grade is the average of the two semester grades.

Grades 7–9

Semester grades are the average of the two quarter grades in that semester. In all seventh-grade classes and non-credit eighth grade classes, the final grade is the average of all four quarter grades. In “for-credit” eighth grade and all ninth-grade classes, the second semester grade is independent of the first semester grade with both semester grades being final grades.

Grades 10–12

Semester grades are calculated by summing the two averages of the two quarter grades, multiplied by 85% (42.5% per quarter), plus the semester exam grade times 15%. The second semester grade is independent of the first semester grade, and both are final grades.

For example, the second semester average is:

$$\begin{array}{l} (3\text{rd Quarter Average}) \times 42.5\% \\ (4\text{th Quarter Average}) \times 42.5\% \\ + (2\text{nd Semester Exam score}) \times 15\% \\ \hline \text{Semester Average} \end{array}$$

Grade Point Average 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.

A	4.0
B	3.0
C	2.0
D	1.0
F	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 coursework 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 that 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 grade of 60-69. Please see the guidance counselor 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 each semester. The elementary school "A/B" honor roll consists of all students who receive a "B" or better in all academic subjects each semester. Students earning honor roll status for the academic year will receive special honor roll recognition. Physical education, STEM, 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 92% semester average with no semester grade below an 80%.

To be inducted into the National Honor Society (grades 10–12), students are required to have a weighted 3.7 semester GPA with no semester grade below an 80%, including any AP or online courses. Additionally, a senior qualifying for initial induction into the Senior High 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, students will be evaluated under the National Honor Society pillars of Scholarship, Service, Leadership and Character. These evaluations may consider, among other things, a student's academic diligence; service to the school and community; leadership, initiative, and positive influence; and character qualities such as honesty, cooperation, responsibility, humility, respect for authority, and consideration for others. Teachers evaluate students, and nominations for induction are made to the administrative panel, which reviews evaluations and makes final judgments on induction or retention in the Honor Society. Evaluations and inductions are held in January and August based on the grades and performance in the preceding semester. Students must complete ten service hours each semester to remain eligible. Students with excessive attendance issues (exceeding 10 total absences and/or tardies per semester) or excessive demerit accumulations (exceeding 15 total demerits) can expect these accumulations to impact their eligibility.

4.3 Attendance Policies

School Hours

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

All students (elementary and secondary schools) arriving after 8:10 a.m. must report to the school office upon arrival. Elementary student parents must escort them into the office after 8:10 a.m.

On days with chapel, students must attend chapel. Students who must leave before chapel must provide a parent or doctor's note explaining the reason for the absence.

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.

We discourage parents from picking up students early as it is disruptive to our classes.

Attendance requirement for credit

To meet minimum state attendance requirements, elementary school students absent more than 20 days during the academic year will be placed under academic review before promotion. 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 involving extenuating circumstances as they specifically relate to student medical problems; any appeals must be made to the Head of School.

Extended Medical Absence and Temporary Academic Arrangements

When a student is expected to miss school for an extended period because of illness, surgery, injury, recovery, medical treatment, or another temporary medical condition, parents and guardians should notify KHCS as soon as reasonably possible and provide any documentation KHCS requests from a qualified medical provider. Documentation may include the nature of the limitation, expected duration of absence or restriction, anticipated return date, academic or physical limitations, and any recommendations affecting school attendance, classroom participation, testing, physical education, athletics, field trips, extracurricular activities, or other school programs.

When feasible and appropriate, KHCS may work with the family, teachers, administrators, and other school personnel to develop temporary academic arrangements for the student. Such arrangements may include modified deadlines, make-up work, temporary workload adjustments, limited remote access to assignments, communication with teachers, or other short-term measures KHCS determines are reasonable under the circumstances. Any temporary arrangement is discretionary, individualized, and subject to KHCS's academic standards, staffing, schedule, resources, program requirements, and educational mission.

Temporary academic arrangements are intended to support a student during a limited medical absence or restriction. They do not create a right to homebound instruction, virtual instruction, individualized services, promotion, credit, grade modification, extracurricular participation, or continued enrollment regardless of attendance or academic progress. If KHCS determines that the student's needs, length of absence, medical restrictions, attendance record, academic progress, or required supports cannot be appropriately met within KHCS's program, KHCS may require a parent conference and may consider additional conditions, modified participation, withdrawal, re-enrollment timing, alternative educational placement, or other appropriate action.

A student returning from an extended medical absence or temporary medical restriction may be required to provide updated medical documentation or clearance before returning to school, physical education, athletics, field trips, extended care, extracurricular activities, or other school programs. KHCS may condition return or participation on documentation, safety planning, gradual reintegration, activity restrictions, parent cooperation, or other steps KHCS determines are appropriate for the student's health, safety, academic progress, and the school community.

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, vision, therapy, treatment, or other health-related appointments have caused the absence, KHCS may request certification in the form of a note from the provider's office. For extended absences, KHCS may require additional documentation as described in the Extended Medical Absence and Temporary Academic Arrangements policy above.
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 for at least 180 minutes of school 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 9:40 a.m.–2:00 p.m. 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, when approved and 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 for Elementary (grades K4–6)

Students will be given grace for 3 late arrivals per semester, but after that students will accumulate an absence for every 3 late arrivals.

Remember that students who are 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 excused absences, unexcused absences, and accumulated tardies. After 5 absences, a doctor's note may be required. Administration reserves the right to have the final say regarding absences.

Tardy Policy for Secondary (grades 7–12)

Students will be given grace for 3 late arrivals to school per semester; this applies only to the student's first class of the day. Outside these exceptions, 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.

Traffic is not an excused reason unless the administration decides to make an exception. After 5 absences, a doctor's note may be required. Administration reserves the right to have the final say regarding absences. 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 for inquiring 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. Instruction begins promptly at 8:10 a.m. Students who arrive late or check out 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 to be considered present and be eligible for extracurricular activities after school. It is the student's responsibility to complete any work missed.

Students are expected to be in attendance for the entire school day. Early checkouts are strongly discouraged after 2:30 p.m. Requesting an early check-out after this time creates instructional disruptions as teachers finalize daily learning and prepare students for dismissal. If an early dismissal is absolutely necessary, please arrange to pick up your student prior to 2:30 p.m.

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 because 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 is sent as a text message 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 due to weather, 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.

4.4 Attire and Dress Policies

[Click here](#) to order Lands' End School Uniforms

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 professional, neat, modest, and God-honoring attire. Consistent with KHCS's religious belief that God created each person with an immutable gender, as male and female, student appearance should conform to the dress code applicable to the biological sex 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 > School Life tab > Documents > Uniforms) to ensure you are ordering the appropriate items for your child's grade.

To clarify and reinforce the dress expectations, refer to this table.

School Attire	Spirit Attire	Athletic Attire	Formal Attire
<i>All uniforms are from Lands' End</i>	<i>Clothes are neat and reflect school spirit.</i>	<i>Clothes are modest and reflect school policy.</i>	<i>Clothes are modest and reflect school policy.</i>
Outerwear Collared shirt (even under outerwear)	Any Killian Hill hoodie/jacket	Shorts must extend just below the fully extended fingertips when the student is standing, and arms are at the side	The fine arts department will mandate fine arts attire
Pants-long enough to cover the ankle	Any Killian Hill T-shirt		Formal attire for Jr/Sr Banquet or other formal occasions should be neat, appropriate, and modest
Shorts-to the top of the kneecap	Uniform lowers	Shirts must be worn and should not show undergarments, cleavage, or midriff	
Skirts (girls)-to the top of the kneecap	Jeans - no rips or holes	All clothing should be loose - not form fitting	Suits should be classy and sharp
Socks and shoes-black, gray, brown, navy, white (Gr. 7-12)	Jean shorts-no cutoffs and must come to the top of the kneecap	Spectators at athletic events must follow "Spirit Attire" guidelines ↔	Dress hemlines should come to the top of the kneecap
Boots-short boots are permitted for the winter months-January and February (7-12)	For special "Spirit Days"- follow guidelines given ahead of time - example: designated Holiday dress-up theme days		Dresses should not show under garments, cleavage, midriff, or too much skin in the back
			Slits in skirts or dresses should come to the top of the kneecap.
			Female teachers or administrators will check all dresses prior to an event

Male students: belt, shirt tucked, no visible piercings, no makeup (except for designated Fine Arts activities)

Female students: may wear earrings but no other visible piercings, and simple (not excessive) jewelry.

Hair Guidelines

Because hairstyles and trends change regularly, the administration reserves the right to determine at any point in time the acceptability of any style, coloration, shape, or length of hair and ask a student to make changes. To promote an academic focus, we ask that all our students avoid styling their hair in ways that do not reflect our school's traditional, conservative philosophy and identity because of its cut, shape, style, or color. We ask for your cooperation as we communicate our expectations and specific clarifications with you. Below are some non-exhaustive guidelines:

- 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 two inches off the scalp. Facial hair, including beards, mustaches, and sideburns below the earlobes, is not allowed as a part of the school uniform.
- Female students: hair should be neat and of a natural color.

4.5 Biblical Sexual Conduct, Physical Contact, and Privacy Policy

As a ministry of Killian Hill Baptist Church, KHCS teaches and applies a biblical worldview in every area of school life. KHCS believes that God created human beings in His image as either male or female; that a person's gender is a gift of God and is determined by biological reality from the moment of conception; that marriage is the covenantal union of one man and one woman; and that sexual intimacy is reserved for marriage as God has defined it (Genesis 1:26–27, 2:24; Matthew 19:4–6; Romans 1:26–29; 1 Corinthians 6:9–20; 1 Thessalonians 4:1–8; Hebrews 13:4). These sincerely held religious beliefs shape KHCS's instruction, student-conduct expectations, use of facilities, and efforts to protect the dignity, modesty, safety, and bodily privacy of every student.

These expectations always apply, on or off campus, during the school day and at all KHCS-sponsored, KHCS-associated, or KHCS-hosted activities and events, including practices, competitions, performances, banquets, field trips, class trips, and senior activities.

Sexual Conduct and Expression

Students must refrain from sexual conduct, expression, or advocacy inconsistent with KHCS's biblical beliefs. Prohibited conduct includes sexual activity outside biblical marriage; possession, creation, display, distribution, or solicitation of pornographic or sexually explicit material; sexually suggestive communications or conduct; and conduct or advocacy that promotes sexual relationships or understandings of human sex contrary to KHCS's religious beliefs.

For purposes of this policy, prohibited sexual conduct includes any act, physical contact, communication, or use of images or technology that is intended or reasonably understood to arouse, solicit, express, or indulge sexual desire outside the biblical context of marriage. Inappropriate, repeated, coercive, or unwanted conversations or communications concerning sexual subjects may also constitute a serious disciplinary matter.

KHCS welcomes sincere, age-appropriate questions from students and parents. Such questions should be raised respectfully with an appropriate teacher, counselor, or administrator and will be addressed in accordance with Scripture, the student's maturity, and the school's educational and pastoral

responsibilities. A sincere question or request for clarification does not, standing alone, constitute misconduct or opposition to KHCS's beliefs.

Physical Contact and Displays of Affection

Students must respect appropriate physical boundaries and refrain from romantic or otherwise inappropriate physical contact and public displays of affection. Prohibited conduct may include hand holding in a romantic context, kissing, prolonged or intimate embracing, stroking, sitting or standing in an inappropriately close manner, touching private areas of another person's body, or other contact that is romantic, sexually suggestive, unwanted, coercive, or inconsistent with the modesty and conduct standards of KHCS.

Ordinary, non-romantic, and contextually appropriate contact (such as a brief congratulatory hug, a handshake, or contact occurring during supervised athletics or performance activities) is not prohibited merely because physical contact occurs. KHCS will evaluate the nature, context, duration, purpose, age-appropriateness, and effect of the contact.

Bodily Privacy and Gender-Specific Facilities

KHCS seeks to protect the bodily privacy, dignity, modesty, and safety of every student, particularly in locations where students may be in a state of undress or attend to personal bodily needs. Restrooms, locker rooms, changing areas, showers, and similar private facilities designated for one gender must be used only by members of that biological gender. Students must also comply with gender-specific requirements governing dress, athletics, overnight accommodations, and other activities where biological gender or bodily privacy is relevant.

No person may enter, remain in, observe, photograph, record, transmit images from, or otherwise intrude upon a restroom, locker room, changing area, shower, or similar private space designated for the other biological gender, except when specifically authorized by KHCS for an emergency, maintenance, supervision, or other legitimate institutional purpose and subject to appropriate privacy safeguards.

Students may not expose private areas of their bodies to others; view or attempt to view another person while that person is changing clothes or using a private facility; engage in unwanted or inappropriate touching; or create, request, possess, display, transmit, or distribute an image or recording depicting another person in a state of undress or in a private setting. Electronic devices may not be used to photograph, record, or transmit images or sound in restrooms, locker rooms, changing areas, showers, or similar private spaces.

Any student with a privacy-related concern should raise it promptly with a parent and the appropriate school administrator. KHCS will consider reasonable, feasible arrangements intended to protect a student's privacy—such as access to a single-user facility or private changing location—when consistent with the student's biological gender, KHCS's religious beliefs, the privacy and safety of others, and the school's facilities and operational needs. Any such arrangement is determined by KHCS and does not alter the school's gender-specific standards.

Reporting and Response

Students and parents should promptly report suspected violations of this policy to an administrator. KHCS will respond considering its religious mission, the nature and seriousness of the conduct, the ages and maturity of those involved, whether the conduct was consensual or coercive, its

effect on others and the school community, any pattern or recurrence, and the student's honesty and responsiveness to correction.

KHCS may impose any appropriate response, including pastoral counseling, parental involvement, restrictions, discipline, suspension, required withdrawal, expulsion, non-re-enrollment, or referral to civil authorities or child-protection agencies when required or appropriate. KHCS is not required to use progressive discipline and may act immediately when necessary to protect students, preserve bodily privacy or safety, comply with law, or maintain the school's Christian mission and community standards.

Parents and guardians are expected to support and reinforce this policy. When a student or family is unwilling to do so, that unwillingness may also be addressed under the Mission and Home Alignment Policy.

4.6 Discipline and Behavior Policies

KHCS's approach to discipline flows from its identity as a ministry of Killian Hill Baptist Church and from its responsibility to educate and form students in accordance with Scripture. The Bible teaches that correction, instruction, accountability, repentance, forgiveness, restoration, and growth are important parts of Christian formation (Proverbs 3:11–12; 12:1; 22:6; Ephesians 6:4; Hebrews 12:5–11; 2 Timothy 3:16–17). Accordingly, discipline at KHCS is intended not merely to punish misconduct, but to help students recognize wrongdoing, accept responsibility, make appropriate changes, repair harm when possible, grow in self-control and wisdom, and return to faithful participation in the school community.

KHCS desires for students to grow in self-regulation, personal discipline, Christlike character, and respect for appropriate authority. That growth ordinarily requires instruction, reminders, correction, and, at times, formal discipline. KHCS seeks to address both the conduct at issue and, when reasonably possible, the attitudes, choices, or circumstances underlying it. The school may use counseling, prayer, Scripture, restitution, restorative conversations, loss of privileges, demerits, detention, probation, suspension, required withdrawal, expulsion, non-re-enrollment, or other measures appropriate to the circumstances.

Reminders, clarification of expectations, correction by appropriate authority, and corresponding adjustment by students are ordinary and expected parts of student life and Christian formation at KHCS. The need for such guidance does not, by itself, indicate a serious disciplinary problem. Students are expected to respond with honesty, humility, repentance when appropriate, teachability, respect, and a willingness to make necessary changes. Parents and guardians are expected to support the school's biblically grounded disciplinary authority, reinforce appropriate correction at home, and cooperate in good faith with faculty and administrators.

KHCS ordinarily seeks to communicate with parents and to exercise grace, discernment, consistency, and appropriate pastoral care. Discipline, however, is not required to proceed through a fixed or progressive sequence. Because no handbook can anticipate every circumstance, KHCS may determine the appropriate response based on a myriad of factors. This includes, but is not limited to, the nature, seriousness, context, duration, frequency, and effect of the conduct; the student's age and maturity; whether the conduct was intentional, dishonest, coercive, dangerous, or harmful to others; the student's disciplinary history; and the student's and family's responsiveness to correction. Serious misconduct, persistent noncompliance, material disruption, dishonesty, threats to safety, or conduct inconsistent with KHCS's religious mission may result in immediate or substantial action, including suspension, required withdrawal, expulsion, or non-re-enrollment.

KHCS will comply with applicable mandatory reporting and other legal obligations. When suspected abuse, harassment, threats, criminal conduct, or other safety concerns arise, the school may act immediately, conduct or cooperate with an appropriate inquiry, limit disclosure, and refer the matter to civil authorities or child-protection agencies as required or appropriate. The safety and well-being of students, the protection of the school community, the restoration of those involved when possible, and the preservation of KHCS's Christian mission will guide the school's response.

Student conduct expectations are articulated throughout this handbook and in other applicable KHCS policies. Examples of certain conduct expectations are provided in more detail below.

Elementary School

For students in K4 through 6th 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 and do not diminish, nor inhibit the school from exercising, the discretion described above in the Discipline and Behavior policy.

Teachers normally do not issue demerits for minor violations without ensuring that students understand the regulation and providing 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 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 our collaboration 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, but these charts do not bind KHCS, or limit its discretion in the administration of discipline in any way. Repeated violations will carry heavier consequences.

Minor Violations: teacher issued

Infraction	Demerits
Littering (including at lunch)	1-5
Unprepared for class	1
Tardy (to any class)	2
Unexcused Homeroom Absence	2

Gum/unauthorized eating	2
Dress code violation	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 discipline.

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

Major Infractions: referred to principal for discipline

Infraction	Demerits
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

** Grade penalty of 50% reduction on made-up work plus disciplinary action

*** 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

As previously noted, KHCS retains discretion to ascertain the appropriate consequences for misconduct, based on a myriad of factors. Nothing in this section, nor this handbook, alters that discretion, nor requires that discipline be progressive.

In exercising discretion, KHCS strives for fairness, propriety, and effectiveness in realizing the purposes of discipline. The following chart reflects an example, or potential, sketch of consequences that may be associated with the accumulation of demerits, depending on the circumstances.

Demerit Total	Consequence
15	Letter home to parents and lunchtime detention
30	After-school detention (1 hour detention)
50	One-day in-school suspension, 500-word theme, probation, ineligible for extracurricular activities for one quarter, and potential loss of senior trip
70	Two-day suspension (one day in-school suspension and one day home suspension), 750-word theme, parent-administration conference, and ineligible for extracurricular activities for two quarters
90	Three-day suspension, (one day in-school suspension and two days home suspension) 1000-word theme, parent-admin conference, and ineligible for extracurricular activities for the rest of the school year
100	Expulsion

Students expelled or withdrawn may petition for re-admittance after a waiting period of one school year.

When suspensions are utilized for disciplinary instruction, KHCS will contact parents and review the details prior to the suspension.

If re-enrolled, students receiving 70 demerits or more during the school year will typically return the following school year under disciplinary probation.

Students serving suspensions will not be permitted to 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.

4.7 Anti-Bullying and Anti-Harassment Policies

Consistent with KHCS's Christian mission and student-conduct expectations, every student must treat others as persons created in the image of God and must refrain from bullying, harassment, intimidation, threats, and other conduct that demeans, harms, or materially interferes with another student's ability to participate in the school community. KHCS seeks to provide an educational environment free from verbal, physical, sexual, racial, or other unlawful or inappropriate harassment. This policy applies on school property, on school buses or transportation, at school-sponsored activities and events (whether on or off campus), and to off-campus conduct that materially affects the school environment or another student's ability to participate in the school community. Suspected violations should be reported promptly to the KHCS administration.

Bullying, harassment, and intimidation are prohibited forms of student misconduct and will be addressed under the Discipline and Behavior Policy. Depending on the circumstances, KHCS may use any response it considers appropriate, including instruction, counseling, parental involvement, restorative measures, demerits, conduct warning or probation, suspension, required withdrawal, expulsion, non-re-enrollment, or referral to appropriate authorities. KHCS is not required to use progressive discipline and may act immediately when necessary to protect students or the school community.

Bullying is typically characterized by intentional, repeated aggressive behavior, often involving a real or perceived imbalance of power, that would cause fear, harm, or damage to a reasonable student in the same position, and that causes actual fear, harm, or damage to the targeted student. An imbalance of power may be physical, social, relational, emotional, academic, technological, or based on age, size, strength, popularity, access to embarrassing information, group influence, or other circumstances that make it difficult for the targeted student to defend himself or herself or to stop the conduct. Harassment and intimidation include repeated physical, verbal, or emotional abuse toward a victim. Harassment may include but is not limited to sexual or racial abuse. Bullying, harassment, and intimidation may take various forms:

Verbal (name calling, put-downs, racist remarks, demeaning teasing, threats, spreading rumors, sending inappropriate [violent, sexual, malicious, etc.] notes, pictures, cyberbullying, or messaging)

Physical (pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making rude gestures, initiating or forcing inappropriate touching, etc.)

Psychological (acts that instill a sense of fear or anxiety, or any act that insults or demeans a person in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors)

Cyberbullying (bullying conducted through electronic technology, including cell phones, computers, social media, text messages, chat applications, websites, or other digital platforms; cyberbullying may occur at any time, may be distributed widely, and may be difficult to remove once posted)

Nothing in this policy is intended to prohibit or treat as bullying a student's respectful expression of KHCS's biblical worldview or sincerely held Christian beliefs, including on moral, cultural, social, or theological issues addressed by Scripture or KHCS policy. A student does not engage in bullying merely by stating, affirming, asking questions about, or respectfully discussing biblical truth or KHCS's beliefs, even if another student disagrees with or is uncomfortable with those beliefs. Respectful disagreement, debate, biblical correction, or discussion does not become bullying merely because one student is more articulate, confident, popular, older, or better informed than another; KHCS will consider the whole context, including whether the conduct involves targeted mistreatment, coercion, intimidation, ridicule, threats, or persistent unwanted conduct. Such expression may become subject to discipline, however, if it is accompanied by threats, ridicule, targeted personal attacks, persistent unwanted conduct, intimidation, coercion, demeaning language, or other conduct that otherwise satisfies this policy.

Students or parents should promptly report suspected acts of bullying, harassment, or intimidation to an appropriate school official. All faculty and school personnel who have reliable information that would lead a reasonable person to suspect bullying shall report or refer the matter to the appropriate principal or administrator. Upon receiving a report, the principal or designee will promptly investigate the allegations and take appropriate action. KHCS will notify the parents or guardians of both the targeted student and the student alleged to have engaged in bullying of the report and, as appropriate, the outcome of the investigation, while maintaining confidentiality to the extent practicable and consistent with a thorough investigation.

The principal or administration will respond with appropriate measures in accordance with the Discipline and Behavior Policy and any other applicable school policy. KHCS strives to exercise discretion and open communication with students' parents, in alignment with our mission to assist parents in the training of their children.

If the acts of bullying rise to the level of criminal offense, the violating student(s) will be referred to the proper authorities.

KHCS prohibits retaliation against any student, parent, or employee who reports bullying, harassment, or intimidation in good faith. A student who retaliates against another for reporting bullying or participating in an investigation is subject to discipline under this policy and the Discipline and Behavior Policy.

As with every policy in this Handbook, this policy must be interpreted consistently with KHCS's Christian identity, Statement of Faith, biblical worldview, standards of conduct, and Mission and Home Alignment expectations. KHCS welcomes appropriate Christian witness and respectful student discussion of biblical truth. The proclamation, teaching, affirmation, or respectful expression of KHCS's religious beliefs (and the enforcement of KHCS policies and standards rooted in those beliefs) does not, in itself, constitute bullying, harassment, intimidation, or a violation of this or any other policy.

4.8 Conflict Resolution Policy

Even with the best efforts of everyone involved, misunderstandings, concerns, and conflicts may arise between families or between a family and KHCS. Scripture provides principles for addressing such matters truthfully, directly, gently, and with a desire for reconciliation (Matthew 18:15–17; Ephesians 4:15, 29–32). This policy establishes the ordinary process for raising and resolving concerns in a manner consistent with those principles and KHCS's Christian mission.

This process does not apply when another policy requires immediate reporting to the administration or when direct communication would be unsafe, inappropriate, legally prohibited, or likely to interfere with an investigation. Such circumstances may include suspected abuse, harassment, threats, retaliation, student misconduct requiring administrative review, or other matters subject to mandatory reporting or legal obligations. In all other circumstances, families should seek to resolve concerns with gentleness, respect, understanding, and appropriate involvement of the administration.

Parents and guardians should refrain from public or widely communicated conduct that materially disrupts the school community, damages KHCS's Christian witness, undermines its mission, or interferes with the orderly resolution of a concern. Families should respect appropriate confidentiality and should not recruit students, parents, employees, or others to take sides while a matter is being addressed. A pattern of divisive, disruptive, retaliatory, or non-cooperative conduct in handling a conflict may affect a family's continued mission alignment and may result in appropriate action, including conditions on continued enrollment, non-re-enrollment, required withdrawal, or dismissal. KHCS will not retaliate against a person who makes a good-faith report or request for review.

For a concern involving a KHCS faculty or staff member, parents should ordinarily begin by giving that person an opportunity to clarify the matter, correct any misunderstanding, or address any appropriate concern, approaching the conversation with charity and a good-faith assumption that all involved desire the student's and family's good. If the concern is not resolved, or if direct communication is not appropriate, it should be raised with the appropriate principal or administrator. The administration will determine whether and when the Head of School should become involved.

The Head of School has authority to issue the final administrative decision. After that decision, a family may submit a written request for review to the School Board Chair through the school office. The Chair may decline review, confer with the Head of School, refer an appropriate matter to the School Board, or affirm the decision. Any School Board review is discretionary and does not constitute a new hearing or substitute for the administration's responsibility for the school's daily operations.

The failure to follow this policy is grounds for discipline, up to and including non-enrollment or expulsion from KHCS.

Parent and Student Cooperation During Investigations

When KHCS investigates conduct that may violate school policies or otherwise affect student safety, discipline, order, or the school community, parents and students are expected to cooperate truthfully and in good faith with KHCS's investigation and review process. KHCS may, in its discretion, speak with students, witnesses, reporters, affected students, or other persons with relevant information before, during, or after contacting a parent or guardian when KHCS determines that doing so is appropriate to understand the facts, protect students, preserve order, comply with legal obligations, or avoid interference with an investigation. Parent or guardian permission is not required before KHCS speaks with a student regarding school-related conduct, concerns, reports, discipline, safety, or other matters within KHCS's responsibility, although KHCS will seek to communicate with parents or guardians as appropriate under the circumstances. Cooperation includes providing truthful information when asked, preserving relevant messages, recordings, documents, or other evidence that may be requested, and refraining from conduct that interferes with the investigation, such as witness coaching, pressuring others not to participate, retaliating against reporters or witnesses, or attempting to conceal or destroy evidence. KHCS may implement interim safety measures, separation arrangements, schedule modifications, or supervision adjustments during an investigation. Due to privacy, confidentiality, and legal considerations, KHCS ordinarily cannot and will not share the details of another student's records, discipline, or family circumstances with other families. A family whose student is affected by another student's conduct is not entitled to receive confidential information about that student's educational records, discipline, or school-related matters, except as required by law or as KHCS determines appropriate in its discretion.

4.9 Extracurricular Policies and Information

Philosophy of Extracurricular Activities (Athletics, Fine Arts, and Other Programs)

While KHCS's extracurricular programs—including athletics, fine arts, academic competitions, clubs, and other activities—seek to achieve excellence and success, the structure and purpose of these programs do not have as a primary goal simply “winning” or “first place.” We believe that balancing the goals stated within this handbook will ultimately produce excellent results. However, both parents and participants, as well as coaches, directors, and sponsors, should understand that the goals listed below always take precedence over achieving winning results. The goals of KHCS's extracurricular programs 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, director, sponsor, officials, 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.

Participation in extracurricular activities is a privilege and not a right. Athletics, fine arts, academic competitions, clubs, student leadership, performances, ceremonies, trips, and other extracurricular activities are part of KHCS's educational program and are subject to KHCS's academic, behavioral, attendance, financial, health, safety, and mission-alignment expectations. Because these programs are part of KHCS's ministry and educational mission, participation is governed by the school's Christ-centered purposes, conduct standards, leadership decisions, and appropriate balance among spiritual, academic, family, and extracurricular priorities. KHCS may deny, limit, suspend, or revoke participation when a student is not in good standing or when KHCS determines that participation is not appropriate.

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, attitudes, conduct, priorities, or lack of cooperation to be in disharmony with the overall policies, procedures, direction, and biblical philosophy of KHCS's extracurricular programs may be suspended, restricted, removed, 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 KHCS's athletic, fine arts, competition, and other extracurricular programs.

Eligibility for and Participation in Extracurricular Activities (Athletics, Fine Arts, and Other Programs)

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 extracurricular team, ensemble, cast, club, or competitive activity are no failing grades, on-track progress toward graduation, and a 2.0 semester GPA. One or more failing grades in online courses, including Dual Enrollment courses, will prevent a student from being eligible for extracurricular activities. Official eligibility is calculated using the most recent semester grades unless KHCS or a specific athletic or fine arts association in which KHCS participates requires a more frequent eligibility review. KHCS may conduct grade checks and eligibility reviews at intervals determined by the administration.

Students qualifying for credit recovery can use this avenue only once for one class per academic year to regain their lost eligibility due to a failing grade. For example, a student who used credit recovery to regain eligibility lost because of a failing grade from the fall semester may not be able to use credit recovery again to offset a failing grade during the spring semester of the same academic year.

A student whose academic performance, attendance, conduct, effort, attitude, or responsiveness to correction falls below KHCS expectations may be placed on warning, placed on probation, required to attend tutorials or complete missing work, restricted from practice, rehearsal, travel, performance, competition, games, or participation, or made ineligible until the student satisfies the reinstatement requirements established by KHCS.

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, missing assignments, discipline record, teacher feedback, effort, attitude, attendance, mission alignment, and the student's responsiveness to academic or behavioral correction. Individual coaches or sponsors may coordinate a probationary status with the principal for students when appropriate at the principal's discretion.

A student must satisfy KHCS's applicable attendance requirements in order to participate in an extracurricular practice, rehearsal, performance, competition, game, trip, ceremony, or other activity on that day. Excused absences, late arrivals, early dismissals, illness, discipline, or other circumstances may affect participation as determined by KHCS. A student who is absent from school, leaves campus without authorization, or is otherwise not in good standing may be ineligible for same-day participation.

Participation may require timely submission of required forms, permissions, medical documentation, athletic physicals, emergency information, transportation authorizations, activity agreements, fees, uniforms, equipment, or other materials required by KHCS. Students and families are responsible for meeting all deadlines and requirements. Failure to do so may delay or prevent participation.

Students participating in whole-class activities connected with an academic or elective class during the school day (e.g., field trips, band or choir performances, etc.) will normally be allowed to participate even if they do not meet academic eligibility requirements, unless KHCS determines that attendance, conduct, safety, discipline, health, mission alignment, or other circumstances make participation inappropriate.

Students participating in extracurricular activities are expected to honor their commitments to their teams, casts, ensembles, clubs, classes, sponsors, coaches, and peers. Quitting, withdrawing, or failing to participate faithfully after making a commitment may affect eligibility for other activities or future participation, as determined by KHCS.

If school is closed, dismissed early, or operating under modified conditions because of weather, emergency, safety, or operational concerns, KHCS may cancel, postpone, relocate, or modify extracurricular practices, games, rehearsals, performances, trips, competitions, extended care, or other activities. Families are responsible to monitor school communications and comply with KHCS instructions.

Athletics (Goals)

Consistent with the Christian convictions of KHCS, 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.

Athletics (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).

Athletics (Spectators)

Spectators are expected to abide by the KHCS Community Conduct Expectations. The following bullet points provide some helpful reminders in the context of athletic competition:

- Spectators never boo or denigrate the other team.

- Spectators appreciate the talent of a good play, no matter who makes it.

- Spectators realize that their conduct, whether good or bad, will ultimately reflect upon the team they support.

- Spectators do not "heckle" or "catcall" (verbally abusive or disrespectful language).

Fine Arts (Goals)

Consistent with the Christian convictions of KHCS, those involved in fine arts programs should realize that as Christians our goals are:

- To use artistic talents and gifts as acts of worship and stewardship, recognizing that creativity reflects our Creator (Exodus 35:30–35; Colossians 3:23–24).

- To develop discipline, excellence, and attention to detail in artistic preparation and performance.

- To teach the principles of teamwork, ensemble, and collaboration in group performances.

- To cultivate humility, grace, and a servant's heart in both success and disappointment.

- To develop confidence, poise, and the ability to perform before audiences as a witness for Christ.

- To encourage appreciation for the arts as a means of glorifying God and edifying others.

Fine Arts (Participants)

- Participants prepare diligently and give their best effort in rehearsals and performances because they love their craft and desire to honor God.
- Participants accept feedback, correction, and casting decisions with humility and a teachable spirit.
- Participants support fellow cast and ensemble members, celebrating others' successes and encouraging those who struggle.
- Participants never forget those whom they represent (their Savior, parents, school, church, and personal character).

Fine Arts (Spectators)

Spectators at fine arts events are expected to abide by the KHCS Community Conduct Expectations. The following bullet points provide some helpful reminders in the context of performances and competitions:

- Spectators arrive on time and remain seated during performances, refraining from entering or exiting during a piece or scene.
- Spectators silence cell phones and refrain from talking, texting, or other distractions during performances.
- Spectators applaud at appropriate times and show appreciation for all performers, including those from other schools.
- Spectators comply with photography, recording, and livestreaming policies applicable to the event.
- Spectators realize that their conduct, whether good or bad, reflects upon the performers and the school they support.

Conference Affiliation

KHCS is a member of the Georgia Association of Private and Parochial Schools (GAPPS) for elementary, middle, and high school competitions and holds a provisional membership in the Georgia Christian Athletic Association (GCAA). KHCS is also a member of the Georgia Association of Christian Schools (GACS) and the American Association of Christian Schools (AACS) for fine arts competitions.

School Mascot/Colors

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

Additional Participation Requirements for Sports

In addition to the general extracurricular eligibility requirements above, student-athletes must satisfy all sport-specific requirements established by KHCS before tryouts, practice, travel, or competition. Athletic participation is subject to academic eligibility, attendance, conduct, health, safety, financial-standing, mission-alignment, and team-commitment expectations, as well as any additional requirements established by KHCS, its coaches, or any athletic association in which KHCS participates.

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

All student-athletes must have a yearly physical examination by a licensed physician to remain eligible for athletic participation. Sports Physical Forms are available [here](#).

All student-athletes must have a signed copy of the Extracurricular Activities Permission Form which is part of the Sports Physical packet, available [here](#).

Student-athletes are expected to honor their commitments to their teams, coaches, and teammates. An athlete who holds an active position on a team but quits, withdraws, or fails to participate faithfully after making that commitment may be ineligible to participate in the next athletic season, unless the athletic director and administration determine that an exception is appropriate. KHCS may consider the circumstances of the withdrawal, the timing, communication with the coach, the student's conduct, and the effect on the team in determining future eligibility.

Practice Policy

Practices for the various sports are held most days during the season. Attendance for these practices is required to remain on the active player roster. Practice schedules will vary by season and sport.

Lettering Requirements

To letter, athletes must meet the following requirements:

Athletes must participate in at least half of all quarters, innings, etc. within a given season 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. 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.

4.10 Technology Use Policy

Technology is a tool that can be used for God's glory or for harm. While the pace of technological change accelerates, our God remains the same yesterday, today, and forever (Hebrews 13:8), and the principles of Scripture continue to guide how we steward the resources and opportunities He provides. KHCS encourages students to think critically about technology, to leverage it for learning and Kingdom purposes, and to develop a strong biblical worldview in all aspects of their lives, including their digital conduct. Because technology use in a school setting can affect learning, safety, privacy, and community, KHCS maintains the following guidelines.

KHCS seeks to remove unnecessary distractions, protect privacy and safety, promote face-to-face relationships, and train students to develop responsible, self-disciplined habits with technology. Parents are expected to align with the school in reinforcing these expectations at home. Please review these guidelines carefully and commit to following them.

Technology Expectations

- Technology use on campus and in connection with KHCS activities is a privilege, not a right. KHCS may restrict, suspend, or revoke technology privileges at any time when it determines that a student has violated this policy or that restriction is otherwise appropriate.
- Individual teachers have authority to direct how technology may or may not be used in their classrooms. Students must follow teacher instructions regarding technology use for each class, assignment, or activity. Some classes may prohibit personal device use entirely.
- Students are expected to remain focused on educational goals and to exercise self-discipline in avoiding technology-related distractions. Technology should support learning, not replace the effort, thinking, and engagement that genuine education requires.

Technology Practice

Student use of artificial intelligence, automated writing tools, translation tools, tutoring platforms, and other digital assistance in connection with academic work must also comply with the Code of Academic Conduct and the Unauthorized Use of Artificial Intelligence and Digital Assistance policy.

Elementary Students (K4–Grade 6): Elementary students may not bring personal electronic devices to school, including cell phones, smart watches, tablets, or gaming devices. If a parent determines it is necessary for an elementary student to bring a cell phone for use before or after school, the student must power it off upon arrival and turn it in to the elementary school office before school starts. The device will be returned at dismissal.

Secondary Students (Grades 7–12): Secondary students may bring a personal laptop or tablet for instructional use. Gaming devices, gaming controllers, and similar non-instructional devices may not be brought to school. Cell phones and smart watches must be powered off when students arrive at school and stored in their lockers for the entire school day (8:10 a.m.–3:00 p.m.). Students may not carry cell phones or smart watches on their person, in their bags, in classrooms, or in any location other than their

locker during school hours. Students may not use or possess cell phones, smart watches, cameras, recording devices, or similar devices in bathrooms, locker rooms, changing areas, or other privacy-sensitive areas at any time.

Consequences for Cell Phone/Smart Watch Violations: Failure to follow this policy will result in the device being confiscated and turned in to the school office. Only a parent or guardian may retrieve the device, and retrieval may require scheduling an appointment with the principal. Repeated violations may result in loss of the privilege to bring the device to school, additional discipline under this policy and the Discipline and Behavior Policy, or other consequences KHCS determines appropriate.

Prohibited Uses During School Hours: Games, entertainment applications, video streaming, music streaming, social media, YouTube, and other forms of entertainment may not be used during the school day, including before school, during passing periods, during lunch, or during any class or activity unless expressly permitted by a teacher for instructional purposes.

Communication Restrictions: Students may not use personal devices for communication (including messaging, texting, calling, social media, or personal email) during the school day. This includes communication with parents. Students may not use personal devices to bypass school procedures, such as contacting parents to request checkout, report illness, arrange delivery of forgotten items, avoid class, respond to discipline, or address school-related concerns without first following KHCS procedures. Students who are ill, need assistance, or need to contact a parent during the school day must report to the appropriate teacher, office, nurse, or administrator. Parents should not contact students directly during school hours; urgent communications should go through the school office.

Headphones and Earbuds: Personal headphones, earbuds, and AirPods are not permitted before, during, or after school while on campus. Students who need headphones for an online class or instructional activity may borrow a set from the office and must return them by the end of the day. Failure to return borrowed equipment will result in demerits.

School Learning Platforms (Google Classroom)

KHCS uses Google Classroom and other school-provided learning platforms for instruction, communication, and coursework. Students are expected to use these platforms responsibly and in accordance with KHCS's Christian mission and community standards. All school rules and consequences related to harassment, bullying, inappropriate conduct, and technology misuse apply to conduct on school learning platforms. The following expectations apply:

- Use an appropriate avatar or profile picture. Students must use one of the avatars included with the platform or an image the student has appropriate legal permission to use (e.g., an image in the public domain). Inappropriate, unauthorized, or copyrighted images are prohibited.
- Limit posts and communications to school-related content. School learning platforms are for educational purposes. Personal, promotional, or off-topic content is not permitted.
- Use a respectful tone in all posts and communications. Students must communicate with teachers and classmates in a manner consistent with KHCS's standards of conduct, including the Digital Citizenship and Anti-Bullying policies.
- Use appropriate grammar and complete sentences. Texting language, abbreviations, and informal shorthand are not appropriate for academic communications on school learning platforms.
- Do not promote external platforms. Students may not use posts or communications on school learning platforms to promote personal websites, chat rooms, social media accounts, or other external platforms.
- Protect personal information. Students may not reveal personal information on school learning platforms, including telephone numbers, home addresses, personal email addresses, or location information.

- Do not post photos, videos, or recordings without permission. Students may not post photos, videos, or recordings showing themselves or classmates without appropriate permission.
- Report inappropriate use. Students who become aware of inappropriate use of school learning platforms are expected to report the conduct to their teacher or principal.

Digital Citizenship

Students are expected to demonstrate good digital citizenship at all times, both on and off campus. Digital citizenship means using technology responsibly, ethically, and in a manner consistent with KHCS's Christian mission and community standards. The following expectations apply:

- **Communicate graciously.** Treat others with kindness and respect in all digital communications, just as you would in person (Philippians 1:27; Ephesians 4:32; Proverbs 15:1). Do not engage in gossip, slander, cruelty, threats, or demeaning language online.
- **Respect intellectual property.** Obey copyright laws. Do not copy, distribute, or use the work of others without proper permission and attribution.
- **Respect others' devices and accounts.** Do not tamper with, access, use, or attempt to access another person's device, account, password, or data without authorization.
- **Protect privacy, dignity, and safety.** Do not take pictures, record audio or video, livestream, post, share, or distribute images, recordings, conversations, or information about others without their consent and any required permission from KHCS. The use or possession of phones, cameras, or recording devices in bathrooms, locker rooms, changing areas, or other privacy-sensitive spaces is strictly prohibited. Do not share images from the KHCS yearbook or school events on public platforms without permission.
- **Use shared resources responsibly.** Internet access and school technology are shared resources. Do not use technology in a way that degrades bandwidth, network performance, or the learning environment for others.
- **Engage in face-to-face community.** Do not isolate yourself from the relationships around you. Students should not use earbuds, headphones, or devices to withdraw from social interaction while on campus, including before and after school, in carline, and during After Care.
- **Exercise discernment with content.** Avoid profanity, vulgarity, indecency, immorality, violence, and other content inconsistent with a Christian worldview. "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" (Philippians 4:8).
- **Do not bypass security controls.** KHCS is legally required to filter internet content accessed by students. Attempts to bypass, circumvent, or disable the school's content filter, firewall, or other security measures are prohibited and will be treated as a serious disciplinary matter.
- **Protect yourself online.** The anonymity of the internet can expose students to predators, scams, and other dangers. Do not reveal personal information (full name, age, address, school, phone number, or location) to strangers online. Do not do anything online that you would not do in person. Keep your parents informed about your online activities.

- **Evaluate online information critically.** Be skeptical of information found online. Verify information from reliable sources before accepting or sharing it. Do not spread misinformation, rumors, or unverified claims.
- **Secure your devices and accounts.** Protect your devices from theft or damage. Use strong, unique passwords for each account. Do not share your login credentials with others.

If there are any questions about what is considered appropriate technology use, please contact the administration.

Social Media and Online Conduct

KHCS recognizes that students' online conduct, including social media posts, messages, videos, comments, and other digital activity, can affect the school community even when it occurs off campus and outside school hours. Students are expected to conduct themselves online in a manner consistent with KHCS's Christian mission, community standards, codes of conduct, and behavioral expectations at all times.

Students may not post, share, transmit, or distribute content that is profane, vulgar, sexually explicit, violent, threatening, harassing, bullying, discriminatory, defamatory, deceptive, or otherwise inconsistent with KHCS's standards of conduct. Students may not post content that targets, demeans, embarrasses, or harms another student, employee, or member of the KHCS community. Students may not post content that materially disrupts the school environment, damages KHCS's Christian witness, or undermines its mission.

Off-campus online conduct that violates this policy or otherwise affects the school community may result in discipline under this policy and the Discipline and Behavior Policy, up to and including suspension, required withdrawal, expulsion, or non-re-enrollment. Parents, guardians, and family members are also expected to conduct themselves appropriately in online and digital communications; see the Parent Communications, Confidentiality, and Social Media Conduct provisions in Section 4.11 (Additional Community Conduct Expectations).

Monitoring, Searches, and Enforcement

KHCS may monitor, access, review, and retain student use of school-issued devices, KHCS systems, KHCS network and internet access, school accounts, school email, and school platforms at any time without prior notice. Students have no expectation of privacy in school-issued devices, school systems, school accounts, or content transmitted through or stored on school technology.

Consistent with the Searches policy, KHCS may search personal devices used at school or in a manner that affects the KHCS community when KHCS has a reasonable basis for the search. Electronic devices or phones that are confiscated may be examined, including calls, pictures, videos, applications, messages sent and received, and other content. Inappropriate materials found may result in additional discipline.

Students who violate the Technology Use Policy are subject to consequences ranging from warning and loss of technology privileges to suspension, required withdrawal, expulsion, or non-re-enrollment, depending on the nature and severity of the violation. Penalties for technology misuse apply to conduct both on and off campus. KHCS may refer matters involving suspected criminal activity to law enforcement.

School Telephones and Emergency Communications

Students may use the telephone in the elementary or secondary school office when necessary and with permission. Students may not use classroom telephones. As stated above, students should not use personal devices during the school day to arrange checkout, report illness, request delivery of forgotten items, or handle other school-day communications; these matters should be handled through the school office. Parents who need to reach a student due to a family emergency or other urgent matter should contact the school office, not the student directly.

In the event of a school emergency—such as threatening weather, lockdown, evacuation, or another safety concern—teachers or administrators may permit or direct students to use their phones to contact parents. Students and parents should follow all instructions from school personnel during emergencies. KHCS will communicate with families through official school communication channels as circumstances permit.

4.11 Additional Community Conduct Expectations

Generally

In addition to all other applicable KHCS policies, including the Mission and Home Alignment Policy, KHCS maintains the following community-conduct expectations to safeguard a Christ-centered, God-honoring, orderly, and safe environment. These expectations apply to students, parents, guardians, family members, guests, volunteers, spectators, and other attendees or participants while on KHCS property or attending any KHCS-sponsored, KHCS-associated, or KHCS-hosted activity or event, whether on or off campus.

All persons subject to this policy must:

1. **Use appropriate speech.** Refrain from profane, obscene, abusive, threatening, or materially disruptive language (Colossians 4:6; Ephesians 4:29; 5:4).
2. **Respect KHCS's religious identity.** Refrain from language, dress, displays, or advocacy that disparage the name of God or that promote beliefs or ideas in a manner that contradicts or undermines KHCS's Statement of Faith, religious mission, or Christian witness (Exodus 20:7).
3. **Refrain from violence and threats.** Not engage in, encourage, threaten, or promote physical violence, fighting, intimidation, or other conduct that endangers or reasonably threatens another person (Ephesians 4:26; James 1:20).
4. **Comply with weapons restrictions.** Not possess or bring onto KHCS property or to a KHCS activity or event any weapon, prohibited defensive device, or object used, displayed, or threatened as a weapon, except as expressly authorized by applicable law and KHCS policy (2 Corinthians 10:3–4).
5. **Respect KHCS's biblical standards concerning human sexuality.** Refrain from conduct, expression, displays, or advocacy at KHCS activities or events that promote sexual conduct, relationships, or understandings of human sex contrary to KHCS's sincerely held religious beliefs and Statement of Faith, including its beliefs that God creates each person as male or female and that sexual intimacy is reserved for marriage between one man and one woman (1 Corinthians 6; Romans 1:26–27).

6. **Refrain from harassment.** Not harass, bully, intimidate, threaten, or deliberately demean another person, and comply with KHCS policies governing bullying, harassment, and intimidation (1 John 3:15; Colossians 3:12–14).
7. **Refrain from prohibited substances and criminal conduct.** Not possess, distribute, use, or be under the influence of illegal drugs, alcohol, or other prohibited substances at KHCS activities or events, and not engage in criminal activity (1 Corinthians 3:16–17; Proverbs 20:1; Titus 3:1).
8. **Respect appropriate authority.** Treat administrators, faculty, staff, officials, coaches, volunteers, and other persons in authority with respect; comply with lawful and appropriate directions; and refrain from abusive, threatening, or materially disruptive conduct. Respectful questions or disagreement, expressed through the processes established by KHCS, do not constitute disrespect (Hebrews 13:17; Romans 12:7).
9. **Treat others consistently with Christian character.** Conduct themselves with honesty, self-control, charity, humility, and respect toward students, families, employees, guests, competitors, officials, and others present within the school community.
10. **Follow applicable policies and directions.** Comply with applicable KHCS policies and event-specific instructions, including applicable standards concerning dress, safety, facility use, technology, spectator conduct, and orderly participation.

KHCS may require a person who violates these expectations to cease the conduct, leave the activity, event, or campus, accept restrictions on future attendance or participation, or be subject to other appropriate action. Conduct by an enrolled student or family may also be addressed under the Discipline and Behavior Policy, the Mission and Home Alignment Policy, or other applicable KHCS policies. In determining an appropriate response, KHCS may consider the nature, seriousness, context, effect, duration, and recurrence of the conduct, as well as the person's responsiveness to correction.

Parent Councils, Advisory Groups, and Volunteer Committees

KHCS may, in its discretion, authorize parent councils, advisory groups, volunteer committees, or similar groups to provide feedback, assist with school activities, support school initiatives, encourage communication, or serve the school community under the direction of the Head of School or those designated by KHCS. Any such group is advisory and supportive only. It does not have governing authority, administrative authority, or decision-making authority over KHCS policies, personnel, programs, discipline, curriculum, events, finances, communications, or operations. Participation in such a group does not create authority to speak for KHCS, bind KHCS, direct employees, represent school policy, or act independently of KHCS leadership. KHCS may establish, modify, limit, suspend, or discontinue any such group at any time.

Parent Communications, Confidentiality, and Social Media Conduct.

KHCS values open, direct, charitable, and respectful communication between the school and families. Parents and guardians are expected to raise questions, concerns, disagreements, or requests for clarification through appropriate school channels and in a manner consistent with the Conflict Resolution Policy, KHCS's Christian mission, and the dignity owed to students, families, employees, volunteers, and others in the school community.

Families should not use email, text messages, group chats, social media, online reviews, public comments, petitions, or other communications to gossip, spread incomplete or inaccurate information, recruit others to take sides, disparage students, parents, employees, volunteers, teams, classes, school decisions, or ministries, or create pressure campaigns that interfere with the orderly resolution of concerns. Sincere disagreement, respectful questions, and direct requests for clarification are welcome; conduct that materially disrupts the school community, undermines trust, damages KHCS's Christian witness, or interferes with school operations may result in appropriate school action. Students are separately subject to the Social Media and Online Conduct provisions in Section 4.10 (Technology Use Policy).

Parents, guardians, family members, guests, volunteers, spectators, and other attendees must also respect the privacy of students and families when photographing, recording, or posting content from KHCS activities and events. Attendees may not photograph, record, livestream, post, share, or distribute images, video, audio, or identifying information of other students without appropriate permission, and must comply with KHCS's photography, recording, and posting policies applicable to each event. The use of AI or digital tools to create, alter, or distribute fabricated, manipulated, or deceptive images, audio, video, or other content depicting students, employees, or members of the KHCS community is strictly prohibited. See also Section 6.20 (Photography, Video, and Student Images).

Parents, students, family members, volunteers, guests, and others participating in KHCS activities must respect appropriate confidentiality. Matters involving student discipline, academic concerns, health or safety issues, family circumstances, employee matters, investigations, counseling or pastoral care, and other sensitive school matters should not be shared except with those who have a legitimate need to know or as authorized by KHCS. The fact that a concern affects more than one family does not permit broad disclosure of confidential or sensitive information.

Parents and students should not assume a right to receive details about disciplinary matters, investigations, complaints, consequences, safety concerns, counseling or pastoral matters, personnel matters, or other school-related issues involving other students, families, employees, volunteers, or guests. Even when a situation affects more than one student or family, KHCS may be limited in what it can share because of confidentiality, student privacy, employee privacy, legal considerations, safety concerns, pastoral care considerations, or the best interests of the students, families, and school community involved.

KHCS will seek to communicate with families in a manner that is truthful, appropriate, and helpful, while protecting confidential and sensitive information. In many situations, KHCS may inform a parent that a concern has been received, reviewed, or addressed without disclosing investigative details, witness information, specific disciplinary consequences, personnel actions, security information, counseling or pastoral communications, or information concerning another student or family. Parents and students are expected to respect these limits and to refrain from seeking, demanding, sharing, speculating about, or publicly discussing confidential information concerning others.

KHCS may set reasonable expectations for communication with teachers, staff, coaches, administrators, and other school representatives, including the appropriate timing, method, tone, and frequency of communications. KHCS may decline to respond to communications that are abusive, threatening, harassing, excessively repetitive, widely copied inappropriately, or inconsistent with the school's procedures, and may require communications to proceed through designated administrators when necessary.

Violations of this policy may result in limits on campus access, volunteer service, attendance at activities, communication channels, participation privileges, re-enrollment, continued enrollment, or other action KHCS determines appropriate.

Section 5: Safety and Legal Requirements

5.1 Campus Security

KHCS maintains comprehensive security measures, including a full-time security officer, a safety team, an extensive exterior and interior camera system, electronic access controls, the Active Defender App for all KHCS employees, and panic button lanyards for all KHCS employees. While we are grateful for these measures, we fully acknowledge that we daily look to God for our safety and ask Him for His protection over our campus family.

Our buildings are secured by electronic locks to protect the young people entrusted to us. 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 throughout the school day. If a key card is lost or damaged, the student should report to the office to get it replaced as soon as possible; a replacement fee may apply. In an emergency requiring students to take refuge inside, students 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. Secondary students who do not have their key card to enter buildings throughout the school day may be given demerits.

Students should remain where they can be supervised by an adult at all times. After school, students should be in their designated carline area from 3:10–3:30 p.m., or at their extra-curricular practice or event with their teacher, coach, or sponsor. All students who are not participating in an after-school opportunity with a school staff member must go to after care in the lunchroom of building C until they are picked up by their parent or guardian.

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

Security Cameras, Recording Systems, and Recordings

KHCS uses security cameras, audio and video recording systems, and other monitoring technology on school property and at school-sponsored activities to promote safety, deter misconduct, document incidents, protect persons and property, and support school operations. Recordings, images, audio, video and other information captured by such systems are the confidential property of KHCS. KHCS may use, review, retain, disclose, or dispose of recordings or images in its discretion as it determines appropriate for safety, operational, legal, disciplinary, investigative, administrative, or other school-related purposes, or as required by law. Parents, students, and other persons do not have a right to view, inspect, copy, or obtain recordings, images, audio, or video unless KHCS determines, in its sole discretion, that disclosure is appropriate or disclosure is required by law.

5.2 Closed Campus and Visitor Access

KHCS operates as a closed campus during the school day and during school-sponsored programs except as authorized by KHCS. Parents, guardians, visitors, volunteers, vendors, guests, and other non-students must report to the appropriate school office or designated check-in location upon arrival, sign in as required, provide identification if requested, receive and display visitor identification when issued, and comply with all school instructions while on campus.

Visitors may not proceed to classrooms, hallways, playgrounds, athletic areas, lunch areas, offices, or other student areas without permission from KHCS. KHCS may require visitors to be escorted, may limit the areas or times in which a visitor may be present, and may deny, restrict, or revoke campus access when it determines such action is appropriate for student safety, school operations, confidentiality, order, or the school's Christian mission and community standards.

Parents and guardians should not send relatives, friends, siblings, former students, or other persons to visit, observe, pick up, or speak with to a student unless KHCS has received appropriate notice and approval. Student guests or prospective student visitors must receive advance administrative approval and must comply with KHCS expectations while on campus.

Any person on campus or at a school activity must comply with KHCS policies, safety procedures, visitor instructions, confidentiality expectations, and standards of conduct. KHCS may require any person to leave campus or a school activity and may contact law enforcement or other appropriate authorities if a person refuses to comply with school instructions or if KHCS determines that the person's presence or conduct presents a safety, operational, legal, or community concern.

5.3 Emergency Drills

The administration regularly conducts drills to prepare students and staff for emergency situations, including fire, tornado, lockdown, shelter-in-place, evacuation, and other campus or local emergencies. Students and staff are expected to follow all emergency procedures and instructions from school personnel during drills and actual emergencies.

5.4 Threats, Self-Harm and Serious Safety Concerns

KHCS takes seriously any statement, conduct, writing, image, recording, online communication, possession of an item, or other circumstance suggesting a possible threat of harm to self or others, self-harm, suicidal thinking, violence, abuse, neglect, serious emotional or behavioral crisis, or other safety concern affecting a student or the school community. Students, parents, guardians, employees, volunteers, and others in the KHCS community are expected to report such concerns promptly to school administration.

When KHCS becomes aware of a serious safety concern, KHCS may take action it determines appropriate under the circumstances, including speaking with students or parents, separating or supervising students, restricting access to campus or activities, requiring parent pickup, conducting a search consistent with school policy, contacting emergency medical services, law enforcement, child-protection authorities, counselors, pastors, or other appropriate persons, and taking disciplinary, safety, or administrative action. KHCS may act based on information available at the time and is not required to complete a disciplinary process before taking interim safety measures.

A student who has made, communicated, or been involved in a threat, self-harm concern, suicidal statement, serious crisis, or other safety issue may be required to remain away from campus, classes, extracurricular activities, athletics, field trips, extended care, or other school programs until KHCS determines that return or participation is appropriate. Before return or continued participation, KHCS may require a parent conference, written safety plan, outside evaluation, physician or counselor documentation, cooperation with school instructions, or other conditions KHCS determines are necessary or appropriate.

KHCS desires to respond to students and families with care, truth, wisdom, and appropriate confidentiality. However, safety concerns may require KHCS to share information with parents, school personnel, emergency responders, law enforcement, child-protection authorities, medical or mental-health professionals, or others with a legitimate need to know. KHCS is not a medical or mental-health provider and does not provide clinical diagnosis, treatment, or crisis counseling.

5.5 Weapons, Drugs, Alcohol, Tobacco, Vaping, and Other Prohibited Items

KHCS prohibits the possession, use, transfer, sale, distribution, attempted distribution, concealment, or misuse of weapons, firearms, ammunition, explosives, knives, dangerous objects, drugs, alcohol, tobacco, nicotine products, vaping devices, e-cigarettes, drug paraphernalia, unauthorized medication, or any related, look-alike, counterfeit, or imitation item. This policy applies on KHCS property, in school vehicles or transportation, at school-sponsored activities, during field trips, athletic events, extracurricular activities, extended care, or in any other setting where the conduct materially affects the safety, order, mission, or reputation of the KHCS community.

For purposes of this policy, “weapons” include firearms, knives, ammunition, explosives, dangerous instruments, replicas or imitation weapons, and any item used, displayed, possessed, or threatened to be used in a manner that could cause harm, fear, disruption, or intimidation. “Drugs” include illegal drugs, controlled substances, marijuana or THC products, misused prescription or over-the-counter medication, intoxicants, inhalants, and any substance used or represented as being used to alter mood, behavior, perception, or functioning. “Tobacco and vaping products” include cigarettes, cigars, smokeless tobacco, nicotine products, vaping devices, e-cigarettes, cartridges, pods, and related paraphernalia, whether or not they contain nicotine or another substance.

Students may not bring, possess, share, use, or self-administer medication except as permitted by the Medication policy and any written authorization or instructions issued by KHCS. Prescription or over-the-counter medication may not be shared, sold, distributed, misused, or possessed in a manner inconsistent with school authorization.

KHCS may respond to a violation or suspected violation of this policy with immediate safety measures, investigation, search consistent with school policy, parent notification, confiscation of prohibited items, restriction from campus or activities, suspension, dismissal, required withdrawal, non-re-enrollment, contact with law enforcement or emergency services, or other action KHCS determines appropriate. Because these matters may involve safety, legal, medical, or disciplinary concerns, KHCS is not required to follow a progressive discipline sequence before taking action.

5.6 Searches

Although it is our plan to respect the privacy of students, KHCS must balance privacy rights with the safety and welfare 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, vehicle, or other personal belongings with the student present upon a reasonable suspicion that a student possesses unauthorized, prohibited, or dangerous materials. Electronic devices, phones, or similar technology may also be searched consistent with the Technology Use Policy. KHCS may involve law enforcement when it determines such involvement is appropriate.

5.7 Child Abuse Reporting

The State of Georgia requires Killian Hill Christian School to report allegations of suspected child abuse to the Division of Family and Children's Services (DFCS) - Child Protective Services 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 there are sufficient grounds to require reporting.

5.8 Child Custody

The intent of KHCS is to abide by existing legal limitations regarding parental child custody. Parents and guardians are responsible to provide KHCS with copies of any court orders, custody agreements, parenting plans, or legal documents that affect custody, access, pickup authorization, or communication rights relating to the student. KHCS will make reasonable efforts to follow custody documentation on file, but cannot guarantee enforcement of custody arrangements or mediate disputes between parents. Custody disputes which create disharmony or disruption in the school routine may result in a student being asked to withdraw by the administration.

5.9 Communicable Diseases

Routine Illness:

Students who are sick should not come to school. Students must be fever-free and vomit-free, without fever-reducing or anti-nausea medication, 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 communicable disease such as, but not limited to, chicken pox, measles, mumps, strep throat, conjunctivitis (pink eye), head lice, or other contagious condition, the student must present a statement of health from the attending physician or public health

department prior to being admitted back to class. Parents must promptly notify KHCS of any reportable or contagious illness diagnosis.

Serious illness:

While it is not the desire of KHCS to exclude any student, we are faced with the challenge of providing a safe environment 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 students with serious, continuing, or chronic communicable diseases that present ongoing transmission risk.

Students with serious or chronic communicable diseases should be evaluated on a case-by-case basis by a team that may include the student's principal, the student's personal physician, and medical or public health personnel as KHCS determines appropriate. The decision to admit, readmit, restrict, or exclude a student should be based on the medical condition of the child, including evaluation of immune status, transmission risk, performance status, and the most current medical information concerning contagiousness and transmission.

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(s). 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.

5.10 Medication

Parents and guardians whose child must take prescription medication, over-the-counter medication, rescue medication, or other medically necessary treatment during the school day or during a school-sponsored activity must notify the school office before the medication is brought to school. Medication may not be brought to school, kept at school, carried by a student, or administered during school hours except as permitted by KHCS and in accordance with school instructions.

KHCS may require written parent/guardian authorization, physician instructions, medication authorization forms, emergency action plans, or other documentation before medication is stored, administered, self-carried, or used at school or during school activities. Prescription medication must be provided in the original pharmacy-labeled container and must include the student's name, medication name, dosage, prescribing physician, administration instructions, and expiration date where applicable. Over-the-counter medication must be provided in the original manufacturer's container and may be administered only as authorized by the parent/guardian and permitted by KHCS.

Medication kept at school will be stored in a location determined by KHCS. Students may not share, sell, distribute, misuse, self-administer, or possess medication except as expressly permitted by

KHCS. This includes prescription medication, over-the-counter medication, supplements, inhalers, EpiPens, antihistamines, pain relievers, or any other medication or substance used for a medical purpose. Unauthorized possession, sharing, distribution, misuse, or self-administration of medication may be addressed under the Medication, Discipline, Searches, and Prohibited Items policies.

For students diagnosed with medical conditions that may be life-threatening or require emergency action at school, KHCS may require a completed medical action plan, physician instructions, rescue medication, and any related forms or supplies before the student attends school or participates in school-sponsored activities. Rescue medications, such as inhalers, EpiPens, or similar emergency medications, may be stored or carried only in the manner approved by KHCS and consistent with the student's medical documentation and school procedures.

KHCS will make reasonable efforts to assist with medication needs that have been disclosed and approved through the school's required process. However, KHCS cannot guarantee that any student will take medication correctly, on time, or in the prescribed manner. Parents and guardians remain responsible for training their child, monitoring medication needs, providing current instructions and supplies, replacing expired medication, and notifying KHCS promptly of any change in medication, dosage, medical condition, physician instructions, emergency plan, or related circumstances.

If a student refuses medication, misses a dose, receives medication incorrectly, experiences a medication-related concern, or if KHCS becomes aware of an error or issue involving medication administration, KHCS will take such steps as it determines appropriate under the circumstances, which may include notifying a parent/guardian, documenting the issue, contacting medical personnel, or taking other safety-related action. KHCS is not a medical provider and does not assume responsibility for diagnosis, treatment decisions, medication effectiveness, or ongoing medical supervision.

5.11 Food Allergies and Anaphylaxis

Parents and guardians are responsible to provide KHCS with current, complete, and accurate information regarding any food allergy, anaphylaxis risk, dietary restriction, medication need, or related medical condition that may affect a student's safety, participation, attendance, or emergency care. This information should be provided through the Enrollment Agreement, medical forms, emergency action plans, medication authorization forms, physician instructions, or other documentation required by KHCS. Parents and guardians must promptly notify KHCS in writing if a student's allergy status, medical condition, medication, physician instructions, emergency contact information, or emergency action plan changes during the school year.

KHCS may require physician instructions, emergency action plans, medication authorization forms, rescue medication, and any other documentation or supplies KHCS determines are necessary before the student attends school or participates in a class, field trip, athletic event, extracurricular activity, extended-care program, or other school-sponsored activity. Any medication kept at school or carried by a student must comply with the Medication policy and any instructions issued by KHCS.

KHCS will make reasonable efforts to support student safety and respond appropriately to known food allergies and anaphylaxis risks. However, KHCS cannot guarantee an allergen-free environment and cannot ensure that a student will not be exposed to allergens at school, on school transportation, during field trips, at athletic or extracurricular events, in extended care, or through food brought by other students, families, vendors, or guests.

Students may not share food or drinks except as permitted by KHCS. Parents, students, volunteers, and guests must comply with school instructions regarding food brought for lunches, snacks, class parties, celebrations, field trips, athletic events, extended care, or other activities. KHCS may restrict particular foods, require alternative arrangements, limit participation, or impose other safety-related conditions when it determines such steps are appropriate for student health and safety.

5.12 Concussions, Injuries and Temporary Medical Conditions

Parents and guardians must promptly notify KHCS if a student suffers a concussion, suspected concussion, significant injury, surgery, illness, medical restriction, or temporary medical condition that may affect the student's attendance, academic participation, physical education, recess, athletics, field trips, extended care, extracurricular activities, or other school programs.

KHCS may require current documentation from a qualified medical provider describing the student's condition, restrictions, expected duration, recommended accommodations or limitations, and any requirements for return to school or activity. Students may be restricted from physical education, recess, athletics, practices, games, field trips, extracurricular activities, or other physical or school-sponsored activities until KHCS receives documentation or clearance satisfactory to the school.

A student who has suffered a concussion or suspected concussion may not return to athletic participation, physical education, recess, or other physical activity until KHCS receives appropriate medical clearance and determines that return is appropriate. KHCS may require gradual return-to-learn or return-to-play steps, additional documentation, parent conferences, or other safety-related conditions before the student resumes full participation.

Temporary academic adjustments related to concussions, injuries, surgery, illness, or other medical conditions may be addressed under the Extended Medical Absence and Temporary Academic Arrangements policy in the Attendance section. Any temporary adjustment or restriction is discretionary, individualized, and subject to KHCS's academic standards, staffing, schedule, resources, program requirements, safety judgment, and educational mission.

KHCS is not a medical provider and does not diagnose, treat, or determine medical fitness apart from the information available to it. KHCS may rely on parent-provided information, medical documentation, observable circumstances, and its own safety judgment in determining whether a student may attend, return, or participate in school activities.

5.13 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, not a right. Indicating that a student may drive on the Enrollment Agreement does not itself authorize campus driving; a separate approval process, completion of required forms and fees, and compliance with student driving regulations are required before a student may drive on campus. When the student begins school, appropriate application forms and fees must be submitted, and a copy of student driving regulations should be obtained through the secondary school office. Students must maintain a valid driver's license, proof of insurance, and vehicle registration while driving on campus. Students who fail to comply with the student driving regulations, drive recklessly, park in unauthorized areas, or otherwise misuse driving privileges

may temporarily or permanently lose the privilege of driving on campus and may face additional disciplinary consequences.

5.14 Records Transfer

In the unlikely event that Killian Hill closes operations, our records will be transferred to Creekside Christian Academy, 175 Foster Drive, McDonough, GA 30253. See the letter of agreement between KHCS and Creekside at this [link](#).

5.15 Insurance

KHCS provides supplemental student accident insurance for all enrolled students. This insurance functions as secondary insurance and may pay a portion of the unpaid balance for accidents that occur at school or during school-sponsored activities. This insurance does not replace primary medical insurance, and families are responsible for maintaining their own health insurance coverage. For athletic participation, students must have primary medical insurance as a condition of participation; see the Extracurricular Policies section for additional requirements.

5.16 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 ACMs 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. ACMs 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 considering 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.

Section 6: General School Information and Daily Procedures

6.1 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. The FACTS App is another convenient option to keep up with a student's homework

assignments and grades. The app is free to KHCS students and parents and can be downloaded for apple or android devices through the App store by searching Killian Hill Christian School.

6.2 Student Information, School Platforms, and Data Privacy

KHCS maintains student, parent, family, academic, attendance, health, emergency-contact, authorized-pickup, custody, disciplinary, billing, and other school-related information for educational, operational, safety, administrative, legal, ministry, and communication purposes. Parents and guardians are responsible to provide current, complete, and accurate information during enrollment and to notify KHCS promptly in writing if any information materially changes during the school year, including contact information, emergency contacts, authorized pickup persons, custody arrangements, court orders, parenting plans, medical conditions, allergies, medications, physician instructions, emergency action plans, immunization status, or other information affecting the student, student safety, emergency care, or school operations. Failure to provide accurate and timely information may affect KHCS's ability to respond appropriately to medical, safety, or emergency situations.

KHCS may use FACTS Student Information System (SIS) and other school-approved systems, platforms, vendors, applications, or communication tools to maintain records, manage tuition and billing, communicate with families, support instruction, administer school programs, and carry out school operations. Use of any KHCS system, account, portal, email group, messaging platform, gradebook, directory, or other school-approved technology is subject to KHCS policies, technology expectations, and any additional instructions issued by the school. Parents and students are responsible for safeguarding login credentials and may not access, use, copy, alter, share, or attempt to obtain information or accounts they are not authorized to access.

School records and school-related information are maintained and disclosed as KHCS determines appropriate for legitimate school purposes, subject to applicable law and school policy. KHCS may share information with school employees, administrators, teachers, coaches, volunteers, service providers, ministry leaders, emergency responders, medical professionals, legal counsel, law enforcement, child-protection authorities, or others when KHCS determines that the disclosure is necessary or appropriate for educational, operational, safety, legal, pastoral, or administrative reasons.

Parent directories, class lists, team rosters, email groups, contact information, photographs, school communications, and similar information are provided, if at all, for school-related communication and community purposes only. Families may not use KHCS-provided information for commercial solicitation, fundraising not approved by KHCS, political activity, advocacy campaigns, public disputes, mass messaging, social-media posting, harassment, gossip, or any other purpose inconsistent with KHCS's mission, policies, confidentiality expectations, or community standards.

Parents and students may receive access to certain student information through FACTS SIS or other school-approved channels. Such access does not create a right to inspect or obtain all school records, internal notes, emails, counseling or pastoral communications, disciplinary materials, investigation materials, security recordings, personnel information, confidential communications, or records concerning other students or families. KHCS may limit, suspend, or condition access to school platforms or communication channels when it determines doing so is necessary or appropriate.

Emergency Contacts, Authorized Pickup, and Student Release

Parents and guardians must provide accurate and current emergency-contact and authorized-pickup information through the Enrollment Agreement, FACTS, or other school-approved process. KHCS uses the [PikMyKid App](#) to help manage afternoon carline checkout and student release, and parents/guardians are required to use PikMyKid as directed by KHCS for regular dismissal, carline pickup, pickup changes, and related checkout communications. (Only parents who have completed the enrollment process at KHCS will be able to create a PikMyKid App account.) Only persons listed as authorized pickup persons in FACTS or persons given permission through the Pikmykid App may pick up a student during or after school hours. Authorized pickup persons must be at least 18 years of age unless KHCS has approved an exception in writing. KHCS may require photo identification before releasing a student to any person and may decline or delay release if the person's identity, authorization, app-based checkout status, or authority is not confirmed to KHCS's satisfaction. Emergency verbal authorization for an unlisted person may be accepted only when KHCS can verify the caller's identity and authority, and KHCS may require additional documentation, written confirmation, PikMyKid update, or other verification before release. Changes to emergency-contact or authorized-pickup information should be submitted in writing through the FACTS portal, or PikMyKid where applicable, or to the school office. KHCS will not release a student to a person whose identity cannot be verified, whose authority is in question, who appears impaired, who has not been properly authorized through the school's pickup procedures, or when release would be contrary to a court order, parenting plan, custody document, or school-safety concern. When custody documents or court orders are on file, KHCS will follow those documents to the extent it is aware of them, but KHCS is not responsible for adjudicating custody disputes. In the event of conflicting instructions, technology limitations, app-related discrepancies, or other uncertainty, KHCS may delay release, contact a parent or guardian, require additional verification, contact law enforcement, or take other action it determines appropriate to protect the student.

Policy Revision and Notice

KHCS may revise, supplement, suspend, or withdraw Handbook policies and procedures at any time in its discretion, subject to applicable law and in furtherance of its religious and educational mission. KHCS ordinarily provides notice of material midyear policy changes through official school communication channels, including email, FACTS announcements, the KHCS website, written notices, or other methods KHCS determines appropriate. Families are responsible for maintaining current email addresses and contact information and for reviewing communications from KHCS. In urgent circumstances involving safety, security, legal compliance, or time-sensitive school operations, KHCS may implement policy changes with immediate effect before formal written notice is issued. Continued attendance after notice of a policy change constitutes acceptance of the revised policy. Families with questions about a policy change may contact the school office for clarification.

6.3 Achievement Tests

Each spring, KHCS administers standardized achievement tests to students in grades K5–11. Since standardized testing is difficult to make up, 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 Iowa Assessments, all 11th grade students take the school day SAT, and 8th–11th grade students take the PSAT. These tests are mandatory and are beneficial for college scholarship applications as well as college entrance testing preparation.

6.4 Progress Reports

Student grades and progress are updated daily on the FACTS portal. All parents have access to this platform; therefore, traditional progress reports are not sent home. Please monitor your student's account regularly to stay updated on their academic standing.

6.5 Parent-Teacher Conferences

KHCS schedules two official conference days a year after the first and second quarter. You will receive an email from your child's teacher providing a Sign-Up Genius form for you to make your conference appointment. 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.

6.6 Class Assignment Requests (Elementary)

Class assignment requests are accepted and considered, but the realization of those requests is not guaranteed. Class assignments and organization are processed and finalized by school administration. KHCS does not guarantee placement with specific teachers, classmates, or in specific class sections.

6.7 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. 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 for providing replacements under the specifications of the school.

6.8 Student Planner

Students in grades 1–11 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 planner, and to replace it if it becomes lost or damaged.

6.9 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.

6.10 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.

6.11 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. Lockers, athletic lockers, desks, cubbies, shelves, storage areas, and similar spaces made available to students are KHCS property and are provided as a convenience for student use. Students are responsible for keeping assigned spaces clean, orderly, secure, and free from prohibited or inappropriate items.

For security reasons, students are urged not to give this personal combination to other students, allow another student to use their assigned locker, trade lockers, share lockers, or otherwise misuse any KHCS storage space except as permitted by KHCS. Students are responsible for the contents of any locker, desk, cubby, athletic locker, storage space, backpack, bag, container, vehicle, device, or personal item they bring to campus or to a school activity. Students should not place, or permit others to place, items in their assigned or personal spaces that violate KHCS policy, create a safety concern, damage school property, or interfere with school operations.

Lockers must be kept clean and uncluttered. Students should not use stickers, tape adhesive decorations, or similar materials on lockers or other school property because they may leave residue or remove paint. Students and families may be responsible for damage, cleaning, repair, replacement, or other costs resulting from misuse, damage, or failure to follow locker or school-property expectations.

Students should not expect privacy in KHCS-owned lockers, desks, cubbies, athletic lockers, storage areas, school-issued devices, school accounts, or school systems. Lockers and other KHCS-owned spaces are subject to random administrative inspection and may be opened, inspected, cleaned out, or searched at any time, with or without individualized suspicion, when KHCS determines that doing so is appropriate for safety, order, maintenance, policy compliance, or school operations. Searches of personal belongings, devices, vehicles, or other personal property are addressed in the Searches policy.

KHCS is not responsible for the loss, theft, damage, misuse, or unauthorized use of personal belongings brought to school, left unattended, placed in lockers, or kept in unlocked or unsecured spaces. Students should not bring unnecessary valuables or nonessential personal property to school or school activities.

6.12 Valuables

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.

6.13 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. KHCS is not responsible for lost, stolen, misplaced, or damaged personal property.

6.14 Lunch

Parents/students should make student lunch plans before the school day begins, either by preparing and bringing a lunch or by ordering through My Hot Lunchbox (order by noon the day before the lunch is needed). Neither students nor parents may order food to be delivered to the school during school hours from 7:30 a.m.–3:30 p.m.

Lunchroom facilities are available on campus, and students may preorder from our lunchroom program, My Hot Lunchbox, or bring lunch from home. Families should preorder from My Hot Lunchbox prior to noon the day before lunch is needed. Lunch orders with My Hot Lunchbox may be placed up to a month in advance. Students must have funds preloaded in their My Hot Lunchbox account before they order lunch items. If a student forgets their lunch or does not have a lunch order, the lunchroom will provide a lunch for the student, and My Hot Lunchbox will charge the student account for the provided lunch.

6.15 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 and KHCS is not responsible for such gatherings. Parents hosting off-campus student gatherings should understand that KHCS is not involved in or responsible for such events.

6.16 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 transportation, admission, or lunch away from campus. A signed permission form is required before a student may participate in any field trip. Students who do not return a signed permission form will remain at school under appropriate supervision. Field trip participation may be restricted based on academic standing, behavioral concerns, safety considerations, or failure to meet field-trip-specific requirements.

6.17 Volunteers and Chaperones

KHCS values parent and community involvement and may invite approved volunteers to assist with school activities, field trips, classroom events, athletics, fine arts, clubs, special events, classroom support, transportation, or other programs. Volunteer service is a privilege and not a right. All volunteers and chaperones serve at the discretion of KHCS and must comply with the Parent-Student Handbook, the Volunteer and Chaperone Policy, school instructions, confidentiality expectations, student-safety requirements, and all other applicable KHCS policies.

KHCS may require volunteers and chaperones to complete an application, background check, reference check, screening process, training, signed acknowledgment, or other approval procedure before serving. KHCS may apply different approval, screening, training, and supervision requirements depending on the nature of the activity, the age of the students, the level of student contact, whether transportation or overnight travel is involved, and any other safety or operational considerations KHCS determines appropriate.

Volunteers and chaperones serve under the direction and supervision of KHCS employees or other persons designated by KHCS. Volunteers and chaperones are expected to follow school instructions, support faculty and staff, model Christlike conduct, dress appropriately, maintain appropriate boundaries with students, avoid one-on-one unsupervised situations except as permitted by KHCS, and refrain from using their role to advocate personal concerns, discipline students independently, gather confidential information, or act outside the scope of the assignment given by KHCS.

Volunteers and chaperones must maintain the confidentiality of student, family, employee, disciplinary, academic, health, safety, financial, pastoral, and other school-related information learned through their service. Such information may not be shared with other parents, students, volunteers, family members, social media groups, or others except as authorized by KHCS or required by law. Concerns observed while volunteering should be reported promptly and discreetly to the appropriate teacher, coach, sponsor, administrator, or school office.

All volunteers and chaperones must follow applicable campus-security and visitor-access procedures, including checking in at the designated location, providing identification if requested, wearing visitor identification when issued, remaining only in approved areas, and leaving campus or an activity when requested by KHCS. Field-trip chaperones, overnight chaperones, drivers, athletic volunteers, classroom helpers, and other activity-specific volunteers may be subject to additional requirements before serving.

Approval to volunteer or chaperone may be denied, limited, suspended, or withdrawn at any time as determined by KHCS. KHCS may also restrict a volunteer's assignment, require additional screening or training, remove a volunteer from an activity, or decline future volunteer service when KHCS determines such action is appropriate for student safety, confidentiality, school operations, mission alignment, community conduct, or any other reason consistent with KHCS policy and applicable law.

6.18 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.

6.19 Visiting the School and Classrooms

KHCS welcomes appropriate parent involvement and communication. To protect student safety, instructional time, confidentiality, and school operations, all school visits must be scheduled or approved by KHCS. Parents, guardians, and other visitors must follow the Campus Security policy, check in at the designated school office or location, display visitor identification when issued, and remain only in areas approved by KHCS. Classroom visits, student observations, meetings with teachers, and visits by relatives, friends, former students, or prospective students require advance approval. KHCS may limit, reschedule, deny, or end any visit when it determines doing so is appropriate.

6.20 Photography, Video, and Student Images.

KHCS may take photographs, video, audio, or other recordings of school activities, programs, classes, performances, athletics, field trips, and other school-related events for educational, operational, safety, yearbook, newsletter, campus-display, website, social-media, promotional, or related school purposes. Parent/guardian permission for KHCS publication or use of a student's name, image, likeness, photograph, video, or recording is addressed through the annual enrollment/photo-release process or other activity-specific permission forms. Families who do not grant photo-release permission should understand that KHCS will make reasonable efforts to honor that election, but cannot guarantee that a student will never appear incidentally in a group setting, background image, livestream, recording, yearbook submission, or other school-related context.

Parents, students, guests, volunteers, spectators, and other attendees may not record, photograph, livestream, post, share, or distribute images, video, audio, or identifying information of other students, employees, or school activities in a manner that violates privacy, safety, confidentiality, classroom order, copyright, KHCS policy, or the dignity and Christian witness expected within the KHCS community. KHCS may restrict photography, recording, livestreaming, or posting at any school activity and may require removal of content that violates school expectations or materially affects the school community.

6.21 Physical Education

Consistent with KHCS' religious belief that God wonderfully and immutably creates each person as male or female, students may use locker rooms (as well as restrooms and other gender-specific facilities) only 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 of personal fitness which must be fulfilled with participation in one team sport for one year in high school. Any exceptions should be cleared through the Academic Guidance Counselor.

Participation Limitations

A written note must be brought from home by the student 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 associated with the replacement lock that will be charged to the Facts account of the student who damaged/lost it.

6.22 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. Lesson schedules are coordinated to minimize missed classroom instruction, but students are responsible for any work missed during lesson time.

6.23 Senior Trip

Seniors on track to graduate are typically presented with an 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. Participation in the senior trip is a privilege, not a right, and may be denied or revoked based on academic standing, behavioral concerns, disciplinary issues, financial standing, or failure to meet trip-specific requirements.

6.24 Solicitation

Killian Hill prohibits any group or individual solicitation of products or services to school families through the classroom, school email, school communication platforms, or internet, or to staff and faculty by contact through teacher mailboxes, internet, or other on-campus means. Families may not use school directories, class lists, team rosters, email groups, or other KHCS-provided information for commercial solicitation, fundraising not approved by KHCS, or marketing purposes.

Section 7: Extended Care Program

7.1 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 and a safe and enriching environment after school.

7.2 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.

7.3 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 15-minute grace period after the end of their activity to be picked up. Students not picked up after the grace period are required to sign in to After Care. If a sixth-grade student is staying to watch an on-campus athletic event without a parent or guardian, he or she must sign in to After Care at 3:30 p.m. and must have a note from a parent or guardian stating that the parent is allowing the child to watch the game. After Care will release the student to attend the game a few minutes before the start. At that point, the child will no longer be under direct adult supervision, and the parent must pick up the child promptly after the athletic event. Students younger than sixth grade may not attend athletic events without parental supervision.

7.4 Behavior

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

7.5 Use of Devices

Use of laptops, tablets, or other personal devices is prohibited in Extended Care; personal devices, including cell phones, should remain in students' backpacks. With permission from After Care staff, cell phones may be used only to contact parents for pickup. Secondary students who do not abide by this policy will receive demerits in accordance with the Discipline and Behavior Policy.

7.6 Pick Up for After Care

For security at pickup, After Care staff will release a child only to persons listed under Authorized Pickup on FACTS unless After Care staff receive explicit verbal or written authorization from the child's parent. Parents should ensure that Authorized Pickup information on FACTS remains current.

7.7 Grace Periods and Late Fees for After Care

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

For more information about the Extended Care program, [click here](#).

Section 8: Handbook Acknowledgment and Summary of Enrollment Commitments

8.1 Enrollment Agreement, Financial Obligation and Order of Control

Enrollment and continued enrollment at KHCS are governed by the applicable Enrollment Agreement, Handbook acknowledgment, Mission and Home Alignment Agreement, and any other signed written agreement or written financial terms. Financial obligations—including tuition, fees, commitment fees, withdrawal obligations, refund eligibility, payment schedules, FACTS account requirements, financial-aid adjustments, incidental charges, collection costs, and related matters—are governed by the Enrollment Agreement and other written financial terms, which control as to financial obligations. The Handbook governs school policies and procedures, subject to KHCS's reserved authority and any more specific signed agreement.

8.2 Handbook Acknowledgment and Continuing Cooperation

As part of enrollment or re-enrollment, each parent or guardian with legal authority to make educational decisions, and each student when required by KHCS, must sign the applicable Handbook acknowledgment through the Enrollment Agreement or another KHCS-approved process. By doing so, the signer confirms receipt or access to the Handbook, agrees to review and comply with its applicable policies and school instructions, and agrees to support KHCS's Christian mission, Statement of Faith, Mission and Home Alignment expectations, disciplinary authority, conflict-resolution process, technology expectations, safety requirements, financial-standing provisions, and other expectations for participation in the KHCS community.

8.3 Continued Enrollment and School Authority

Enrollment and continued enrollment at KHCS are privileges extended in the discretion of the school and are not rights. Continued enrollment depends on the student's and family's continuing mission alignment, good-faith cooperation, compliance with school policies and instructions, satisfaction of financial obligations, and KHCS's determination that enrollment remains appropriate in light of its Christian mission, community life, and program. Failure by a student, parent, guardian, family member, or other person participating on the family's behalf to satisfy these expectations may result in appropriate action, including conditions on continued enrollment, loss of privileges, limits on campus access or

participation, non-re-enrollment, required withdrawal, dismissal, or other consequences provided by applicable school policies or written agreements.

8.4 Handbook Status, Revisions, and Missing Signatures

This Handbook provides general information about KHCS policies, procedures, operations, and expectations. It is not intended to create, and does not itself constitute, a separate contract. KHCS may interpret, revise, supplement, suspend, or withdraw Handbook policies and procedures in its discretion, subject to applicable law and in furtherance of KHCS's mission and Core Identity. A missing signature does not waive or limit a student's or family's obligation to comply with this Handbook, school instructions, or any other applicable KHCS policy or written agreement.