



Student Handbook 2024-2025

STATEMENT OF FAITH

Without apology, King's Way Christian School holds to the same Declaration of Faith as The King's Way Baptist Church, found under Article II, Declaration of Faith, in KWBC's constitution:

“This congregation accepts the Bible as its sole and final authority in matters of faith and practice. We believe in the verbal, plenary inspiration of both the Old and New Testaments. We will teach and preach those truths generally that Baptists have historically held. We will place special emphasis upon the need to return to New Testament doctrine, fellowship, discipline, and organization. Stress will be laid upon the shed blood of Jesus Christ and the individual's personal reception of Him as the only means of salvation; holy living for every believer; the exposure of the apostasy which is evidently engulfing and polluting Christianity; the ministry of the Holy Spirit; and the literal, visible, and imminent return of Christ.”

We believe in the verbal inspiration of the Bible. The verbal inspiration of the Bible is the foundation upon which all other doctrines stand. It is without error and is God's total and complete revelation to man. The Bible is the final authority of all matters concerning the truths of God (II Timothy 3:15-17; II Peter 1:20-21; Romans 15:4; Matthew 4:4; Matthew 24:35). King's Way ministries use the King James Bible.

We believe that any form of sexual immorality is a sin. This includes the following: adultery, fornication, homosexual behavior, bisexual conduct, incest, and the use of pornography. These are sinful and offensive to God (Matthew 15:18-20; 1 Corinthians 6:9-10).

We believe in one God, existing in three persons, known as the Trinity: God the Father, God the Son, and God the Holy Spirit (Matthew 28:19; Genesis 1:1, 26-27; John 10:30, 37-38).

We believe in the Biblical story of creation as revealed in Genesis chapters one and two. We believe that creation was complete in six literal days and that Adam and Eve were historical figures representing the beginning of mankind. We reject evolution and any theory that contradicts the Word of God (Genesis 1:1; Genesis 1:26-27).

We believe in the virgin birth of Jesus, which has been revealed to us in prophecy (Isaiah 7:14) and shown to us in fulfillment in Matthew 1:23 and Luke 1:26-38.

We believe in the vicarious suffering and substitutionary death of Jesus. We believe that Jesus Christ bore the sins of the whole world - past, present, and future (Isaiah 53:6; I Peter 2:22-24; I Corinthians 15:3; II Corinthians 5:21; Ephesians 1:7).

We believe that salvation is by grace and can be received only by believing in Jesus Christ and His finished work that was done on the cross (Ephesians 2:8-9; John 14:6; John 3:16; John 5:24; Acts 16:30-31; Romans 10:9-13).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

We believe that every person should be afforded compassion, love, kindness, respect, and dignity.

Hateful and harassing behavior or attitudes directed toward any individual are repudiated and not in accord with Scripture or the philosophy of King's Way Christian School (1 Corinthians 13:1–8; John 13:34–35).

We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Galatians 5:16; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).

We believe in the victorious and bodily resurrection of Jesus Christ. We believe the resurrection distinguishes Christianity from all other religions of the world (John 11:25; I Corinthians 15:4-19).

We believe in the visible and personal return of Christ (Hebrews 9:28; Acts 1:10-11; Revelation 19:11-16, 22:20) and in the resurrection of both the saved and the lost - those who are saved unto eternal life and those who are lost unto eternal damnation (John 5:28-29; I Corinthians 15:42-58; Revelation 20:11-15).

We believe in God's design for marriage, between a man and a woman only, as revealed in Genesis 2:23-24. We believe that any sexual activity outside of marriage is a sin as explained in the Word of God. We believe that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex (Leviticus 18:1-30, Romans 1:26-29, I Corinthians 5:1, 6:9, I Thessalonians 4:1-8, Hebrews 13:4). We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman only and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, or otherwise, is immoral and therefore sinful (Genesis 2:18–25; Romans 1:18– 31; 1 Timothy 1:8–11).

We believe that parents have the primary responsibility of educating their children spiritually, mentally, physically, emotionally, and socially (Deuteronomy 6). We will cooperate with parents to provide a Christian education for their children. No compromise will be made concerning any issues pertaining to the doctrinal truths taught in the Word of God.

We believe that God created the human race as male and female and that these two distinct, complementary genders together reflect the image and nature of God. We believe that God wonderfully and immutably creates each person as either male or female at the time of conception and that all conduct with the intent to adopt a gender other than the biological gender of one's birth is immoral and therefore sinful. We further believe that the rejection of one's biological sex is a rejection of the image of God within that person. Because of this belief, we will refer to all students and faculty with the pronouns associated with their biological gender. We will also require that all students and faculty abide by the dress code established for their biological gender (Genesis 1:26–27; Deuteronomy 22:5).

We believe that as a local body of Christ, it is vital to provide biblical role models to the school's students, families, and community. This is done in order to preserve the function and integrity of King's Way Christian School. It is imperative that all persons employed by King's Way Christian School in any capacity, and those who serve as volunteers, agree to abide by the school's statements and policies on marriage, gender, and sexuality (Matthew 5:16; Philippians 2:14–16; 1 Thessalonians 5:22).

This Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe.

Philosophical Sketch - Our vision is to help the home and church complete this person in Christ. We also emphasize respect for authority, love for country, faith in Christ, and confidence in His Word. The goal of King's Way Christian School is to assist the home in the training of the child by providing a spiritual and academic program while encouraging the child to live a Christ-centered life.

Philosophy/Purpose - King's Way Christian School was founded as a result of the strong conviction of our church that today's youth should have the opportunity to enjoy academic excellence in a Christian atmosphere. We believe that our children need a complete and balanced education. The spiritual, mental, and physical facets need a proportionate amount of inspiration, instruction, and attention to truly educate the student.

The educational philosophy of King's Way Christian School is based on the Word of God. The Bible is the foundation on which we base all education. We believe that Christ should be the center of everything; therefore, it is our desire that students receive the best spiritual, mental, and physical training for their future. Because of this belief, faculty members of King's Way Christian School have a personal relationship with Jesus Christ and desire that this relationship be evident in their teaching. We believe Christian education must be as follows:

1. Founded upon the Word of God and its principles rather than the personal traditions of men (II Timothy 3:16-17 and Colossians 2:8).
2. Centered in the Lord Jesus Christ, who is the Creator and source of salvation for mankind (John 1:9-12).
3. Directed and controlled by the Holy Spirit, who is able to teach the consenting believer all things (John 14:26).
4. Pupil-oriented to achieving the highest academic levels possible as we train these young people to fulfill their roles as ambassadors and ministers of reconciliation for the Lord Jesus Christ (II Corinthians 5:17-21).
5. Applied socially in its content and scope so that young people can learn to serve the Lord Jesus Christ in their sojourning here while not loving this world's system (Ephesians 6:18-20 and I John 2:15-17).

Mission Statement - King's Way Christian School, a ministry of King's Way Baptist Church, exists to work hand in hand with the family concerning the mental, physical, social, and spiritual development of its most priceless possessions, its children. The objective of KWCS is to equip each young person with a Christian worldview, the finest academic training available, and the scriptural character traits necessary for each student to reach his maximum potential for the glory of God (Luke 2:52).

Motto - King's Way Christian School's motto is "Training tomorrow's leaders today!"

Administration

Mr. Joe Hayman, Pastor of King's Way Baptist Church

Ms. Lauren Hinson, Administrator of King's Way Christian School

School Board - King's Way Christian School is a ministry of King's Way Baptist Church and operates under its constitution. The school board is composed of the deacons and pastor of King's Way Baptist Church. Although the school board is not involved in the daily operations of the school, it does participate in decisions of policy and procedure. Anyone desiring to contact the school board or one of its members

may do so by written correspondence given to the school office, addressed and sealed to the “Chairman of the School Board.”

ADMISSION REQUIREMENTS

Requirements for Admission

The administration of King’s Way reserves the right to establish and maintain standards for student conduct, dress, and academics. King’s Way does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, or any school-administered programs. As a private Christian institution, admission to King’s Way is a privilege rather than a right. It is vital that each student and his family are fully supportive of the goals of King’s Way. Because King’s Way does not offer English as a second language, it cannot accept students who cannot demonstrate English-speaking skills commensurate with their age level as determined by the administration.

A student is tentatively accepted at King’s Way Christian School after an interview with the administration. Final acceptance is contingent upon the results of testing (if needed) and the placement of the student. Some people tend to falsely think of a Christian school as a hedge against integration or as a reform school for delinquent children. King’s Way Christian School is neither of these. The avowed purpose of this ministry is to train Christian young people to meet their fullest potential, both spiritually and academically, for the cause of Christ.

Procedures of Enrollment

Complete all required enrollment forms and submit all required documentation online. No student will be allowed to attend classes without completed enrollment forms and documentation.

Conditions for Admission and Re-Enrollment

- Students seeking admission to K5 must be five by September 1 of the current year.
- Students seeking admission to first grade must be six by September 1 of the current year.
- No student will be admitted or allowed to remain at King’s Way Christian School who does not cooperate with our overall purpose, philosophy, and program.
- All new students are accepted on a trial basis for the first nine weeks.
- If a family realizes that they disagree with the philosophy of the school, they are asked to discuss the matter with the appropriate administration. If this issue cannot be resolved, the family will be asked to voluntarily withdraw from the school.
- Students are accepted on a yearly basis. Re-enrollment is based on academic performance and behavior; therefore, re-enrollment is not guaranteed.

Transfer Students - All fees collected are non-refundable for students transferring from KWCS. Students transferring to KWCS during the year must pay all applicable fees prior to final acceptance, which are non-refundable. Tuition is prorated for students who transfer to KWCS during the year.

FINANCES

Tuition and Fees

Please refer to the school’s website, WWW.KWCSINFO.COM, for more information.

All school bills are available and paid through the Parent Portal of FACTS. The registration fee for all students is due at the time of registration.

Tuition is billed ten days before the payment due date. Tuition is due on the first day of each month, beginning in either June, July, or August (parent's choice) and ending in May of each school year. All payments are due by the first of each month. Any bills not paid by the due date will incur a \$30.00 late fee (late fees will automatically be charged three days after the due date). To avoid a monthly bill, you may wish to pay your entire bill at the beginning of the school year.

In order for a child to participate in end-of-year programs (awards, graduations, etc.), the family's bill must be paid in full. A student will not be admitted to the following school year until all bills are paid in full from the previous school year.

Financial Policies

King's Way Christian School is a Christian ministry of The King's Way Baptist Church, a non-profit corporation. We operate strictly from tuition funds to pay operational costs, such as insurance and teachers' salaries. When tuition accounts go unpaid, the finances of the school are jeopardized. For the sake of honesty and testimony, the expenses of a Christian school must be paid on time; therefore, it is necessary that fees and tuition be paid when due.

The best educational services can be rendered only if fixed obligations can be met with fixed resources. In a private school, those who wish to use the school's services must enter into a legally binding contract to meet these fixed obligations. Hence, it is extremely important that the parents or guardians of prospective students thoroughly study the philosophy and methods of King's Way Christian School outlined in this handbook to assure themselves that they are willing to comply with its standards.

For those who rely on other means of payment to fulfil their tuition debt, such as Georgia Special Needs or a school scholarship organization, it is important for you to understand that you are still responsible for any amount of tuition or fees not paid by these organizations. It is the responsibility of the person who signs the application to ensure that all financial obligations are met.

Payment Options

We offer two billing options when paying tuition:

- A monthly option where your tuition is billed over 10, 11, or 12 months and is due the first of each month, beginning in June, July, or August and ending in May.
- An annual option in which the entire year's tuition is paid by August 1st

Payments must be made using the Parent Portal on RenWeb. The school office will not accept tuition payments.

Any returned check or electronic payment will be charged a \$30.00 fee that will be added to your school bill. This will automatically be added to your bill through FACTS. The fact that some months have either fewer actual school days or your child misses several days of school does not alter the monthly payments.

Past Due Bills

We understand that there are unexpected changes that can occur in your financial situation. When this occurs, we want to help as much as we can. Regardless of your current financial status, it is the responsibility of the person who signs the application for admission to pay all financial obligations and to contact us if an unexpected change in your finances occurs, such as a loss of your job or a major illness. Contact the office right away to set up an appointment so we can discuss with you an acceptable payment arrangement. Payment arrangements can only be made through the office with administrative approval.

If a school bill is not paid three days after the due date, a \$30.00 late fee is added to your bill. The previous month's bill must be paid in full by the next billing cycle, or else the student will be withdrawn from class and may not return until the student's bill is made current.

If a student withdraws or transfers to another school, even if the student did not attend school for the entire month, the full month is still due.

Georgia Special Needs Scholarship

King's Way Christian School will accept students with an IEP beginning in grades 3rd-12th on a case-by-case basis, depending on the school's resources and ability to properly assist the child with his individual needs. The student and a guardian must meet with the administration and provide all I.E.P. documentation. The I.E.P. and a discipline report must also be available for the administration to review prior to acceptance. Once accepted as a student, the parents are responsible for all GSNS payments and paperwork.

- All due dates and payment plans are outlined by the GSNS.
- Seniors will not be allowed to graduate until all financial obligations are met.
- GSNS funds cannot be used to pay for the following: transportation, before or after-school care, meals, tutoring, field trip fees, athletic fees, school supplies, summer school/camp programs, or other fees as determined by the Georgia Department of Education.
- Any balance that is not paid by May 15 is due by the final day of classes for KWCS.
- King's Way Christian School cannot contact GSNS with any problems concerning payments; therefore, **it is the sole responsibility of the parents to be sure that all payments are received and all balances paid.**

Withdrawal and Expulsion - Withdrawal from school must be handled through the school office. The administration has the right to withdraw or expel a student from school when he or his guardians are found to be out of harmony with the rules and policies of the school. Students who are expelled from King's Way Christian School will not be considered for re-enrollment until the following school year. The parents and student must meet with the administration before re-enrollment will be considered for the following school year.

ATTENDANCE

In order to gain the most from school, each student must be in regular attendance. Attendance is required for the entire school day, regardless of the number of study halls a student may have. A note or email that states the date and reason for the absence should be sent from the parent or guardian to the school office within 24 hours of the student's return to school, but preferably before the student returns to class. If no written correspondence is turned in, the absence will be considered unexcused. This procedure is a precaution to help protect all parties involved and facilitate our record-keeping.

After an absence, a student should immediately check with the classroom teachers concerning the assignments missed. It is the student's responsibility to get all the make-up work from the teachers that were assigned during the absence. Students will be allowed one day for each day missed to make up those assignments missed during an absence. Assignments announced prior to the absence are due on either the

first day back or the original due date, unless specifically stated by the teacher. For middle and high schoolers, work not completed on time will receive a 69% (late grade) the first day late or a 0% if not completed the following day.

Students will not be allowed to make up the missed work for credit in any class or subject that they miss due to an unexcused absence. Any student who misses more than fifteen classes per semester for any reason is subject to having to repeat that class for credit. This decision is made based on the reason for absences and the decision is made by the administration.

Students are required to make up work, quizzes, and tests that are missed for excused absences. For pre-planned absences, a pre-arranged absence form should be obtained from the office or homeroom teacher and completed. The completed form should be returned to the office no later than three days prior to the absence. Students should obtain assignments in advance and have work completed upon their return to school. Students should also be prepared to take all tests and quizzes immediately upon their return to school, unless adjusted by the teacher to allow additional time. Failure to have work completed upon return to school may result in a 69% late grade on assigned make-up work and tests or quizzes.

Upon the student's return to school after an absence, the student will need to come to the school office to receive an admission slip to be admitted to class. Students should bring a note from the parent, or the parent should have already sent an email to the office explaining the absence. If the office does not receive a note or email, the absence will automatically be considered unexcused. Unexcused absences will result in the student receiving only up to a 69 on make-up work.

Juniors and seniors are permitted to take up to two days out of school for the purpose of visiting college campuses. They must complete a pre-arranged absence form and provide proof of the visit for this to count as a NA (not absent) for the day.

Excessive absences - Excessive absences will have the following consequences:

- Eight and nine absences will result in an informative email being sent automatically from RenWeb to inform parents and the student regarding the number of absences.
- Ten absences will result in the student being required to take the semester exam regardless of the final semester average. This includes both excused and unexcused absences.
- Absences eleven through fifteen - With each absence, the student's final grade will be reduced by two points. For example, the 11th absence would result in a grade of 93% being reduced to 91%, and the 12th absence would result in an 89%.
- More than 15 absences in a semester will result in the loss of credit for the class because of the minimum attendance requirements for each class.

Closed Campus Policy - We have a closed campus policy from the beginning of the day to the end, as we assume responsibility and keep the students here throughout the day unless there is a field trip, designated senior lunch, or other school-sponsored events. All visiting students and adults must seek permission from the administrator prior to the day they wish to visit the school. Visitors must follow all regulations concerning dress codes, electronic devices, etc.

Leaving School Early - Any parent coming during class time to pick up their child for a doctor's appointment or other excused absence needs to go to the school office and not to the child's classroom. An elementary student who must leave early should present a written note to the teacher on the morning

of the day the student will be checking out early. This helps with the class schedule and allows the teacher to plan to ensure the child is ready to check out at the desired time. All excused absence notes must be in writing (note or email), even if a parent calls. The school office must confirm through written communication (email or note) that the student has the parent's permission to leave school; this includes student drivers. All students should come to the school office to ensure that written documentation has been turned in before checking out early for any reason. Failure to do so will result in an unexcused absence and possible demerits. **All students checking out throughout the school day must be signed out through the office by a parent or guardian.**

Student Drivers - A student driver is not allowed to go out to his vehicle without permission from the school office. Demerits can be issued if the administration determines they are needed. This procedure is to ensure the safety of students at all times.

Tardiness

Tardiness is extremely disruptive to the operation of the school and has an adverse effect on your child's educational progress. Chronic tardiness is unacceptable. Students are considered tardy for morning arrival to school if they are not in their seats by 8:15 a.m. All students arriving after 8:15 a.m. will need to be accompanied by an adult to the school office in order to be eligible to receive an excused absence. Students who are tardy and are not accompanied by a parent or guardian will automatically be considered unexcused tardies. Students accompanied by a parent or guardian will be required to check in their student at the office, and the reason for the tardy will be determined by the office and administration as excused or unexcused. Student drivers will be required to come to the school office and contact parents regarding the tardy in order to receive a tardy slip and be admitted to class.

A student will be permitted to have five unexcused tardies per semester. The following will result from excessive tardies:

- A student's 5th tardy, will each result in an email informing the parent and student about the tardy accumulation.
- A student's 6th and 7th tardies will each result in early morning detention (The student must arrive at 7:30 a.m.) and a \$25.00 fine per tardy.
- A student's 8th and 9th tardies will each result in additional two days of morning detention and a \$25.00 fine per tardy.
- Beginning with the 10th tardy, each tardy received will result in one week of early morning detention, and a \$25.00 fine per day of detention is given.
- Students who are tardy for early morning detention will have to serve an additional day of morning detention and pay an additional \$25.00 fine.

Absences from School - Elementary School Students - Any student who arrives at school after 12:00 p.m. will be counted absent for the day. If he arrives before 12:00 p.m. but after 10:00 a.m., he will be counted as a half-day absent. He must be in school by 10:00 a.m. to get a full-day credit. Students must attend classes for at least three hours to be counted as present for half a day of school.

Absences from School - Middle and High School Students - Attendance is taken each class hour. Students may not miss more than 15 minutes of a class in order to be counted as present for that hour.

After-School Activities Attendance Requirements - Students participating in after-school activities must be at school by 11:00 a.m. and present for the remainder of the day. Students may not miss more than three hours of the school day in order to participate.

Excused Absences - Excused absences are those that are caused by the illness of the student, a death in the family, a student doctor's appointment, or other similar reasons considered appropriate by the administration. Planned absences, such as trips, may be excused if requested at least a week in advance by the parent or legal guardian at the school office so that teachers can be notified and inform students concerning work that will need to be completed while absent.

Unexcused Absences - If a student is absent for any reason other than those mentioned above, the absence is unexcused, and the student receives a grade of 0% on all missed classwork, including quizzes and tests. Each day a student is suspended is considered an unexcused absence. *All absences are either excused or unexcused.*

Make-up Work - After an absence, a student should immediately check with the classroom teachers concerning the assignments he missed. In the event that work is assigned during the absence, the student will be allowed one day for each day missed to make up those assignments. Assignments announced prior to the absence are due the first day back or the original due date. Long-term assignments are due on the due date, regardless of whether the student is absent. Work not made up will be recorded as 69% if turned in the following day or 0% if not completed by the following day. The student will not be allowed to make up work missed due to an unexcused absence.

ACCEPTABLE USE OF TECHNOLOGY

Electronic devices are only to be used in the classroom for educational purposes under direct supervision. Students are not allowed to use electronic devices in place of their Bible in chapel or Bible class. Students will be permitted to use devices between classes and during lunch. Cell phones and smart watches are to be turned in to the teacher prior to the start of each class. Students may get their electronic devices back at the end of each class. Students are not allowed to use headphones of any kind during school hours. The exception to this rule is when students are working on dual enrollment coursework while watching a professor's video assignment and during 7th-12th grade lunch. King's Way assumes no liability for lost, broken, or stolen electronic devices of any type.

BEHAVIOUR

It is our goal to encourage students to behave in a Christ-like manner. The behavior of your student is expected to reflect the high ideals and beliefs of the Word of God. Any student refusing to behave or cooperate spiritually, morally, or scholastically is subject to dismissal. Disorderly conduct of any type is not conducive to either good Christian character or an academic atmosphere and will not be allowed. Students are expected to respond positively to voice instruction and correction.

At King's Way Christian School, the following four fundamental guidelines must be followed:

- No student is to be out of his seat without permission.
- No student is to speak out in class without permission.
- A student should always address and reply to the school staff with the utmost respect.
- A student is to follow all instructions given by any leadership while at school or at school-sponsored events.

A student who fails to follow these basic guidelines will be subject to disciplinary action.

King's Way Christian School expects full cooperation from both students and parents in the education and discipline of the students. When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, he may be requested to transfer.

Discipline System

Kindergarten discipline will be maintained by the teacher. Administration and parents will be involved when the situation requires additional discipline or discussion. Disciplinary problems in 1st-12th grades are corrected through our demerit system.

Purpose of Demerits

The primary purpose of the demerit system is to have a method of documenting unfavorable behavior patterns or character traits in students. The demerits are not a form of punishment. The demerit is calling attention to an undisciplined area in the student's life. Hopefully, this will cause the student to be introspective and, out of a desire to be all he can be for the Lord, discipline himself to overcome this character weakness.

Every student is encouraged to develop a strong Christian character. For this reason, a firm but reasonable and just system of discipline is maintained. This may be in the form of demerits, restrictions on certain privileges, suspension from school, or expulsion. All classroom discipline will be maintained by the teacher. As part of our discipline program, King's Way Christian School operates under a demerit system. Teachers and staff members may recommend demerits any time there is an infraction of the rules. The administration will review the case and issue demerits if determined to be warranted.

INFRACTION	DEMERITS
Tardy to class	1-5
Not prepared for class	1-5
Food/drink outside of designated areas	1-5
Gum/candy in class or hallway without permission	1-5
Parents notes unsigned or not returned on time	1-5
Dress or hair code violation	1-10
Classwork/homework incomplete	1-5
Talking in class	1-5
Out of seat without permission	1-5
Inappropriate language/slang/gestures	5-20
Disrupting class or chapel	1-15
Skipping class or chapel	10-20

Inappropriate usage of electronics - 1st offense (per school year)	3
Inappropriate usage of electronics - 2nd offense (per school year)	7 + confiscation of the electronic device for the day.
Inappropriate usage of electronics - 3rd offense (per school year)	11 + confiscation of the electronic device for the day.
Inappropriate usage of electronics - 4th offense and any additional received after the 4th offense	15 + confiscation of the electronic device for the day.
Name calling/verbal teasing or provoking	5-15 + apology
Defacing property of school/others	15-20 + Money for repair
Improper physical contact	5-20
Disrespectful or poor attitude to authority	5-15 + apology
Direct or persistent disobedience	5-15
Fighting/bullying/harassing/aggressive behavior	10-20
Sexually inappropriate behavior/physical contact	10-20
Lying	10-20 + apology
Cheating	10-20 + grade of 69
Stealing	10-20 + restitution
Skipping school	20 + grade of 69
Weapons and dangerous instruments at school	20, suspension, + contact authorities
Reckless driving	10-20
Miscellaneous violation	TBD

Automatic Expulsion Offenses

- Selling controlled substances; use, possession, or transfer of controlled substances
- Pornography
- Involvement in criminal or gang activity
- Bringing or having in possession a weapon that fires a projectile onto school property or to any school function
- Drinking alcoholic beverages or having them in one's possession
- Sexual immorality
- Homosexual acts

In-School Suspensions

Students that receive an accumulated amount of demerits each quarter will receive in-school suspensions. Students with an in-school suspension will report to the assigned staff member and will be required to complete all assignments and tasks given. Students who are given ISS may be told to complete tasks around the school after academic coursework is completed (cleaning, carrying items, assisting teachers with tasks, etc.). Students given ISS will not be allowed to have electronic devices with them at all throughout the day and are considered ineligible for any after school activities on ISS days. Students who have ISS will receive a 0 on all assignments for the ISS day. The ISS day assigned will be the next school day after the accumulated demerit amount is reached. If the student does not attend school on his ISS day, the student's school bill will automatically be charged based on the number of demerits reached (Example: 25 demerits = \$25 charged).

In-School Suspensions Amounts

25 demerits	1 day ISS
35 demerits	2 days ISS
45 demerits	3 days ISS
50 demerits	Dismissal from King's Way

Conduct Grade - A conduct grade will be issued every nine weeks based on the number of demerits accumulated during that grading period. Demerit records will be reset every nine weeks.

Bullying Policy

Bullying is prohibited under KWCS. Bullying is defined as an act that occurs on school property, in school vehicles, at school-related functions or activities, or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system, that is:

- Any willful attempt or threat to inflict injury on a person when accompanied by an apparent present ability to harass
- Any intentional display of force that would give the victim reason to fear or expect immediate bodily harm
- Any intentional written, verbal, or physical act that a reasonable person would perceive as being intended to threaten, harass, or intimidate

Any student perceived to have committed an act of bullying will be fully investigated by the school. If a student is found to have committed a bullying act, the school will discipline them in accordance with school policies.

Expelled/ISS Students

An expelled student leaves with his earned grades for the current semester and is able to return to King's Way Christian School only after requesting and receiving permission from the administrative committee.

If a student earns ISS, he may not attend any school-sponsored activities, including athletic events. Any work missed during a suspension period may not be made up for credit. A grade of 0% will be assigned

for each missed assignment of any type on ISS days.

Please keep in mind that attending King's Way Christian School is a privilege, not a right. Should a student violate what we consider to be common Christian rules of etiquette, we reserve the right to discipline the student according to our policies.

Corporal Punishment

King's Way Christian School prohibits any principal, assistant principal, teacher, substitute teacher, or any other school system employee or volunteer from using corporal punishment to discipline a student.

Prohibited Articles

The following articles are not permitted on school property: alcoholic beverages, narcotics, knives, tobacco products, guns, explosives (including fireworks), and any product of a secular nature.

Books/ Book Bags

The safekeeping of books is the responsibility of the student to whom they are assigned. In the subject area, teachers will issue textbooks to students. These non-consumable books are to be returned at the end of each course. Lost or damaged books will be charged to the student responsible for them.

Book bags with any type of questionable or unacceptable writing or logo are not allowed. If book bags, purses, bags, etc. are found unattended, they may be searched by school personnel in an effort to identify the owner (this would also hold true for lunch boxes, folders, or any other items found).

Privacy on Campus

King's Way Christian School administration reserves the right to search any student's personal effects, including, but not limited to, book bags, purses, lockers, notebooks, cellular phones, electronic devices, and vehicles parked on school property during school hours.

DRESS CODE REGULATIONS

As a Christian school, we desire our families and overall ministry to reflect "Christ-likeness." This includes our dress standards. Students should not dress or groom so as to be a distraction to the other students or otherwise cause disruption to the counterculture. Students' attire must be modest and in good taste at all times.

All clothing, book bags, lunch boxes, or any other items students bring or wear to school should not contain logos or wording that is demeaning to Christian or moral values. Secular influencers or worldly characters are not allowed. Jewelry should also follow these guidelines. Boys are not allowed to wear jewelry except for watches and medical alert bracelets. Since fads change continually, the administration reserves the right to address the appropriateness of such trends as they arise.

All clothing worn should be in good condition, even if it is a required uniform piece. All uniforms must be in good condition in order to be worn. Staff will inform students and parents when an item worn is considered in poor condition, and the student will not be permitted to wear the uniform piece again.

Dress Code for Kindergarten

Kindergarteners are not required to wear a school uniform. Clothing should be the kind that children can manage without help in the restrooms. They like to be able to take care of their own needs as much as possible. Be sure to dress children appropriately for the weather because classes will go outside for recess if the weather permits. Jackets or sweaters should always be sent during the winter months. Please do not allow children to wear shoes that will not stay on their feet when they run and play. Flip flops, backless, and toeless shoes are not permitted. Tennis shoes are ideal, but they must have laces if they are designed to be tied.

Dress Code for Girls - 1st - 12th Grade

All girls are required to wear the KWCS uniform each day. The uniforms include the following guidelines:

- A French Toast KWCS logo polo shirt. Sideline polos may be worn on Friday for Spirit Wear dress only.
- A French Toast skirt, jumper, or shorts (1st-6th graders).
- Khaki or navy-colored pants are also permitted to be worn but must be similar in style to the French Toast uniform brand style pants. Pants may not be jean material, cargo style, or have distressing of any kind. Pants should not be so tight where modesty is an issue of concern. Leggings or pants of a similar style or material are not permitted.
- The length of skirts or jumpers, including slits, should come to the top of the knee (all the way around) and should be modest when sitting.
- Knee socks, tights, or leggings may be worn with skirts and jumpers but must be solid navy, gray, or white in color with no cut-outs or designs.
- Lace-up tennis shoes must be worn with laces in them and tied.
- All basketball shorts worn for extracurricular activities must come to the top of the knee. ● Girls may wear sandals with a back strap. Flip flops, Chacos, and Crocs are not allowed.
- Jewelry, nail polish, and make-up should be conservative. Fads or excesses in hairstyles and colors are not permitted. This includes unnatural hair extensions and colored hair (for example: hot pink, green, blue, etc.) Facial piercings other than earrings are not permitted.
- Tattoos are not allowed (temporary or permanent).

Dress Code for Boys - 1st - 12th Grade

All boys are required to wear the KWCS uniform each day. The uniforms include the following guidelines:

- A French Toast uniform KWCS logoed polo shirt. Sideline polos may be worn on Friday for Spirit Wear dress only.
- French Toast Shorts (1st-6th graders)

- Khaki or navy-colored pants. The pants worn should be similar in style to the French Toast uniform brand. Pants may not be jean material, cargo style, or have distressing of any kind. Pants should not be so tight where modesty is an issue of concern. Leggings or pants of a similar style or material are not permitted.
- Polo shirts must be worn tucked in with a belt.
- All basketball shorts worn for extracurricular activities must come to the top of the knee.
- Lace-up shoes must be worn with laces in them and tied.
- Sandals, flip-flops, Chacos, Crocs, or other open-toe, backless shoes are not allowed.
- Socks are required.
- Hair should be cut in a traditional, masculine style with hair off the ears, off the collar, and above the eyebrows. Hair should not extend more than three inches from the top of the head. Hair must be neatly combed at all times. Fads or excess in hairstyles or colors (including shaven heads, punk, bowl, and razor-designed cuts) are not permitted. Sideburns may not be worn lower than the middle of the ear.
- Young men should be clean-shaven at all times.
- Boys are not allowed to wear jewelry except watches and medical alert bracelets.
- Tattoos are not allowed (temporary or permanent).

Boys Hair Check

The boys will have their hair checked on the first and third Fridays of each month. If there is no school on that day or the student is absent, a hair check will be done the following day. Students that fail hair checks on these defined dates will receive demerits and will not be permitted to attend class the following day until hair check guidelines are met.

Physical Education Dress Code (Middle and High School Students)

Middle and high school students are required to wear King's Way basketball shorts and a t-shirt for PE class. These items can be purchased on the online platform, Sideline Store, at any time during the school year. Students are also required to wear appropriate tennis shoes for participation in sports. All basketball shorts must come to the top of the knee.

Casual Day Dress Code

Occasionally, students are allowed to wear clothing other than uniforms. On those days, students are expected to dress modestly, neatly, and in a fashion that is not distracting from the goals and purposes of KWCS. Blouses or tops should have modest necklines and cover the back and shoulders (no spaghetti straps, halter tops, etc.). Undergarments that can be seen are not permitted. Girls must wear skirts that meet uniform length guidelines, and boys are not allowed to wear skinny jeans or cargo pants. Sweatpants are not allowed. All students should follow the guidelines listed in the uniform requirements for shoes, jewelry, hair, etc.

Outerwear Rules

School spirit hoodies or jackets may be worn all day. Only hoodies and jackets with the KWCS logo that are purchased from the online platform store may be worn. All other outerwear must be taken off upon arrival at school.

Spirit Wear

All students may wear spirit wear t-shirts on Fridays. Spirit Wear shirts must be purchased through the online platform store. All students should follow the normal uniform guidelines listed for all dress code policies on Friday as well.

Formal Event Dress Code

Students will be required to sign and return a dress code agreement in order to purchase a ticket to the event. Upon receiving the agreement, the administration reserves the right to ask a student to leave the event and change before returning if the dress code has not been followed. Female students will be required to have their dresses checked by the administration before the event. This is to simply avoid confusion regarding the dress code standards students are expected to follow.

Dress Code for Parents and Visitors

Parents and visitors who are doing volunteer work in areas of the school, such as helping with a class party, assisting with a school activity, or chaperoning a field trip, are asked to be modest in their dress while attending these functions.

ACADEMICS

Curriculum

We use the Abeka, Bob Jones, and Saxon curricula for all core academic courses.

In elementary classes, students are taught standard subjects such as the Bible, phonics, reading, spelling, writing, English, math, science, health, and history. Enrichment classes such as Spanish, computer, music, and art are offered when available.

In the junior high classes, the following basic courses are offered: Bible, English, General Math, Pre-Algebra, World Studies, Georgia History, Earth Science, and Life Science. Keyboarding, PE, and fine arts are offered as electives.

In high school, we offer three different diplomas: College Prep Distinctive, College Preparatory, and General Studies. Requirements vary for each diploma. The following classes will be offered during a four-year cycle: Bible, English, Algebra I & II, Geometry, Advanced Math, American History, World History, American Government, World Geography, Economics, Physical Science, Biology, Chemistry, Physics, Computer, Spanish, Physical Education, Fine Arts, Art, Drama, and Living Skills.

Grading Scale and Grade Point Average

A+	99-100	B+	87-89	C+	78-79	D+	72-73
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A	93-98	B	83-86	C	76-77	D	70-71
A-	90-92	B-	80-82	C-	74-75	F	69 and below

Letter Grade GPA

A	4.00	B	3.00
C	2.00	D	1.00
F	0.00		

Exams

Students in 5th and 6th grade will take a few exams each semester in order to help prepare them for middle school exams.

Students in 7th grade and above have the following semester exams:

- 7th & 8th Grade - English, math, history, and science
- 9th–12th Grades - English, math, history, science, Spanish, and Bible.

Students in 9th grade may exempt one exam per semester if they have a grade of at least 95 in that subject for the semester. Students in 10th grade may exempt two exams per semester with a grade of 95 in that subject for the semester. Students in 11th grade may exempt three exams, and seniors may exempt all exams per semester with a grade of 95 in the subject.

Report Cards - Report cards are issued at the end of each nine-week quarter. Progress reports can be viewed at any time during the school year on RenWeb.

Honor Roll

An honor roll is compiled at the end of each semester. All academic and conduct grades are considered in determining the honor roll. Certificates are issued at the end of each semester.

- Principal’s Honor Roll - Students who receive an “A” in all academic subjects, including Bible and conduct
- “A/B” Honor Roll - Students who receive a “B” or better in all academic subjects, including Bible and conduct

Gold and Silver Medals

Gold medals are awarded to students with all “A’s” for the year. Silver medals are awarded to students with all “A’s” and “B’s” for the year.

Academic Excellence Awards

Each year, the students in each grade with the highest GPA receive an academic excellence award. In order to be eligible, the students must have completed the full year at King’s Way.

Valedictorian/Salutatorian - The valedictorian and salutatorian will be selected based on a weighted cumulative GPA for all high school coursework and then a numerical average in case of a tie. Core subjects taken through dual enrollment will receive higher academic weight. In order to be the valedictorian/salutatorian of the graduating class, the student must meet the following criteria:

- Be eligible for the College Preparatory with Distinction Diploma
- Attended King's Way for the three consecutive years preceding graduation
- Absences cannot exceed 10% of the school year for grades 9-12
- Have a minimum weighted GPA of 3.7 (Zelle Miller Scholarship minimum)

Honor Society

King's Way Christian School is a member of the Georgia Association of Christian School's Christian Honor Society. There are chapters for middle school and high school. Grade evaluations are based on grades earned beginning in the 7th grade. Character evaluations will be made in the areas of scholarship, leadership, service, honesty, cooperation, responsibility, humility, submissiveness, and consideration. Teachers evaluate students, and nominations for induction are made to the administration. Evaluations and inductions are held based on the grades and performance of the preceding semester. In order to remain in good standing, the minimum 85 average must be maintained. Students whose academic averages fall below the requirement are placed on a watch list and then placed on inactive status. They are automatically returned to active status for the next grading period in which their grades are 85 or higher.

Books and Equipment

It is a student's responsibility to properly take care of the books and equipment they use for instruction at King's Way Christian School. A student will have to pay for lost or damaged books and equipment.

Field Trips

Occasionally, field trips may be taken to places of special interest. A student is required to maintain the same level of self-discipline away from school as is required at school. Students are required to go on all field trips that relate to their class. In signing the contractual agreement for the services of King's Way Christian School, it is recognized that permission has been given for your student to attend any school-sponsored, off-campus activities. Parents will be informed about field trips. Any student who does not attend the scheduled field trip will count as an unexcused absence from school.

Academic Integrity

Academic integrity is important to King's Way Christian School. Copying assignments, cheating on exams, tests, or quizzes, plagiarism, and dishonesty are examples of violations of academic integrity. If a student is suspected of academic misconduct, the teacher will notify the administration. The administration will notify the student and the student's parents. If the student is found to be guilty of academic integrity, disciplinary action could result in a 0% for the assignment, and demerits will be issued.

Homework

Believing that homework is an integral part of the school program, teachers are at liberty to give homework to aid the students in the advancement of their studies. Homework is given for reinforcement, practice, and remedial activity. We do request parents' full cooperation in seeing that all assignments are completed. Students will write homework assignments in an assignment book. Students will not have homework on Wednesdays to encourage church attendance. Middle/high school students who turn in late assignments will have their grades reduced to 69% if turned in the following day. Assignments not turned in the following day will receive a 0%.

Tests

Tests for middle and high school classes are scheduled among all teachers to avoid conflicting schedules. Middle and high school students will not be scheduled for more than two tests in core subjects on the same day. Teachers may allow students to view completed tests, but tests will not be sent home unless a parent specifically requests a copy of a particular test or quiz.

GRADUATION REQUIREMENTS

Requirements for graduation and diploma selection begin in the ninth grade. The three diploma programs available at King's Way Christian School are:

1. College Preparatory with Distinction - Minimum of 23 credits, including foreign language and at least 1 DE course
2. College Preparatory - Minimum of 23 credits, including foreign language
3. General Studies - Minimum of 23 credits

The graduation policies of KWCS meet or exceed the requirements of the state of Georgia in order to satisfy entrance requirements for state and private universities. Students must earn a minimum of 23 credit hours in grades 9-12. In addition, credit should be earned in Bible each year that the student is in attendance.

Dual Enrollment

Students in Grades 10-12 may take dual enrollment courses while attending KWCS. KWCS does count college credits earned during a dual enrollment period toward high school graduation. Pre-approval from the administration is needed to fulfill these requirements. A student must have at least a 3.0 GPA to be considered for the course. A \$110 fee per semester will be charged to each student enrolled in dual enrollment. Core classes taken as dual enrollment courses are weighted higher when calculating the GPA for valedictorian and salutatorian. A= 5, B= 4, C= 3, D=2.

Digital Learning

In situations where the school is closed for an extended period of time, King's Way will use the Google Classroom platform for digital learning. Planned digital learning days will take place on occasion during the school year. Students are expected to join the Google Classroom for each course at the beginning of the school year in order to make digital learning days easier. Lessons, assignments, and links to instructional videos or websites will be posted for educational assistance. King's Way will send additional digital learning guidelines as a reminder to parents and students as digital learning days approach.

Promotion Requirements

In order for a student in K5-8th grade to be retained following a school year, he or she must have failed at least two subjects. If summer school is available for the courses that were not passed, the student could make up those courses. Tutoring could replace summer school with administrative approval. In grades 9-12, for every semester of a course that is failed, credit recovery is required.

TRANSPORTATION

Student Drivers

A student who drives to school must use the designated parking area in the parking lot. Driving students must have a valid Georgia driver's license and sufficient insurance coverage. All driving students must register their vehicle with the office along with a copy of their valid Georgia driver's license and

automobile insurance card. Once a vehicle is parked in the morning, a student cannot return to it without permission. Under no circumstances will couples be allowed in cars during school hours.

Students are not permitted to leave school grounds during regular school hours without written permission (email or note) from a parent to the school office. When a student is given permission to leave, he must sign out with the office when leaving and sign in when returning. Students will not be allowed to leave campus for lunch. This restriction is in keeping with our closed-campus policy.

EMERGENCIES

School Dismissals

For emergency announcements affecting school closings, delays, or activities, we will generally follow the Douglas County School System. These announcements will be made by email, Facebook (King's Way Christian School), and text message. If King's Way is not specifically announced, it must be assumed that we will be open.

Student Illness or Accident

The school office is not allowed to give medicine without the parent's permission. If a student must take medication during the day, a medication form along with directions and medicine must be given to the school office. Permission to give various over the counter medications is given by parents during enrollment each school year. King's Way Christian School may substitute industry recognized generic equivalents in place of the name brand medications.

A student who is unable to participate in physical education class must have a note from home to excuse participation for a week; after that, a doctor's note is required.

If a minimum of 40% of the student body becomes ill, school will be closed for a few days to allow for sickness to stop spreading and for healing to take place.

If a student is suspected of having one of the following communicable diseases, it is the responsibility of the parent to take the child to the local health department or an appropriate physician. The school may require proof of treatment before that student is allowed to return to school. Additions may be made to this list as necessary.

- Chickenpox – Students are excluded for at least five (5) days after vesicles appear or until vesicles become dry.
- Measles (Rubeola/Rubella), Fifth's Disease, or any fever with a rash – The student is excluded from the onset of the first symptoms until a physician determines that the condition is no longer a communicable disease.
- Scabies – The student is excluded until one (1) treatment with prescription medication for 12 to 24 hours is completed. Proof of treatment must be provided.
- Pink Eye (Conjunctivitis) – The student is excluded until the eye is clear or a physician's permission to return to school is obtained and presented.
- Impetigo – The student is excluded from school if there is the presence of open, oozing sores and until seen by a physician and treated with a prescription antibiotic for 24 hours. All open areas need to be covered.
- Streptococcal and Staphylococcal infections', including Scarlet Fever – Student is excluded from school at least 24 hours after the start of antibiotic therapy and until the absence of febrile.

- Ringworm on Body – The student is excluded from school until treatment is started. Proof of treatment must be presented.
- Ringworm on Scalp – The student is excluded until seen by a physician and proof of treatment is presented.
- Mononucleosis – A student is excluded from school if there is the presence of a fever or any other symptoms of acute illness.
- Hepatitis B – The student is excluded from school until a physician authorizes his return.
- Mumps – The student is excluded from school from the onset for nine (9) days or until salivary gland swelling has subsided.
- Head Lice – Students will be excluded from school until a successful treatment is accomplished. Students will be allowed up to two excused absences to secure proper treatment. All lice and nits must be completely removed to prevent re-infestation. Proof of treatment must be given to the office prior to readmission to classes. A letter will be sent home to the parents of students with head lice and to all parents in a class after three concurrent cases are identified.
- Fever – Any temperature equal to or greater than 100 degrees F is considered a fever. Students must be fever-free for a 24-hour period without the aid of fever-reducing medications (e.g. Tylenol®, Motrin®, or Advil®) in order to return to school. This rule applies even if the underlying cause of the fever is non-infectious.
- Colds – Students with an upper respiratory infection without a fever may attend school if they feel well enough to do so.
- Infections – Any student who has been on antibiotics for 24 hours is no longer considered infectious and may return to school.
- Diarrhea – Students with diarrhea should remain home until they are symptom-free for 24 hours. The only exception to this is if the diarrhea is the result of a chronic condition and is not contagious. Documentation by a physician must be presented prior to the student returning to school.
- Vomiting – A student who has vomited the evening before or in the morning before school should remain home for that day.

ARRIVALS AND DEPARTURES

A student arriving before 8:00 a.m. will be required to wait outside the buildings or in the parent's vehicle. A student arriving between 8:00 a.m. - 8:15 a.m. should be dropped off in front of the school and report directly to his classroom or homeroom.

Student Drivers - Students who drive to school must park in the assigned student parking area during school hours. Student drivers must park in the area next to the church canopy. Students must use the sidewalk next to the church to enter the school. No students should be walking through the parking lot. After 3:20, students may move vehicles if they desire to do so. Student drivers should remember the following rules: Loitering in the parking lot before or after school is not permitted. While on campus, students should not play loud music. Reckless behavior in or around cars is not permitted. Students are not allowed to ride with other students without written permission being submitted by the parent to the school office. Students may not go out to their cars throughout the school day without a pass. Students must have a parking pass within the first two weeks of school, or two weeks after receiving his/her license. In order to obtain the pass, the student must provide the office with a copy of his/her car insurance card and driver's license. The parking pass is free within the two week time period. After that, the student will owe a \$20.00 fee for the pass. All cars in the student parking lot must have a pass on the dashboard at all times.

Traffic for Drop-Off - All students being dropped off in grades K3-12th grade should use the morning carline for drop-off. Drivers should pull into the school near the church and drop off toward buildings near the sidewalk. There will be four cones for each drop-off location. Students' drop-off vehicles must be at a cone location in order to be dropped off. Drivers should then continue around the parking lot and exit the parking lot. All drivers should remain aware of students that may be walking throughout the parking lot. If a parent/drop-off driver desires to park and drop off the student, that must be done at the top of the parking lot on the side of the sidewalk. Students may not walk through the parking lot; they must use the sidewalk at all times.

Dismissal Procedures - Kindergarten and elementary classes will dismiss at 3:00 p.m. All parents picking up students should drive their vehicles to the front of the designated pick-up area and form three lines. We will have a staff member directing traffic and checking for the names of the children to be picked up. Students will be lined up in order and escorted to their respective vehicles by a staff member. Please be cautious before moving your vehicle. All middle and high school students will be dismissed at 3:15 p.m. Any elementary student who remains on campus after 3:20 p.m. will be required to stay with the late-stay teacher. Parents will be charged a late-stay fee, which will be paid to the teacher who must wait with the child.

Late Fees:

- \$10.00 if picked up between 3:20-3:30
- An additional \$5.00 if picked up between 3:30-3:40 (\$15 total)
- An additional \$5.00 if picked up between 3:40-3:50 (\$20 total)
- An additional \$10 if picked up between 3:50-4:00 (\$30 total)
- If picked up after 4:00 p.m. - The parent will automatically be billed for the \$30.00 listed above plus an additional \$30.00 every 15 minutes.

Please note: In the interest of safety, the school will not allow a student to be released to anyone other than the individuals listed on the FACTS pickup list. We reserve the right to ask for identification from anyone that we do not recognize.

If your child is leaving school early for any reason, you must send a note including the date, the time left, and a parent's signature. The student needs to show his teacher the note at the time he is to leave class. Parents of kindergarten and elementary students must come to the office to sign out their children; our receptionist will send for the elementary students to come to the office. High school students must bring their notes to the office to sign out. The latest that the receptionist can accept early dismissal requests is 2:30 p.m.

If lunches, homework, books, or other items are left at home, they may be delivered to the school office to be given to your student. Parents may not bring items to the classroom.

Traffic for Pick-Up -

K3-6th Grade Carline - The only people permitted to pick up a child must be on the pick-up list on your RenWeb account on Parent Portal. Parents will need to enter anyone picking up their child on that list. If a staff member does not recognize or is not familiar with the person picking up your child, they will simply check on RenWeb for that person's name and ensure it matches their license. If the name on the student's file and driver's license do not match or the person is not listed on your account, we will not be able to allow that child to leave

with that person. This is a huge safety concern, and we, as a school, are responsible and liable for allowing a child to leave with someone; therefore, we are required, for the safety of every child we are entrusted with, to follow this procedure, no matter how inconvenient it may be at times. We are happy to assist you as needed with adding to your pick-up list; however, the school will not be able to add those to the list. Parents will have to add those people. That is simply to help protect the school by ensuring that anyone on that pick-up list was entered by the guardians of that child. Therefore, we know without a doubt that they are cleared to take the child. Parents will still need a blue carline tag for each vehicle they drive. This simply helps carline move as quickly and smoothly as possible.

7th-12th Grade Students - 7th-12th grade students that do not drive can be picked up through carline between 3:15-3:20 and will follow the same procedures for elementary carline. Parents may choose to allow their child to not use after-school carline; however, the school has no way to ensure students are not picked up by unauthorized individuals. If parents choose not to use the afternoon carline, students will be picked up where student drivers park, which is the same area where parking drop-offs happen each morning (the top of the parking lot on the far left - the area directly in front of the church awning). King's Way is not liable for students leaving with unauthorized individuals if the parents choose not to use carline. Students may not walk throughout the parking lot and should only use the sidewalk next to the church.

PARENT-SCHOOL COMMUNICATION

Teachers are happy to arrange conferences with parents at scheduled times during the school year. To arrange for a private conference, contact the school office or email your child's teacher.

If a parent has a specific concern with a specific teacher, they should adhere to the following chain of command. 1. Schedule a meeting with that teacher. 2. If you are not satisfied with the outcome, call the school secretary and schedule a meeting with the administrator. 3. If you are still not satisfied, call the church office and schedule a meeting with the school superintendent.

As a service to parents, King's Way provides a web-based information system called ParentsWeb (RenWeb). This tool is designed to provide information about the assignments for a class and the grades received in that class. The assignments are subject to adjustment during the week, and more detailed assignments are posted as needed. Grades are reported on work completed within a matter of a few days after the completion of the task. Parents are asked to check ParentsWeb weekly and, for some students, daily for updates.

STUDENT ORGANIATIONS

Athletic Programs - As King's Way Christian School attempts to develop the total person, we realize that a proportionate balance of attention should be offered to the field of sports as well as to the spiritual and academic areas, which are of primary importance. King's Way Christian School maintains an active interscholastic athletic program. Our athletes compete with other Christian schools. Details regarding sports rules and policies can be found in the athletic handbook.

Fine Arts - We offer participation in the Georgia Association of Christian Schools' fine arts competition for 3rd - 12th graders that wish to participate.

MISCELLANEOUS INFORMATION

Campus Security

Door Lock Policies

- All doors will remain locked during school hours.
- No student is allowed to open a locked door for another's entry, prop a locked door open, or tamper with the locking mechanism.

Telephone Calls

Parents are requested not to call students during school hours. In an emergency, messages for students may be left with the school office. Students are allowed to use the office phone only in case of an emergency.

Lunch Policies

Students are not permitted to order lunch and have it delivered to the school without prior approval. This should only be done on rare occasions and in special circumstances. Students will not be permitted to be late to class if lunch arrives late under these circumstances, and students should not be late to the lunchroom due to waiting on food to arrive. If permission is given, the lunch should be delivered to the school office, and the office will call for the student to come pick it up.

Students are not permitted to check out for lunch without written parental permission. The student must check out in the school office. Even with proper permission, this should only be done on rare occasions.

Solicitation Information

Except for school-sponsored projects, solicitations are not permitted at King's Way Christian School, including the selling of tickets and candy, the distribution of political materials, or the circulation of petitions.

Visitor Policy

To ensure comfort and safety while school is in regular session:

- All visitors, including lunchroom visitors, must register at the school office, where they will receive identification and instructions. No visitor may confer with a student in the school unless it is with specific approval. The school reserves the right to deny a visitor at the discretion of the administration.
- School-aged visitors will not be permitted on campus without prior written administrative approval. Approval will only be granted if the administration deems the visit to be in the best interest of the students and the school. Applications for approval must be submitted, in writing, at least one school day in advance.
- Graduates who wish to visit the school must register at the school office, where they will receive identification and instructions.
- Students are never permitted to leave the school with anyone who is not clearly identified as his/her parent or a person authorized to act on behalf of his/her parent.

Public Relations Practices

No parent or student may use the name of the school on any radio or television program or in any other media or publication without prior authorization from the administration. Phone numbers and addresses of the student body and faculty cannot be given out by the office or staff members.

Fundraising Promotions

King's Way Christian School utilizes fundraising promotions during the year. Any money raised through a school fundraiser may only be used for the specified fundraising item or event. Regardless of whether the student decides not to participate in the event or earn the item any more, the money will remain in that fundraiser account.

Acceptable Student Internet Usage

Reasons for Existence

King's Way promotes the use of modern technology to assist in the learning process. The school realizes that, as with any tool, technology can be abused. This policy seeks to address the proper use of technology in the school atmosphere.

Definitions

Hardware devices, infrastructure, and other resources are defined as any technological device that is either owned by the school, a communication medium (wired or wireless network infrastructure) contracted by the school, or a service provided through partnerships with other companies (i.e., Comcast, Google, AT&T). Education use is defined as use that supports learning. Some policies will also direct the use of student, parent, or teacher-owned devices to communicate over the school-provided connections. Information technology is defined as internet access, published or unpublished documents, or other media.

Services

Services offered are done so as a privilege with no guarantee of availability. Access may be changed at any time without notice. Currently, King's Way is in the process of rolling out Google Apps for Education for selected grades or students. Apps for Education is a web-based productivity suite specifically designed for schools. Apps include Docs, Sheets, Presentations, Drive, and Gmail. Parents/Guardians may choose to opt-out of Google Apps for Education for their students by signing the form available in the main school office.

Student Email

Email can be a useful tool for the instant transfer of ideas, documents, photos, and much more. Teachers may use this to communicate with students, and students may contact other students or teachers. King's Way restricts students in 11th grade and below from sending or receiving emails outside the kwcsinfo.com domain. Students are encouraged to email teachers with course-related inquiries or other course-related communications, but should not expect replies after regular work hours.

Content Filtering

KWCS strives to meet and exceed governmental guidelines for school filtering of internet access without unduly hindering the learning process. As with all safeguards, it is a fallible system, therefore, any known workaround or hole in the filtering system should be immediately reported to administrative staff. Users should have no expectation of privacy. The sole liability for any technology usage shall be on the user. The school has made an effort to block objectionable content but will not be held liable for damages resulting from any internet usage.

Limitation of Liability

King’s Way Christian School makes no warranties of any kind, either expressed or implied, that the functions or services provided by or through its network will be error-free or without defect. The school will not be responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service, or personal physical, psychological, or monetary damages / The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for unauthorized financial obligations arising through the use of the system. Parents/Guardians agree to accept financial responsibility for any expenses or damages incurred as a result of their student's misuse or illegal activities on King’s Way’s network. Parents/Guardians agree to reimburse the school for any damages incurred by students' use of hardware devices.

Inappropriate Technology Use

Inappropriate use will warrant penalties ranging from demerits, loss of technology usage up to expulsion, depending on the severity of the infraction. Examples of inappropriate use include, but are not limited to

- Transmitting, accessing, storing obscene, pornographic, or vulgar content
- Destruction of hardware
- Hacking or attempting to “hack” into resources not specifically granted to you by staff
- Viewing, downloading, or sharing vulgar, racist, discriminatory, or otherwise off-color statements, images, or humor (jokes)
- Storing copyrighted works (software, published works, music, movies, etc.)
- Storing inappropriate files (video games, ROMs, movies, viruses)

Personal Internet Use

Students’ homes and personal internet use can have an impact on the school, staff, and other students. If students’ personal Internet expressions— such as a threatening message to another student or a violent website—create a likelihood of material disruption of the school’s operations, students may face school discipline, and if applicable, the proper authorities will be notified. Posting of derogatory, libelous, misleading, negative, or any other inappropriate remarks, regardless of the physical location from where the post was made, regarding students, staff, faculty, or administration is prohibited (e.g., images, videos, chats, blogs, and sound clips). Violations of this will be handled individually and may result in disciplinary action up to expulsion.

Handbook Disclaimer

This student handbook should not be considered an exhaustive compilation of school rules but a general guideline for our philosophy and procedures. The administration reserves the right to amend this handbook whenever necessary. Additional instructions may be announced at any time.