



Faith Christian School:  
Educating for Today, Tomorrow  
and Eternity.

“But he who unites himself with the LORD is one with Him in Spirit.” I Corinthians 6:17



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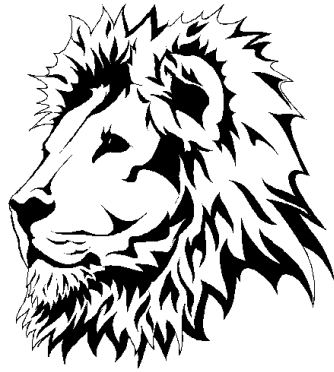
Teacher, Parent and Student Directory can be found at the end of this Handbook

## WELCOME TO FAITH CHRISTIAN SCHOOL (K-12)

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The faculty, staff, administration and School Board of Faith Christian School happily extend their greetings to you, the parents and students. It is by the rich mercies of God that we can provide for your child an education that is truly excellent. Faith offers education that helps your child grasp the truth of God's Word when it says... "that He Himself (Christ) might come to have first place in everything." Our aim is to help each student to subject his/her thinking to the Word of God in all academic areas: everything from the colors of the rainbow to the anthologies of English Literature. As it has been put, "if God is not behind every fact in the universe, then there is no unity to the child's education or the world in which he is to live." You have come to a school that takes this aim very seriously and prays daily for your child to grow in true wisdom and understanding.

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 administration of its educational policies and other school-administered programs. Read and refer to it 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.



# AUGUSTUS LEONIDUS MAXIMUS

“EDUCATIO AD AETERNUM”

## LETTER FROM THE HEADMASTER

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August 18, 2011

Dear Faith Students and Parents:

In a time of economic scarcity, when schools, businesses and communities are struggling, the LORD has seen fit allow us to continue for another year. We were almost immediately faced with lower enrollment as I began to plan for this year. I feared we would have to dilute the quality of education because of the economic challenges that set before us. There were nights of struggling to have faith in the LORD's provision. If I really believed that quality Christian education is our calling, how could I make that evident in my decisions when it seemed like we did not have all the resources? That battle has been fought and my hope renewed. The very fact that I am even writing this letter is evidence of the LORD's provision.

Far from being diluted, the quality of education, I believe, has been improved. The LORD has seen fit to provide us with an Athletic Director, a Spanish teacher, a quality substitute for Mrs. Brandon and our two Lead Teachers have willingly returned. Mrs. Griselda Taylor is taking over the Spanish program. Our hope is to even offer a conversational Spanish III class over the next three years. Mrs. Pope is teaching 4<sup>th</sup> grade in Mrs. Brandon's absence and it is our intention and hope to keep her on in the coming years, even with Mrs. Brandon's return. Mrs. Palmer is our Athletic Director is bringing sanity, order and expertise to our athletic program. Mrs. Fitzgerald and Mrs. Turley will head up our school divisions once again. Praise the LORD!

The Student Government, headed by the Great Council, continues to function in a mature, respectful and beneficial manner. They take themselves seriously and expect to be taken seriously, an expectation that they have earned and seem intent on maintaining. I have thoroughly enjoyed working with them and watching them lead this school. The theme and verse for this year is largely their idea as will the ensuing application in the months to come.

We have determined some points of school improvement ranging from school spirit and student life-skills to professional development and institutional competency. One of the things that you will notice in this handbook is a renewed emphasis on student responsibility, parent accountability, institutional focus on education that takes place outside of the classroom or topic. Among the most prominent changes is an increased burden on the student to communicate with their parents, improved parental reporting for absences, little or no tolerance for tardiness, cell phones, dress code violations and disrespect to the office of educators. These are essentially upper school changes. In the lower school, expect improvement in absence reporting, feedback and assessment, clarification of institutional and parental roles, and, I am excited to say, I will be more visible and involved in the lower school this year.

As we wrap up the current phase of the building project this September, we will most likely be turning our attention to our athletic fields. The sports that use those facilities have excelled to the point where the inadequacies of the facilities have become a hindrance to further improvement. It has quickly become apparent that the construction of adequate facilities will require much more than we had originally anticipated. I hope that all the families, even in the lower school will give some attention to these efforts as the whole school always benefits from our upper school athletics.

Words cannot express how excited I am about this school year. Often the gravity and responsibility of my office is heavy in my thoughts and its weight is what you see in the furrow of my brow. Unfortunately, my joy is hidden in my heart and my sobriety worn on my face. I hope one day that my sobriety may be hidden in my heart so that my joy may be seen on my face.

May God bless you and keep you. May He make His face to shine upon you and give you peace.

| Mr.                      Todt: \_\_\_\_\_ Headmaster,                      FCS

# School Board

## Membership 2011-2012

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 Session of Faith Presbyterian Church and operated by a headmaster. The function of the FCS School Board is the creation of school policy and oversight of the Headmaster who implements that policy and operates the school. The 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 opinions. Please place suggestions in writing and submit to the Headmaster.

### **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 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	Rev. Rick Searle, Pastor
Member	Mr. Roger Sawyer, Vice-Chairman
Member	Mr. Steve Knotts
Member	Ms. Suzan Freeman
Member	Mr. Vince Mattox
Member	Mrs. Debbie Davis
Member	Dr. Jay Walker, Secretary
Member	Mr. Sonny Weaver
Member	Mrs. Maggie McDaniel

Faith Christian School is a ministry of Faith Presbyterian Church of Anniston, AL. Its purpose is to give the youth of the church and the vicinity quality instruction in subjects usually taught in public schools, together with specific Bible instruction and Christian Standards for life. It is a board-operated school, accredited by SACS and a member of ACSI. The school participates in AHSAA and Calhoun County athletics. The pastor of FPC is Rev. Rick Searle. The Chairman of the Board is Dr. Boyce Callahan. The Headmaster of FCS is Mr. Ryan Todt.

“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

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*This section of the handbook covers the major revisions to the handbook. If you read last year's handbook, it will only be necessary to read this section and the sections to which they refer to for this year. It is divided by themes, not by topic, so that you understand why there was a change in these guidelines.*

### Safety

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#### *Visitors to Campus*

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This year, we will be much more deliberate about who comes on our campus and making sure that our visitors carry the proper credentials. With the events of the past two years, it has become apparent that we must improve vigilance in this area. Any visitor to campus must first come to the school office during school hours. A visitor is anyone who is not an employee of the church or school or a student of the school. Regular volunteers, vendors, parents, relatives and friends of students are all considered visitors and must come first to the office when they come on campus **for any reason**. In the past we have not been firm on this rule when it came to parents popping in to drop off lunches, missing clothes, etc. We will have to do that this year. If you have been in the habit of stopping on campus to speak with your child or go to their classroom without first going to the office, we are going to have to ask that you begin to do so.

#### *Signing In*

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It has always been our policy that parents must sign their student in when they are dropping them off at school after the school day has started. We have not insisted on this in the past few years. This is no longer acceptable and we cannot afford to continue to allow students to be unaccounted for and by allowing them to sign in without the responsible adult present. The student is unsupervised and unaccounted for when they leave the car and hopefully arrive at the office. There is no way for us to know how long that student has been on campus and we have not known about it nor is there a way for the parent to know if they have gone directly to the office. (Because student drivers are under a separate arrangement, there is a separate arrangement for their sign-in procedure).

#### *Signing Out*

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The person who is transporting a student away from school before dismissal time must sign that student out. We will not allow a student to leave campus without physically seeing the person who will be taking them. The students (Student drivers fall under a different arrangement) will not be allowed to sign themselves out if they are being picked up. There are too many issues with custody arrangements and communication with the office for us to allow students to leave under any other circumstance.

The consequence for leaving campus without signing out will be a minimum of one suspension day. Not "signing-out" significantly effects all the members of our community. To do otherwise puts the school at a level of risk we are no longer willing to take.

#### *Harassment and Bullying*

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The handbook has been updated to expand the harassment policy to include a definition of school or workplace harassment. It also includes the school's position on bullying and the

actions that the school requires from the parents in the cases of aggression that may escalate into bullying.

In cases of harassment, there is a definition written in this handbook and the student or parent should report any qualifying behavior to the school as soon as possible. Actions that meet the criteria of this definition as understood by the Headmaster will not be tolerated and will be considered a serious violation of the student code of conduct.

In cases of bullying, the policy expects that the parents take an active and preliminary role in addressing aggressive behavior. Parents must first attempt to work with each other to resolve the problem. The victim should document these acts of aggression, particularly if the parents cannot seem to cooperate. Parents who have had it reported to them that their child is engaging in aggressive and bullying behavior must investigate these reports immediately. Failure to cooperate in this manner is a serious violation of the code of conduct and will not be tolerated by the school.

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## Life Skills

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### *Punctuality*

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One of the recurring complaints of employers is that the 21<sup>st</sup> Century employee does not come to work on time and does not think to give proper notification to the employer when they will be late or unable to come to work. What is most disturbing is that the 21<sup>st</sup> Century employee does not seem to understand why this is a problem. They have not been trained to be punctual and respect the responsibilities of their employers. Even though they know how to do their job, they get fired for being late and subsequently may not be hired elsewhere. Furthermore, they are surprised when this happens. This attitude is disturbing but it is real. As a preparatory school, we have no wish to be part of this problem. Therefore, we will be taking punctuality, particularly in the high school, more seriously.

Tardy to Class (applies to high school only): Students who are not in their classroom at the time of the bell will be locked out of the classroom and must report to the office to be sent to a designated area for the duration of that period. They will not be allowed to do any schoolwork during this time. They will be released from the designated area after the period to go to their next class. This applies to first period as well.

The time between classes has been increased to five minutes, which should be plenty of time for a student to get from one classroom to another. If a high school student needs more time, at minimum they need to check in with their teacher before the tardy bell rings. If students have proven themselves trustworthy, they may find that the teacher will grant them additional time. Teachers are only allowed to admit late students into their classroom if they first checked in before the tardy bell.

A student who is locked out of their class will have the absence coded as Unexcused in Renweb. It will be treated like any other unexcused absence and the student will not be allowed to turn in any work due that period or makeup any work done during that period. They may elect to receive a paddling and the Unexcused will be changed to Excused. They can then turn in late work and make up missed work. However, they must choose this option before the end of the period they are locked out of. Even if they choose this option, they will still have to miss the period and it will count as an absence to the class (Students are only allowed 5 absences per semester to still receive credit).

Tardy to School: In the elementary school, students must be brought to the office by their parent (or person who transported them). The office will see to it that the child makes it to class at a time that is least disruptive to the class. In the high school, the student will not be

allowed to go to first period. They will have to sit in a designated area until the class is over. They will then be dismissed to their homeroom.

Tardies to school will only be excused if there is an unforeseen and unpredictable event such as an accident or road blockage due to weather.

#### *Dressing appropriately for the situation*

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Every part of life has some kind of a dress code. In particular, the work world always has a real or implied dress code. These dress codes are designed around the purpose and mission of the institution, with very little regard to the individual. Successful institutions will have a unifying vision or mission and their dress code or uniform will identify them with that mission. In this sense, requiring a dress code (or even a uniform) at a school is not only an acceptable practice for a school's operation, it is educational in that it also prepares students for this feature of the work world. Therefore, we consider adherence to the dress code part to be part of our mission and part of the educational process.

Elementary: The dress code for the elementary (1-6) has two changes. Students will no longer be required to tuck their shirts in all the way around and shoes will not have any specific prescription. However, shoes still need to be neat, clean and appropriate for the school day (remember the playground has pebbles).

High school: The dress code has change significantly in the high school (7-12). The new dress code places new limitations on pants/shorts and shirts. Pants and shorts are limited to khaki in the tan color family and blue denim jeans. Pants and shorts can only have 4 pockets, which exclude "cargo" type pants or shorts. Shirts are limited to Faith t-shirts and polo/golf type shirts with two or three buttons only. Shirts do not have to be tucked-in. Shirts also no longer have any specific limitations on colors or patterns other than what is in the general dress code guidelines, which would exclude anything, offensive, see-through, etc. Boys' hair can now extend below the top of the ear, but not past the ear. There are no specific rules about shoes, other than the general dress code guidelines. Those guidelines exclude shoes in poor condition, excessively loud or are malodorous. As stated in previous communication, the board has changed its philosophy on the dress code. "Instead of a long list of what you cannot where, it is a shorter list of what they can wear."

#### *Cell phones (applies to high school only)*

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Cell phones and other mobile devices with WiFi and 3/4 G capability have become an integral part of our life. Our faculty and those students in grades 10-12 are considered digital immigrants. This means that we have integrated technology into our lives, but to a certain degree we remember how to function without it. If we needed to function without it, we would not find it strange or unnatural, just inconvenient. The majority of our students are digital natives and have never known a world without the new media. They cannot conceive of the world otherwise and it would be strange for them to be without that technology. This gives us about three years before the faculty will be the only digital immigrants at the school. We have to face the fact that in a few years, our entire student population will be digital natives.

As an educational institution, the complete banning of cell phones and other devices will not be a viable option. Even as digital immigrants we must learn enough to teach them to think about technology and its use ethically and morally. They will be leaving our school and enter a world in which the ethics of these devices will be situational at best. As educators, it will not be enough to just talk about what they should **not** do with them. The purpose of a

school is to equip students to understand their world and to create and contribute to it. Soon we will need to know the answer of how they can use this technology to do all their work better, to make the world better, and to represent God well in their use of that technology.

In a school run by digital immigrants, this will be a slow process, but a necessary one nonetheless. The cell phone policy has changed in an effort to begin a concerted effort to integrate such technology into their education. The first step will be learning about using it and not using it at the appropriate times.

Cell phones on campus: Students who bring a cell phone to campus must register the device with the office. (For purpose of this policy, any device with Wireless, 3G or 4G capability. This includes but is not limited to iPads, iPhones, PDA's, Smartphones, tablets, PC's, etc.) Unregistered devices are unacceptable to have on campus. Cell phones will be checked in to the teacher of each class period and returned to them at the end of class. The student may carry it between classes. They are to remain turned off, except during lunch. Students will be allowed to use their cell phones during the lunch period. It must be in the classroom only. After the lunch period, these devices must again be powered down.

Misuse of cell phones and the possession of unregistered devices will not be tolerated and will be dealt with as a serious violation of the Code of Conduct.

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### *Lying*

The current Code of Conduct already lists Lying as a serious offense. Honesty is an essential quality for a successful employee to remain employed. In our culture it has become easy and even morally acceptable to lie. However, even though people may not consider it "wrong" there are still very serious consequences in the college and work world for lying, dishonesty and other variations of deceit. You can fail a class, lose a job, miss a promotion, not to mention irreparably harm the people you work with.

In preparation, we believe that we must renew our training in honesty. We will continue to be considered serious but with a sense of urgency that we perhaps have not had in the past. This will apply to lying at school, whether it is to a faculty member or fellow student. The school will discipline a student who lies to another member of the school community or to someone outside the school community while representing the school.

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### *Respect*

The issue of respecting the position of someone in authority has implications for the life skills and success as an employee. While we may not like our boss, our co-worker or the customer we serve, it is essential that we treat them with respect regardless of our feelings. The issue is not the person, but the position that person holds. You must respect the authority of your boss, even a bad or mean one. You must treat your co-workers appropriately and work with them in spite of personal issues that may arise.

Likewise, learning to respect someone whom you serve also has implications for the life skills and success as an employee. The customer, no matter who they are, deserves to be treated with courtesy and service. These are not optional. To make them optional will result in many negative consequences, with the most likely and disastrous being termination of employment.

With this valuable life skill in mind, we will be making special effort to teach our students to respect those in authority, their peers and those they are to serve. In general, we will have less tolerance for disrespect for those in authority; we will be emphasizing service to those who have a lower social status. With peers, we will provide as much guidance and discipling in biblical conflict resolution as time and student cooperation allows us to. The bottom line is that they must learn to respect others, particularly those in authority, in spite of the real or perceived quality of that authority.

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## Academic Rigor

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We are modifying some school practices that have not worked in favor of academic rigor. One might also argue that some of these are Life Skills. We have made exceptions or certain provisions that actually work against our mission to prepare students for their college equivalent or real-life equivalent. We believe that these changes will better prepare the student for the college and work environment.

### *Extra Credit (applies to high school only)*

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Extra Credit will no longer be allowed to be given as a replacement for missed work or to such a degree that it will significantly augment a grade. Faculty may still offer it, but only on a very limited basis. The work assigned in the regular scope and sequence of the class is the material that the student needs to learn. It is our primary concern that they learn the material presented in regular class. It makes no academic sense to let auxiliary material replace the relevant material. Students need to focus on the material assigned and taught by the teacher in the regular scope and sequence. Neither in college nor in the work world is an “extra credit” option given as a replacement for the required course syllabus or job description.

### *Due dates for make-up work*

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Deadlines for make-up work after Absenteeism: The current policy requires that students turn in make-up work within three days of their return to school if the absence is excused and that work will not be accepted if the absence is not excused. Once again, this is also a life skill for college and the workplace. In the real world, deadlines and timeframes cannot be ignored without disastrous results. We believe that this policy must be enforced for the benefit of the long-term habits and study values of the student. Little or no leeway will be given on the existing policy.

Documentation necessary for make-up work: Current policy also dictates that a note regarding the excuse must be given upon the student’s return to school. Work will not be accepted until the absence is excused. The three-day window starts on the day the student returns. If the parent does not provide the school with a note that has a valid excuse within those three days, the work will not be accepted for credit. We believe we do the student a disservice if we do not enforce this time limit on make-up work.

Due dates and make-up work (applies to high school only): The school will accurately communicate to the student the due dates for assignments. It is not the school’s responsibility to accurately communicate this to the parent. We believe that it is the student’s responsibility. The student should see to it that they have accurate and valid information they are passing on to their parents. Parents are welcome to verify their student’s information with the teacher, but the teacher will only be held accountable to make sure the students know the assignments and due dates. **Students will not be allowed to receive credit for assignments turned in after the assigned due date.** It is one of the school’s objectives to produce students who understand that they need to do their required work in a timely fashion.

A faculty member may allow work to be turned in after the due date only if the student requests additional time in advance. Faculty members may grant that request at their own pleasure. They are not required to give additional time.

### *Exam Exemptions (applies to high school only)*

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Homework and exams are the two most important parts of the learning process. They give teachers the assessment feedback to determine what a child knows and what they need to learn. It also provides the student with the opportunity to learn and a high stakes accountability structure for that learning. We are a school whose mission and purpose is to educate children. Using homework passes and exam exemptions as an incentive to learn only makes sense when they are no longer necessary. Otherwise it becomes detrimental to the learning process. Just because a student is present does not mean they are learning, it just means they are not absent. I mostly likely still need to do homework and take my exams. Likewise, the teacher continues to need to assess and give feedback to the student. Attendance does not equal engagement or guarantee mastery.

Creating an environment conducive to learning is one of the primary strategies in education. This includes the structure of incentives, accolades and discipline. We will no longer use homework passes or exemption from exams as incentives for student behavior unrelated to the assessment and learning process. The only time we will use these is when it is apparent that there is no academic necessity for those things. Exam exemptions, if they happen at all, will not be based on attendance. Individual faculty members may devise a custom set of criteria for exam exemptions based on the curriculum and needs of their classroom. A faculty member may elect to not offer an exemption policy at all and require exams.

Perfect attendance will be recognized in the awards assembly and student may receive an accolade. Students need to be at school when they are physically able and they need to stay at home when it is absolutely necessary. The use of incentives that dilute the educational process to encourage attendance goes against the very educational beliefs we hold.

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#### *Athletic study halls and 9<sup>th</sup> grade PE (applies to high school only)*

This year, all athletes who are on campus and are not enrolled in an academic elective will be required to take a study hall in the 7<sup>th</sup> or 8<sup>th</sup> period.

Since all 9<sup>th</sup> graders are required to have PE, if they are participating in a sport, they will have their study hall during the high school 8<sup>th</sup> period PE class. Their participation in sports fulfills the PE requirement. (i.e. a 9<sup>th</sup> grade volleyball player will have a study hall 8<sup>th</sup> period during the volleyball season. If she is not playing basketball, she will then have PE during 8<sup>th</sup> period. A 9<sup>th</sup> grader who plays basketball and tennis will have PE 8<sup>th</sup> period until the start of basketball season. Once basketball starts, they will have study hall during the 8<sup>th</sup> period during the winter and spring season.)

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#### *Attendance tracking*

The school attendance policy requires students to be in school no less than the length of the school year minus five per semester in the high school and 10 days per year in the elementary school. These policies are a mixture of state and board requirements, and bear similarity to analogous college and work policies. These are the equivalent of personal days, vacation days and sick leave. Provisions exist for extenuating circumstances, but research has shown that in the school environment, attendance at school has a direct correlation to student achievement. We know this from experience as well as from the research.

Students who exceed the allowed number of absences in the elementary school will have to repeat the grade. In the high school, the student will not receive credit in any and all classes in which the limit is exceeded. This policy is in the best interest of all involved, but most especially the student. Our mission is to provide a quality education and the attendance requirement is necessary to achieve this mission and document our success.

We are not large enough to have a resource officer and there are many other responsibilities that the office has to the whole community. We believe it is unnecessary for the office to

provide this service when a parent knows how many days their students have missed. The parent must see to it that they track their student's absences and make sure their student does not exceed the board and state limits

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## Operational Stewardship

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As a small, private school we must make the most efficient use of our time and resources to create highest value for the educational dollar. While we may act in place of the parent, we can never replace the parent, particularly when it prevents us from fulfilling our responsibilities as a school. There are times when we must consider what is the role of the parent and what is our role as the school and make sure those do not overlap to the detriment of the other. We have made some careful considerations about what we have taken on as a school that is role of the parent. Because we have done this, we have compromised the parents' role in their child's life, and we have also failed to fulfill duties that are exclusively ours as a school.

### Absences

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The school is required to keep accurate attendance records. This cannot be done well without cooperation from the families of Faith. This process can be quick, efficient and accurate or it can be lengthy, inefficient and inaccurate. The school can no longer afford the time and mistakes that come from poor communication of absenteeism and documentation. It is absolutely essential that our parents take an active role in absentee reporting for us to fulfill our attendance recording responsibility as a school.

Courtesy Calls: This year parents will be required to make a courtesy call to the school if their student will not be in by 8:30 am, which is the required time for all attendance to be turned in to the office. If you will be arriving late or your student will not be attending school that day, you need to contact the school via email or phone and let the office know before 8:30 am on that day. We have found that a great deal of work is created because we have absolutely no idea about students who are not at school. The courtesy call policy will create a more secure environment because all students will be accounted for. It will significantly reduce the time the office must spend making sure that everyone is accounted for.

Documentation for Absences: The courtesy call does not replace the documentation necessary to be supplied to the school upon the student's return. Remember that this documentation is to be provided to the school on the day the student returns. Please respect the office's responsibility to the state and to other families. Ignoring this policy compromises the office's ability to abide by state requirement and to fulfill the responsibilities the office has to all students and families. Absences without courtesy calls and proper documentation brought at the required time will not be excused.

Headmaster Excused Absences: One of the opportunities that is lost by placing your student in any educational institution is the flexibility of taking advantage of long-term educational opportunities that may come up during the school year. Parents who home school or students who have a full-time tutor have the flexibility to take long trips, compete in large-scale athletics, model or act, or travel abroad. This is an unfortunate feature of the current school system. However, it is the reality. We have limitations placed on us by the state and the very nature of how education in the United States is structured. For instance, we would totally agree that three weeks abroad in Europe would be highly educational for a student. However, I cannot give you credit for a class in which you missed 15 days, regardless of what you were doing on those 15 days.

The only flexibility we have is the use of the headmaster absence, which is a provision in Alabama State Law. The FCS School Board rightfully limits the application of this provision to 6 days and prior notification. This data-driven board policy limits the impact of the loss of

class time both for the elementary and high school student to an acceptable level. We have learned by experience that the failure to keep to this policy really does have a significant negative impact. Therefore, while the policy has not changed, it is important that all parents know that the 6-day limit and the advanced notice will be required.

Tracking the number of Absences: The school will continue to keep accurate attendance records but will not initiate contact with the parent if the absences approach or exceed the board and State limits. A parent may contact the teacher at any time to confirm the number of absences in their classes or the office to confirm sign-in and sign-out information. The school will report official attendance information on the quarterly and semester report cards. This is the only time the school will report attendance to the parents. It will be the responsibility of the parent, to initiate steps with the school to make up those days if they exceed the State and FCS school board maximums for required attendance and course credit.

### *Lead Teachers*

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In the 2011-2012 school year, FCS does not have an Assistant Headmaster. This has left an administrative vacuum that is necessary for a quality school. The LORD has provided for us three faculty members who have been willing to take on some of the responsibilities normally assigned to the Assistant Headmaster. The duties that are usually associated with “Principal” duties of the Assistant Headmaster have been given to the division Lead Teachers. The duties of an athletic director that are normally those of the Assistant Headmaster have been given to the Athletic Director. These three faculty members have all the authority to fulfill those duties as the Assistant Headmaster would have had and they will fill the level on the organizational chart that the Assistant Headmaster would have had between the faculty or parents and the Headmaster.

This means that after the individual teacher or coach, the next step is to contact the appropriate administrator. For 2011-2012, issues related to the elementary school should then be brought to Mrs. Fitzgerald, Elementary Lead Teacher. Issues related to the high school should then be brought to Mrs. Turley, High School Lead Teacher. Issues related to the Athletic Program and Athletic Facilities should be brought to Mrs. Palmer. The Headmaster is the next level and should not be contacted in these matters until after the appropriate mid-level administrator has been consulted.

The integration of the Lead Teachers and Athletic Director will allow the Headmaster to focus on whole school issues, strategic planning, communication, community relations and other duties that only the Headmaster can fulfill. The delegation of these duties and authority is an essential part of our school improvement and excellence. Respecting this process is not just about respecting the school but also fellow families and students in the school. Our adherence to this flow and organization is in the best interest of the school and will minimize the domination of school time and resources by those who have only self-interest.

### *Meetings with the Headmaster*

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Even with the Lead Teachers and Athletic Director taking on the Assistant Headmaster duties, the role of Headmaster often requires him to be sequestered in his office or to be off-campus. Therefore, in fairness to the school community who rely on the Headmaster to fulfill his duties, we are asking that you set up an appointment with the school office if you wish to have a formal meeting with the Headmaster. Usually, these appointments would be set up through the Lead Teacher or Athletic Director. However, if wish to meet with the Headmaster concerning something which does not need to go through a Lead Teacher or the Athletic Director, you are more likely to get the time you seek if you set up an appointment with the office. Drop-in visits are always welcome, but you may find that he is unavailable or

not available for the amount of time you will need. This method will greatly reduce that frustration, improve the operation of the school and help the Headmaster execute his duties well.

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#### *Dress Code*

It is worth separately mentioning the dress code in the Operational Stewardship section because of the principle motivation behind the changes. We believe our calling is to function as a school with a college preparatory focus. While we share many family values, we should be reluctant to take the place of parents when there are parents. While we share many biblical values, we should be reluctant to take the place of the church when all of our families are already part of a church.

When we create policy, it is **informed** by our **common** family and biblical values. However, we only have the authority to require those values if they are part of the stated educational mission and purpose and beliefs of the school. The change in the dress code was justified not because of someone's personal moral agenda or the denominational beliefs of FPC. It could only be justified in that the mission and beliefs of the school were being compromised.

The faculty were finding that dress code enforcement was impacting instruction quality. That time could be better spent building relationships and teaching the students both in and out of the classroom. The faculty are by nature teachers, not rule enforcers. The parents should be training children to obey their teachers so the teachers can be teachers, not policemen. To reduce time spent on the enforcement of the dress code, it was simplified and streamlined so as to return that time to the faculty.

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#### *Detentions (applies to high school only)*

This year, we will have detentions every day of the week. Additionally, we will be transitioning from afternoon detentions to morning detentions. Detentions (and suspensions) will continue to be served on the school day immediately following the citation. After school detentions will be from 3:10 to 4:00. Morning detentions will be from 6:30 am to 7:30 am. We will notify the high school when this transition occurs. Detentions dates are assigned by the issuing teacher and can only be moved at their pleasure. No administrator will move a detention date, particularly if it affects a sporting event. Athletes and other after-school event organizations like choir represent the school and are held to a higher standard. Therefore it is considered part of the discipline if they will miss an event as part of their consequence.

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## *End of Handbook Revisions Section.*

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## ACCREDITATION

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Faith Christian School (K-12) is fully accredited by the Southern Association of Colleges and Schools (SACS). All colleges and universities throughout the United States recognize this accrediting agency. 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), which represents a large number of Christian Schools throughout the United States.

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## ADMISSIONS/ENTRANCE REQUIREMENTS

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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. However, at least one of the parents or guardians who desire to enroll a student at Faith Christian School is expected to be a professing Christian.

In order to be academically eligible for attendance for grades 2-12 at Faith Christian School, a student must have scored at or above the 50th percentile rank on the Stanford Achievement Test (SAT) or similarly nationally-normed 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 of 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 their prior 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.

The Headmaster makes the decision to accept students on a case-by-case basis, in accordance with his duty to the School Board and the understanding of the spirit of the purpose of the school. Non-acceptance decisions may be appealed to the Chairman of the School Board and then to the School Board, if necessary. Requests for an appeal are granted by the Headmaster and are not automatic; cause must be shown and the Headmaster or Board Chairman must approve the appeal.

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## PK-1<sup>st</sup> AGE REQUIREMENTS

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Kindergarten - Any child entering PreKindergarten must be at least 4 years old on or before September 1<sup>st</sup> of that school year and any child entering Kindergarten must be at least 5 years old on or before September 1<sup>st</sup> of that school year.

| First Grade - All students entering first grade must be at least 6 years old on or before September 1<sup>st</sup> of that school year.

| There will be no exceptions to these minimum age requirements.

## APPLICATION POLICIES

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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, including private and church schools 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 1<sup>st</sup> grade will be required to undergo an entrance evaluation to determine if the student is adequately prepared to be successful in the program being applied for. Notification of the dates of the test will be made at the proper time.

**Applications will not be considered complete unless all required items, including all forms, fees, evaluations and interview have been completed and the Headmaster and Board Chair sign. 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

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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 this association 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

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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 at a Christian School.

## **ATHLETIC VIOLATIONS BY FANS AND STUDENTS**

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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 cause others to speak well of our Lord and Savior because of our behavior.

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 either at home or away. Failure to comply with this policy will mean the removal of the athlete from the team. The school takes its reputation in the community and in the association. Repeated issues with fan behavior is serious and will not be tolerated.

**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**

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Regular attendance and achievement in school subjects are very closely related. School will be dismissed at a regular time each day, therefore, appointments with doctors, dentists, hair dresser, etc., should be made before or after school hours or on Saturdays, when possible. FCS is very careful to keep accurate attendance records. Our attendance policy will meet or exceed the requirements set forth by our accrediting association so as not to violate compulsory school attendance law. Failure to attend school may result in one or more violations of Alabama State Law and other laws concerning compulsory school attendance.

### Section 16-28-8 Code of Alabama State Law

*Reports required must be furnished.*

**"..... The principal teacher of each public school, private school, church school and each private tutor shall keep an attendance register showing the enrollment of the school and every absence of each enrolled child from school for a half day or more during each school day of the year."**

*(School Code 1927, §310; Code 1940, T. 52, §307; Acts 1982, No. 82-218, p. 260, §6.)*

### I. Absences

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**A. Excused absences include and are limited to the following:**

1. Illness of student (parent statement)
2. Doctor's appointment
3. Time to go take driver's test for license
4. Severe illness of a member of the family
5. Death of a member of the family
6. Consultation with guidance counselor or school administrator during the day
7. Headmaster permission: Parent pre-arranged excused absences. The Headmaster will deny all requests for Headmaster-excused absences not pre-approved or applied for with sufficient advanced time to provide the necessary information. The only exception will be requests made due to circumstances outside of the family's control and after all available absences have been used. Only the Headmaster may approve a pre-arranged absence. The Headmaster may only excuse an absence for one event per semester with a maximum of six days total out of school for the year. Any absences beyond these six days will be coded as **unexcused**. Parents of students who have below a "C" average in class work are advised not to take the student out of school for a pre-arranged absence. A request to the Headmaster on a full sheet of paper written and signed by the parent must be made in advance and must include the following information:
  - a. Date and homeroom teacher's name
  - b. The reason for absence
  - c. Date of requested absence
  - d. Parent's signature and phone number
  - e. Plans made with the teacher for work that will be missed
8. Parents must notify the school before 8:30 am that their child will be absent for the absence to be considered to be excused. If the school is not notified before 8:30 am, it will be coded unexcused regardless of the nature of the absence. Students have three days upon return to school in which to make up missed exams/work for excused absences. In grades 7-12, it is the responsibility of the student to contact the teacher to arrange for make-up work. The teacher will not approach the student, nor will concessions be made for parents who intercede and give their students inaccurate information regarding make-up work.

**B. Unexcused absences include but are not limited to the following:**

1. Failure to report the absence by 8:30 am the morning of the absence
2. A parent note is not given to the school within three days of the absence or upon return to school
3. Sleeping in – not sick
4. Staying out to miss an exam in order to take it later or to complete an assigned project
5. Leaving school before the end of the day without permission from the administration
6. Unapproved personal family reasons
7. Skipping class without anyone's permission
8. (HS only) Failure to report to class, homeroom or lunch before the late bell

**A student who has an unexcused absence will receive a zero for all assigned work due or tests missed while absent**

- C. Admission after absence:** All returning students must bring a note of explanation upon return to school. A note from the parent does not automatically excuse the absence. Failure to provide a note to the school in a timely manner is considered truancy by the state of Alabama, regardless of whether it is excused or unexcused, and will be coded as such in Renweb.

**Elementary:** If an elementary student will not be present at school, their parents should contact the school no later than 8:30 to inform the school of the absence. The student upon his/her return to school should present a note of explanation giving the student's name, homeroom, and the date of absence, and the reason for absence to the classroom teacher. The note is to be written completely and signed by the student's parent or guardian. The student absence will be marked excused or unexcused by the elementary teacher. Any absence not explained by a parent letter

within one day upon return will be coded **unexcused** regardless of the reason. This is in compliance with the Code of Alabama State Law Section 16-28-15 (see below).

**Secondary:** If a secondary student will not be present at school, their parent should contact the school that morning and inform the school of the absence. The student upon his/her return to school should present a note of explanation giving the student's name, homeroom, and the date of absence, and the reason for absence. The note is to be written completely and signed by the student's parent or guardian. The secondary student will present the note from the parent to the appropriate school official. The school will determine the excused or unexcused status of the absence. The absence will be coded AU or absent unexcused until a note is received. **A note does not automatically excuse an absence.** A parent is required to send a note to the school explaining their student's absence regardless of the reason. Any absence not explained by a parent letter will be coded **AUT or absent unexcused truant**. This is in compliance with the Code of Alabama State Law Section 16-28-15.

**"Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher, and a failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of said child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he has been diligent in his efforts to secure the attendance of such child."**

(School Code 1927, §308; Code 1940, T. 52, §305; Acts 1982, No. 82-218, p. 260, §7.)

**D. Academic consequences for excessive absences:** In order to receive credit for a high school course, the student must not have missed more than five days in that course per semester. Any student who misses more than five days in any course must have a doctor's written excuse for the next five subsequent absences in order to receive credit for the course. See method listed below to erase unexcused day by attending Saturday school. NOTE: Elementary students will repeat the grade should the child miss more than 20 total days of school.

**E.** Students who do not attend school on a particular day because of illness may not participate in any extracurricular activities that day. The student must have been in attendance at least one-half of the school day in order to participate in extracurricular events after school on that day. NOTE: One-half day of school equals four periods.

Saturday School for high school students:

Students who wish to erase an unexcused absence may attend a Saturday school, which will be held on a case-by-case basis. This "school" is held on Saturday morning at the school for four hours between 8:00 a.m. and 12:00 noon. The student or parents must arrange for a faculty member to supervise on a date they are available. These four hours will be time to be used for study, research and/or assigned work to be done. Attending Saturday School will erase the absence only. It cannot be used to make up work missed on the unexcused date. Before the day is approved, the proper paperwork must be turned in with the fee of \$30 paid to the supervising faculty member. This fee is forfeit if the student fails to report to the Saturday School date. The school office or supervising faculty member must be given 12 hour notice if the student will not be able to attend. Failure to give notice is a serious matter. The Headmaster or Lead Teacher/Principal must approve the rescheduling of a no call/no show Saturday school student.

## *II. Tardy to school*

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Being tardy to school is a very serious matter, as it is disruptive to the classroom environment and wastes the learning time of several students instead of just the student who is late. Therefore, when

a student is tardy, the school will take steps to minimize the adverse effect. A student is considered tardy to school if they are not in their classroom by the tardy bell for their school division. (7:30 for 7<sup>th</sup>-12<sup>th</sup>; 7:45 for K4-6<sup>th</sup>) Tardy students are to report to the school office for an admission slip to class.

**Elementary admission:** Elementary students who arrive at school after 7:45 must be signed into the office by the appropriate adult. The office will then notify the student's teacher and will send the student to their class at a time convenient to the teacher.

**High school admission:** High school students who arrive after 7:35 will not be allowed in first period class. Students will have to wait in a designated area until the end of the period. This absence will be considered unexcused and the student will not be able to make up work done that period or work that was due that period. The tardy/absence will only be excused if the driver was late due to unforeseen traffic due to accident, weather, etc.

### *III. Tardy to class (7-12 only)*

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Being tardy to class is a very serious matter. It is disruptive to the classroom environment and wastes the learning time of several students instead of just the student who is late. It also is a practice that is frowned upon by employers and results in professional sanction including docked pay or termination of employment. Therefore, when a student is tardy, the school takes serious steps to discourage tardiness and to establish in the students a habit of being on time or early.

A student is tardy to class if they are not in the classroom when the bell rings. When the tardy bell rings the teacher will lock their door. Students will be required to check into a designated area on campus where they will stay until the end of the period.

Students who need more than the 5 minutes between classes have the option to check-in with the teacher before the bell. If the teacher gives them permission to leave, the student may return to class after the bell has rung. The student must get permission from the teacher first, prior to the bell, otherwise they will be locked out.

This will be considered an unexcused absence from class and will not be allowed to make up work done in class or turn in work due in class that day. A student who wishes, may receive a paddling to have the absence changed to an excused absence and will have the next three days to make up work and turn in work that was due. This option must be exercised by the student and it must be on the same day as the lockout. The student will still have to sit out of the entire period and it will still count as an absence in that class. The only difference is that they will be able to makeup any missed work.

## **BAD WEATHER CLOSINGS**

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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 the local school systems, there are times that the public schools must close because of concerns that do not apply to private and church schools. The announcement for closing the school for inclement weather will be made using all means of communication available to the school. In addition to the radio and news outlets available to the school through the Calhoun County EMA, we will send out communications via Renweb. It is the practice of the school to use the next available school holiday to make up the lost day. This does not apply to Good Friday.

## **BIBLE**

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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 NIV (New International Version) published by Zondervan 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 been set the 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.)

To meet the educational goals, it is the belief of the school that the students must serve in the community to complete their experience in our bible program. Therefore, in addition to the four bible credits, a student may earn an additional bible credit for serving in the community. Service project hours can only be earned in some kind of activity off-campus, which must be school approved. Only service projects performed between the end of a student's sophomore year and their graduation are eligible for credit.

## **RELATIONSHIP OF SCHOOL TO FAMILIES**

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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**

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**In the 2011-2012 school year, only cell phones that have been registered with the school office will be allowed to be carried by students. These 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.**

**Students are not allowed to use cell phones in any capacities during the school day, except during times designated by the Headmaster. No calls are allowed out or in on the cell phone during the school day. All cell phones must be turned off during the school day, except at designated times.**

If a student needs to contact their parent, they must use the office phone and not their cell phone. We require that these types of calls be monitored. Likewise, parents who need to contact their children must call the office. Failure of the student and/or parent to comply with this policy will be considered a serious offense (See *Discipline-Student Code of Conduct*). Possession of an unregistered phone or use of an unregistered or registered phone is very serious and obviously will not be tolerated, but the following grace is built into the system of dealing with violations of the cell phone policy.

- Unregistered devices will be confiscated and the parent must pick up the device.
- Possession of an unregistered, unpowered device will result in a minimum 1-day suspension. This may be waived if the school permanently confiscates the device and it is not returned until May 25<sup>th</sup>, 2012.
- Possession of a powered-on, unregistered device will result in a 3-day retroactive academic suspension and a minimum 1-day suspension. The 1-day suspension may be waived for *first-time* offender if the device is permanently confiscated by the school and not returned until May 25<sup>th</sup>, 2012.
- Use of an *unregistered* device will result in a 3-day retroactive academic suspension and a minimum 2-day suspension. The 2-day suspension may be waived for *first-time* offender if the device is permanently confiscated by the school and not returned until May 25<sup>th</sup>, 2012.
- Possession of a powered-on, registered device will result in a 3-day retroactive academic suspension.
- Use of a registered device during times other than what is designated will result in a 3-day retroactive academic suspension and a minimum 2-day suspension. The 2-day suspension may be waived for *first-time* offender if the device is permanently confiscated by the school and not returned until May 25<sup>th</sup>, 2012.
- A student will not be allowed to register any device after violating the cell phone policy.
- Students who have had registration status revoked may check their device in at the office.
- Additional offenses will result in a board hearing. This will constitute lack of parental support and the student will have exceeded the attendance requirement for credit. These constitute grounds for expulsion and failure to receive credit.

## **CONTACT INFORMATION**

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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**

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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. Do not go to the classroom.

More importantly, if the student must leave school early, the parent must sign the IN/OUT sheet. When you come to the office, we will retrieve your student and have them sent to the office. **Student signatures are not valid and will be treated as such.** 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. The Headmaster, Assistant Headmaster or a Lead Teacher must personally sign for these situations.

## VISITATION TO CAMPUS

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Any visitor to campus must go directly to the office. To go anywhere on campus and/or have student contact, they must sign in and receive a guest pass from the school office prior to going on campus. 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 also the disruption to class and the normal functioning of the school is 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.

## CLASS RANKINGS

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Only courses in the core curriculum are considered in the calculation of class ranking. It will be calculated using numerical grades for Grade 9 through Grade 12. Core curriculum courses include: Language Arts, Math, Science, Social Studies, and Bible/Ministry. Language Arts include English 9-12 and Foreign Language. Any Advanced Placement [AP] course will receive an additional weight of 10 points per semester. Classes receiving an additional weight of 5 points per semester include:

Language Arts	Honors English [All 9-12 English is considered Honors]
Math	Algebra II and Advanced Math
Science	Chemistry, Physics and Anatomy

Weighted grades will be reported on the transcript with a notation explaining our weighting policy.

Valedictorian and 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)
- 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

## COMPLAINTS AND GRIEVANCES

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***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 Lead Teacher of the elementary school is to be appealed to for grades K-6. The Lead Teacher of the high school is to be appealed to for grades 7-12. The Lead Teacher will then direct the parent to the Headmaster. The Athletic Director is to be appealed to in matters of Athletics. If an acceptable solution is not provided, the problem may be appealed to the Headmaster. **Appeals may not be made based on hearsay and gossip.** The purpose of the appeal is to establish that policy has been violated, neglected or an ethical standard has been breached.

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. 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. Normally the matter will end here. Only in rare and exceptional cases will the School Board hear appeals of decisions by the Headmaster and Chairman of the school board.

**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 other 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

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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. 7<sup>th</sup>-12<sup>th</sup> grade 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. 7<sup>th</sup>-12<sup>th</sup> grade 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

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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

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### *Foundation of Discipline*

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Adopted by School Board on June 6, 2000

"It is the intent and heart of the leadership of the Faith Christian School to assist the parents as an 'extension of their Christian home' by developing a system of discipline in an effort to help mold the hearts of our children (students) toward a Christ-like behavior in their lives." We feel that the school has a responsibility to re-enforce and teach the truths of scripture as depicted in God's Word. No person can live a life of perfection twenty-four hours a day, seven days a week. However, it is the desire of our school leadership that we encourage students to not only "walk the Christian walk" at school, but out in public as well. Students need to realize that it is indeed a privilege to attend a Christian school, and as a follower of Christ, his or her responsibility for appropriate behavior extends beyond the school campus or school activities. After all, appropriate behavior honors, not only God, but a student's family, church, and school as well. Conversely, inappropriate behavior reflects negatively on everyone concerned. Thus, as a Christian school student and follower of Christ, it is essential that each student recognize his or her responsibility to walk up rightly and make the right choices at all times. With these thoughts in mind, the following guidelines are offered in an effort to bring "the correction in behavior" necessary when a student fails to uphold the Christian behavior expected of a student of Faith Christian School.

Philosophy- Discipline is every teacher's and/or school employee's responsibility, anytime, anywhere on campus. The philosophy of Faith Christian School presupposes that most discipline problems will be handled among teacher, student and parent in a calm, reasonable manner. The

philosophy assumes that effective discipline leads to increased maturity and self-discipline on the part of the pupil. The parent and teachers should resolve all discipline issues. It is the expectation of the school that the parent support the teacher. All parents sign a form indicating that they have read the handbook and are in agreement with our policies and will not undermine the effective implementation of them. If parents find themselves unwilling or unable to support the teacher, they should speak with administration concerning the policy in question before they discuss it with their child.

**Accountability structure-**The students are accountable to their parents for their behavior at Faith Christian School. The school will meet out certain consequences as we have laid out in the handbook, however, the school will ultimately hold the parent responsible for their student's compliance with school policy, behavior and attitude. The responsibility for a child's behavior ultimately rests with the parent.

**Scope of discipline-**The School Board is committed to the principle that disorderly and disruptive behavior can only be tolerated insofar as we are able to meet our obligations to all students involved. If a student's behavior continues to prevent the school from meeting its obligations to all students or if a parent does not require their student comply with school policy or encourages their student in non-compliance, it is grounds for expulsion.

**Expulsion-**Students who persist in behavior that requires repeated discipline due to lack of self-control and/or failure of the parent to hold their child accountable to the expected behavior, will be expelled. Additionally, attitudes which are disrespectful to school authority, which breed discontent and incorrect attitude toward school policy and mission, and which lend themselves to undo difficulty in the school's ability to implement policy, will be considered in the decisions to suspend, paddle or expel.

### *Means of Discipline*

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Based on the nature of the infraction, disciplinary action can be placed in one of the following categories:

**Mild (levels 0-1)**

Generally administered by the teacher in the classroom. These are all consequences that do not require an administrator or their proxy to administer.

**Moderate (level 2)**

Administered by a Faculty Member, Lead Teacher and/or Assistant Headmaster or Headmaster

**Serious (level 3)**

Administered by the Assistant Headmaster or Headmaster

#### Definitions:

1. **Mild discipline** is administered by the individual teacher in harmony with his/her own methods and abilities consistent with school policies, including verbal reprimands, detention or corporal punishment.

Mild discipline will be administered for behavior that are violations of the code of conduct that primarily have an effect only on that individual student or behavior which only interferes with the school's ability to meet its obligations to that individual student. For instance, gum chewing, talking in class, failure to return signed test papers, being unprepared for class, repeated violations of the dress code, eating candy or other food or drinks in undesignated areas or at inappropriate times, and rude, discourteous conduct are all examples of violations of the code of conduct or other behavior that only effect that student and do not interfere with the ability of the school to educate other students.

2. **Moderate discipline** is administered to violations or behavior that has a direct effect on the school's ability to meet the educational commitments to other students. It will also be administered after the teacher has exhausted other methods of discipline. It can also be administered if the matter warrants an immediate "spanking." Any conduct that interferes with the educational endeavor of the school that does not require suspension or expulsion may be addressed by the teachers using Moderate discipline. Moderate discipline cases are expected to be addressed by the parents, since it is apparent that the consequences of the school are not having their intended results. Examples of such behavior include, but are not limited to, the following:

1. DEFIANCE TO AUTHORITY-Behavior (verbal or nonverbal) that demonstrates a "direct disobedience" or rebellion to an instructor, assignment, or project.
2. ACADEMIC DEFIANCE-Repeated failure to accept responsibility for academic work.
3. PROPOGATING DISSENTION-Continued negative attitude.
4. VERBAL OR PHYSICAL ABUSE-Mistreatment of other students.
5. TARDINESS.
6. IMMODESTY AND IMPROPRIETY-Violation of school dress code for the 2nd and subsequent times.
7. Any other infraction the teacher or administration feels is moderate.

Non-adherence to any of these expectations results in lost time for learning and shows a lack of fairness and respect to others. The classroom teacher has the authority to assign After School Detention to students who violate the classroom expectation. While a faculty member cannot suspend a student, they can recommend a suspension or paddle a student. A student's failure to properly respond to the discipline of a faculty member will result in an administrative referral. Administrative referrals will usually result in a suspension or the use of corporal punishment.

3. **Serious discipline** is the immediate administration of corporal punishment or suspension (one to five days) or expulsion from school. Serious Discipline is to include, but not be limited to, the list below:

- a. Lying and other forms of deception.
- b. Misuse of technology, particularly cell phones and other such devices.
- c. Deliberate tardiness to class.
- d. Skipping classes or truancy.
- e. Failure to report to responsible faculty or staff member.
- f. Theft on school campus or during school activity.
- g. The use of obscene or profane language.
- h. Obscene or lewd gestures or gestures that are sexual in nature.
- i. Actual possession and/or actual or intended distribution of pornographic material.
- j. Physical, sexual, or verbal abuse of a student.
- k. Blackmail, threats or intimidation of students or school personnel.
- l. Slander or libel of a faculty member.
- m. Unauthorized possession in the school of any kind of weapons including any type of firearm, bladed instruments such as knives, clubs, batons, stun guns, or other fighting instruments. The school must authorize items such as pepper spray, which are carried for defensive purposes. Use other than its intended defensive use will qualify it as an unauthorized weapon.
- n. Commission of any felony crime, including:
  - i. Actual or attempted possession, consumption, distribution or selling of alcohol on or off school property or at school-sponsored events. (See "Off Campus Behaviors")
  - ii. Actual or attempted possession, consumption, distribution or selling of non-prescribed drugs of any kind, on or off school property. (See "Off Campus Behaviors")
  - iii. Actual or attempted possession, consumption, distribution or selling of tobacco products on or off school property. (See "Off Campus Behaviors")
  - iv. Destruction of school property or school grounds. Parents will be held responsible for repairs to school property or other's property. Report cards and transcripts will not be released until all financial obligations have been paid.
  - v. Gambling in any form.
- o. Refusal to obey a teacher.
- p. Failure to respect the responsibilities of the adult responsible for them.
  - i. An unauthorized walk-out from a classroom, school building, or campus.

- ii. Deliberate failure to attend class.
- iii. Leaving areas designated during a field trip.
- iv. Presence in off-limits area of campus.
- v. Failure to reach the destination authorized by responsible adult. In cases where this is unavoidable, the student should make every attempt to make the responsible adult aware of their new location.
- q. Behavior, including “pranks” that endanger the safety of another student.
- r. Cheating, including plagiarism.
- s. Sexual misconduct, including sexual contact with teacher or student.
- t. Other serious moral misconduct on- or off-campus that might threaten the viability of the school to remain in operation.
- u. Failure of a student to change behavior in response to repeated after-school detentions.
- v. Failure of parents to cooperate with the school in the implementation of school policy. This includes cooperating with students in the violation of school policy, failure to require the student to comply with school policy, failure to follow school policy regarding parental participation, failure to support the teacher that precludes the teacher’s ability to meet the school’s obligations to the other students.
- w. Inappropriate physical contact: Physical affection toward another student considered a “boyfriend” or “girlfriend” or they are “in a relationship with.” Any unwanted physical contact or affection toward another student or faculty member. Purposeful physical contact of a high school (7<sup>th</sup>-12<sup>th</sup>) with any faculty member of the opposite sex. This applies to any school activity on- or off-campus and as judged by the school authorities.
- x. Lying to faculty member, administration, staff, or other adult working under school oversight.
- y. Minor violations that recur after other methods of discipline have been applied may be subject to suspension and/or expulsion.
- z. Failure to appear for a detention and/or repeated failure to appear on time for a detention.
  - aa. Failure to comply with detention requirements.
  - bb. Unacceptable behavior of student or a fan at athletic event.
  - cc. Harassment, sexual or school (workplace).
  - dd. Failure of a parent to investigate reports of their child’s aggressive and bullying behavior.
  - ee. Failure of a parent to cooperate with another parent in the matters of aggressive and bullying behavior between their children.
  - ff. Any other infraction the administration determines to be “severe.”

The school reserves the right to report to the proper authorities offenses that constitute a crime as established by the State of Alabama and to press charges against the student if the situation should so warrants.

Courtesy and respect to fellow human beings, elders and those in positions of authority are expected as proper Christian attitudes. The Headmaster reserves the right to add or delete rules that will enhance the education process.

#### *AFTER-SCHOOL DETENTION*

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##### Detention:

- Students must serve the detention on the date assigned. If a student fails to appear for a detention, they will be suspended for one day.
- Student must be in the room on time. If a student fails to appear to a detention on time, they will serve what time remains, and serve another full detention.
- Students are not allowed to engage in any activity, unless directed to do so by the teacher. This includes homework, reading, talking, drawing, or writing.
- Students are not allowed to sleep or put their head down on the desk.

- Students who violate the code of conduct during a detention will be suspended for the next day.
- Students may not leave or be picked up early from detention.

Detentions may be postponed for reasons that are considered "excused" absences that cannot be rescheduled or done on another day. Primarily, this means medical absences from detentions. However, the parent must contact the school prior to the detention with this information. If a student fails to attend for a medical reason without prior notification by the parent, the student will be suspended.

#### High school:

Detention will be everyday of the school week. In the first semester, detentions will begin at 3:10 pm and end at 4:00 pm. In the second semester, they will begin at 6:30 am and end at 7:30 am. Students may not sleep, study, read, talk, or engage in any other activity, unless directed by the teacher. Detentions will be served first full school day following the citation, unless it is a special detention. Only the issuing person may change a detention date. Any faculty member or full-time staff member may give a detention. (i.e., an elementary teacher can assign a detention to a high school student.) Administration will not change detention dates. **It is considered part of the punishment if a student is prevented from participating in outside employment, sports and other extra-curricular events because of a detention.** Students who participate in those activities should consider this before they decide to violate school policy. Repeated after-school detentions may result in a spanking, an out of school suspension or expulsion from Faith.

We expect parents to hold their children accountable for class attendance, having appropriate classroom materials and an attitude of respect for the teacher and the opportunity to learn. Therefore, after-school detentions will be assigned if they fail to maintain the following behaviors:

- Have proper supplies for class (paper, pencils, books, etc).
- Participate in class activities, including all PE activities.
- Maintain appropriate behavior (make appropriate comments, not interrupt activities, obey classroom rules, etc.)
- Maintain attention to class activities (focus on what is happening).
- Complete class assignments, turn in work on time, or make prior arrangements.
- Obey school dress code.
- Fail to check in their phone or other wireless device.

#### Elementary:

Detention for elementary students usually begins promptly at the end of the school day and ends forty-five minutes to one hour thereafter, but may be assigned to a time more convenient to the teacher. Detention of elementary students is the responsibility of the assigning teacher. Parents must make arrangements to pick up the student at the close of the detention period. Parents will be notified of detention as soon as possible in order to make arrangements to pick up the student at the proper time.

### CORPORAL PUNISHMENT

Discipline procedures are set forth by the School Board according to the Scriptures. We believe the Bible teaches the use of corporal punishment in the discipline of young people. "Train up a child in the way he should go; and when he is old, he will not depart from it" (Proverbs 22:6), "Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him" (Proverbs 22:15). Each teacher has your permission to administer corporal punishment if they deem it necessary. Reasons include repetition of lesser violations as well as the more serious violations of the code of conduct. Paddling is usually administered in the high school as an alternative to suspension. It is also used, especially in the lower school, as a powerful tool in teaching self-control. Corporal punishment (spankings) will be administered only by teachers or school administrators in the presence of another faculty member in a private location. Female students will be spanked in the presence of a female teacher. Spankings are administered only by paddles issued by the school administrators and will be confined to three strikes to the buttocks. Parents will be notified in writing of the spanking with a school

form, which must be signed and returned by the next day to confirm that parents have read the form. Elementary parents will also be called the day of the spanking by the teacher to discuss with the parent the reason for the spanking.

### *SUSPENSION*

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A suspension is given to a student to remove them from the general school population or to send a clear message that the behavior is unacceptable in the school environment. The academic penalty can be likened to a fine in that their grades and the trust of the teachers are the currency of a school. It is a precursor to expulsion since it usually is in response to a behavior that is not conducive to the mission of the school, the educational process, or the general safety of the school community. The maximum number of days a student may be suspended is 5 days. A suspended student will receive zeroes for any assignment due during the suspension period. They are not allowed to come on campus or to participate in any school sponsored activity on or off-campus, including participating in sporting events. Suspensions apply to any day that is considered a school day. This means that final exams would be included in suspension time, but a school holiday or weekend would not. **If they attend a home sporting event, they will be expected to pay the full admission price instead of the \$2 student admission price.**

### *EXPULSION*

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Expulsion is the permanent dismissal from school. Scripture is clear when it declares, “the scoffer is to be removed from the midst of those attempting to do what is right.” Matthew 18 and Deuteronomy also teach that being put out of the community is an acceptable form of justice and is used by the LORD as a means of Grace. While we believe the Bible does teach that the school must work with the parent to see that order is restored within the school family, there are situations in which an individual must be permanently removed from the community to protect the other members of the community, to preserve the academic endeavor and to not interfere with the Sanctification of the student. Certain behaviors can only be addressed by the home, church and Holy Spirit, and can only be tolerated for so long within a school. We are not the church or the student’s family and cannot assume those roles other than what is defined by our policy. Expulsion is not a course of action we take lightly or without careful consideration. However, we believe that we as a school have defined mission and purpose and sphere of sovereignty. To violate that is to usurp God’s authority and undermine His work in a student’s life.

### *DISCIPLINE FOR OFF-CAMPUS BEHAVIOR*

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#### Guidelines for Off-Campus Behavior as a Student of Faith Christian School

During hours outside of school activities, a student is no longer under the direct authority of the school and is not subject to the consequences of the code of conduct. We are neither the family nor the church, nor do we wish to be. However, while a student is enrolled Faith Christian School, the family has agreed to support the school in its educational endeavors, even in matters that would indirectly effect the school’s ability to accomplish its vision, mission and goals. Students who attend here represent the school and its reputation. People outside of the school community will form opinions about our school based on parents and student behavior. We take this very seriously as many families depend on this school and we must maintain a good reputation in the community and an accurate representation of the vision and mission and operation of the school. Below is a general idea of behaviors which would be considered to have this indirect effect. These are divided into three categories with a respective course of action.

**Category I:** Examples of external behavior include, but are not limited to: Obscene or Habitual Profanity, Tobacco use or Recurrent Fellow Student Ridicule including Sexual Harassment

Step #1 Phone call: Notify parents of report and ask them to investigate. Document the phone call to parents as incident #1.

- Step #2 If the same offense occurs again, ask parent to submit statement to school which confirms that this behavior is not habitual and will not occur again.
- Step #3 If behavior continues, student will be subject to school disciplinary action in conjunction with meeting with the parents.

**Category II:** Examples of external behavior include, but are not limited to: Alcohol Consumption or Reckless driving (Citations issued)

- Step #1 Phone call: Notify parents of report and ask them to investigate. Document the phone call to parents as incident. Inform parents and student that a confirmed second report during the school year will result in Faith Christian School treating as a Category III offense.
- Step #2 If same offense occurs second time or more (habitual), student will be subject to school disciplinary procedures with suspension or expulsion resulting.

**Category III:** External Examples of external behavior include, but are not limited to: Acts of Sexual Immorality; Illegal Drug Possession, Sale, or Use; or Illegal Action (Violation of Law such as Shoplifting, Vandalism, etc.)

- Step #1: Phone call: Notify parents of report and begin school Investigation if report comes from within school community.
- Step #2: Meet with parents and student and explain outcome of internal Investigation; pray and discuss alternatives with parents and student; administer discipline if "guilty": suspension or expulsion.
- Step #3: Pre-enrollment meeting with parents and student if student is not expelled. Ask parents and student to submit statement to school which confirms that this behavior not habitual and will not occur again...final decision on re-enrollment to be prayerfully determined by administration subject to Board approval; further incident will result in permanent expulsion.

Any investigation and action on the part of the school for off-campus behavior is to assist the parent in the correction of the child. It is also to fulfill its responsibility toward the other parents and students who are committed to a Christian atmosphere within the school. We are not a church or the moral police. We will not use our position and influence to parent your child or to address moral issues that are the purview of a church. Investigations will not be made unless there is sufficient evidence or the corroborating testimony of at least two or more credible witnesses.

Our concern is always the heart of the student. This does not change the fact that there are always consequences for inappropriate behavior in the life of God's children. The school may have to address external behaviors because of its direct or indirect effect on the institution and the school community.

#### Implementation of Off-Campus Behavior Policy

When it becomes necessary for the school to conduct an investigation, the school must be careful to follow these biblical principles: A) Matthew 18 and Genesis 6, confrontation in love, B) hear all sides of every story, and C) require two or three eyewitnesses willing to attest to the truth or falsehood of the story. The School Board and administration, under the authority given to them as the directors of the school ministry, have the right to determine the proper procedures to discipline ("correct the behavior"), reconcile, or release a student from Faith Christian School as they seek to insure that all students at Faith are not subject to illegal or immoral offenses committed by other students within the student body. The leadership prayerfully recognizes the delicate balance between Scripture's references to "forgiveness seventy times seven" and "removing the scoffer from your midst." It is in the heart of all concerned that correction and reconciliation is possible; however, students whose behavior indicates indifference toward Christian values will be prayerfully asked to leave or be removed if deemed necessary.

### DISMISSAL RULES

During the 2:45 pm 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 waiting vehicles. 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 3:30 pm 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 FOR STUDENTS GRADES 7-12**

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The following guidelines apply to ALL apparel and/or personal belongings:

- Modest and appropriately fit. They should not be baggy, tight or form fitting, and not see-through material
- Neat in appearance - properly hemmed, without holes, tears or fraying, and not unduly faded
- Should not draw attention to the individual
- Writing is limited to an appropriate brand name or logo, personal monogram, or team names
- Designs, patterns, or pictures should not be inappropriate or extreme, loud or distracting, and should be void of controversial cultural or counter-cultural fads
- Should not create noise or have an unpleasant odor
- Dress code may be modified by administration for extracurricular activities such as field trips, athletic events, choir trips, graduation, senior trip, etc. and for student groups such as sports teams, clubs, student government, etc.

Dress Code Grades 7-12 Boys and Girls		
ITEM	STYLE	GUIDELINES
Pants	<ul style="list-style-type: none"> <li><input type="checkbox"/> Flat-front or pleated Khaki pants. Khaki material and khaki colors in the tan family only.</li> <li><input type="checkbox"/> Blue Jeans. Denim material and blue color only.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No skirts, dresses or skorts may be worn.</li> <li><input type="checkbox"/> All boys' pants must have belt loops and must be worn with a belt.</li> <li><input type="checkbox"/> All pants may only have two front pockets and up to two back pockets with an optional coin pocket.</li> </ul>
Shorts	<ul style="list-style-type: none"> <li><input type="checkbox"/> Flat-front or pleated Khaki shorts. Khaki material and Khaki colors in the tan family only.</li> <li><input type="checkbox"/> Denim and blue in color only.</li> <li><input type="checkbox"/> Athletic shorts in PE and athletic practices.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> No skirts, dresses or skorts may be worn.</li> <li><input type="checkbox"/> All boys' shorts must have belt loops and must be worn with a belt.</li> <li><input type="checkbox"/> All shorts may only have two front pockets and up to two back pockets with an optional coin pocket.</li> <li><input type="checkbox"/> All shorts worn in PE must be purchased through the school.</li> <li><input type="checkbox"/> Shorts must come to just above the student's kneecap.</li> </ul>
Belts	<ul style="list-style-type: none"> <li><input type="checkbox"/> Leather, faux leather, and woven materials.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Required to be worn by boys.</li> </ul>
Shirts	<ul style="list-style-type: none"> <li><input type="checkbox"/> 3-button polo/golf shirt.</li> <li><input type="checkbox"/> 2-button polo/golf shirt.</li> <li><input type="checkbox"/> Sleeved; short or long.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Must have a collar</li> <li><input type="checkbox"/> May wear long sleeve shirt underneath</li> <li><input type="checkbox"/> At no time can underwear or the skin of the midriff area be exposed</li> </ul>
T-shirts	<ul style="list-style-type: none"> <li><input type="checkbox"/> Only those T-shirts purchased/approved from Faith Christian School or Faith Presbyterian Church are permitted.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> At no time can underwear or the skin of the midriff area be exposed</li> </ul>
Sweaters	<ul style="list-style-type: none"> <li><input type="checkbox"/> Cardigan, V-neck, vest or crew-neck.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Must be worn over an approved shirt</li> </ul>
Sweatshirts or Jackets	Must be worn with an approved shirt	
Warm-ups	<ul style="list-style-type: none"> <li><input type="checkbox"/> Only those purchased through FCHS Athletic department.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Must be worn with an approved shirt and only on days specified by the administration</li> </ul>
Shoes	<ul style="list-style-type: none"> <li><input type="checkbox"/> The school does not prescribe a specific shoe.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Shoes must be clean, odor-free, and in good condition.</li> <li><input type="checkbox"/> Shoes should be safe to wear on the tile floor and to go up carpeted stairs.</li> </ul>
Hair	<ul style="list-style-type: none"> <li><input type="checkbox"/> No extremes in hair color or style.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Boys must be clean-shaven; No facial hair.</li> <li><input type="checkbox"/> Boys hair may not extend below the bottom of the earlobe, over the eyes or over the top of the shirt collar.</li> <li><input type="checkbox"/> Sideburns must be no lower than the bottom of the ear.</li> </ul>
Accessories	<ul style="list-style-type: none"> <li><input type="checkbox"/> Earrings are the only acceptable pierced jewelry and are limited to two per ear and</li> </ul>	





Accessories	No extreme styles of makeup or jewelry; maximum of 2 earrings per earlobe; no hats, caps, head gear, or sunglasses during school hours; no body piercings or tattoos.
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Dress Code for All School Physical Activity

Modesty is the “key” for all physical activity attire at Faith Christian High School (K-12). In the areas of physical education, athletic practices, and athletic contests, all uniforms and/or practice clothing worn must be modest in nature.

Shorts should, for both boys and girls, meet school board policy requirements as to length. Shorts are not to be too short and are never to be rolled at the waist or legs. *Shorts may not have any writing or design on the seat of the shorts. This draws undue attention to this portion of the anatomy of the body.* Short shorts are not permissible for boys or girls.

**The school reserves the right from year to year to require a “PE” short to be worn during PE and/or during athletic practices.**

Tops should cover the midriff, and in the case of young ladies, arm openings should insure modesty throughout the physical activity. Shirts are not to be looped or tied in any way. Immodest tops are not acceptable for young ladies.

The athletic coaching staff, under the direct supervision and oversight of the athletic director and the school administration, has direct responsibility and authority to interpret the appropriateness of any student’s attire. The goal of this policy is to create an environment for our students that will reflect honorably upon themselves, the school, the families represented, and our Lord.

**Students are not to question the coaches when interpretations are made. Submission to authority is a requirement for participation in any extracurricular or physical education activity.**

Dress Code for Field Trips

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 strengthened for certain 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 and receive a lower class grade.

Guidelines for Dress Code Outside School at School-Sponsored Events

While dress outside school at school-sponsored events does not have to conform to the specifics of the “at school” policy as described in this handbook, the dress must reflect standards of neat, clean and modest and other factors as listed below in the “Dress code policy standards.” Any person wearing clothing or items on their clothing judged by school personnel to be inappropriate may be asked to leave the event or change clothing.

Consequences of Dress Code Non-compliance

Adherence to dress the dress code is a requirement for admission and attendance at Faith Christian School. Dress codes are a facet of every day life both in a formal, professional environment and the more personal, social environment. **The dress code is founded in our educational and operational goals. While our understanding of modesty informs these decisions, they are not to force our Board’s or church’s personal or sectarian ideas of modesty.** We simply want the school to run well and the students to learn to dress appropriate to the environment they are in whether school, church, job, etc.

Therefore, we believe it a legitimate part of our educational mission to teach child to conform to a dress code that is appropriate to the school environment. This will prepare them to conform to their dress code or even uniform of their job or other institution. Every family agrees to work with the school in its vision, mission and purpose. The policy outlined in this handbook is what we believe will best accomplish that goal. Unwillingness to comply with the dress code is a significant break in the

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partnership between school and family. Because of this, the school has consequences for non-compliance. These consequences will not produce results without parental reinforcement so we hold the parents responsible to make sure their children are dressed in compliance with dress code.

If a child is discovered to be out of dress code, the parent will be contacted and the student will not be allowed back into class until the proper clothing is provided. In certain cases, the school can provide an approved shirt, at the cost of the family, for the student's use. The parent will be charged the cost of the shirt (usually \$10). If this is a recurring problem, repeated offenses of dress code violations will result in other actions. (See Disciplinary Section.)

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**Dress Code Policy Standards;**

These standards will be helpful in understanding the ideas upon which our dress code is based and can serve to inform the student and parent when considering how they dress when representing the school in public.

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- The neckline is so low as to see cleavage in the front or exposes the back any lower than where a bra strap would be. This includes situations where they may have to bend over.
- The shirt is see-through and there is not another garment such as a t-shirt, shirt or camisole. Any item considered to be an undergarment should not be visible.
- The student must be wearing a bra and underpants and at no time should they be visible. We discourage strapless bras and thongs.
- The shirt must cover the girl's shoulders. The collar may not be so open as to expose the bra strap or reveal that the girl has chosen to wear a strapless bra.
- The shirt may not be so tight that the impression of the undergarment is outwardly visible.
- Shirts must have arm holes or sleeves long enough that do not reveal the undergarment during normal movement in the day.
- A shirt must be long enough that when the student bends over, kneels, or sits, the student's undergarments or flesh will not be made visible.
- Neck jewelry and patterns/writing on the shirts should not draw attention to her bosom.
- Students should not wear tight pants. Pants will be considered too tight when the impression of the panty line of their briefs are visible or when an observer can see the lack of a panty line because they choose to wear a thong.
- Pants should be made of a material of thickness and color such that an observer cannot see through the material at any time.
- The guidelines on material and tightness apply also to shorts and skirts and their derivatives.
- Shorts worn on campus must have an inseam long enough to prevent underwear from being exposed, including situations in which they would bend over or sitting down.
- They must wear briefs if they wear shorts.
- All clothing must be free of tears, holes, etc. and spots that have been worn down to the point that one could part the remaining threads and see beneath.
- These guidelines apply to all school activities in which the dress code applies such as regular classes, gym, athletic practices, field trips and formals, etc.

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## **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 a college.
  - We will offer all necessary courses to be accepted by accredited institutions in the Southeastern United States.
  - Our academic expectations and standards will be such that they are prepared to maintain a passing or better grade in their college courses.
  - We will encourage, require and instill study skills, habits and values to carry them through the rigors of a college curriculum and lifestyle.
- The key to quality academic instruction is the teaching staff. We want to have 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 homogeny 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.
- Although the size of the class is not as important as the quality of the teacher, we believe that a class size in compliance with SACS standards is desirable.
- 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 will teach our children how to take proper care of the bodies the Lord has given them. This should involve 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 7<sup>th</sup>-12<sup>th</sup> 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 of all regardless of ability, and teaching the basics of the sport. There will be a low emphasis on competition. As students enter Junior High and High School, 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 (this is the first and greatest Commandment). Everything we do at our school is done with

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this basic foundation. While we are not the 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 (the second great Commandment). 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**

**All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.**

**Field Trip Guidelines:**

1. A Field Trip Request form must be completed and submitted to the Headmaster 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 these 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 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. **Entire cost of field trip must 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.

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6. Field trips are limited to 4 per class per year for elementary classes. Secondary classes must secure Headmaster permission for number of field trips. Secondary field trips must have broad educational value to be allowed.
7. Field trips which 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. Field trips to special events in the area which would fit our curriculum are allowed in addition to the 4 designated field trips with Headmaster approval.
9. Siblings of class members are not to be permitted to attend any field trip.
10. 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 along on a trip could be distracting to a teacher trying to focus children on an educational lesson.
11. 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.
12. The authority for approval or disapproval for field trips rests with the Headmaster. The Headmaster may bring requests to the Board if he so chooses.
13. Children are not allowed to participate without a signed release from their parents.

**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 from the church, the government or any other organization. Because, operationally, we are a small business, 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.

### **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-enrolling 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 and payments after the 20th of the month will have an additional \$10.00 charge. A \$10.00 return check 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 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].

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**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.** Make checks payable to Faith Christian School for a tax-exempt contribution.

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**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 students 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.
8. 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.

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**FIRE/EMERGENCY DRILLS**

An emergency drill at Faith Christian School is a serious matter. When you enter a classroom, look for the drill card on the bulletin board and read the instructions. When the signal for the fire drill is given, rise quickly and go quietly in the direction shown by the drill card in your room. For fire drills, go in single file down the hall and do not talk. If you are the first to reach the exit, open the doors, secure them, and file out. When the all-clear signal is given, return to the room from which you started. Directions for tornado drills are also posted in each classroom.

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## **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. Parents must make their own arrangement with the vendors. 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 student.

Faith Christian School does not allow students to leave campus for lunch without parental and administrative approval.

### **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 lunch-time, 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. Capital campaigns-The School Board will take the leadership in fund-raising the needs of the school including, but not limited to: buildings, major renovation projects, endowment accounts, and major property enhancements, such as paving parking lots.
2. Academic program-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: Auction, 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 highly discouraged.

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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 program-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.

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**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.

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**GOVERNMENT**

We believe students should be taught a proper attitude toward their government. We will teach that government is a God-ordained institution and is to be treated as such. We will teach that it has a limited sphere of sovereignty and limited purpose. We will teach that government is not the panacea for social ills, though within its sphere, it can address many social issues. They will be taught to critique all governments but not at the cost of the obedience which is due them. We will focus on the judicial and legislative process as the general proper defense against injustice. They will be taught patriotism and that in spite of its problems, the United States of America is a great nation.

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**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 2<sup>nd</sup> year of high school (9<sup>th</sup>-12<sup>th</sup>) they will be assigned a 9<sup>th</sup> 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 3<sup>rd</sup> year high school, they will assigned a 10<sup>th</sup> 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 4<sup>th</sup> year of high school and are enrolled on-campus in all classes necessary to graduate.

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## GRADING

Numerical grades are recorded on permanent cumulative records. Report cards are issued four times per year for all students. 1<sup>st</sup> through 8<sup>th</sup> grade 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.**

9<sup>th</sup> through 12<sup>th</sup> grade will have a numeric grade for each semester entered. Semester grades are calculated by averaging the two quarters. If there is a final, the semester grade is the average of the two quarters and the exam grade calculated as 20% of the semester grade.

Our grade reporting system is designed to record the school's evaluation of your student in two areas: academic achievement and appropriate behavior. Although we cannot judge matters of the heart, we can evaluate the external behavior. We at Faith Christian understand that God has made each student unique in talents, understanding, maturity, personality and many other ways. It is our belief that much of life requires the proper behavior, regardless of the condition of the heart and where you are in the process of maturity. In our treatment of the student we will not confuse a student's worth as a created human being with their grades or behavior, but we will expect them to do as they ought.

Because of this, a purely academic grading system is inadequate to give sufficient feedback about your child's progress. At the end of every grading period, the teachers will report a grade they believe accurately reflects your student's progress as a Christian student. This is not an evaluation of them as a Christian, but in regards to the expectations we have of a student who is also a Christian. It is an evaluation of their study habits and values, attitude and participation in the learning process, and treatment of their teachers and fellow students. The teacher is responsible for discernment in the development of character/conduct. 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:**

### ACADEMIC GRADING:

A - Excellent work	90- 100
B - Above average work	80 - 89
C - Average work	70 - 79
D - Below average work	65 - 69
F - Failing	<65
I -- Incomplete	If this appears on the report card, it means that the student had not completed the work for the grading period and no grade was given.

### 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 "o" in the gradebook calculations.

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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 gradebook.

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**HONOR GRADE**

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

**CHARACTER GRADE**

- Most Honoring Efforts
- Honoring Efforts
- Little Effort (appearance on report card will disqualify a student for honor-based academic recognitions.)
- Dishonoring Efforts (appearance on report card will disqualify a student for honor-based academic recognitions.)

U--Unsatisfactory

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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.

**SCHEDULE OF GRADE REPORTS FOR GRADES 1<sup>st</sup> -12<sup>th</sup> 2011 -2012**

Nine Week Grading Period	Progress Reports sent home	Report Cards Received
1 <sup>st</sup> (August 18 - October 21)	September 28	October 27
2 <sup>nd</sup> (October 24 - January 20)	December billing	January 26
3 <sup>rd</sup> (January 24 - March 23)	February 29	April 5
4 <sup>th</sup> (April 2 - May 25)	May 2	Mailed with June billing

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**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 them just as much as we are mandated to teach them.

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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 (college) but also to participate in the maturation process God demands of us all.

## MEDIA CENTERS

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

### 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.

### LIBRARY 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 \$.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 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.

**Donated books and videotapes and CDs and DVDs are welcome.** These are evaluated according to collection development guidelines and used when appropriate.

### COMPUTER LAB

The computer lab is part of the Media Center. However, it is staffed by a separate employee and is governed by the technology use policy. It is available for all grades. 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. Students are forbidden from any use other than what they have been specifically told they can use it for on that day or for that assignment.

### 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.

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- 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 accessing 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.

**Donations of computer hardware and software, as well as shelving or furniture items are also welcome.**

## **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. Fines may be assessed to a student who damages their locker. A fine may also be assessed if a locker is not cleaned out properly or is so nasty someone else must clean it out.

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 suspension, 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 lockers. There are locker rooms in the gym for these items or they can be left in a student vehicle.

The athletic locker rooms are to be maintained by the athletes and high school PE students under the direction of the PE teacher and Athletic Director. Failure to adequately participate in the assigned duties of locker room maintenance will result in loss of gym locker room use. The student will have to keep athletic equipment off-campus until after school. They may keep their PE clothes in their bags on the hooks in the lower building.

## **LOST AND FOUND**

There are two lost and found areas on campus. The athletic department keeps items and the main office keeps items. Typically, items that are athletic and PE-related will be in the gym. Some items are in the main office. Items in the main office tend to be small items such as jewelry, important items such as keys or schoolbooks, and expensive items such as calculators or phones. If your student has lost something, you may first check with the school secretary in the main office and the Athletic Director or PE teachers in the gym.

Every nine weeks, we will put gym lost and found items on the stage for one week and remind the children. At the end of each quarter unclaimed lost and found items will be donated.

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## MEDICATION AT SCHOOL

The Faith Christian School Board discourages the taking of medication at school during school hours by students. We will only store and administer medication if it is absolutely medically necessary. The policies related to medication are below.

### 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-6<sup>th</sup>) or school guidance counselor's office (7<sup>th</sup> -12<sup>th</sup>). 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

Our school's purpose, mission and operations are much bigger than we could possibly accomplish with only the staff we are able to hire. We are pleased that what we do and how we do it meets your expectations as a parent and we can assist you in the educating of your child. We welcome our parents to be involved as volunteers and to work to accomplish the vision and mission of the school.

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Volunteer assistance is needed in areas such as field trips, parties, special classroom projects, concession stand, library, etc. A volunteer survey form will be circulated early in the school year to help determine interest and placement. Room parent volunteers will be solicited at the Open House meeting each year.

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Parental involvement and volunteerism is only for parents who trust the operational policy of the school and will abide by that policy and submit to the authority of school officials when helping. If at any time you find that you cannot abide by policy or submit to the authority of the school official, you should remove yourself from your position of involvement. If this ever happens, we would sincerely hope you would speak with the school as to the reasons you cannot abide by the policy or follow the directions of the school official.

Parent Teacher Fellowship (PTF) leadership meetings will be held periodically for the benefit of the parents and school. PTF officers are appointed yearly 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 meets as needed. Volunteers are always welcome to be a part of this organization.

**PARTIES - for Elementary Students only.**

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The school allows each elementary class to have two parties during the school year. It is generally better to have parents provide food/supplies for these parties and allow the teacher to provide supervision with a limited number of adults present.

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**Only bakery/store-bought food may be served to our children/students at school parties or treat times. No home cooked food served to students.**

**CHRISTMAS PARTY**

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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 devotionals, 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. There will be no live trees in the school classrooms.

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**EASTER PARTY**

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

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**TREAT TIME**

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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. These events are generally supervised by the teacher without parental presence. These events are short in duration and may not be broadened to "party" status.

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**BIRTHDAY REFRESHMENTS AT SCHOOL;**

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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. Only bakery/store bought and individually wrapped items to our

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children may be served. The health department requests us to do this for safety reasons. No presents may be exchanged during school hours. Please do not surprise teachers.

### **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 (I 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. An example of this would include sending/bringing balloons to the classrooms for the child on their birthday or at lunch time or otherwise. We must ask all parents to adhere to the following guidelines:

1. If invitations are to be distributed at school, then all the grade class should be invited. This is allowed.
2. If only all boys are to attend a party, then it is permissible to only invite boys since all girls will not be invited. This works with all girls also.
3. If a child brings another child a birthday gift at school because they could not attend the party, the receiving child may not open the gift at school.
4. 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 lunch time and that all the "special" things be kept at home. 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.

Failure to arrive at the designated location and notify the responsible adult will result in disciplinary action upon the student. The pass is a sign of trust and checking in is a sign that the student takes our responsibilities as a school to you as a parent seriously. If your child does not respect that, they will not be issued passes for any reason. Any 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 be disciplined for an unauthorized absence from class.

### **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

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- 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 "walk" 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.

Each fall and spring, Faith holds a Parent-Conference Day 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.

**SCHOLARSHIP 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 15<sup>th</sup>. 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 15<sup>th</sup>.
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.
4. Applications will not be considered by the school board scholarship committee if there is any existing financial delinquency on the school account.
5. Application considerations by the scholarship committee, which will be appointed at the February School Board meeting, will be conducted March 15<sup>th</sup>-30<sup>th</sup> by the Scholarship committee.

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- 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's primary color will be Green Pantone 349U. The accent color will be Gold Pantone 116U. The tertiary color will be White. The color black will not be used as a dominant or tertiary color unless it is a minimal accent or required in some form or fashion. While the school does not have any trademarked branded items, the use of school colors, school name, school crest, and the lion head must only be with school permission. The school's mascot is a Lion. The Lion's name will be Augustus.

### **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 on weekdays. The office will not be open on weekends, holidays, and office closings, which will be communicated on the Renweb calendar.

#### **ARRIVAL**

Grades 7<sup>th</sup>-12<sup>th</sup> should arrive between 7:20 and 7:30. The tardy bell for grades 7-12 rings at 7:30 am. PreK-6<sup>th</sup> grade should arrive between 7:30 and 7:45. The tardy bell for grades PreK-6 rings at 7:45 am. Elementary siblings of high school students will go to the gym, except Prekindergarten and Kindergarten siblings, who go right to their class.

#### **DISMISSAL**

Grades K-6<sup>th</sup> will dismiss at 2:50 and should be picked up by 3:00. Grades 7<sup>th</sup>-12<sup>th</sup> will dismiss at 3:05 and should be picked up by 3:30. Siblings of 7<sup>th</sup>-12<sup>th</sup> students will be held until the 3:05 bell with their teacher and then released to the pickup point for their older sibling. Students not picked-up by 3:30 will be released to after-school care, for which the parent will incur a fee.

#### **AFTER-SCHOOL CARE**

After-school care begins at 2:50 and ends at 5:30. Children must be picked up by 5:30.

#### **GYM**

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The gym is overseen by 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. Parents must not drop their student off any earlier than 5 minutes before practice and pick them up no later than 5 minutes after practice as designated by the coach of the sport. The coach may modify these times or arrangements may be made with the coach. Under no circumstances should a parent put a coach in the position of being left alone with an athlete of the opposite gender.

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During the summer, the gym will be open for use by students and authorized guests. This will be published at the beginning of the summer and overseen by the Athletic Director.

**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.

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**HARASSMENT**

Faith Christian High School will not tolerate any type of harassment, including sexual harassment. Sexual 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.

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

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**BULLYING**

Bullying, when defined as *repeated, unreasonable actions of a group or individuals directed toward a student or group of students, which is intended to intimidate and creates a risk of health and/or safety*, is to be addressed by the parents of the children involved and by the school. While the school can address some manifestations of bullying, effective resolution requires the majority of the problem has to be addressed by the parents. By the time bullying escalates to the point that the school can legitimately address the situation, the offenses have become serious and any chance for reconciliation is severely diminished. The most effective way of dealing with bullying amongst fellow students is for the parents to work together to address the issue.

If it appears that in spite of this parental cooperation that the continued aggressive behavior will continue to escalate and will manifest itself at school, then parents should begin documenting bullying events, keep copies of anything like emails, voice mails, texts, notes, etc. This will be extremely helpful to the school if it escalates into behavior that the school is able to address.

Parents should monitor their children to make sure they are not bullying other children. Listed below are some indicators that your child is a bully. Remember, the key is that these are done **repeatedly** and to the **same** person or persons.

- Your child gives unwarranted or invalid criticism (This means they criticize when it is not their place and/or the criticism is just not true)
- Your child spontaneously and instantly blames the victim without factual justification. (This is similar to gossip. This is a form of injustice where your child would just instantly assume or take every opportunity to blame the other students or students for anything, without regard to facts, character, etc.)
- Your child treats the victim differently than they treat others in the same classification. (There are certain rights and ways to be treated that are expected when one is in a particular group. If your

student is treating another student without the same rights and privileges as someone in their class, group, school, etc., they are bullying.)

- Your child makes use of every opportunity to exclude or social isolate another student. (Actions that result in a student being kept out of a group or activity to which they have right of access.)
- Your child draws unwanted attention to the victim and/or humiliates them.
- Your child perpetrates practical jokes or making another student the butt of their jokes.
- Your child excessively monitors another student either directly or indirectly.

If you discover, suspect or have it reported to you that your child has done this repeatedly to a directed person or group, the school expects you to investigate the truth of this possibility. Failure to respond to this information on the part of the parent or guardian will be taken into consideration if it becomes a school matter.

## **STUDENT RECORDS**

Faith Christian High School will maintain on file in the Headmaster's office a permanent cumulative record with information on each pupil enrolled. Student's 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 homeroom teacher, guidance counselor, Assistant Headmaster or with the Headmaster.

## **FACULTY**

Teachers at FCHS are selected from fully-qualified personnel who exemplify Christian character and personality. All of our teachers hold degrees in their respective areas of education and are committed to their profession as their gift from God. Our teachers meet the requirements of SACS.

## **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 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. Except for those books provided by the school, a student must have all necessary books for their class upon their first day of school, except under certain circumstances. A list of required textbooks is published at the beginning of the summer prior to the school year. The majority of the bible books and English books 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.

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**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.

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**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.

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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 School Board requirement, 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.**

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*Faith Christian School Financial Commitment Statement*

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 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 (ren) 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

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simple matter of saying that the school has plenty of time to “fill that slot”. Even if another child comes in that grade, the school still loses the anticipated full year tuition income from your child who does not come. 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 school; that just does not happen. **A promise is a promise both ways.**

## **STUDENT DRIVERS**

Each student vehicle driven to school must be registered in the office with the proper registration form to be signed by 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 at all times, even if school is not in session.

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.**

## **VISITORS TO CAMPUS OR CLASSROOM**

While we are a relatively safe campus and people associated with our school are safe people, we are not entirely impervious to undesirable visitors to our campus. Therefore, we have to have system in place that all visitors who are welcome can be recognized as safe, even if a staff or faculty member does not recognize them. Our visitor policy is designed to prevent even one person slipping through who might hurt our students.

All visitors (including parents and alumni) entering Faith Christian School campus during school hours are required to report to the school office and receive a yellow visitor’s pass before any visitation. Do not request to visit a classroom while classes are in session. Anyone found on campus without a pass will be considered to be loitering or trespassing and offenders can be prosecuted.

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# Faith Christian High School

## REQUIREMENTS FOR GENERAL ACADEMIC DIPLOMA-2012

### English Language Arts 4 credits required

Honors English 9	1	required credit
Honors English 10	1	required credit
Honors English 11	1	required credit
Honors English 12	1	required credit

### Mathematics 4 credits required

Algebra I (9th grade)	1	required credit
Geometry (10th grade)	1	required credit
*Approved Math Elective (11 <sup>th</sup> grade)	1	required credit
*Approved Math Elective (12 <sup>th</sup> grade)	1	required credit

### Science 4 credits required

Biology (9 <sup>th</sup> grade)	1	required credit
Physical Science (10 <sup>th</sup> grade)	1	required credit
*Approved Life or Physical Science (11 <sup>th</sup> grade)	1	required credit
+Anatomy (12 <sup>th</sup> grade)	1	required credit

### Social Studies 4 credits required

World History since 1500 (9 <sup>th</sup> grade)	1	required credit
U. S. History: Beginning to 1900 (10 <sup>th</sup> grade)	1	required credit
U. S. History: 1900 to Present (11 <sup>th</sup> grade)	1	required credit
<b>[AP U. S. History may be taken in 11<sup>th</sup> grade for 1 credit]</b>		
U.S. Government - 1 <sup>st</sup> semester (12 <sup>th</sup> grade)	.5	required credit
Economics - 2 <sup>nd</sup> semester (12 <sup>th</sup> grade)	.5	required credit

### Bible 4 credits required

Bible 9	1	required credit
Bible 10	1	required credit
Bible 11	1	required credit
Bible 12	1	required credit
Life Application/Service Ministry - 11 <sup>th</sup> & 12 <sup>th</sup> grades	1	1 credit each year allowed

### Required Electives 6 credits required

Computer Applications	.5	required credit
Physical Education	.5	required credit
Fine Arts: Choral Music, Art, Speech/Drama	.5	required credit
Health	.5	required credit
Other Electives	4	required for 26 credits

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*Other Electives*

12 <sup>th</sup> 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
Drama	.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
Dual Enrollment Electives (Faith Campus or College Campus)* TBD		

**Total credits required for graduation 26**

\* Headmaster must approve these courses prior to granting credit for graduation.

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# Faith Christian High School

## REQUIREMENTS FOR ADVANCED ACADEMIC DIPLOMA -2012

<b>English Language Arts</b>			<b>4 credits required</b>
Honors English 9	1	required credit	
Honors English 10	1	required credit	
Honors English 11	1	required credit	
Honors English 12 or AP English	1	required credit	
<b>Mathematics</b>			<b>4 credits required</b>
Algebra I (9 <sup>th</sup> grade)	1	required credit	
Geometry (10 <sup>th</sup> grade)	1	required credit	
Algebra II (11 <sup>th</sup> grade)	1	required credit	
Advanced Math (12 <sup>th</sup> grade)	1	required credit	
<b>Science</b>			<b>5 credits required</b>
Biology (9 <sup>th</sup> grade)	1	required credit	
Physical Science (10 <sup>th</sup> grade)	1	required credit	
Chemistry (11 <sup>th</sup> grade)	1	required credit	
Physics (12 <sup>th</sup> grade)	1	required credit	
Anatomy (12 <sup>th</sup> grade) *	1	required credit	
<b>Social Studies</b>			<b>4 credits required</b>
World History since 1500 (9 <sup>th</sup> grade)	1	required credit	
U. S. History: Beginning to 1900 (10 <sup>th</sup> grade)	1	required credit	
U. S. History: 1900 to Present (11 <sup>th</sup> grade)	1	required credit	
<b>[AP U. S. History may be taken in 11<sup>th</sup> grade for 1 credit]</b>			
U.S. Government - 1 <sup>st</sup> semester (12 <sup>th</sup> grade)	.5	required credit	
Economics - 2 <sup>nd</sup> semester (12 <sup>th</sup> grade)	.5	required credit	
<b>Bible/Ministry*</b>			<b>4 credits required</b>
Bible 9	1	required credit	
Bible 10	1	required credit	
Bible 11	1	required credit	
Bible 12	1	required credit	
Life Application/Service Ministry - 11 <sup>th</sup> & 12 <sup>th</sup> grades	1	1 credit each year allowed	
<b>Required Electives</b>			<b>5 credits required</b>
Computer Applications	.5	required credit	
Physical Education	.5	required credit	
Fine Arts: Choral Music, Art, Speech/Drama	.5	required credit	
Foreign Language (Must be same language)	2	required credits	
Health	.5	required credit	

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Other electives 1 required for 26 credits

**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
Dual Enrollment Electives (Faith Campus or College Campus)		TBD

†Anatomy is required for all seniors. Seniors may use anatomy as their fourth required science for the advanced diploma with Headmaster approval.

**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** may be earned by maintaining a 90% average of all courses taken in the Advanced Diploma track including all eight semesters of the high school career. Course selections must include Advanced Placement English in order to earn the Advanced Diploma with Honors.

**General Academic Diploma:** This diploma (26 credits) is available only by recommendation of the Headmaster with an IGP (Individual Graduation Plan) approved by the parents and student. The Plan must include all required subjects (\*) with a total of four credits each in Bible, math, science, social studies, and English.

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# Faith Christian High School

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

Program of studies planned for: \_\_\_\_\_ Grade: \_\_\_\_\_

<u>English Language Arts</u>	<u>Credit</u>	<u>Year Earned</u>	<u>Credit Earned</u>	<u>Need</u>
Honors English 9*	1	_____	_____	_____
Honors English 10*	1	_____	_____	_____
Honors English 11*	1	_____	_____	_____
Honors English 12*	1	_____	_____	_____
AP English 12	1	_____	_____	_____
Speech/Drama	1	_____	_____	_____
Journalism (Yearbook/newspaper)	1	_____	_____	_____
<b>Mathematics</b>				
Algebra I (8 <sup>th</sup> grade)	0	_____	_____	_____
Algebra I (9 <sup>th</sup> grade)	1	_____	_____	_____
Geometry*	1	_____	_____	_____
Algebra II #	1	_____	_____	_____
Advanced <sup>o</sup> Math	1	_____	_____	_____
Calculus	1	_____	_____	_____
<b>Science</b>				
Biology *	1	_____	_____	_____
Physical Science *	1	_____	_____	_____
Chemistry (11 <sup>th</sup> grade) #	1	_____	_____	_____
Physics (12 <sup>th</sup> grade) #	1	_____	_____	_____
Anatomy and Physiology <sup>+</sup>	1	_____	_____	_____
<b>Social Studies</b>				
World History since 1500 (9 <sup>th</sup> grade) *	1	_____	_____	_____
U.S. History beginning to 1900 (10 <sup>th</sup> grade) *	1	_____	_____	_____
U. S. History 1900 to present (11 <sup>th</sup> grade) *	1	_____	_____	_____
AP U. S. History for 11 <sup>th</sup> grade	1	_____	_____	_____
U.S. Government 1 <sup>st</sup> semester (12 <sup>th</sup> grade) *	.5	_____	_____	_____
Economics 2 <sup>nd</sup> semester (12 <sup>th</sup> grade) *	.5	_____	_____	_____

\* Required of all students  
 # Required of Advanced Diploma Students

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**\*Bible/Ministry**      **Credit**   **Year Earned**   **Credit Earned**   **Need**

Bible 9*	1	_____	_____	_____
Bible 10*	1	_____	_____	_____
Bible 11*	1	_____	_____	_____
Bible 12*	1	_____	_____	_____
Bible 11/Ministry Project	1	_____	_____	_____
Bible 12/Ministry Project	1	_____	_____	_____

**Physical Education**

PE 9*	.5	_____	_____	_____
PE 10	1	_____	_____	_____
PE 11	1	_____	_____	_____
PE 12	1	_____	_____	_____

**Fine Arts \***

Choir (9 <sup>TH</sup> , 10 <sup>TH</sup> , 11 <sup>TH</sup> , 12 <sup>TH</sup> )	1	_____	_____	_____
Senior Honor Choir Credit	1	_____	_____	_____
Art (1 or 2 semesters)	.5 or 1	_____	_____	_____

**Foreign Language# (Must be same language)**

Spanish I	1	_____	_____	_____
Spanish II	1	_____	_____	_____
Latin I	1	_____	_____	_____
Latin II	1	_____	_____	_____
Health* (9th grade)	.5	_____	_____	_____
Computer Applications*	.5	_____	_____	_____

**Other Electives**

Electives (Faith Campus or College Campus)	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Page 2/2** Totals of both pages: (must equal 26 for all diplomas) \_\_\_\_\_

Date this plan developed: \_\_\_\_\_ Diploma Track: \_\_\_\_\_

Parent(s)' Signature(s): \_\_\_\_\_

\*Required of all students

#Required of Advanced Diploma Students

+Anatomy is required for all seniors. Seniors may use anatomy as their fourth required science for the advanced diploma with headmaster approval.

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## *FCS Purpose Statement*

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At the direction of the session of Faith Presbyterian Church, the purpose of Faith Christian High School (K-12) is to be a private school that will give the youth of the church and the vicinity quality instruction in subjects usually taught in public schools, together with specific Bible instruction and Christian Standards for life.

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## *FCS Mission Statement*

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Under the authority of the Christian Scriptures, the mission of Faith Christian High School (K-12) is to prepare students to serve God and others by instilling a Biblical world and life view, providing a quality academic education, and developing the Christian social graces of love, self-control, and fellowship for the purpose of glorifying God.

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### *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/she is a valued individual within the community whose primary purpose is to glorify God.
3. The student will model what he/she sees; therefore, teachers need to be Christian role models.
4. A variety of instructional strategies and learning activities should provide appropriate challenges for all enrolled students.
5. All academics, truth, aesthetics, values, civic responsibilities and community service should be taught from a biblical world and life view.
6. The student is personally responsible and accountable for his/her behavior and personal integrity, while maintaining a balance in the areas of the spiritual disciplines, academic excellence, and extra-curricular activities.
7. Students learn most effectively in a safe, structured, healthy environment.
8. The parents have the ultimate responsibility for their children's spiritual and academic education. The school is a team member with the Christian parents and their church.
9. The commitment to continuous school improvement is imperative in order to enable students to become confident, self-directed, life-long learners.

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- 10. Faith Christian School must emphasize the priorities of spiritual growth, academic excellence and extra-curricular activities as integral parts of a life that glorifies God.

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