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Knollwood Christian School Parent/Student Handbook 2025-2026

Academically & Spiritually Preparing Students to Engage the Future

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This handbook has been developed from the Knollwood Christian School Manual. It is intended to help parents and students focus on the purpose of KCS and to establish clear guidelines for the daily functioning of the school. Our desire is that, as Christians, these guidelines will be followed in a spirit of cooperation, charity, and grace.

Our Mission and Vision

OUR MISSION

Knollwood Christian School will educate children to apply biblical principles to every aspect of life, to grow as Christian men and women who clearly understand today's world, and be academically and spiritually prepared to engage the future.

OUR VISION

To impact the world by graduating extraordinary students who have a foundation of academic and spiritual knowledge that compels them to leadership.

Report Card and Grading Procedure

Students in grades K4–8th receive nine-week report cards to keep parents informed of their child's academic progress. Mid-term grades and nine-week report cards will be distributed according to the yearly school calendar.

NINE WEEKS	PROGRESS REPORT DATE	REPORT CARD DATE
1st	September 3	October 9
2nd	November 6	January 8
3rd	February 4	March 12
4th	April 8	May 15

All entries made by the teacher on a student's report card are made after careful evaluation of classroom learning, attitudes, and effort. Grades should be viewed as tools to guide learning, not as the ultimate goal. They reflect current achievement and not one's overall ability to learn.

Letter grades are determined by the following criteria:

- A: 90–100
- B: 80–89
- C: 70–79
- D: 60–69
- F: 59 and below

In addition to standard grades, marks indicating conduct, effort, habits, and attitude are as follows:

- E: Excellent
- S: Satisfactory
- N: Needs Improvement

Homework Policy

At Knollwood Christian School, we believe homework should be meaningful, reasonable in amount, and support the learning process. Homework assignments serve various educational purposes:

- Practice work for the purpose of drill and review of already introduced material.
- Memory work for accurate recall—assigned after introduction in class with explanation of its importance. This may include Scripture, definitions, rules, poetry, spelling, and subject facts.
- Project work to deepen understanding of a person, place, or idea. Projects may also demonstrate team collaboration skills.
- Reading assignments to promote personal growth and a lifelong habit of reading.

Teachers will clearly communicate homework expectations. They are happy to support parents as they help students succeed. Consistency between home and school is essential for homework to build a Christian work ethic. Assignments are designed to be worthy of the student's time, and we encourage students to complete them wholeheartedly, as unto the Lord.

Textbook Use and Replacement

Knollwood Christian School provides textbooks and supplementary materials to each student. These resources are considered the property of the school and must be treated with care and respect.

Any deliberate damage, defacing, or loss of school-provided materials will result in the full replacement cost being assessed to the student's family.

Library

Students are provided regular opportunities to use the school library. Parents are encouraged to support the school's efforts by ensuring that borrowed books are treated with care and returned on time.

Respect for library materials and timely return helps foster responsibility and preserves our resources for all students.

Sending Money to School

When sending money to school, it must be placed in an envelope clearly labeled with the student's name and a note indicating what the money is for. This ensures accurate bookkeeping and application to the correct account.

Please note: KCS will not accept money through the car rider line. For the safety and security of all, students should deliver money directly to their teacher or the school office.

Field Trips

Field trips are designed to enrich classroom learning and provide a broader educational experience. Participation is expected, not optional. Parents with concerns should schedule a conference with the classroom teacher.

Parent volunteers are often needed, especially in lower grades, to help with transportation and supervision. At times, due to the nature of a trip, parent participation may be limited. Upper elementary and junior high students will be notified when additional supervision is needed.

Only students enrolled in the class attending the field trip may participate. Christ-like behavior and manners are expected at all times as we represent KCS, our families, communities, and our Lord.

All drivers must have a valid Alabama driver's license, proof of liability insurance, and working seat belts for all passengers. Seat belts must be worn by every vehicle occupant. For longer trips, two adults may be required per vehicle. Teachers will assign students to specific vehicles and provide behavior expectations.

Volunteers are expected to uphold the teacher's expectations throughout the trip. All students must have a signed Field Trip Permission Form on file in the school office.

Length of School Day

Arrival: Teachers are on duty at 7:20 a.m. each morning. Students should not arrive before this time. Upon arrival, students are to go directly to their classrooms. Students are considered tardy if they arrive after 7:55 a.m.

Dismissal: K4–K5 students enrolled in the half-day program will be dismissed at 12:00 p.m. Students in K4–12th grade enrolled in the full-day program will be dismissed at 3:00 p.m.

Parents are expected to pick up students promptly at dismissal. A late fee of \$1 per minute will be charged for students picked up after 3:10 p.m.

Snack and Lunch

Parents must provide both a snack and lunch each day for students enrolled in the full-day program. Microwaves are available for heating food, but please send items your child can manage independently.

Medication

All prescription, over-the-counter medications, and essential oils must be accompanied by a note from the parent and stored in the school office during the day. These items must be clearly labeled with the student's name and correct dosage.

All medications must be given to the teacher to be sent to and administered through the office. EpiPens and inhalers should also be clearly labeled and kept in the office or under the supervision of a teacher. Students are not allowed to carry any medications with them.

The school office maintains a supply of common over-the-counter medications (e.g., Tylenol), which may be administered in accordance with the Permission to Administer Medication form on file.

Parents must ensure that the office has an accurate and up-to-date record of all medications their child takes. Any changes to prescriptions must be promptly reported.

Health and Wellness

Maintaining wellness begins at home. Parents are responsible for screening their children before sending them to school. We ask families to be wise and vigilant in maintaining healthy home practices.

If a student develops any contagious symptoms such as vomiting, diarrhea, fever (100°F or higher), severe headache, stomach cramps, sore throat, upper respiratory symptoms, skin rash, or flu-like signs, the parent or guardian will be contacted and required to pick the student up immediately.

Students must be symptom-free for at least 24 hours without medication before returning to school. A doctor's note may be required if symptoms persist or reoccur.

Technology/Cell Phone Policy

Students in grades K4–4th are not permitted to bring any technology devices or cell phones to school.

Students in grades 5–8 may bring devices but are not allowed to use them unless explicitly instructed by a teacher for educational purposes. All devices must be turned off and stored in backpacks or lockers during the school day.

Violations of this policy will result in the device being taken up and held in the office. Parents will be required to meet with the administrator before the device is returned. The

privilege to have a device at school may be suspended for up to two weeks at the administrator's discretion.

Other Regulations

- Students should not bring games or toys to school without prior permission from the teacher.
- Soft drinks are not allowed. Please do not include them in your child's lunch or snack.
- Invitations to parties may only be distributed at school if all students in a particular grade are invited.
- Students should not exchange gifts at school.
- Participation in all school-sponsored programs is expected of students.

Weapons

Students are strictly prohibited from bringing weapons—real or toy—to the KCS campus. This includes any item that can be adapted, used, or threatened to be used for attack or harm.

The KCS Board reserves the right to determine appropriate consequences, including suspension or expulsion.

Destructive Behavior

If a student exhibits destructive or violent behavior toward another student, staff member, or school property, parents will be contacted immediately. The student may be dismissed for the day at the discretion of the KCS Board.

If a second incident occurs, the student may be asked to withdraw from the school. All decisions are made at the discretion of the Board.

Please refer to the KCS Discipline Plan for further details.

Attendance Policy

Tardiness:

Students are considered tardy if they arrive after 7:55 a.m. Tardiness is disruptive and punctuality is an important life skill. We ask parents to help ensure that students arrive on time each day.

Absences:

Regular attendance is vital for academic success. Attendance is taken daily. A student absent for more than half the day will be marked absent.

Excused absences include:

- Personal illness
- Death in the family
- Family emergencies
- Medical appointments (with doctor's excuse)

Unexcused absences are limited to five per school year. If a student exceeds this number, parents may be asked to meet with the Administrator.

Make-Up Work:

Students are responsible for all missed work. For each day of excused or unexcused absence, students will be given two school days to make up missed assignments.

Dress Code – All Students

Students are expected to be neatly and modestly dressed. Clothing should not be extreme or unsafe.

The administration reserves the right to determine what is considered appropriate dress. Any clothing that distracts from learning or conflicts with the spiritual development of the student is not permitted.

School Visitations

We welcome parents to visit their child's classroom. Please schedule visits in advance with the classroom teacher.

All visitors must check in at the school office upon arrival for any reason. Do not block the driveway in front of the school; please park in the designated lot before entering the building.

Parent-Teacher Conferences

Parents are welcome to request a conference with a teacher at any point during the school year.

To schedule a conference, please contact the teacher directly or call the school office. Additionally, two formal parent-teacher conference days are scheduled annually and noted on the school calendar.

Emergencies

Illness and Injuries:

Parents will be contacted if a student has an elevated temperature, nausea, vomiting, or

other symptoms of illness. All accidents involving injury will be reported to the office. If necessary, parents will be called to determine if medical attention is required. If a parent cannot be reached or the situation is urgent, the student will be transported to a local hospital or emergency services will be called.

Food Allergies:

Parents must notify school office staff of any food allergies prior to the first day of school.

School Dismissals for Emergencies:

Early dismissals or school closings will be based on guidance from the EMA. Notifications will be sent via email, text message, Facebook, local radio, TV stations, and Birmingham media. It is critical that parents keep contact information up to date with the school.

Check In and Check Out Procedures

Parents must come into the school office to sign students in or out.

For check-outs, parents should remain in the office, and school staff will notify the classroom teacher to send the student.

Handling Complaints

Knollwood Christian School is committed to addressing concerns biblically and promptly, following the principles outlined in Matthew 18.

1. Concerns should first be directed to the teacher involved.
2. If unresolved, the teacher and parent should meet with the administrator to pursue a solution.
3. If still unresolved, the matter may be brought before the KCS School Board. The Board will seek reconciliation and its decision is final.

This process ensures issues are addressed respectfully and at the lowest appropriate level. Students are encouraged to follow the same procedure if they have concerns.

Petitions are not an acceptable method for handling complaints and will not be considered.

Knollwood Christian School: His-Story

Since its founding in 1994, the purpose of Knollwood Christian School has remained constant: to provide a high quality, distinctive school for families seeking a Christian education. Established by the leadership of Knollwood Presbyterian Church, KCS was envisioned as a school that blends academic excellence with a Christian worldview.

KCS serves over 60 students in grades K4 through 8. It is an interdenominational, evangelical school that represents various communities and denominations. Knollwood is more than a school—it is a Christ-centered community where students learn to love Christ, learning, and others.

Knollwood parents understand the weighty responsibility of raising their children in the nurture and admonition of the Lord. They trust KCS faculty to teach with Christian insight and enthusiasm. The school's growth is a testimony to God's faithfulness.

We look back with gratitude and forward with excitement. To God be the glory!

What Are We Working Toward? The Student Profile

Knollwood Christian School is committed to shaping students who:

- Know, love, follow, and serve Jesus Christ
- Are academically disciplined and focused
- Are teachable and have a love for learning
- Are well-read
- Communicate effectively in speech and writing
- Possess critical thinking skills
- Work well in teams and solve problems collaboratively
- Understand and value the diversity of the human race
- Live lives of discipleship reflecting the grace and truth of Christ
- Serve as loyal leaders in their local Christian church
- Demonstrate Christian character in athletics and competitive settings
- Apply biblical principles in every area of life
- Exhibit a strong work ethic, reliability, and integrity
- Reflect genuine Christian character
- Are equipped and compelled to engage the future

Knollwood Christian School – A Covenant School

Knollwood Christian School is a covenant school—one committed to providing Christian education through meaningful relationships between parents, children, teachers, and administrators. This shared commitment creates a nurturing environment where grace abounds.

William H. Smith describes four foundational commitments of covenant education:

- Belief in the Bible as trustworthy, authoritative, and relevant to education
- Understanding children as image-bearers of God, fallen in Adam and redeemed in Christ
- Seeing the world as created good, fallen by sin, and redeemed by Christ
- Viewing education as preparation for life under Christ's lordship

Covenant education is a partnership that binds all parties to God and to each other. We prepare children for life in the family, the Church, and the world. We hold fast to God's promise in Philippians 1:6: "I am confident of this very thing, that He who began a good work in you will perfect it until the day of Christ Jesus."

The goal of a covenant school is to glorify God, working together under His guidance and for His purpose.

Our View of the Child

Knollwood Christian School believes children are 'born persons'—full of potential from birth and created in the image of God (Genesis 1:26-27). Children are not passive recipients of knowledge but purposeful, creative, moral, and responsible individuals.

Because of the Fall, this image is marred, and children are born separated from God. Yet in His mercy, God sent Jesus Christ to restore that relationship. Through salvation and the power of the Holy Spirit, children can again reflect God's image and fulfill their purpose.

Our role as educators is to support parents in guiding children to live for Christ, care for creation, love others, and fulfill their God-given responsibilities. Children are shaped through grace, truth, and a Christ-centered education that honors their individuality and infinite worth.

As Charlotte Mason wrote, 'The highest duty imposed upon a parent, is also the most delicate... if he would present his child to God and the thought of God to the soul of his child.'

Principles of Education

At Knollwood Christian School, our educational philosophy rests on three foundational principles:

1. Education is an Atmosphere

We seek to cultivate an environment marked by truth, sincerity, creativity, and mutual respect. In this atmosphere, children feel secure, valued, and encouraged to grow under God's authority and within healthy boundaries. Our teachers serve as servant-leaders, nurturing meaningful relationships and fostering a love of learning without fear or competition.

2. Education is a Discipline

We believe in the power of habit formation—training children in good habits of mind, body, and character. Obedience, truthfulness, self-restraint, perseverance, and initiative are just a few habits essential for academic and spiritual growth. Habits, once formed, provide the foundation for a life of genuine Christian character.

3. Education is a Life

Education feeds the mind with living ideas—through literature, conversation, music, Scripture, and experience. Our aim is to connect students with great thinkers and worthwhile content that challenges, inspires, and encourages self-education. We believe education should shape character and ignite a lifelong love of learning.

Student Expectations and Affirmations

As a student of Knollwood Christian School, I understand that the school's goals concerning me are:

- To help me know, love, follow, and serve Jesus Christ
- To guide me into being academically disciplined and focused
- To help develop in me a teachable spirit and a love for learning
- To help me become well-read
- To help develop effective communication skills verbally and in writing
- To guide me to develop critical thinking skills
- To mold me into effectively working on/with teams to solve problems
- To help me foster wisdom and understanding of the diversity of the human race
- To prepare me for a life of discipleship reflecting the grace and truth of Christ
- To prepare me for a life of loyal servant-leadership in the local church
- To establish participation in athletics or competitions to display Christian character
- To help me apply biblical principles to all aspects of life
- To guide me in developing a strong work ethic, skill, and loyalty
- To help produce actions that reveal genuine Christian character
- To prepare me to engage the future

Expectations Concerning Authority:

- Authority is established by God
- Submission excludes debate or backtalk
- God places authority over us for our good
- Obedience is immediate, cheerful, and consistent
- Submission requires obedience the first time
- Students may not direct authority figures
- A demanding spirit is not a submissive spirit
- Students must address authority with respect
- Rebellion can be both verbal and non-verbal
- There is a proper way to appeal to authority
- Complaining is a form of rebellion
- When an authority speaks, students must listen
- Disobedience places students in great peril
- Correction of authority must be done respectfully
- Students may not interrupt authority

As a student of Knollwood Christian School I believe:

- 'I am.' I am a child of God, an individual, and a gift to my parents
- 'I can.' I can act because God has given me the power of choice
- 'I ought.' I ought to do my duties and choose rightly
- 'I will.' I will follow through on what is right and put it into practice

Statement of Faith

This Statement of Faith defines the essential, Biblical doctrines that guide the ministry of Knollwood Christian School that will be reflected and taught in various ways throughout all grade levels. We believe:

1. **Sovereignty of God:** God sovereignly controls all that occurs in His world and in His Church. His plans and purposes always prevail; nothing can thwart them.
2. **Inerrancy of Scripture:** God's written Word, (all 66 books of the Bible), is free from error and completely trustworthy. It is His Truth and the final authority in all matters.
3. **God's Creation of the World and Man:** The Triune God (Father, Son and Holy Spirit) alone has existed from eternity past and in His wisdom decided to create the universe from nothing. God spoke, and it came into existence. Humanity did not evolve from lower life forms, but was created by God. Man, male and female, was created with dignity in that he is made in God's image and created in humility in that his purpose is to glorify God and enjoy Him forever.

4. Fall of Mankind: All mankind participated in Adam's fall from his original sinless state and is thus lost in sin and totally depraved.

5. Jesus, Savior of Sinners: Jesus Christ is the unique Son of God and the only Savior of the world. He was born of a virgin and lived a sinless life. He purchased redemption by His substitutionary atonement on the cross. Jesus bodily rose from the dead, ascended to the right hand of the Father, and He will come again in power and glory.

6. Justification by Faith Alone: All men are sinners. Sinners are justified by faith alone. They do not deserve salvation, and they cannot earn or work for salvation. Justification is totally due to God's grace and received by faith in Jesus Christ.

7. Empowering Holy Spirit: Every true believer in Jesus Christ is indwelt and empowered by the Holy Spirit. The Holy Spirit enables believers to live a godly life and to perform good works.

8. Final Judgment and Resurrection: At the Second Coming of Christ, the saved and the lost will be bodily resurrected and judged. The saved are resurrected to eternal life, and the lost are resurrected to eternal condemnation.

9. Body of Christ: All believers are spiritually united in the Lord Jesus Christ. Every true believer is a member of the Body of Christ.

I agree with Knollwood Christian School's Statement of Faith. I will reflect these views in my life and support Knollwood Christian School's endeavors to teach them to my child.

Knollwood Christian School Discipline Plan

Minor Behaviors

These behaviors are handled by the classroom teacher OR the attending adult:

- Inappropriate hallway behavior/ inappropriate behavior in other common areas
- Non-compliance
- Homework incomplete
- Talking out of turn
- Disrespecting other students
- Pushing
- Inappropriate use of technology

(Students K4-4th grade may NOT have any devices or phones at school. Students in grades 5-8 may NOT use phones/devices while on school property unless instructed to do so. Devices must be turned off and kept in lockers. Grades 9-12 may bring phones/devices to school. However, they are to be used only as directed and approved by the teacher. See handbook)

Parents will be notified of chronic minor behaviors.

Middle Behaviors

These behaviors are handled initially by the attending adult, but are referred to the administration if they become chronic:

- Cheating
- Lying
- Teasing or name calling
- Attendance
- Racial teasing
- Disrespecting teacher's or student's personal space
- Unprepared for class
- Inappropriate clothing
- Chronic minor behavior

If any middle behaviors occur, parents will be immediately notified by the teacher or administration.

Major Behaviors

These behaviors are immediately referred to the administration:

- Fighting/physical aggression
- Destructive behaviors
- Matches/lighters

- Defiance
- Vandalism
- Skipping school
- Smoking on school property
- Being in possession of cigarettes (paper or electronic)
- Drugs and/or alcohol use
- Serious threat/intimidation of others
- Weapons
- Theft
- Sexual behavior
- Inappropriate representation of the school
- Sexual harassment/sexual teasing
- Chronic middle behavior

If any major behaviors occur, it is up to the KCS Board's discretion to determine consequences and whether or not the student may remain enrolled.

2025–2026 Handbook Receipt

By signing below, I acknowledge that I have read the handbook.

We will adhere to these guidelines to support the exceptional educational opportunities provided by KCS.

You can find the Knollwood Christian School Parent/Student Handbook online at knollwoodcs.com.

PARENT PRINTED NAME: _____

PARENT SIGNATURE: _____

STUDENTS' SIGNATURES: _____

DATE: _____