Faith Christian School
Mission Statement

It is the mission of Faith Christian School to provide an exceptional educational program for each individual from a Biblical perspective challenging the whole student, offering a college preparatory education, and equipping each student to serve God and others in a global society.

Beliefs of Faith Christian School

1. God is the source of all truth and the Bible is given by Him as our supreme and final authority.
2. Because each student is created in the image of God with unique physical, social, emotional, intellectual and spiritual gifts, he is a valued individual within the community whose primary purpose is to glorify God.
3. The student will model what he sees; therefore, by God’s grace, all faculty and staff should strive to be Christian role models.
4. A variety of instructional strategies and learning activities should provide appropriate challenges for all Faith Christian School students.
5. All aspects of our educational program will be taught from a Biblical perspective.
6. The student is personally responsible and accountable for his behavior and personal integrity.
7. The student learns most effectively in a safe, structured, healthy environment.
8. Faith Christian School works in partnership with parents/guardians in education, yet the final responsibility for the child’s academic and spiritual development is at home.
9. The commitment to continuous school improvement is imperative in order to enable each student to become a confident, self-directed, life-long learner.
10. Faith Christian School emphasizes spiritual development, academic excellence, and extra-curricular activities as a means to glorify God in a global society.
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APPENDIX III-SCHOOL DIRECTORY
WELCOME TO FAITH CHRISTIAN SCHOOL (K-12)

The faculty, staff, administration and school board of Faith Christian School happily extend our greetings to you, the parents and students. We are honored to have been blessed by God with the responsibility to provide your children a tremendous opportunity for an education. It is our mission to develop all aspects of the child including spiritual, academic, and physical.

As a non-denominational Christian school, we place a great emphasis on helping our students develop a personal relationship with God through our Biblical curriculum, as well as an emphasis on prayer, meditation, and living a Christian life. As a college preparatory school, we have developed an advanced curriculum with the objective of preparing our students for future success at the next level of their educational journey. Finally, we feel that a strong emphasis on intramural and interscholastic sports will contribute to the physical development of our children, as well as prepare them for the competitive society in which they must be strong to excel.

This handbook provides you with information to help you better understand the school’s purpose and operational policies. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, procedures, and programs. Please read and refer to this as often as necessary. The school board reserves the right to change any policy or procedure in this handbook at any time in its sole discretion after reasonable notice.

School Mascot-Leo
LETTER FROM THE HEADMASTER

August 10, 2015

Dear Faith Christian School Parents and Students:

As we enter a new school year at Faith Christian School, the continued growth of our student body will be reflected by the growth in our physical plant. In order to guarantee an environment which promotes academic growth, we are in the process of making a number of changes to our campus.

The most obvious of these changes is the addition of two additional classrooms on the second floor of the Main Building. This expansion will also allow us to grow in other areas of the campus. As a result of these additional classrooms, we have been able to expand our high school science lab. By doubling the size of the science lab, student experiments will be conducted in a roomier and therefore safer environment. Expansion has also allowed us to relocate all fifth and sixth grade classes to the East Building to reduce the amount of instructional time required for travel between classes. We are also in the process of redecorating the library which will include painting, new shelves and new carpet.

As we pray for additional contributions to our Annual Fund which has been earmarked for expansion, we hope to complete an additional four rooms within the next two or three years, thus allowing us to vacate the inadequate classrooms in the gym, concentrate all elementary classes in the Main Building, concentrate the majority of middle school classes in the East Building, and expand the library.

This year we will complete a two-year process to rewrite and update the Faith curriculum. Significant resources have been committed to purchasing textbooks and upgrading other educational resources. This process will be completed by the conclusion of this school year with a new Faith Christian School Curriculum Guide. Our objective in completing this process will be to meet the changes in the ACT compendium, while maintaining the high curricular expectations which continue to be at the heart of our mission.

In addition to growth in our curriculum, we are proud to announce the addition of four new faculty members. New faculty members include the following:

- Mrs. Brenda Williams will teach math in grades five and six.
- Mrs. Donna Conaway will teach dual enrollment math as well as a section of seventh grade math.
- Mrs. Kristin Wells will teach English seven and nine.
- Miss Amelia Foshee will serve as our guidance counselor.
- Rev. Steve Mayes will teach Bible-7 and economics.

We have also made a number of changes to faculty assignments in order to better utilize their individual strengths. New faculty assignments include the following:

- Mrs. Lori Sills will return to third grade.
- Mrs. April Pate will teach 9th grade health.
- Mrs. Joyce Camara will teach fifth and sixth grade language arts.
- Mrs. Amber Harris will teach second grade.

I pray that each of you has a blessed and successful school year.

Sincerely,
Robert Phillips
School Board

Membership 2015-2016

Faith Christian School has been a ministry of the Faith Presbyterian Church for over 30 years. The school is operated for the Glory of Christ and to meet the education needs of the youth of the church and the surrounding community. Faith Christian School is governed by a school board appointed by the governing body (Session) of Faith Presbyterian Church and operated by a headmaster. The function of the Faith Christian School Board is the creation of school policy and oversight of the headmaster who implements that policy and operates the school. The Faith Christian School Session invests all administrative leadership and authority to operate the school to the headmaster. The headmaster is accountable to the board chair and senior pastor for implementation of operational procedures and to the school board for implementation of school policy. While parents do not govern the school, ideas and suggestions from parents are necessary for the smooth operation of the school. The school board assembles a Parent Advisory Committee (PAC) on an annual basis, which meets quarterly to discuss ideas for improving the school from a parental viewpoint. However, anyone is welcome to make suggestions and share their concerns and suggestions.

Responsibilities: [From FCS Constitution]

1. The School Board shall establish all policies necessary for the headmaster to operate the school under the oversight of the school board chairman.
2. The school board shall establish and implement the operating budget of the School through the Headmaster.
3. The school board chairman will constitute the first court of appeal (above the headmaster) on all policy dynamics of the school.
4. The school board will constitute the second court of appeal (above the headmaster and school board chairman) on all operational dynamics of the school.

We are very thankful to the men and women who serve as members of the School Board. Please pray for these individuals as they make wise decisions concerning the school.

Chairman

Dr. Boyce Callahan, Chairman of the School Board

Member

Mr. Roger Sawyer, Vice-Chairman

Member

Ms. Suzan Freeman

Member

Mr. Vince Mattox

Member

Mrs. Eliska Mattox

Member

Dr. Jay Walker, Secretary

Member

Mr. Sonny Weaver, Treasurer

Member

Mrs. Maggie McDaniel

Member

Dr. Joe Searle

Faith Christian School is a ministry of Faith Presbyterian Church of Anniston, AL. It is a board-operated school, accredited by the Southern Association of Colleges and Schools (SACS) and is a member of Association of Christian Schools International (ACSI). The school participates in AHSAA and Calhoun County athletics. The pastor of Faith Presbyterian Church is Rev. Rick Searle. The chairman of the board is Dr. Boyce Callahan. The headmaster of FCS is Mr. Robert Phillips.

“From everyone who has been given much, much will be demanded; and from the one who has been entrusted with much, much more will be asked.” Luke 12:48b
HANDBOOK REVISION HIGHLIGHTS

Arrival and Dismissal Procedures

Upper Elementary Dismissal

While sixth grade students will continue to be dismissed at 3:05, we will return fourth and fifth grade to a 2:45 dismissal.

Life Skills

Attendance

A number of changes have been made to the Faith Christian School Code of Conduct regarding attendance. Students will now be limited to ten days per year which may be excused by a note from the parent and ten days per year covered by a doctor's excuse. The parent must specify the reason for the absence in their note. A student in good academic standing may be excused for an additional five days per year for extenuating circumstances with prior approval from the headmaster.

A doctor's excuse must include the date a student is allowed to return to school and a reason for the absence. If a student has a chronic medical problem requiring more than ten absences in a year, an Individual Accommodation Plan must be developed through collaboration between parents and teachers. This exception from administrative policy must also be approved by the headmaster and school board.

All excuses should be submitted within three days of the student’s return to school. If an excuse is not received within the three day period, the absence is unexcused.

The student will have three days to make up assignments when returning from an excused absence. This may be extended to one week for absences of three days or more. Any additional time to make up work will have to be due to extreme circumstances and determined by an Individual Accommodation Plan. Assignments due the first day of the absence should be turned in as soon as the student returns.

 Discipline

Cell Phone Usage

The possession of cellular phones in schools has become problematic throughout the country. Cell phones have created a significant distraction to the educational process. As a result, we discourage students bringing cell phones to school and take no responsibility if phones are lost or damaged. Students will only be allowed to use phones during morning break and lunch. Parents are strongly discouraged from attempting to contact students on their cell phones except within the parameters above. If you need to contact your child during the school day we encourage you to call the office and leave a message.
ACCREDITATION

Faith Christian School (K-12) is fully accredited by the Southern Association of Colleges and Schools (SACS). All credits earned from Faith Christian School are fully accepted without question at all other public and/or private educational institutions. Faith is also a long time member of the Association of Christian Schools International (ACSI).

ADMISSIONS/ENTRANCE REQUIREMENTS

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

In order to be academically eligible for attendance for grades 3-12 at Faith Christian School, a student must have scored at or above the 50th percentile rank on the Stanford Achievement Test (SAT) or similarly standardized test or a reasonably equivalent achievement test. The final determination of admittance and placement relative to academic standing rests with the headmaster.

The following guidelines will be used for admittance to Faith Christian School:

- Faith Christian School cannot meet the needs and therefore does not grant admittance to students who are married, expecting a child, or are already the parents of a child.
- Faith Christian School does not grant admittance to any student who has reached his/her 20th birthday at the time of his/her application.
- Faith Christian School does not grant admittance to any student who is under serious disciplinary action from any school or school district at the time of his/her application.
- Faith Christian School cannot meet the needs of and therefore does not grant admittance to any student who has been in or is presently in an alcohol or drug rehabilitation program.
- Faith Christian School cannot meet the needs of and therefore does not grant admittance to any student who has spent time in a school specifically designed for behavioral corrections.
- Faith Christian School does not grant admittance to a student if the student, parents or other family members historically have not been cooperative with previous educational institutions.

Primary acceptance or non-acceptance of a student to Faith Christian School is made by the headmaster. Non-acceptance decisions may be appealed to the Chairman of the School Board and then to the School Board, if necessary. Both the Chairman of the School Board and the School Board retain the right to turn down an appeal based on the individual circumstances of a case.

Age Requirements

Students entering prekindergarten must be four years old by September 1st. Students entering kindergarten must be five years old by September 1st. Students entering first grade must be six years old by September 1st.
APPLICATION POLICIES

All the forms necessary for application are available from the school office or the school website. The application must be filled in completely, the application fee paid and enrollment check given to the school. (The State Department of Health requires that all students entering school provide a Certificate of Immunization from their family doctor or the Health Department.) The application form must be signed along with the signed Statement of Faith and Objectives; the signed Statement of Application Commitment, Statement of Cooperation, and Statement of Financial Commitment. New students applying for entrance into the upper school may be required to undergo a baseline evaluation at the discretion of the headmaster. All new students in the grades 2-6 will be required to undergo a baseline evaluation. All new students to the Pre-K through 1st grade will be required to undergo an entrance evaluation to determine if the student is adequately prepared to be successful in the program for which they are applying.

Applications will not be considered complete unless all required criteria, including all forms, fees, evaluations and interview have been completed. The application fee will be deposited immediately and is not refundable. The enrollment fee will not be deposited until the enrollment or re-enrollment is approved by the headmaster and board chairman. The enrollment fee is refundable if the student is not accepted to the school.

ATHLETIC ACADEMIC REQUIREMENTS

Faith Christian High School (K-12) is a member of the Alabama High School Athletic Association (AHSAA). The academic standards which must be met through the AHSAA for athletes to be eligible are available from the athletic director’s office. FCHS will meet or exceed these standards. In addition, the school insists that academics be at the forefront of the student-athlete’s agenda. The coach always has the prerogative to deny playing time or to assign disciplinary action to athletes who do not keep current with academic expectations. Parents of student athletes may always take students out of athletics should the parent realize that athletics is interfering with academics, although we highly encourage the parents to work with the coach to use their influence in helping the student athlete develop study skills, habits and values necessary to be a successful student athlete.

ATHLETIC LETTERS

To be eligible to earn a letter in a varsity sport, the following qualifications must be met as the minimum standards for consideration:

1. Meet the academic qualifications established by the state association and/or Faith Christian High School.
2. Participate (play) in a minimum of 50% of the season’s games/matches.
3. Participate in a minimum of 80% of the season’s practices. Student athletes are expected to be at all games and practices. The coach and/or athletic director must excuse all absences.
4. Letters may be denied to those student athletes whose conduct is unbecoming of a student athlete for a Christian school.

ATHLETIC VIOLATIONS BY FANS AND STUDENTS

The Alabama High School Athletic Association’s ejection policy is designed to help curb disorderly conduct during school athletic competition by players, coaches and/or fans. The first time a fan, athlete or coach is ejected from a game, the school is fined $300. If the offender takes the STAR sportsmanship remediation course, which is called “Behavior Mode,” within 10 days of the ejection, they will reduce the $300 fine to $100. This is only for the first ejection. The second ejection of the same person
at any subsequent game, any sport, carries a fine of $500 with a one game suspension and a third ejection has a fine of $750 and suspension for the remainder of the year for all sports. Actions that cause ejection include but are not limited to the following: swinging at an official, two unsportsmanlike penalties which would include cursing, swearing or threatening. Players, coaches or fans may cause the school to be fined by continually harassing officials with harsh remarks, cursing, or profanity or continual yelling critical remarks.

It is the position of the Faith Christian School Board that anyone, including fans, who cause the school to be fined for his/her conduct on the court/field/stands will be required to pay this fine. It is the hope of the School Board that the FCS community, whether athlete, coach or fan, would set a tone of civility in a strongly-contested event which allows the officials to do their job and will allow us to serve as a better witness for our Lord.

It is our position that we are held to a higher standard and example. The school is unwilling to have a third ejection/suspension on our record. Therefore, any fan or parent who is ejected a second time in one year will be forbidden from attending any FCHS athletic event. Failure to comply with this policy will mean the removal of the athlete from the team.

By signing the Statement of Cooperation the parent(s) are agreeing to pay whatever fines are levied by the officials against them, their student or their extended family or guests and to comply with the school’s policy on fan behavior.

ATTENDANCE REGULATIONS

There exists a direct relationship between student success in the classroom and regular attendance. It is impossible to replicate the quality of education a student misses when making up work following an absence. It is imperative to the educational development of the students that they attend school as often as possible. In addition, failure to attend school may result in one or more violations of Alabama State Law regarding compulsory school attendance. For these reasons we strongly encourage that medical appointments, family trips, and other activities be scheduled outside of regular school hours whenever possible. Failure to meet the minimum standards of our attendance policy may prohibit a student from advancing to the next grade.

1. Number of Allowable Days Absent

Students will now be limited to ten days per year which may be excused by a note from the parent and ten days per year covered by a doctor’s excuse. The parent must specify the reason for the absence in their note. The parent may excuse their student for the following reasons: illness, medical appointment, extreme weather conditions, illness of a family member, a death in the family and completing the driver’s license examination. A student in good academic standing may be excused for an additional five days per year for extenuating circumstances with prior approval from the headmaster.

A doctor’s excuse must include the date a student is allowed to return to school and reason for the absence. If a student has a chronic medical problem requiring more than ten absences in a year, an Individual Accommodation Plan must be developed through collaboration between parents and teachers. This exception from administrative policy must also be approved by the headmaster and school board.

All excuses should be submitted within three days of the students return to school. If an excuse is not received within the three day period the absence is unexcused.

The student will have three days to make up assignments when returning from an excused absence. This may be extend to one week for absences of three days or more. Any additional time to make up work will have to be due to extreme circumstances and determined by an Individual Accommodation Plan. Assignments due the first day of the absence should be turned in as soon as the student returns.
II. **Excused Absences**

Student absences will be considered excused for the following reasons:

- illness.
- medical appointment.
- driver's license examination.
- severe illness of a family member.
- death of a family member.
- extreme weather conditions.
- headmaster permission.

III. **Make-up Work**

Students have three days following an absence in order to make up assignments including tests. This will be extended to five days for students who miss three days or more. If a student has to miss an extended number of days due to a medical absence, the parent may request an Individual Accommodation Plan to develop a schedule for making up assignments. Work assigned prior to the absence is due upon return to class if the student has been given the information necessary to complete the work.

IV. **Consequences for Excessive Absence**

- A disciplinary notification will be e-mailed by the teacher for the first unexcused absence.
- A letter will be sent home by the administration notifying the parent of a second unexcused absence.
- A parent conference will be required following a third unexcused absence.
- All additional unexcused absences will require student attendance to Saturday school at the cost of $30.00. The fee will be forfeited if the student fails to report as scheduled.
- If a student in grades 7-12 obtains more than fifteen unexcused absences in a semester he/she maybe required to take a credit recovery class for each of the core courses whether the course is passed or not. The cost of each course will be $250.00.

V. **Tardy Policy**

Elementary students are required to report to class by 7:45 a.m. If a student does not report to school on time, the students must be signed in by their parent through the school office. Each time a student is late, he/she will receive a mark on their assertive discipline plan. If he/she is late more than two times each nine weeks, then they will be referred to a school administrator. Possible consequences include a warning, parent notification, referral to the counselor, or a required parent conference.

High school students are required to report to school by 7:30 a.m. They are also required to be in each of their classrooms at the appointed time. Each time students are late to a class, they will receive a mark on their assertive discipline plan for that class. If students are late more than two times during a grading period to any of their classes, they will be referred to the office. Once a high school student has been referred to the office for being excessively tardy to class, it will be treated as a Category II violation.
VI. Illness Policy

The intention of this policy is to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover and be treated for the illness. In order to help keep our children healthy, Faith Christian School requires adherence to the guidelines of this policy.

Children will not be allowed to attend school or school-related activities if they have anything contagious such as, but not limited to the following:

- **FEVER:** May return when fever free (under 100 degrees) for 24 hours, without medication
- **DIARRHEA / VOMITING:** May return when symptom free for 24 hours
- **STREP THROAT:** May return after 24 hours of antibiotic treatment and no fever for 24 hours
- **CONJUNCTIVITIS** (pink eye): May return 24 hours after treatment begins and eyes are free of discharge
- **HEAD LICE:** May return after treatment and removal of all live lice and nits from hair
- **RING WORM:** May return after treatment begins; area should be covered while in school for first 48 hours of treatment
- **IMPETIGO / STAPH / MRSA:** May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides
- **COMMUNICABLE DISEASES** (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical provider

If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent/guardian will be contacted and asked to pick the child up as soon as possible.

The parent/guardian needs to maintain direct contact with the school and the student’s teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.

BAD WEATHER CLOSINGS

It is the responsibility of the headmaster to decide whether the school will close due to inclement weather. While in general we will follow the lead of local school systems, there are times that the public schools must close because of concerns that do not apply to Faith Christian. The announcement for closing the school for inclement weather will be made using all means of communication available to the school. We will send out communications via Renweb as a primary means of communication. The final authority regarding whether a child should be sent to school is the parent. If a parent chooses to keep their child home due to weather conditions, student absences will be excused and students will be allowed to make up their work. This excused absence would be considered one of the five excuses granted to the parent for each semester.

BIBLE

The study of the Scriptures is recognized by the session of Faith Presbyterian Church as of fundamental importance. It is board policy that the Scriptures are studied in all grades. Students who are enrolled in 9-12 grade must acquire a Bible credit every year they are enrolled at Faith. This is necessary to graduate from Faith Christian School. Transfer students do not have to make up the bible credit if they
transfer in after that grade, (i.e. a student who transfers in their Junior year does not have to acquire a Bible credit for their freshman and sophomore year since they did not attend our school for those years.) The Scriptures inform our educational practices in the following ways:

- Scripture memorization.
- Basic familiarity, shared doctrine, history, survey knowledge, fundamental truths, practice and apologetics characterize the bible curriculum.
- Subject matter to be taught in a way that does not conflict with Biblical truth.
- Biblical truths will inform our pedagogy, policy, and practice.
- Biblical principles guide our discipline of the students.
- FCS will use the ESV (English Standard Version) as its official version. (Due to the large number of versions available and the necessity to have one common standard for teaching, study and communication, the board has required this version. The decision is not a sectarian one, but based on the fact that this version is one of the better versions to use in an academic setting.)

**RELATIONSHIP OF SCHOOL TO FAMILIES**

We believe that according to the Bible, the parents will be held accountable to God for the education of their children. This means that the parents must decide what educational institutions and other services they will use to fulfill that responsibility. However, the responsibility and authority to decide what is taught, when it is taught and how it is taught at Faith Christian School is that of the session and their proxies. We believe that the session will be held accountable for the quality of the education we offer in regards to general and special revelation. While parents may hold us accountable to do what we say we are going to do, they do not have the authority to dictate policy or the operation of the school. Our hope that the services and opportunities we provide at FCS can assist parents in fulfilling this responsibility for the education of their child.

We also believe that the parent will be held accountable to discipline and train their child up in the way they should go. While our staff and faculty, most of whom are parents themselves, will be sympathetic and understanding of this responsibility, we as a school and faculty will not assume the role of parent. We will implement a school disciplinary policy, which has been devised for a Christian community in the raising of a child. However, the school can only be responsible for the implementation of policy, not for the child’s adherence or disobedience to the policy and rules of the school. We are a school and it is our expectation that the parents do everything in their power to maximize the time a teacher has to teach. This means that the parent disciplines their child and instructs them in proper school behavior so that the teacher can spend their time teaching.

**CELL PHONES AT SCHOOL**

Students are not allowed to use cell phones in any capacities during the school day, except during times designated by the administration or a faculty member. All cell phones must be turned off during the school day, except at designated times. **Designated times will be restricted to lunch and mid-morning break.** Cell phones are to be placed in an area designated by their teacher during their classes. The school assumes no liability for protection of student or parent cell phone during the school day.

Violations regarding the use of cell phones will be considered a moderate disciplinary infraction with probable initial punishment being confiscation of the cell phone pending a required parent conference or for a specified period of time. Confiscated cell phones or other contraband must be sent to the office with a record of referral. If students continue to misuse cell phones, they may be confiscated for extended periods of time. Habitually violating this policy will result in a student being denied the right to bring a phone to school.
CONTACT INFORMATION

The school uses physical addresses, phone numbers and emails as required contact information. If any of this information changes while enrolled, re-enrolled or pre-enrolled at FCS, please contact the school office by phone, email or letter indicating what contact information should be changed, removed or added.

CHECKING IN/OUT

The school attendance records, including checkout information, are legal documents and therefore must be kept with exceptional accuracy. It is absolutely necessary that only the proper people sign students out or in from school. Particularly in these times of broken, mixed and blended families, it is incumbent upon us to have a much stricter policy and operation of the sign-out procedure. Even if you do not have such legal issues, your adherence to this policy benefits those who do, as it adds to the integrity of our system.

Only parents and legal guardians can validly sign in students. (see exceptions for student drivers). If it is necessary for a student to arrive late, the parent must come directly to the office and sign their name on the IN/OUT sheet.

More importantly, if the student must leave school early, the parent must sign the IN/OUT sheet. Parents should never go to their child’s classroom to withdraw them unless specifically authorized by the headmaster. Student signatures are not valid and will be treated as such with the exception of the following circumstances: High school student drivers (Grades 10-12) will only be allowed to leave if they bring an official doctor’s or dentist’s appointment card to the office or a written parent request for the student to leave to go to the doctor or other medical reason.

VISITATION ON CAMPUS

Any visitor on campus must go directly to the office. To go anywhere on campus and/or have student contact, a visitor must sign in and receive a guest pass. Safety of the students requires that we are aware of every person on campus. This includes parents who need to speak with their children or bring items to their children. Not only are there serious safety concerns but the disruption to class and the normal functioning of the school can be significant. The school has the right to deny anyone permission to have access to the campus and will do so if the school feels it is in the best interest of any or all of the children, faculty or staff.

DETERMINATION OF CLASS RANK

Classes of 2016, 2017, 2018

The following procedure will be used to determine class rank:

Using numerical grades for Grade 9 through first semester of Grade 12, only courses in the core curriculum are considered. Core curriculum courses include Language Arts, Math, Science, Social Studies, and Bible/Ministry. Language Arts include English 9-12 and Foreign Language.

Classes receiving an additional weight of 5 points per semester include:

- **Foreign Language**
  - Spanish I, II, and III

- **Math**
  - Algebra II and Advanced Math

- **Science**
  - Chemistry, Physics and Anatomy
Classes to receive an additional weight of 10 points per semester include: ALL Advanced Placement courses and Calculus.

This procedure will be used for the purpose of determining class rank only. Numerical grades recorded on the permanent record will be the numerical grades earned and will not reflect the added weights. In addition, the extra weight will have no impact on pass/failure of the class.

The Valedictorian, Salutatorian, and Historian will be those students having the three highest numerical grade point averages from the Advanced Diploma with Honors graduates.

The Valedictorian and Salutatorian must have been enrolled as students at Faith Christian High School during the first semester of the junior year with continuous enrollment from that point in order to hold this honor as seniors.

Valedictorian, Salutatorian and Historian will be those three students who meet all of the following criteria:

- They have the three highest class rankings.
- They are receiving an Advanced Diploma with Honors (See diploma requirements near the end of this handbook for courses required for this diploma).
- They must have been enrolled as students at Faith Christian High School at the beginning of the first semester of the junior year with continuous enrollment from that point.

Classes of 2019

Classes receiving an additional weight of 5 points per semester include:

<table>
<thead>
<tr>
<th>Foreign Language</th>
<th>Spanish III and IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>Dual Enrollment Math</td>
</tr>
<tr>
<td>Science</td>
<td>Physics (if taken as an elective)</td>
</tr>
<tr>
<td>Social Studies</td>
<td>Dual Enrollment History-II</td>
</tr>
<tr>
<td>English</td>
<td>Dual Enrollment English-II</td>
</tr>
</tbody>
</table>

Classes to receive an additional weight of 10 points per semester include: ALL Advanced Placement courses and Calculus.

COMPLAINTS AND GRIEVANCES

The grievance process is only for the application of school policy. If there is a disagreement with the actual policy, the parent should notify the school in writing. The notice should give the policy and state the nature of the disagreement and why they disagree with it. Disagreement with a policy is not grounds for a complaint or grievance against the implementation of that policy.

A complaint or grievance can be made when there is a lack of action or an action on the part of the school or one of its representatives, that fails to comply with school policy, oversteps the bounds of school policy, violates ethical standards, or does not represent the understood common values of our school. A parent’s opinion on teaching style, classroom management, grading procedures, or general demeanor is usually not a violation of operating procedure, but a difference of opinion. A coach’s decision on playing time, position, or even if a student is on the team is also a matter of opinion. Teachers and coaches will be allowed to teach and coach as God has gifted them.
When someone brings a complaint or grievance, it must be established that the action is required, forbidden, or unethical. It must also be established with credible evidence, which may include corroborating testimony. A parent may not make a formal complaint against any school employee unless they have had direct contact first with that employee. Parents cannot make a formal grievance or complaint based on hearsay or secondhand information. They cannot make a formal grievance or complaint on behalf of another parent.

All complaints or grievances concerning an employee should be brought to the appropriate school employee/coach/athletic director. Scripture is very clear that we are to go directly to the person with whom we have an issue. If a parent hears something from another parent or from a student, including their own child, it is only hearsay and possibly gossip until they hear it or experience it directly from that teacher. This includes their children. If a parent confronts a teacher based solely on the testimony of their child, they are not in compliance with this policy. They must meet with the teacher to ascertain the validity of what their child reported to them. If a parent establishes through direct contact with the teacher or coach that there is a problem and that problem cannot be resolved between the two of them, the parent may then approach the most immediate supervisor.

The Dean of Academic Affairs will be the first point of appeal for grades K-6. The dean of student affairs will be the first point of appeal for grades 7-12. The athletic director will be the first point of appeal for matters of athletics. If an acceptable solution is not provided by the above school officials, the issue may be appealed to the headmaster.

If complaints or grievances regarding personnel or policy implementation are still unresolved after contact with the headmaster, a request may be made to appeal to the chairman of the school board. If proper cause is shown, the chairman of the school board may then bring the issue to the attention of the school board for review.

Parents are not under any circumstances to call individual school board members regarding complaints, concerns and grievances. Parent appeals directly to school board members or church officers may constitute sufficient cause for immediate expulsion of the child from Faith Christian School. If the process as outlined above does not provide an adequate solution to any conflicts that may arise, the parent may utilize the conciliation clause they signed when they were admitted to Faith Christian School that is reprinted below.

**Conciliation Clause**

[Required for admittance to Faith Christian School]

The parties to the enrollment and re-enrollment agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each together in private or within the Christian church (See Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

**CORRIDORS**

1. There should never be running, horseplay or rowdiness in the corridors or on outside walkways.
2. No student/students are permitted to be in the corridors during a class period without a pass from the office personnel or teacher.
3. Always walk on the right side of the hall in the direction you are moving.
4. High school students are not to use the hallway containing the Kindergarten classrooms unless they are directed to do so because of bad weather; they have service project in the Kindergarten classes; or are using the classroom L-2.
5. High school students should always give right-of-way and defer to the younger children when using the hallway.
6. Items should not be left on the floor of the hallway, even underneath the backpack hooks, unless a faculty member has given permission. In the elementary school, it must be that student’s teacher.

**DELIVERY POLICY**

Flowers, balloons, candy, and other similar deliveries to students at school will not be accepted. This means we will not allow the items to remain in the office and the vendor will have to take the items with them when they leave. This is an interruption to the school day class time and interferes with the function of the office.

**DISCIPLINE - STUDENT CODE OF CONDUCT**

*Foundation of Discipline*

Faith Christian School is committed to the philosophy of providing an excellent college preparatory education in a Christ-centered, biblically-based environment. An essential part of this mission is to promote the development of students with strong Christian ethics and moral values. As a result, our School Code of Conduct has been established to assist in fostering personal integrity and responsibility among our students. The responsibility for ensuring proper development has been charged to the administration, faculty, and staff by the School Board of Faith Christian School. We believe that this responsibility should not be taken lightly, but should be measured with Christian love, grace, and understanding for the well-being of our students. As a part of this responsibility, we must serve as good role models for our students by living Christ-centered lives ourselves to promote appropriate conduct through our actions and words.

Faith Christian School students are expected to
- Be Respectful.
- Be Responsible.
- Possess Integrity.

*Guiding Principles*

- The School Code of Conduct is not intended as an exhaustive list of misconduct. As a result, Faith Christian School reserves the right to discipline a student for any conduct the School deems inappropriate even though not specifically mentioned in this Code.
- All sanctions and consequences are designed to be fair, redemptive, and instructive, with an emphasis on growth and development.
- The nature and severity of sanctions are based on the severity of the incident, past behavioral patterns, as well as the maturity and emotional state of the student in question. If at all possible, initial intervention for disciplinary problems should be minimal with an emphasis on caution, reasoning, and counseling. Throughout any disciplinary process, grace and forgiveness should be guiding forces, while maintaining firm and uncompromising position on inappropriate behaviors.
While Faith Christian School has no direct control over students and accepts no responsibility for students outside of school operations and activities, we do reserve the right to discipline students for inappropriate behavior because it reflects on the school.

A student who has knowledge that a violation could occur may be considered an accomplice. A student who finds himself directly involved in an inappropriate incident or potential incident has the responsibility to remove himself to avoid implication (II Timothy 2:22).

Parents and students have the right under the School Code of Conduct to appeal any decision following standard procedures. However, they have the responsibility of addressing the concern along each level of the process prior to appealing it to a higher authority (Matthew 18: 15-17).

Means of Discipline

According to Faith Christian School Board Policy, violations are divided into three categories based on the severity of the action. While administrative response to these violations are based on the category in which the behavior falls, additional factors including past behavior will be factored into the decision-making process.

Category I-Minor Violations

Minor violations are those behavioral issues which individually do not warrant an office referral and can be handled by the individual teacher utilizing the classroom assertive discipline plan.

These include, but are not limited to

- chewing gum.
- eating in class without permission.
- being tardy to class.
- talking in class.
- failing to follow directions.
- failing to complete assigned tasks.
- behaving impolitely.

Category II-Moderate Violations

Moderate violations are those which negatively affect the teacher’s or school’s ability to meet educational commitments to our students. These include repetitive minor behavioral violations which the assertive discipline plan has ineffectively discouraged. These behavior include, but are not limited to

- classroom disruption.
- defiance of authority.
- propagating dissention.
- verbal or physical abuse.
- excessive tardiness.
- dress code violation.
- deceptive behavior.
- Category I behaviors that are determined to be habitual and/or continuous.

Category III-Serious Violations

These behaviors include, but are not limited to

- continuous classroom disruption.
- dishonesty and other forms of deception.
Faith Christian School

- misuse of school property including inappropriate use of technology, unauthorized use of school equipment, and trespassing on campus after school hours.
- skipping class including extended tardiness and truancy.
- obscene or lewd behavior.
- possession of pornographic or sexually explicit material.
- physical, sexual, or verbal abuse.
- slander or libel.
- unauthorized possession of a weapon including guns, knives, batons, bladed tools, pepper spray vapor cigarettes and any additional items considered dangerous by the school administration.
- commission of any crimes or misdemeanors, on or off campus, including (but not limited to) possession of alcohol, tobacco, or illegal drugs, immoral behavior and destruction of property.
- insubordination to a school authority including (but not limited to) walking out of class, failing to follow field trip procedures, leaving campus without permission, continuous and willful violation of school rules.
- behavior which potentially endangers the another’s safety.
- cheating, including plagiarism and intentionally assisting another student to cheat.
- sexual misconduct or immoral behavior (on or off campus) including inappropriate displays of affection at school.
- failure to follow through with disciplinary disposition (i.e. failure to attend detention).
- inappropriate fanatical behavior at an athletic event.
- Category I and II behaviors that are determined to be habitual and/or continuous.
- any infraction determined to be severe by the administration.

Consequences Defined

Student Communication

We are blessed at Faith Christian School to have a student body who posses above-average intelligence. This allows the faculty and administration to rely on reasoning to encourage appropriate behavior. As a result, our primary consequences are based on positive communication with our students. Most communication is preventative in nature and is designed to make students aware of our expectations to avoid situations where they unknowingly exhibit inappropriate behavior.

For this reason, teachers begin the year teaching students the rules and regulations for their individual classes and the school as a whole. Each teacher is also required to maintain an assertive discipline plan which includes a concise and concrete set of rules and reinforcements designed to teach correct behavior. In addition, teachers are encouraged to talk to students regarding inappropriate behavior in such a way as to encourage the students and avoid embarrassment.

When teachers feel additional assistance is needed, they are encouraged to refer students to the office for counseling. Counseling may be provided by the school guidance counselor or a school administrator, and is designed to be positive and proactive in order to prevent incidents before they become problematic. Many times, a “cooling off” period provided by counseling is all that is needed to prevent a more serious disciplinary problem.

Parent/Teacher/Administrator Communication

It is our belief that the primary biblical source of guiding student behavior should be the parents. Our mission for maintaining appropriate student behavior is to form a partnership between the school and parents allowing parents to handle as many problems as possible. However, when the parent is in need of assistance, it is our responsibility to ensure that we maintain an optimal academic environment for all of our students. Our secondary consequences are parent contacts including letters, e-mails, phone calls, and
parent conferences. However, when these forms of communication are no longer effective, graduated consequences are required.

**Confiscation of Contraband**

Students who bring contraband on campus or use unauthorized items inappropriately (i.e., cell phones) may have the item confiscated by a teacher or an administrator. If a teacher determines that an item is inappropriate and it should be confiscated, the student is to be referred to the office and the parent is to be notified. If the student continues the behavior, they may be denied the right to bring the item on campus for a specified period of time.

**Detention**

If communication is ineffective in solving disciplinary problems, the student may be assigned a detention to reinforce appropriate behavior. The structure of Faith Christian School’s detention program is graduated in nature. For classroom problems, teachers may choose to assign their own afterschool detention as a part of their assertive discipline plans. This level of reinforcement requires no office referral and would not be used to determine a pattern of student behavior. A more serious form of detention would be associated with an office referral. This would allow the office to keep a record of detentions (either morning or afterschool) based on the frequency and serious nature of the problem. The administration reserves the right to assign menial tasks of labor associated with detentions as additional reinforcement.

**Denial of Class**

Students may be denied class pending a specified action such as a required parent conference or returning school property.

**Corporal Punishment**

Faith Christian School has the biblical and legal right to provide corporal punishment for all students. However, we feel that this form of punishment should be used sparingly as a final alternative before denying students their right to an education. While all teachers are authorized to administer corporal punishment, teachers above the second grade are encouraged to refer a student to the office for a paddling by an administrator. Teachers are also strongly encouraged to communicate with parents prior to utilizing corporal punishment.

**Suspension**

A suspension is a denial of the right of a student to attend school. The purpose of a suspension is to send a clear message to the student that the behavior is unacceptable. Students will be given an essay assigned by the school administration to be completed prior to their readmission to school. The topic of the essay will be determined by the school administrator. Once a student has been suspended for five days within a school year, he/she will be considered for expulsion. A suspended student will receive a zero for any missed assignments or tests during the period of suspension. Students are not allowed on campus or to participate in any school activities during the period of their suspension. For a serious Category III violation or when it has been determined that negative behavior has become habitual, a student may be assigned a suspension with probation. At this point, further violations may result in a recommendation for expulsion.

**Expulsion**
Expulsion refers to the permanent dismissal of a student from school. It is considered an absolute last resort to be used when all attempts to correct disciplinary issues have been exhausted. At this point it is determined that a complete change of environment is in the best interest of the student. An expulsion may also be justified when a student commits an act so severe that it threatens the safety of our other students or severely inhibits Faith Christian School from meeting obligations to our other students. Finally, an expulsion may be necessary if a parent continuously refuses to support the school in our efforts to correct inappropriate behavior of our students and support our mission to promote a positive Christian learning environment.

Recommended Consequences

The consequences below represent lists of possible consequences. Although they are listed in what could be considered an order of graduated severity, the list is not meant to be a prescribed plan of action. As a result, the administrator has the option of repeating, skipping, or utilizing consequences out of order as circumstances require.

Recommended Consequences of Category I Violations

- Assertive Discipline Plan
- Student Conference/Warning
- Parent Contact
- Confiscation of Contraband
- Parent Conference
- Counseling
- Detention

Recommended Consequences Category II Violations

- Parent Contact
- Confiscation of Contraband/Pending Action
- Parent Conference
- Counseling
- Administrative Student Conference/Warning
- Detention
- Denial of Class/Pending Action
- Corporal Punishment
- Suspension

Recommended Consequences of Category III Violations

- Immediate Referral to an Administrator
- Confiscation of Contraband/Pending Action
- Required Parent Conference
- Counseling
- Detention
- Denial of Class/Pending Action
- Corporal Punishment
- Suspension
- Suspension/Probation
- Expulsion

DISCIPLINE FOR OFF-CAMPUS BEHAVIOR
During times that students are outside of school operations and school-related activities, they are not under the direct supervision of the school and are not subject to the consequences of the Faith Christian Code of Conduct. However, as a part of their agreement to enroll children in school, parents have agreed to support the school in its educational endeavors to accomplish our vision, mission, and goals. As students represent the school at all times, their behavior outside of school operations and activities may reflect on the overall effectiveness of the school. As a result, the school has responsibility to hold students accountable under certain circumstances.

Procedure for Non-felonious Behavior

- If a student is reported to have committed a Category III offense of a non-felonious nature outside of school operations and activities, it is the responsibility of the headmaster to report this to a parent as hearsay.
- If it is determined there are a minimum of two credible witnesses to a student violation of a Category III offense outside of school operations and activities, the headmaster will schedule a parent conference in which the incident will be discussed and the student will be warned that any further problems may result in the student being disciplined by the consequences for a Category III offense.
- Any additional off-campus behavior with a minimum of two credible witnesses will be treated as a Category III violation resulting in the appropriate consequences as determined by the headmaster.

Procedure for Felonious Behavior

- If a student is reported to have committed a felonious act outside of school operations and activities, it is the responsibility of the headmaster to notify the parents and begin a school investigation.
- If it is determined that there are two credible witnesses to the offense, the student is to be provided due process, a parent conference will be held, and a determination of guilt will be rendered by the headmaster. The punishment for guilt will be either suspension from school with probation or a recommendation to the Faith Christian School Board for expulsion.
- If a student is suspended with probation, any additional Category III problems (on or off campus) may result in a recommendation to the School Board of Faith Christian School for expulsion. For students who have been suspended with probation, a pre-enrollment hearing will be held at the end of the school year to determine whether the student should be reenrolled for the upcoming school year.

DISMISSAL RULES

During the 2:45 p.m. dismissal at the gym, parents may use both lanes. During the 3:05 dismissal, only the lane closest to the school is to be used for loading. The outer lane should be kept clear for student drivers and vehicles that have picked up their passengers and need to leave. Students who have not been picked up after 3:20 p.m. will go to after school care until the parents pick them up. There will be a charge for this supervision by the after school care provider.

DRESS CODE

High School Dress Code

Expectations
Dresses—High school students may not wear skirts, "skorts", or dresses. Exceptions will be made for formal occasions with the consent of the headmaster. Exceptions will also be made for religious reasons, but dresses must comply with all other aspects of the dress code. Dresses may not be shorter than two inches above the knee.

Pants and shorts—Pants may be flat-front, pleated dress pants, khaki-style pants, or denim jeans. Colors may vary with the exception of white. Athletic, yoga, sweat, cargo, or camouflage pants are not permitted. Leggings and "jeggings" may not be worn even if they have pockets. Pants must be worn at the waist line. Shorts may not be shorter than two inches above the top of the kneecap. All boys’ shorts must have belt loops and must be worn with a belt. Belts may be leather, faux leather and woven materials. All shorts worn in high school P.E. must be purchased through the school.

Shirts and blouses—Polo shirts, golf shirts, and Oxford cloth shirts may be worn. Colors may vary with the exception that female students should not wear white blouses or shirts. Shirts with buttons should be buttoned to the second button. At no time should cleavage, midriff, or undergarments be exposed (including camis). Sleeves must cover the shoulders. Shirts must cover the students’ backs.

T-shirts—T-shirts purchased and approved from Faith Christian School or Faith Presbyterian Church are permitted. T-shirts with conservative branded sport logos (i.e. Alabama, Auburn, Nike) are allowed. T-shirts must have a crew neck or rounded neck and not be tight-fitting. T-shirts from other Christian churches will be allowed as long as they do not communicate controversial messages.

Sweaters—Cardigan, v-neck, vest, or crew-neck sweaters are permitted but must be worn over an approved shirt.

Sweatshirts and Jackets—sweat shirts or jackets are permitted when worn with an approved shirt. Sweatshirts and Jackets should follow the same restrictions as t-shirts.

Warm-ups—Only those purchased through the Faith Christian athletic department or website may be worn at school.

Shoes—The school does not prescribe a specific style of shoe. Shoes must be clean, odor-free, and in good condition. Shoes should be safe to wear on tile floors. Only athletic shoes may be worn on the gym floor.

Hair—No extreme hair color or style. Color should be natural and hair may not be multicolored (i.e., no bright red, blue, or green streaks or layers). Boys must be clean-shaven. Boys’ hair may not extend below the bottom of the earlobe when combed toward the ear, over the eyes when combed toward the eyes, or over the top of the shirt collar. Long hair may not be combed toward the back of the head to appear to follow the dress code. Sideburns must be no lower than the bottom of the ear.

Accessories—Earrings are the only acceptable pierced jewelry and are limited to two for each ear. Only female students are allowed to wear earrings. Tattoos are not allowed under any circumstances. Boys are not allowed to wear headbands.

General Condition—Clothing may not have holes by design or obvious tears or patches. Ripped, frayed or cut-off clothing may not be worn. Hats, caps, hoods, or sunglasses may not be worn inside the school. Translucent clothing is not allowed.

Consequences

- First Offense—If a teacher determines a student is not dressed within the guidelines of the school dress code, the student is to be immediately referred to the office pending a parent bringing the appropriate clothing to school. After the first offense, students should be removed from the classrooms if the parent cannot bring clothing. If it is determined that the student had appropriate clothing at school and chose not to wear it, the student is to be assigned morning detention for the following day.
• **Second Offense**-Students who are referred to the office for a second dress code violation are to be assigned morning detention.
• **Third Offense**-Students are to be referred to the office as a Category II violation-Defiance of Authority and disciplined accordingly.
• **Fourth Offense**-Students are to be referred to the office as a Category III violation-Insubordination of a School Authority and disciplined accordingly.
• **Additional Offenses**-will be disciplined in a graduated manner according to a Category I II violation.

**Elementary Dress Code**

**Expectations**

Pants-Slacks Pants may be flat-front, pleated dress pants, khaki-style pants, or denim jeans. Colors may vary with the exception of white. Capris and leggings are allowed at the elementary level. Avoid pants that ride low at the hip (no slacking).

Shorts-Walking, Bermuda, and cargo shorts are permitted. Length of shorts in elementary school is dependent on the grade level. Athletic shorts are not allowed.

Shirts and sweaters-Long and short-sleeve shirts are allowed. Sleeveless shirts are allowed as long as they are not tank tops or have spaghetti straps.

T-shirts-T-shirts should not have controversial logos or designs. Faith Christian School shirts are encouraged.

Dresses-Dresses, skirts, and jumpers are allowed. Dresses should be no more than two inches above the knee. Exceptions are made at lower grades based on teacher discretion.

Jackets and sweatshirts-Jackets and sweatshirts must fit appropriately and be worn with an approved shirt. Sweatshirts must be void of controversial logos and messages.

Warm-up Suits-Only Faith Christian School warm-ups are allowed.

Shoes-The school does not specify a type of shoe. Shoes must be clean, odor-free, and in good condition. Shoes should be safe for wear on tile floors. Only athletic shoes may be worn in the main gym.

Accessories- Earrings are the only acceptable pierced jewelry and are limited to two for each ear. Only female students are allowed to wear earrings. Tattoos are not allowed under any circumstances.

**Consequences**

• **First Offense**-Students are warned by their classroom teacher and may be asked to call home for appropriate dress at the teacher’s discretion.
• **Second Offense**-Students are referred to the office. Student is required to call home for a change of clothing if applicable.
• **Third Offense**-Students are referred to the office. A parent conference is required to discuss how to eliminate the developing problem.
• **Additional offenses**- Students are to be referred to the office as a Category II violation-Defiance of Authority and disciplined accordingly.
Guidelines for Dress Code for Physical Education

Students will be sold standard uniforms for physical education and assigned uniforms for athletic practices and games. Students will not be allowed to participate if the appropriate uniform is not worn and punishment will be at the discretion of the P.E. teacher and/or coach. Dressing out for physical education is considered a part of the academic expectations of the class and will be factored into the student's grade.

Guidelines for Dress Code at School-Sponsored Events

The school dress code will prevail for all field trips unless specific permission is obtained from the headmaster regarding a special need or special circumstances which warrant modifications to the existing dress code. In some instances the dress code will be adjusted for field trips where more formal dress is required. Students must adhere to the requirements of the field trip dress or lose the privilege of participating in the field trip with possible academic and/or disciplinary consequences.

EDUCATIONAL PHILOSOPHY OF FAITH CHRISTIAN HIGH SCHOOL

In Luke 2:52, we read that as a young man, “Jesus increased in wisdom and stature and in favor with God and man”. We believe this gives us the ideal balance of what should be included in a child’s development. Consequently, we stress education in each of these four areas of development: academic, physical, spiritual, and social.

Academic:

• Our objective is to provide a college preparatory education that results in graduation from college.
  o We will offer all necessary courses to be accepted by accredited institutions in the Southeastern United States.
  o Our academic expectations and standards will be such that they are prepared to maintain a passing or better grade in their college courses.
  o We will encourage, require and instill study skills, habits and values to carry them through the rigors of a college curriculum and lifestyle.
• We are committed to employ the most highly qualified teachers available in each area of instruction.
• We are committed to the instructional needs of students with average to above average intelligence. We will maintain an homogeneity of these levels and will not use superior intelligence as an enrollment factor. We will provide instruction, as we can, for those students needing special attention in certain subjects. Tutorial assistance may be arranged for student benefit at parent expense.
• We are committed to small class sizes which are in compliance with SACS standards.
• In addition to college preparatory curriculum qualitatively equal or better than the public schools that meets SACS standards, we will offer Bible as a required course. We will also have strong emphasis on instruction in patriotism, respect for authority, the free enterprise system, and personal and career development.
• Every course will be taught from a Biblical World and Life View in order to teach the students that God plays a role in every area of our lives.

Physical:

• We believe that the body is a temple and therefore we are committed to teaching appropriate care, including instruction in proper eating habits, rest and exercise.
• We have a strong physical education program for both boys and girls.
• We offer a competitive sports program in 7th-12th grades to teach teamwork, dedication, discipline, sportsmanship, self-control, and dignity and to build community in our school. A good athletic program helps overall school spirit.
- At the elementary level, emphasis will be on having fun, good sportsmanship, teamwork, participation by all regardless of individual ability, and fundamental athletic instruction. There will be a limited emphasis on competition. As students enter the secondary grades, more emphasis will be placed on dedication, discipline, and competition. At all levels we will strive to reward effort and dedication more than ability.

**Spiritual:**

- We believe that the single most important thing a child must learn is to have the proper relationship with God. Everything we do at our school is done with this basic foundation. While we are not a church and cannot address all spiritual issues, we can educate them in their relationship to God, particularly in regards to His Creation and our role as Stewards in it.
- Each teacher must have a clear Christian testimony, both in word and deed.
- We believe the Bible is the inspired, infallible Word of God.
- We will stand firm on the doctrines that are clear in the Scriptures. However, in those areas of Christian doctrine on which evangelical Bible-believing Christians disagree, we will give unbiased Biblical instruction on the various protestant understandings of the issues so that our students will have knowledge of all sides. Although our basic stance is of the “Reformed” position, we will not take a dogmatic stand on such things as mode of baptism, eschatological issues, the special gifts, form of church government, etc.
- Although our basic function is to provide instruction in the Christian doctrine and Christian living, we believe this is incomplete without providing opportunities to put that instruction into practice. Consequently, we will promote and support programs that will involve students in some type of service to their class, the school, their church and the Anniston and Calhoun County community.

**Social:**

- Children must learn their proper relationship with other people. We believe that our school should provide an environment that encourages, safeguards and expects the work of the Holy Spirit in the hearts of the students.
- At the high school level, we will have several planned social functions during the school year. Social events are meant to be celebratory of the work of God among His people.
- Social events will not be allowed to dilute the academic rigor, but to increase involvement and passion for learning and the school environment.
- All social functions shall be properly chaperoned by staff and/or parents.
FIELD TRIPS

Field Trip Guidelines:

1. A Field Trip Request form must be completed and submitted to the headmaster by the teacher at least three weeks prior to the trip.

2. Parent-driven privately-owned vehicles may be used for transportation on school field trips if properly approved by the headmaster. If buses are used, the total cost of the buses must be paid by the group going on the field trip.

3. As a rule, teachers are limited to 2 grades per field trip per day for the same destination for grades K-6; exceptions to this must have headmaster approval. Grades 7-12 may go as a group on field trips subject to approval of the headmaster.

4. The costs associated with field trips should not prohibit any student from participating in field trips. Teachers should be aware of special financial needs.

5. The entire cost of a field trip should be financed from parents. Cost of transportation, tickets, meals, and other incidentals must be calculated into the amount due from each student prior to the field trip. Money collected for cost of field trip is to be receipted in school office prior to the field trip.

6. Field trips are limited to one per class per year for elementary classes. These do not include field trips which may be mandated by the school administration. Secondary classes must secure headmaster permission for field trips. Secondary field trips should have broad educational value.

7. Field trips are taken by specific grades each year and are reserved for that grade by the headmaster. This avoids duplication of field trips for students year by year.

8. Siblings of class members are not to be permitted to attend any field trip.

9. The teacher has the authority to select room parents to serve as designated parent chaperones. These parent chaperones will be assigned specific responsibilities to supervise a small group of students. Other parent visitors may accompany the group in their own vehicles; these parent visitors are not considered part of the field trip. Too many parents attending a trip could be distracting to a teacher trying to focus children on an educational lesson.

10. The lead teacher for the field trip will give complete emergency information to the headmaster in case the school or parent needs to reach the group prior to return.

11. The authority for approval for field trips rests with the headmaster.

12. Children are not allowed to participate without a signed release from their parents.

13. Students not attending the field trip should have an assignment which would provide an educational value similar to the information acquired on the trip.

Note: Under no circumstances are student drivers allowed to transport other students to or from field trips.

FINANCIAL POLICIES
Faith Christian School is a school with a high emphasis on outstanding academics and a structured, safe environment with a Christian atmosphere. However, it is a tuition-based school and receives no guaranteed subsidy. As we are a small non-profit organization, our financial policies are in place to maintain financial viability. We must have these policies in place so that we can continue to provide our educational product. Without these policies the school would go out of business. Failure of our parents to keep these policies has the potential of depriving all students of this quality education. Financial decision-making and capital development is the responsibility of the headmaster who works directly under the school board in executing financial policies.

Payment of Fees and Tuition

Prior to acceptance of new children, an application fee and a registration fee must be paid. These fees are non-refundable. Current students must pay a non-refundable re-enrollment registration fee before the student is enrolled for the following year. This fee is non-refundable. Monthly payments must be made by the tenth of each month. Payments after the tenth of each month will have a delinquent penalty. Payments after the 10th of the month will have an additional $10.00 charge to be increased to $20.00 if not paid by the 20th of each month. A $10.00 fee will also be billed for each returned check. After the third returned tuition or fee check, an account will be placed on a “cash only” basis as per FCS School Board Policy. If the tuition is not paid by the last day of the month, the student will be taken off the school rolls and not allowed to attend classes [see financial delinquent policy outlined below].

DONATIONS

Faith Christian School is continually striving to improve the quality of education offered to its students. Tuition alone cannot pay all the expenses required for school improvement and capital development. In a ministry of our size and the socioeconomic group of our main constituency, we can only make capital improvements and development through funds above and beyond tuition. Therefore, contributions to the school or any part of its program are welcomed and encouraged. If you are interested in making a tax-exempt contribution, make checks payable to Faith Christian School.

FINANCIAL DELINQUENCY POLICY

1. A report on financial delinquency will be kept current in the school office at all times. This report will be presented as information to the School Board every month at its stated meeting.
2. The school office will bill every school home no later than the 3rd of every month. This bill will communicate to the parents the current status of their financial obligation and the amount due to the school no later than the 10th of every month.
3. If a tuition delinquency occurs on the 10th of any month, a late penalty is added to the account on the 11th of the month.
4. If the tuition delinquency continues, a form letter noting the deficiency will be mailed to the parents no later than the 21st of the month. This note will notify the parents that if the outstanding delinquency continues until the last of the month, all students in that family will be removed from the school. A second late fee penalty is added on the 21st of the month.
5. If the tuition delinquency continues until the end of the month, the headmaster will suspend the delinquent student from the school on the first school day of the following month until the tuition is paid. No class attendance is allowed until tuition is paid.
6. If a school family finds itself in short-term financial straits that would prevent them from eliminating their financial delinquency prior to the last day of the month, they may request a face-to-face meeting with the Headmaster to ask for a modified payment schedule. The request for this meeting must be made in writing and submitted to the headmaster no later than the 25th of the month. The meeting must occur prior to the end of the month.
7. Normally, the headmaster will not approve a modified payment schedule that would carry more than 50% of the delinquent payment over into the next month. Under no circumstances will the
headmaster approve any modified payment plan that would involve the school’s tuition not to be completely paid by the last day of April of the school year.

1. No student shall be allowed to attend classes on the first day of school unless the student’s financial account is current with no delinquency.

9. Personal or business checks are accepted as payment for tuition or other school expenses; however, if a family writes three bad (returned) checks in a school year, then the family will be placed on a cash basis for the remainder of the school year.

FIRE/EMERGENCY DRILLS

Plans for emergency drills are posted on the wall of each classroom and detailed in the school safety plan located in the faculty handbook of all staff members. When the signal for the fire drill is given, students are instructed to rise immediately and go quietly following faculty directions as posted on the drill card in each room. (See Appendix II in the back of the manual.)

FOOD

LUNCHES

At present the school does not have a lunch plan for its students. The school makes available for purchase white milk and chocolate milk. Lunches must be provided from the home. The school administration has arranged with various vendors to supply meals delivered to the school at the request of the parents. Vendors must agree to identify the meals by the child’s name and place meals in a designated place for pickup. Parents may only use approved vendors for lunches that are delivered. The parent may deliver a lunch to the school for their child.

Elementary students will have lunch in their respective classrooms. All students in grades 7-12 will have lunch in The Commons where microwaves and a vendor table will be available. Faith Christian School does not allow students to leave campus for lunch.

PARTIES AND FOOD-BASED FUND-RAISERS

Faith Christian School will not allow food prepared in a kitchen not inspected by the Calhoun County Health Department to be served to students at school. Food served to students at school must be individually wrapped and/or must be food which has been prepared under the supervision of a health department inspection.

FOOD IN CLASSROOMS

Neither food nor drink is allowed in the classroom, except during lunchtime, snack time, parties, and other special occasions. The teacher has the authority to allow food and drink at other times. However, the student will be held responsible for misuse of that privilege.

VENDING

There are vending machines on campus that distribute food and drink to students. These arrangements are made between the school and the vendor. All decision as to the availability and contents of these machines will be made by the headmaster in dealing with the vendors. Vending is not a guaranteed school service.
FUND-RAISING POLICY

AUTHORIZED FUND-RAISING ENTITIES:

1. Annual Campaign-The School Board will take the leadership in fund-raising for the needs of the school, including but not limited to: buildings, major renovation projects, endowment accounts, and major property enhancements (i.e., athletic field improvements, paving parking lots, etc.).

2. Academic Support-The Parent Teacher Fellowship (PTF) will be allowed to conduct fund-raising activities which would involve parents of all grades for the benefit of the educational program of the school. The PTF leadership must have headmaster approval prior to any fund-raising. The projects approved will be designated for specific school needs. Examples of fund-raising allowed for the PTF include, but are not limited to, the following: auctions, yard sales, special dinners, special sale of items by parents, other sales approved by the headmaster. The use of students to go door-to-door to sell items is prohibited.

3. Fund-raising sales by students-These will be allowed with headmaster approval for clubs, student organizations, and special needs. Usually this will be limited to high school students; however, there may be occasions when the Headmaster will allow all students to raise funds for specific needs such as Christmas stockings for needy children, etc. School-wide events such as Faculty/Student volleyball games, animal shows, etc. which raise funds for school needs will be allowed with headmaster approval.

4. Athletic Support-FADS (Faith Athletic Support and Development) is allowed to conduct fund-raising activities to be designated for the athletic program of the school. Under the direction of the headmaster and athletic director, the organization will develop funds for the continued enhancement of all athletic programs at Faith Christian School.

GENERAL GUIDELINES FOR ALL FUND-RAISING:

- No activities will be allowed which involve chance or gambling such as raffles, bingo, betting pools, etc.
- No items will be sold on consignment for the benefit of any organization except for Faith Christian School.
- All funds raised at FCS will be deposited in the school general fund account and expended by the headmaster according to proper accounting procedures.
- Students and teachers will not be allowed to disrupt class time to participate in special sales, etc.
- Students will be allowed to take communication letters home to parents to solicit parent involvement in sales.

GRADE CLASSIFICATION

A high school student is classified in a grade according to the number of credits earned.

Freshman

A student is classified as a freshman upon promotion from the 8th grade.

Sophomore

To attain sophomore status, the student must have at least 6 credits earned during the freshman year. If they are retaking 2 or more core credits during their 2nd year of high school (9th-10th) they will be assigned a 9th grade homeroom until they earn those credits.
Junior
To attain junior status, the student must have at least 13 credits earned during the freshman and sophomore years. If they are retaking 2 or more core credits during their 3rd year high school, they will assigned a 10th grade homeroom until they earn those credits.

Senior
To attain senior status, the student must have at least 19 credits earned during the freshman, sophomore, and junior years. Students will not be assigned a senior homeroom until they have all credits necessary to enter their 4th year of high school and are enrolled on-campus in all classes necessary to graduate.

GRADING
Numerical grades are recorded on permanent cumulative records. Report cards are issued four times per year for all students. Grades 1 through 8 will have a single numeric grade entered. This grade will be the average of the two semesters. Any student in grades 1-8 failing both Math and English or having three failing grades in any combination will not be promoted under any condition.

Grades 9 through 12 will have a numeric grade for each semester entered. With the final exam, the semester grade is the average of the two quarters and the exam grade calculated as 20% of the semester grade. If the student is exempt from taking the final exam, semester grades are calculated by averaging the two quarters.

Numerical grades are recorded on permanent cumulative records. Report cards are issued four times per year for all students. At the end of the year, the grade for first grade through eighth grade that is marked "Final Grade" will be recorded on the permanent cumulative record. Final grades for students in ninth through twelfth grade will be posted by semester since credit is earned by semesters.

Our grading system has been designed to give to the parent the most accurate evaluation of the child’s progress. Basically, this evaluation is made in three areas: academics, honor and character. We at Faith Christian understand that God has made each student unique in talents, understanding, maturity, personality and many other ways. Because of this, a purely academic grading system is inadequate to understand your child’s progress. Character/conduct progress is measured in much the same manner as the honor grades in that the teacher is responsible for discernment in the development in each of these areas. Any questions about the meaning of these areas should be directed to the teacher.

GRADING SCALE
Grades and other codes used in progress reports, report cards and Renweb gradebook are as follows:

<table>
<thead>
<tr>
<th>ACADEMIC GRADING:</th>
<th>90-100</th>
</tr>
</thead>
<tbody>
<tr>
<td>A – Excellent work</td>
<td>90-100</td>
</tr>
<tr>
<td>B – Above average work</td>
<td>80-89</td>
</tr>
<tr>
<td>C – Average work</td>
<td>70-79</td>
</tr>
<tr>
<td>D – Below average work</td>
<td>65-69</td>
</tr>
<tr>
<td>F – Failing</td>
<td>&lt;65</td>
</tr>
<tr>
<td>I – Incomplete</td>
<td>Designates grade is pending completion of all assignments.</td>
</tr>
</tbody>
</table>

OTHER RENWEB CODES:
P—Pending: An extension on the due date was given or work was turned in and then returned to student to complete or redo. In either case it indicates that the assignment can be turned in later for full or partial credit.

M—Missing: Assignment was never turned in. This assignment cannot be turned in and will count as a “0” in the grade book calculations.

I—Incomplete: Assignment was not graded because it was not done completely or so poorly the teacher ceased grading. It was given back to the student to redo, but no credit will be
received for the assignment. This code will also be entered if a “Pending” assignment is
never returned to the teacher. An “I” calculates as a “0” in grade calculations.
A—Absent: Student was absent on the day the assignment was due. The student must turn in the
assignment upon the beginning of class on the day they return. This code calculates as a
“0” in the grade book.

**CONDUCT GRADE**  
**DEFINITION**

- **E—Excellent**: Most Honoring Efforts
- **S—Satisfactory**: Honoring Efforts
- **N—Needs Improvement**: Little Effort (appearance on report card will disqualify a student for
  honor-based academic recognitions.)
- **U—Unsatisfactory**: Dishonoring Efforts (appearance on report card will disqualify a
  student for honor-based academic recognitions.)

The Honor/Character grades are not averaged; only academic grades go on transcripts. All areas
will be considered in school honors, awards, class officers, athletics, and other similar school activities.

**HOMEWORK**

Homework is the time students spend outside the classroom in assigned activities to practice,
reinforce or apply newly-acquired skills and knowledge and to learn necessary skills of independent study.

In the lower grades, part of the goal is to gradually prepare pre-high school students for the rigors
of 2 hours of homework a night.

Homework teaches such skills and values such preparation, enrichment, challenge,
memorization, self-motivation, responsibility, praxis, etc. and we believe that these are things mandated
by God. Students are mandated to learn as much as we are mandated to teach them.

**Recommendations for time spent on homework**

While the amount of time to be spent on homework is the primary responsibility of the classroom
teacher, we do make recommendations regarding an average appropriate amount of time. This time
should increase gradually as a child is promoted through school.

- **Grades 1 and 2**: 15 to 30 minutes (No more than two to three nights per week)
- **Grade 3**: 30 to 45 minutes
- **Grades 4 through 6**: 45 to 60 minutes (An average of ten minutes per class)
- **Grades 7 and 8**: 60 to 90 minutes
- **Grades 9 through 12**: 60 to 120 minutes

The times listed above are averages of maximum estimates on given nights. It is understood that many
nights students will not be expected to complete any homework. For example teachers are encouraged to
limit homework on Wednesday nights, weekends, and holidays. In addition, students may control the
amount of time spent on homework during the week by utilizing study halls, time provided in class, and
weekends (if necessary).

There are four types of homework

- Memorization of basic rules, algorithms, or laws so the skill becomes rote.
- Increase in skill speed, used for improving students’ abilities to apply these skills in more
  complex problem-solving.
• Deepening understanding of a concept—providing students time to read further, elaborating on a new idea and expanding their understanding.
• Preparation for the following day’s learning, such as an advance organizer or cue to increase readiness for new information.

Accepting the reality of homework and developing homework skills, will not only prepare the student to handle school without parents participation in the maturation process God demands of us all.

HARASSMENT AND BULLYING

Faith Christian High School will not tolerate any type of harassment. Harassment includes a repeated pattern of verbal or physical unwelcome, hostile, and/or offensive behavior that has the purpose or effect of substantially interfering with an individual’s right to be treated with respect.

It is defined as offensive and unwelcome conduct, serious enough to adversely affect the terms and conditions of a person’s school (workplace), which occurs because of the student’s legitimate station in life or is a form of retaliation both of which can be imputed to the school. **Faith Christian School will not tolerate harassment.**

As with any serious infraction to the Code of Conduct, students suspected of violations will be referred directly to the school administration. Using standard operating procedure, the school administration will handle the infraction through a series of graduated responses including student referral to the counselor, student conferences, detention, corporal punishment, required parent conferences, suspension and expulsion. Parents will only be involved as incidents pertain to the behavior of their child. All effort will be made to discourage any contact between parents of involved students.

MEDIA CENTERS

The Faith Christian School Media Center is housed in the East Building. The computer lab is located in the Lower Building. The purpose of each is to implement, enrich and support the Christian philosophy and educational program of the school.

In addition to these resources, the school has a laptop laboratory which allows technological media to be used directly in the classroom. Classrooms are also equipped with computers, digital computers, I-pads and other digital projection devices which allows full integration of the internet and other digital media in the classroom.

LIBRARY MEDIA CENTER

The materials in the library media center are arranged primarily by age groups (Children, Primary, Juvenile, Young Adult, and Adult) and one user group (Professional Development), which is reserved for the faculty. These materials are classified according to the Dewey Decimal System with sections for Biography and Fiction. The media center is completely computer automated. All school media is searchable within the Master Library System software and student/faculty circulation (checking-in/checking-out) is handled through the system.

One full-time librarian and a part-time aide staff the media center. Activities in the library are flexible and communication among administration, library staff, church leadership, faculty, students and parents is given high priority in order to assure good stewardship and cooperation.

MEDIA CENTER POLICIES:

The media center is available each school day as per scheduled library periods. Students in grades K-6 participate in weekly library classes and flextime is available for all classes as scheduled by classroom teachers. High school students are encouraged to use the library. The media center is also open to all users to check-out, return or renew materials and pay fines Monday through Friday from 7:35 - 8:30 a.m. and 3:00 - 3:15 p.m.
Books are normally checked out at the circulation desk for a one-week period. Books which are overdue are assessed a $0.25 fine per day per book, payable within one week after the book is returned. Overdue fines are not charged for days a student is absent from school or for days for which school was not in session. Checkout is withheld until fines are paid.

The fees for lost books will be determined by the current replacement cost plus a processing fee of $2.00. The fee should be paid within one week of receipt of the "Lost Book Form" sent home with the student. A refund (minus the processing fee of $2.00) will be given when a lost book is returned to the media center and is in usable condition as determined by the librarian.

Fees for damaged books will be assessed according to the severity of the damage and should be paid within one week of receipt of the "Damaged Book Form." All students are instructed regarding the proper care and handling of library materials.

Long-term delinquent library fines and fees for lost and damaged books will become part of the student financial records at the end of the semester; semester report cards will be held until payment is made.

Donations of materials to the library is always welcomed as a blessing from God. Donated items are evaluated according to collection development guidelines and used when appropriate.

**COMPUTER LAB**

The computer lab is governed by the Technology-use Policy of Faith Christian School and under the direct supervision of the technology coordinator. The lab is only to be used for academic purposes as prescribed by the computer lab teacher or the faculty member who assigned work on the computer.

**COMPUTER LAB POLICIES**

While the comprehensive list of technology use is found in our technology use policy, the most pertinent of those policies are listed below:

- The computers in the lab, including the access to the internet, are limited to the educational purpose of the class or visit to the lab.
- Students are not to shop online, access social websites such as Facebook and MySpace, check personal email, chat, or play online games using school computers or internet access.
- Students who access inappropriate websites will be subject to severe penalty such as suspension.
- The computers are not to be used to listen to music, download to computer or music player, or to browse for music.

**LOCKERS**

Student lockers will be issued at the beginning of the school year. These lockers are the property of Faith Christian School and are subject to search by school officials. Students are to be good stewards of the lockers they are given. They should be free of garbage and kept clean at all times.

These lockers should only be accessed by the student to whom it was assigned. Students opening the locker of another student will be subject to disciplinary action, unless permission has been expressly given by the student to whom the locker is assigned.

Lockers will be managed by the Student Government under the direction of the student government sponsor. There are a sufficient number of lockers to avoid sharing. Nothing is to be attached to a locker. Display of advertisements or pictures of tobacco products or alcoholic beverages, swimsuit-type pictures are prohibited in or on lockers. Students changing lockers without approval of the administration will be subject to disciplinary action.

Students who wish to switch lockers should contact their student government representative who will walk them through the process. The results of the change will be reported to the school office by the student government official in charge of the lockers.

Students may place a lock on their locker. A copy of the key and/or combination should be given to the school office. A copy of these may be given to the appropriate student government official.
Athletic-related equipment and clothing should not be kept in the academic lockers. The athletic locker rooms are to be maintained by the athletes and high school Physical Education students under the direction of the Physical Education teachers.

**LOST AND FOUND**

Students are encouraged to write their name in all clothing and other items brought to school. They are discouraged from bringing items of significant value. Items which are placed in *Lost and Found* will be donated to charity at the end of each nine weeks grading period.

**MEDICATION**

The Faith Christian School Board discourages the taking of medication at school during school hours by students. When it is absolutely necessary to administer prescription medication at school the conditions are as follows:

**PRESCRIPTION MEDICATION:**

- The parent must provide the school with a signed statement from the physician who prescribed the medication. The statement must name the medication, state the reason for the medication, specify the dosage, and specify time and duration that the medication will be administered. This information may be faxed to the school (256) 236-4673 fax number.

- The medication must be delivered to the school administrator or designee/teacher by the parent or guardian in the original container with the current prescription label on the container. The label must state the student’s name, physician’s name, and date, name of medication, dosage and instructions for administration. Note: this may necessitate asking the pharmacist for two bottles when the medication is given to the parents.

- The parent or physician must provide school personnel with information concerning side effects of the medication or attach the side effects sheet provided by the pharmacist.

- The parent or guardian must complete a permission statement authorizing the school administrator or designee/teacher to assist the child in taking the medication.

**NON-PRESCRIPTION MEDICATION:**

Non-prescription drugs, including aspirin, Tylenol, etc. may be administered on a limited basis provided the parent has completed a permission statement authorizing the school administrator or designee/teacher to assist the child in taking the medication. The medication must be in the original container and contain an additional label with the child's name, dosage, and time for administration. This medication must be provided by the parents; FCS will not provide any internal medication for students.

**STORAGE OF MEDICATION:**

All medication must be stored in a secure place in the teacher’s classroom (K-6th) or school guidance counselor’s office (7th-12th). All medication must be administered by school personnel only. No student should take any medication unsupervised.

**MEDICAL INFORMATION SHEET:**

A medical form from an appropriate physician containing any pertinent health information must be provided to the school by parents of children who take medication regularly.
PARENTAL INVOLVEMENT POLICY/PARENT VOLUNTEERS

Your child has been given to you by God. This places a heavy responsibility on you. Therefore our staff and faculty will be sympathetic and understanding when working with you.

According to the Bible, the parent is to assume final responsibility for the education of the child. When your child comes to school, we are helping you in this responsibility for his/her education. Our Christian school thus becomes an extension of your Christian home. Opportunities for parents and grandparents to be involved in school activities are not only provided, but are welcomed and encouraged. Volunteer assistance is needed in such areas as field trips, parties, special classroom projects, etc. A volunteer survey form will be circulated early in the school year to help determine interest and placement.

Parent Teacher Fellowship (PTF) leadership meetings will be held periodically for the benefit of the parents and school. PTF officers are appointed by the headmaster. Volunteers are always welcome to work on this important organization.

Faith Athletics Development and Support (FADS) raises money for the development of our athletic program. FADS officers are elected yearly by the membership. FADS meets on the first Monday of each month. All supporters of the Faith Christian School are always welcome to join this organization.

PARTIES – for Elementary Students only.

The school allows each elementary class to have two parties during the school year. Parents are encouraged to participate by providing supplies and food.

Public Health Department regulations require that only properly packaged food purchased from an authorized vendor be served to our students. Home-made products are not allowed for the protection of your children. No siblings may attend class parties, activities or field trips.

CHRISTMAS PARTY

Information will be sent home by each teacher regarding the guidelines for the party and request for food/drinks to be brought in for the party. The following are general guidelines for all teachers: Special emphasis will be given to the incarnation of Christ in devotions, Bible time, bulletin boards, songs, etc. Teachers will refer the child’s questions concerning Santa Claus to the child’s parents. Each class will participate in a special program with emphasis on Christ’s Incarnation. Each class usually has an opportunity to provide assistance to others during the Thanksgiving/Christmas season.

EASTER PARTY

Same as Christmas with special emphasis on the Crucifixion and Resurrection of Christ.

TREAT TIME

There are selected “Treat Times” that teachers may call upon parents to provide special treats to celebrate specific days. Example: Valentine’s Day, Thanksgiving Day, Special Curriculum Emphasis (Johnny Appleseed Day), Last day of School. (Because of the highly volatile nature of differing opinions of the nature of All Hallows Eve or Halloween, we will not have “Treat Times” that reference the term Halloween.) “Treat Times” are generally supervised by the teacher without parental presence. These events are short in duration and may not be broadened to “party” status.

BIRTHDAY REFRESHMENTS AT SCHOOL:

These are not “birthday parties”; this is refreshment time only. Refreshments may be shared during snack time or lunch for elementary students (grades K-6 only). Notification to the teacher must be given two days prior to the refreshments. Public Health Department regulations require that only properly packaged food purchased from an authorized vendor be served to our students. Home-made products are not allowed for the protection of your children.
BIRTHDAY PARTY INVITATION AND BIRTHDAY ACTIVITIES ON CAMPUS POLICY:

We are always excited to know that a parent will want to invite their child’s classmates to a birthday party at their home or at another location. This is a good way to build strong relationships in a grade level and to teach children Christian attitudes and hospitality (1 Peter 4:9). We have found over the years that this works best with much thought given to the way in which these invitations are handled.

As always, remember to consider that whatever happens at school is noticed by all students and feelings can be hurt easily if some receive invitations and others do not or if some child gets a special consideration that cannot or will not be forthcoming from their parents. We ask that parents adhere to the following guidelines regarding birthdays and other parties:

1. If invitations are to be distributed at school, then it is acceptable to provide invitations to all students in a class or grade.
2. If invitations are to be distributed at school, then it is acceptable to provide invitations to all students of one gender or other in a class or grade.
3. We have found that children compare things and sometimes want to make their party better than the ones before them. Because of this, we ask that no special arrangements be made that involve the school except for the refreshments at break or lunchtime. Please do not deliver items to the school for your child on a special occasion that might cause a distraction from learning. Examples include: balloons, flowers, piñatas, clowns, etc.

PASSES FOR BEING OUT OF CLASS

The school must know where your student is at all times. If it is necessary for a student to be somewhere other than their assigned location, the teacher should issue a pass to that student that indicates the destination. If the destination is something other than the office, car, locker, bathroom or counselor’s office, the note should indicate destination, duration of stay, and have the signature of the responsible teacher.

A student found in the building or on the grounds without a pass, in a location other than specified on a pass, or off the most direct route to the class or destination will face disciplinary action.

PICTURES

School day pictures are made during the school year and are available for purchase. All students will have their pictures made in order to be included in the school yearbook. Special pictures of athletic teams and seniors will be made available for purchase during the school year.

PREGNANCY POLICY FOR FAITH CHRISTIAN SCHOOL

1. Upon verification, the male and/or female student will be required to withdraw from Faith Christian School.
2. Counseling with a crisis pregnancy organization, their local church, or the Faith Presbyterian Church
(if they have no local church home) will be offered and provided if desired.

3. Efforts will be made for the student(s) to enter some type of program (such as the public school homebound program) to resume or continue their education. Dependent upon the grade level in which this occurs, tutoring may be offered that can apply toward a Faith Christian School diploma (for example, late in a student’s senior year). Tuition fees will remain a requirement during this period of tutorial work.

4. If the school offers the academic option, valid credits from school-approved tutoring or other approved sources will be accepted toward a diploma at Faith Christian School if the student desires, and in accordance with state and SACS guidelines. Tuition will be paid accordingly during participation in this option.

5. No students who fall under this policy will be allowed to participate in the graduation ceremony; however, the student(s) will be acknowledged as having completed their diploma requirements.

6. All of the cooperative assistance offered above (items 2-5) is based upon the assumption that the student(s) show(s) a repentant spirit for the act of sin involved. If no repentance is displayed, the student(s) will be required to withdraw without the above assistance provided.

7. Continued love, help and support will be offered to any student who is required to withdraw from Faith Christian School due to pregnancy. For the benefit of the student body, no student (male or female) required to withdraw for this reason will be allowed to return to Faith Christian School as a student.

TEACHER CONFERENCES

The purpose of teacher conferences is to communicate progress in each area of learning. To make an appointment with your child’s teacher at any time, call the school office and leave a message to have the teacher call you. Teachers will gladly discuss your child’s progress. All of our teachers are available for parent conferences by appointment. Call the school at (256) 236-4499 to make an appointment as needed. Teachers are encouraged to schedule the conference so that an administrator or counselor may be present when possible.

Each fall and spring, Faith holds a Parent-Conference Day for students in grades PK through 6 at the end of the first and third nine weeks period for all parents. We ask parents to set aside time to meet on these days to talk with your child's teacher or teachers. This is the most effective means of accurately communicating to the parents the progress of their child. Parents are encouraged to attend all such meetings and support the activities of this organization. A spirit of friendliness and cooperation among parents and teachers helps to provide a better learning and growing environment for children.

While less formal communication such as phone conferences or e-mails is an acceptable and convenient communication, we ask that you please avoid calling teachers at their homes unless there is an emergency. Teachers have been asked to not receive texts or phone calls during instructional time. Please leave a message for the teacher and they will contact you at the end of instructional periods. If you have an emergency during the school day, please contact the teacher through the school office.

POLICY FOR FINANCIAL ASSISTANCE

1. All scholarships are based on financial need and/or families who are considered “in the ministry” such as pastors and missionaries. No scholarships are given for academic merit, athletic involvement, or special endorsement.

2. All applications for financial scholarships must be submitted on the forms designated by the headmaster no later than March 15th. Applications must be accompanied with copies of the 1040 tax forms for two previous years. FCS uses an outside agency to determine greatest need; these forms are available from the school office and must be submitted by March 15th.

3. Applications will not be considered unless the re-enrollment fee or enrollment fee has been paid. The re-enrollment or enrollment fee for scholarship applicants will be held by the headmaster (if requested) until the scholarship has been awarded and accepted.
Applications will not be considered by the school board scholarship committee if there is any existing financial delinquency on the school account.

Application considerations by the scholarship committee, which will be appointed at the February school board meeting, will be conducted March 15th-30th by the scholarship committee.

Scholarship awards will be presented for consideration and confirmation at the School Board meeting in April.

Scholarship awards will be communicated via letter by the headmaster no later than the last day of April.

The process for financial scholarship application and award will adhere to these time parameters in subsequent school years. Total amount to be awarded may vary from year to year with amount to be set by the school board at the February meeting.

Financial delinquency exceeding 30 days at any time during the school year will result in immediate forfeiture of the scholarship award. Financial delinquency will then lead to removal of the student(s) from the school.

New student applicants after March 15 will be considered for scholarships at the discretion of the scholarship committee contingent upon the availability of funds.

**SCHOOL BRANDING-Mascot, colors and crest**

The school mascot is the lion named Leo. The school colors are green, gold and black. The use of school colors, school name, school crest, and the lion head must only be with school permission and according to the school board approved designs and brands. Any additional colors, crests, or designs used in association with Faith Christian School should only be used with the expressed permission of the Faith Christian School administration and/or school board.

**SCHOOL HOURS**

**SCHOOL OFFICE HOURS:**

The school office will be open from 7:15-3:30 on all school days. The school office is not open on the weekend or on holidays. During the summer, the office will be open from 8:00-3:00 Monday through Thursday. The office will not be open on weekends, and holidays.

**ARRIVAL**

All students arriving prior to 7:30 should unload at the gym. Students in grades one through six should unload at the Main Building after 7:30. All kindergarten students should unload by the gym (at the Kindergarten entrance). Senior students who drive to school should use the lane nearest the creek and park in the student parking lot located directly west of the gym. Junior and sophomore students should park in the Choccolocco parking lot.

Grades 7 through 12 should arrive between 7:15 and 7:30. The tardy bell for grades 7 through 12 rings at 7:30 a.m. Grades K through 6 should arrive between 7:15 a.m. and 7:45 a.m. The tardy bell for grades K through 6 rings at 7:45 a.m. High school students who arrive on campus prior to 7:25 should report to the gym. Elementary students who report to school prior to 7:35 a.m. should report to the gym.

No student should be on campus prior to 7:15 a.m. There will be no one on campus assigned to supervise students prior to 7:15 a.m.

**DISMISSAL**

Grades 1 through 5 will dismiss at 2:50 p.m. and should be picked up by 3:05 p.m. Students not picked up by 3:05 p.m. will be placed in afterschool care. They should be picked up in front of the Main
Building by 3:25 p.m. Grades 6 through 12 will dismiss at 3:05 p.m. and should be picked up by 3:25 p.m. Elementary siblings of students in grades 6 through 12 students will be held until the 3:05 p.m. bell with their teacher and then released to the pickup point for their older siblings. High school students and their siblings not picked-up by 3:25 p.m. will be released to after-school care, for which the parent will incur a fee. All students and their siblings in grades 6 through 12 will be picked up in front of the gym.

DAY CARE

Afterschool daycare is provided as a service to parents of Faith Christian School for a reasonable fee. Both programs are conducted in the East Building. Morning Daycare lasts from 6:45 a.m. to 7:15 a.m. At 7:15 a.m. kindergarten students are escorted to their classrooms and all other students go to Early Bird in the gym. Afterschool Daycare is provided from 2:45 p.m. until 5:30 p.m. For more information, contact the FCS office.

GYM

The gym is under the direct authority of the Athletic Director. It is considered a classroom and is not open to the public. Anyone who is not a student must check in at the office before entering. In addition to school hours, the gym is open during practice times. Practice times will be published at the beginning of the summer and overseen by the Athletic Director. We ask that coaches and parents work together to follow scheduled practice times.

LORD’S DAY

There will be no school activity on the campus on the LORD’S Day. Any use of the school facilities on the LORD’S Day must be approved by Faith Presbyterian Church. This includes the use of the fields or gym.

STUDENT RECORDS

Faith Christian High School will maintain on file in the school office a permanent cumulative record with information on each pupil enrolled. Students’ names and addresses, phone numbers, and parent names are declared as directory information. Should a student transfer to another school, a copy of the student’s record will be mailed at the request of that school if the student’s financial account is current and not delinquent. Student records will be held until all financial obligations are clear for Faith Christian School. Parents or students are welcome to view the contents of the permanent cumulative record by scheduling an appointment with the guidance counselor or the headmaster.

TEACHERS

Teachers at Faith Christian School are selected from fully-qualified personnel who exemplify Christian character and personality. All teachers at Faith Christian School hold college degrees in their respective subject areas and are committed to their profession as their gift from God. Our faculty and staff meet the requirements of the Southern Association of Colleges and Schools.

TEXTBOOKS

ELEMENTARY

Elementary textbooks are provided by the school. They are considered school property and the families are expected to be good stewards of those items entrusted to them. The books are to be returned at
at the end of the year. Books that receive undue damage over the school year will need to be replaced by the family. Consumable workbooks may be kept by the family.

**HIGH SCHOOL**

Most high school textbooks are not provided by the school. Students must have all necessary books for their classes on their first day of school, unless there are extenuating circumstances with administrative approval. A list of required textbooks is published at the beginning of the summer prior to the school year. The majority of books in the Bible curriculum are provided by the school. The school will act as a consultant to help parents locate venues to purchase new or used copies of the textbooks. It is highly recommended that parents interested in used textbooks contact other families who had students in the grades their student is entering. Family contact information can be found in the school directory at the end of this handbook. The school will host an electronic book exchange using our Facebook account during the summer for parents/students who would like to utilize this source of books.

**TELEPHONE USE-SEE ALSO CELL PHONE USE POLICY**

Students will not be called out of class to answer the telephone except in an emergency. Students may not use telephones at school without specific approval by faculty or staff.

**TRANSFER OR WITHDRAWAL FROM SCHOOL**

If it is necessary to withdraw from school or transfer to another school, the parents or guardian must sign a release form for the transcript. The student is expected to turn in school property including textbooks, library books, uniforms and athletic equipment. Items not turned in will be charged to the account and will be part of the financial obligations mentioned below.

A withdrawal card will be issued in the office which is to be signed by all the student’s teachers, the librarian and guidance counselor. The signed card must be returned to the office. All your grades and other information will be inaccessible for other schools or job recommendations unless you clear your record completely, including financial obligations.

Any withdrawal will require fulfillment of the Financial Agreement guidelines signed at the first of the school year. A copy of this agreement is printed below this paragraph. In order to be relieved of this requirement of the Faith Christian School Board, the parent must present a written request to the headmaster for waiver of future financial obligations. The request must state the extreme reason for waiver. The decision of the headmaster may be appealed to the chairman of the school board. Appeal at this level is not automatically granted; cause must be shown as to why the Headmaster’s decision was inappropriate. The appeal must go through the Headmaster not around him. Any parent moving more than 25 miles from Faith Christian school may ask for and receive an automatic waiver of future tuition. Please note that student records will not be released for any student who has a delinquent tuition or other cost to the school.

**FINANCIAL COMMITMENT**

Faith Christian School asks for a financial commitment for those who enroll or re-enroll for next year. Enrollment or re-enrollment is a commitment from the parents to pay for one semester tuition even if the child withdraws prior to the first day of school of the next school year. The rationale for this is as follows:
1. The school/church takes commitments very seriously. Commitments are like covenants which bind two parties together. As Christians, we should honor our word just as Christ honors His word to us.

2. The school commits to the parents to provide a full year of education for the anticipated tuition payments. The school is committed to be here for the child and plans each year’s budget based on the enrollment numbers.

3. The school depends on tuition payments to pay expenses. Expenses for the school include salaries for teachers, administrators, secretaries, librarian, guidance counselor, library aide, computer aide, custodians, maintenance person, and coaches. Expenses also include various contracts for copiers, computer maintenance, and software updates, as well as supplies, testing, textbooks and many more items in the school budget. The school budget is based on the commitments of the parents to send their child to the school. Once contractual relationships are made, the school cannot undo these contracts.

4. Please note that the school loses one semester of tuition should a child be enrolled and then not attend because only one semester of tuition is required to be paid. The second semester tuition is lost to the school and impacts the budget.

5. Parents should take very seriously the signature to enroll the child. Parents should wait until they are very sure that the child will attend before they enroll.

6. The enrollment commitment does guarantee that a slot will be held for the child and the school makes that commitment to the parents. If the child does not come the next school year, it is not a simple matter of saying that the school has plenty of time to “fill that slot”. Even if another child enrolls in that grade, the school still loses the anticipated full year tuition income from your child who does not attend. The school would never call a parent and say that the enrolled child cannot come because the school has decided to decrease the number in a particular grade or some other reason and that the parent has plenty of time to find another schools.

STUDENT DRIVERS

Each student vehicle driven to school must be registered in the office with the proper registration form to be signed by the student driver and parent. Cars and drivers must meet State of Alabama requirements in regard to licensing and insurance. This includes faculty children. Students who do not have a license or permit are not allowed to drive on school campus under any circumstance. Students who have only a driver’s permit must have their parent with them if they drive on campus. This applies whether school is in session or not.

When the student driver arrives on the school grounds, he/she is to collect the materials needed for the day from the car/truck and leave the parking area until the close of the school day. Students may not go back to the student parking lot during the day without permission from an administrator.

All student vehicles are subject to search with reasonable suspicion and all items are subject to seizure if they violate school policy.

Students must operate their vehicles in accordance with state and local laws and obey common rules of courtesy and consideration of others.

Students who drive recklessly, drive too fast, play music too loudly, drive while using their cell phone, cause an accident, strike a pedestrian, or carries an unauthorized student with them will be subject to immediate loss of driving privileges and may be detained until a parent can come and pick them up.

The administration has the right to revoke student-parking privileges if it is deemed that the student is operating a vehicle in an unsafe manner or that the continued operation of the vehicle would be a safety hazard to others.
# Faith Christian High School

## GENERAL DIPLOMA - Classes of 2016 and 2017

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Language Arts</strong></td>
<td>4 credits required</td>
</tr>
<tr>
<td>English 9</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 10</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 11</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 12</td>
<td>1 required credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Mathematics</strong></th>
<th>4 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I (9th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Geometry (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Algebra II (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>*Approved Math Elective (12th grade)</td>
<td>1 required credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Science</strong></th>
<th>4 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology (9th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Physical Science (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>*Approved Life or Physical Science (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>+Anatomy (12th grade)</td>
<td>1 required credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Social Studies</strong></th>
<th>4 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>World History since 1500 (9th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>U. S. History: Beginning to 1900 (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>U. S. History: 1900 to Present (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>(AP or Dual Enrollment History may substitute for 1 credit)</td>
<td></td>
</tr>
<tr>
<td>U.S. Government – 1 semester (12th grade)</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Economics – 1 semester (12th grade)</td>
<td>.5 required credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Bible</strong></th>
<th>4 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible 9</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Bible 10</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Bible 11</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Bible 12</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Life Application/Service Ministry – 11th &amp; 12th grades</td>
<td>1 credit each year allowed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Required Electives</strong></th>
<th>6 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Physical Education</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Fine Arts: Choral Music, Art, Speech/Drama</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Health</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Other Electives</td>
<td>4 required for 26 credits</td>
</tr>
</tbody>
</table>
**Other Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th Grade Honor Choir Credit</td>
<td>1</td>
<td>must meet criteria</td>
</tr>
<tr>
<td>Physical Education</td>
<td>.5</td>
<td>max 1 credit per a year</td>
</tr>
<tr>
<td>Journalism (By teacher recommendation)</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Choral Music</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Debate</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Speech</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Creative writing</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Bible as Literature</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Life Application/Service Ministry - 11th &amp; 12th grades</td>
<td>.5</td>
<td>max 1 credit per year</td>
</tr>
<tr>
<td>Approved On-line Course through Faith Christian School</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Dual Enrollment Electives (Faith Campus or College Campus)*</td>
<td>.5</td>
<td>per semester</td>
</tr>
</tbody>
</table>

**Total credits required for graduation**  **26**

* Headmaster must approve these courses prior to granting credit for graduation.
## Faith Christian High School

### GENERAL DIPLOMA - Classes of 2018

#### English Language Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 10</td>
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<tr>
<td>English 12</td>
<td>1 required credit</td>
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#### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
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<tbody>
<tr>
<td>Algebra I (9th grade)</td>
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<td>*Approved Math Elective (12th grade)</td>
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#### Science

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<tr>
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<tbody>
<tr>
<td>Biology (9th grade)</td>
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#### Social Studies

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<th>Course</th>
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<tbody>
<tr>
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<td>1 required credit</td>
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#### Bible

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#### Required Electives

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<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language</td>
<td>2 required credit</td>
</tr>
<tr>
<td>Physical Education</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Fine Arts: Choral Music, Art, Speech/Drama</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Health</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Other Electives</td>
<td>2 required for 26 credits</td>
</tr>
</tbody>
</table>

### Other Electives
12th Grade Honor Choir Credit 1 must meet criteria
Physical Education .5 max 1 credit per a year
Journalism (By teacher recommendation) .5 per semester
Choral Music .5 per semester
Debate .5 per semester
Speech .5 per semester
Creative writing .5 per semester
Bible as Literature .5 per semester
Life Application/Service Ministry - 11th & 12th grades .5 max 1 credit per year
Approved On-line Course through Faith Christian School .5 per semester
Dual Enrollment Electives (Faith Campus or College Campus)* .5 per semester

**Total credits required for graduation** 26

* Headmaster must approve these courses prior to granting credit for graduation.
## Faith Christian High School

### ADVANCED DIPLOMA - Classes of 2016 and 2017

#### Language Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9</td>
<td>1 required credit</td>
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<td>English 10</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 11</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 12 or AP English</td>
<td>1 required credit</td>
</tr>
</tbody>
</table>

#### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I or Geometry (9th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Geometry or Algebra II (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Pre-calculus or Algebra II (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Pre-calculus or Calculus (12th grade)</td>
<td>1 required credit</td>
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#### Science

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Biology (9th grade)</td>
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<tr>
<td>Physical Science (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Chemistry (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Anatomy or Physics (12th grade)</td>
<td>1 required credit</td>
</tr>
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#### Social Studies

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<td>1 required credit</td>
</tr>
<tr>
<td>U. S. History: 1900 to Present (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>[AP or D.E. U. S. History may be taken in 11th grade for 1 credit]</td>
<td></td>
</tr>
<tr>
<td>U.S. Government – 1st semester (12th grade)</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Economics – 2nd semester (12th grade)</td>
<td>.5 required credit</td>
</tr>
</tbody>
</table>

#### Bible/Ministry*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible 9</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Bible 10</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Bible 11</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Bible 12</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Life Application/Service Ministry – 11th &amp; 12th grades</td>
<td>1 credit each year allowed.</td>
</tr>
</tbody>
</table>

#### Required Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Fine Arts: Choral Music, Art, Speech/Drama</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Foreign Language (2 credits must be in the same language)</td>
<td>2 required credits</td>
</tr>
<tr>
<td>Health</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Other electives</td>
<td>1 required for 26 credits</td>
</tr>
</tbody>
</table>
Other Electives | 1 credits required
--- | ---
Senior Class Honor Choir Credit | 1 must meet criteria
Physical Education | .5 max 1 credit per year
Journalism (By teacher recommendation) | .5 per semester
Choral Music | .5 per semester
Drama | .5 per semester
Speech | .5 per semester
Creative Writing | .5 per semester
Bible as Literature | .5 per semester
Approved On-line Course through Faith Christian School | .5 per semester
Dual Enrollment Electives (Faith Campus or College Campus) | .5 per semester

Total credits required for graduation | 26

**Advanced Diploma** is awarded for earning at least 26 credits, which include all required subjects and Chemistry, Physics/Anatomy, Algebra II, Advanced Math, and two credits of foreign language. Foreign Language must be two years of the same language.

**Advanced Diploma with Honors** is awarded for earning an Advanced Diploma while maintaining a grade while maintaining a grade average of 90% or above in all eight semesters of an Advanced Academic track.

**General Academic Diploma** is available only by the recommendation of the headmaster with an Individual Graduation Plan approved by the parents and student. The Plan must include all required subjects with a total of four credits in Bible, math, science, social studies, and English.
# Faith Christian High School

## ADVANCED DIPLOMA - Classes of 2018 and 2019

### Language Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 10</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 11 or DE English</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 12 or AP English</td>
<td>1 required credit</td>
</tr>
</tbody>
</table>

### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I or Geometry (9th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Geometry or Algebra II (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Pre-calculus or Algebra II (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Pre-calculus or Calculus (12th grade)</td>
<td>1 required credit</td>
</tr>
</tbody>
</table>

### Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology (9th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Physical Science (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Chemistry (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Anatomy or Physics (12th grade)</td>
<td>1 required credit</td>
</tr>
</tbody>
</table>

### Social Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>World History since 1500 (9th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>U. S. History: Beginning to 1900 (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>U. S. History: 1900 to Present (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>(AP or D.E. U. S. History may be taken in 11th grade for 1 credit)</td>
<td></td>
</tr>
<tr>
<td>U.S. Government (12th grade)</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>(DE Political Science may be taken for 12th grade Government for .5 credit)</td>
<td></td>
</tr>
<tr>
<td>Economics (12th grade)</td>
<td>.5 required credit</td>
</tr>
</tbody>
</table>

### Bible/Ministry*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible 9</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Bible 10</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Bible 11</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Bible 12</td>
<td>1 required credit</td>
</tr>
</tbody>
</table>
| Life Application/Service Ministry - 11th & 12th grades | 1 credit each year allowed.

### Required Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education</td>
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</tr>
<tr>
<td>Fine Arts: Choral Music, Art, Speech/Drama</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Foreign Language (2 credits must be in the same language)</td>
<td>2 required credits</td>
</tr>
<tr>
<td>Health</td>
<td>.5 required credit</td>
</tr>
</tbody>
</table>
Other electives 1 required for 26 credits

<table>
<thead>
<tr>
<th>Other Electives</th>
<th>1 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Class Honor Choir Credit</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
<td>.5</td>
</tr>
<tr>
<td>Journalism (By teacher recommendation)</td>
<td>.5</td>
</tr>
<tr>
<td>Choral Music</td>
<td>.5</td>
</tr>
<tr>
<td>Drama</td>
<td>.5</td>
</tr>
<tr>
<td>Speech</td>
<td>.5</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>.5</td>
</tr>
<tr>
<td>Bible as Literature</td>
<td>.5</td>
</tr>
<tr>
<td>Approved On-line Course through Faith Christian School</td>
<td>.5</td>
</tr>
<tr>
<td>Dual Enrollment Electives (Faith Campus or College Campus)</td>
<td>.5</td>
</tr>
</tbody>
</table>

Total credits required for graduation 27

**Advanced Diploma** is awarded for earning at least 26 credits, which include all required subjects and Chemistry, Physics/Anatomy, Algebra II, Advanced Math, and two credits of foreign language. Foreign Language must be two years of the same language.

**Advanced Diploma with Honors** is awarded for earning an Advanced Diploma while maintaining a grade average of 90% or above in all eight semesters of an Advanced Academic track. Students must also take at least four weighted courses as a part of the Advanced Academic track.

**General Academic Diploma** is available only by the recommendation of the headmaster with an Individual Graduation Plan approved by the parents and student. The Plan must include all required subjects with a total of four credits in Bible, math, science, social studies, and English.
# Faith Christian High School

## PLANNING GUIDE FOR GRADUATION (Grades 9-12)

Program of studies planned for: ____________________________ Grade: ____

<table>
<thead>
<tr>
<th>English Language Arts</th>
<th>Credit</th>
<th>Year Earned</th>
<th>Credit Earned</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 10</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 11</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 12</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>AP English 12</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech/Drama</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Journalism (Yearbook/newspaper)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Mathematics                                   |        |             |               |      |
| Algebra I (8th grade)                         | 0      |             |               |      |
| Algebra I (9th grade)                         | 1      |             |               |      |
| Geometry                                      | 1      |             |               |      |
| Algebra II                                    | 1      |             |               |      |
| Advanced Math                                 | 1      |             |               |      |
| Calculus or Dual Enrollment Math              | 1      |             |               |      |

| Science                                       |        |             |               |      |
| Biology                                       | 1      |             |               |      |
| Physical Science                              | 1      |             |               |      |
| Chemistry (11th grade)                        | 1      |             |               |      |
| Physics (12th grade)                          | 1      |             |               |      |
| Anatomy and Physiology'                       | 1      |             |               |      |

| Social Studies                                |        |             |               |      |
| World History since 1500 (9th grade)          | 1      |             |               |      |
| U.S. History beginning to 1900 (10th grade)   | 1      |             |               |      |
| U. S. History 1900 to present (11th grade)    | 1      |             |               |      |
| AP History-II                                 |        |             |               |      |
| Dual Enrollment History for 11th grade        | 1      |             |               |      |
| U.S. Government 1st semester (12th grade)     | .5     |             |               |      |
| Economics 2nd semester (12th grade)           | .5     |             |               |      |

Subtotals for this page:
<table>
<thead>
<tr>
<th>*Bible/Ministry</th>
<th>Credit</th>
<th>Year Earned</th>
<th>Credit Earned</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible 9</td>
<td>1</td>
<td></td>
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<tr>
<td>Bible 10</td>
<td>1</td>
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</tr>
<tr>
<td>Bible 11</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bible 12</td>
<td>1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Bible 11/Ministry Project</td>
<td>1</td>
<td></td>
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</tr>
<tr>
<td>Bible 12/Ministry Project</td>
<td>1</td>
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</table>

<table>
<thead>
<tr>
<th>Physical Education</th>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education 9</td>
<td>.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Education 10</td>
<td>1</td>
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<tr>
<td>Physical Education 11</td>
<td>1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Physical Education 12</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health* (9th grade)</td>
<td>.5</td>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fine Arts *</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Choir (9&lt;sup&gt;TH&lt;/sup&gt;, 10&lt;sup&gt;TH&lt;/sup&gt;, 11&lt;sup&gt;TH&lt;/sup&gt;, 12&lt;sup&gt;TH&lt;/sup&gt;)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Honor Choir Credit</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Art (1 or 2 semesters)</td>
<td>.5 or 1</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Foreign Language#</th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish I</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish II</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish III</td>
<td>1</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Spanish IV</td>
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</tr>
<tr>
<td>Additional Foreign Language</td>
<td>1</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Electives</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives (Faith Campus or College Campus)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Page 2/2** Totals of both pages: (must equal 28 for all diplomas)

Date this plan developed: ___________
Diploma Track: _______________________

Parent(s)/` Signature(s): _______________________________________________