



**Student and Parent Handbook
2022-2023**

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Head of School's Welcome to Faith Christian School 2022-2023

Dear FCS Students and Parents,

It is my privilege to welcome you to the 2022-2023 school year at Faith. We believe that God is at work here and are excited to be a part of what He is doing. Our mission is to provide an **exceptional college-preparatory** educational program from a **biblical perspective** for each student, and our faculty, staff, and administration are committed to doing that with Christ-honoring excellence.

Our educational program is **exceptional**, which is defined as “superior or unusually good.” Faith’s superior program starts with our faculty, who do a great job of teaching in such a way that not only the minds of our students are impacted, but also their hearts and lives. Students are challenged toward excellence in all areas of their lives – academically, spiritually, physically, and socially.

As a **college preparatory** program, our students are prepared for future success at the next level of their educational journey. From ACT scores to scholarship amounts to dual-enrollment opportunities, students at Faith have an advanced level of success that enables them to pursue their dreams, interests, and callings.

What makes Faith Christian School unique and a one-of-a-kind school in this area is that our school program, while both **exceptional** and **college preparatory**, is also taught from a **biblical perspective**. This Christian worldview in our program helps students to develop a personal relationship with the Lord Jesus Christ and prepares our students to see the world from God’s perspective and to use their talents and abilities to serve and honor the Lord in their lives.

While we at Faith Christian School are thankful that you have entrusted us with the education of your children, we also are aware that we cannot do it alone and desire to be partners with you and your church in that education. So please pray for us, support us, and get involved with us in the education of your children. Let us know when you have questions or need information. We will regularly attempt to communicate with you and ask that you regularly attempt to communicate with us as well.

As a means of informing and communicating, FCS provides you with this handbook, which is filled with the school’s purpose, procedures, and operational policies. Please be familiar with the types of information that are found in this handbook and refer to it when you have questions or need information. Please note however that the School Board of FCS, in its sole discretion, reserves the right to change any policy or procedure as needed at any time after reasonable notice.

I am excited to begin this new school year. Please let me know when I can help you in any way. Blessings on a great school year!

In Christ’s Service,



Chip Jones
Head of School

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Student Handbook 2022-2023

Organization and Philosophy

SCHOOL BOARD MEMBERSHIP 2022-2023

Faith Christian School has been a ministry of the Faith Presbyterian Church for forty-one years. The school is operated for the glory of Christ and to meet the educational needs of the youth of the church and the surrounding community. Faith Christian School is governed by a school board appointed by the governing body (Session) of Faith Presbyterian Church and operated by a head of school. The function of the Faith Christian School Board is the creation of school policy and oversight of the head of school who implements that policy and operates the school. The Faith Presbyterian Church Session invests all administrative leadership and authority to operate the school to the head of school. The head of school 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.

Responsibilities (from FCS Constitution):

1. The School Board shall establish all policies necessary for the head of school to operate the school.
2. The School Board shall establish and implement the operating budget of the school.
3. The School Board will constitute the first tier of appeal (above the head of school) on all policy dynamics of the school.
4. The School Board will constitute the second tier of appeal, above the head of school and school board chairman (with Session approval) 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. Ryan Price
Vice Chairman Brian Totherow
Member Alicia Williams, Treasurer
Member Shelby Ray, Secretary
Member Grant Carroll
Member Aimee Grey
Member Vince Mattox
Member Tim Mitchell
Member Sonny Weaver

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

“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).

Faith Christian School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, procedures, and programs.

FAITH CHRISTIAN SCHOOL MISSION STATEMENT

Faith Christian School endeavors to further God's kingdom by providing an exceptional college-preparatory education from a biblical perspective in partnership with families and churches, so that students are spiritually, academically, socially, and physically equipped for servant leadership to the glory of God.

FAITH CHRISTIAN SCHOOL VISION STATEMENT

Faith Christian School strives to prepare students for college, for life, and for eternity.

FAITH CHRISTIAN SCHOOL STATEMENT OF FAITH

1. We believe the Bible is the written Word of God, inspired by the Holy Spirit and without error in the original manuscripts. The Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.
2. We believe in the Holy Trinity. There is one God, who exists eternally in three persons: the Father, the Son, and the Holy Spirit.
3. We believe that all are sinners and therefore unable to save themselves from God's displeasure.
4. We believe that salvation is by God alone, by grace alone, by Christ alone, and received by faith alone, and is not based upon any human merit.
5. We believe that Jesus Christ is the eternal Son of God, Who, through His perfect life and sacrificial death, atoned for the sins of all who will trust in Him alone for salvation.
6. We believe that Jesus was raised from the dead, ascended into Heaven, and is seated at the right hand of God the Father.
7. We believe that the Holy Spirit indwells God's people and gives them the strength and wisdom to trust and follow Christ.
8. We believe that God has established His Church and is gracious and faithful to His people according to His Covenant promises.
9. We believe that Jesus will return, bodily and visibly, to judge all mankind and to receive His people to Himself.
10. We believe that all aspects of our lives are to be lived to the glory of God under the Lordship of Jesus Christ.

FAITH CHRISTIAN SCHOOL STATEMENT OF EDUCATIONAL PHILOSOPHY

1. God is the source of all truth, and the Bible is given by Him as our supreme and final authority.
2. All aspects of our educational program will be taught from a Biblical perspective.
3. Students are created in the image of God with unique physical, social, emotional, intellectual and spiritual gifts, and therefore are valued individuals, whose primary purpose is to glorify God.
4. Students will model what they see; therefore, by God's grace, all faculty and staff should strive to be Christian role models.
5. Students will be challenged through a variety of appropriate instructional strategies and learning activities.
6. Students are personally responsible and accountable for their behavior and personal integrity.
7. Students learn most effectively in a safe, structured, healthy environment.

8. Faith Christian School works in partnership with families in education, yet the final responsibility for children’s academic and spiritual development is at home.
9. Commitment to continuous school improvement is essential for students to become confident, self-directed, life-long learners.
10. Faith Christian School emphasizes spiritual development, academic excellence, and extra-curricular activities as a means to glorify God.

FAITH CHRISTIAN SCHOOL CORE VALUES AND EXPECTED STUDENT OUTCOMES

1. Necessity of Christ

1 Corinthians 2:2 – *“For I decided to know nothing among you except Jesus Christ and Him crucified.”*

Faith Christian School graduates should:

- know, love, rely upon, and rest in Jesus Christ.
- develop Christ-like character and grow in the Fruit of the Spirit.
- engage our culture from a Christian worldview.
- love the church and be prepared for Christian service.

2. Authority of the Bible

2 Timothy 3:14–17 – *“But as for you, continue in what you have learned and have firmly believed, knowing from whom you learned it and how from childhood you have been acquainted with the sacred writings, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work.”*

Faith Christian School graduates should:

- believe that the Bible is true in all that it affirms.
- believe that God wants to know them and be known by them.
- submit to God’s will by applying His Word in all their circumstances and in all their actions.

3. Community of Grace

Titus 2: 11-14 – *“For the grace of God that brings salvation has appeared to all men. It teaches us to say ‘no’ to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age, while we wait for the blessed hope – the glorious appearing of our great God and Savior, Jesus Christ, who gave Himself for us to redeem us from all wickedness and to purify for himself a people that are his very own, eager to do what is good.”*

Faith Christian School graduates should:

- believe that God in His grace secures our place in His family.
- believe that God in His grace sustains us in the Christian life.
- believe that God in His grace moves us to love and forgive others.

4. Excellence in Academics

2 Peter 1:3 – *“His divine power has granted to us all things that pertain to life and godliness, through the knowledge of Him who called us to his own glory and excellence.”*

Faith Christian School graduates should:

- possess a love for learning and be prepared academically for future success in college and in life.
- have the initiative to take responsibility for their own learning, work, and actions.
- be able to think, communicate, and collaborate to accomplish goals, solve problems, and resolve conflict.

5. Preparation for Life

Romans 12: 1-2 – *“I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what the will of God is, that which is good and acceptable and perfect.”*

Faith Christian School graduates should:

- be able to understand, share, and defend their Christian beliefs.
- be equipped to serve God where they live, work, and play.
- have a passion for helping the hurting people of the community and the world in a manner that glorifies Jesus.

ACCREDITATION

Faith Christian School (K-12) is dually accredited by Cognia (formerly known as AdvancED) and ACSI (Association of Christian Schools International). All credits earned from Faith Christian School are fully accepted without question at all other public and/or private educational institutions.

RELATIONSHIP OF SCHOOL TO FAMILIES

We believe that according to the Bible, the parents will be held accountable to God for the education of their children. This means that the parents must decide what educational institutions and other services they will use to fulfill that responsibility. However, the responsibility and authority to decide what is taught, when it is taught and how it is taught at Faith Christian School is that of the session and their proxies. We believe that the session will be held accountable for the quality of the education we offer in regard 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.

SCHOOL BRANDING- MASCOT, COLORS AND CREST

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

Admissions and Enrollment

INTRODUCTION

Faith Christian School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admissions policies, scholarship program, athletic or other school-administered programs.

In order to be academically eligible for enrollment in grades 3–12 at Faith Christian School, a student must have scored at or above the 50th percentile on a nationally-normed and nationally-recognized standardized achievement test. The final determination of enrollment relative to academic standing rests with the head of school.

GUIDELINES USED FOR ADMITTANCE TO FAITH CHRISTIAN SCHOOL

1. Faith Christian School cannot meet the needs and therefore does not grant admittance to students who are married, expecting a child, or are already the parents of a child.
2. Faith Christian School does not grant admittance to any student who has reached his/her 20th birthday at the time of his/her application.
3. Faith Christian School does not grant admittance to any student who is under serious disciplinary action from any school or school district at the time of his/her application.
4. 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.
5. 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.
6. Faith Christian School does not grant admittance to a student if the student, parents or other family members historically have not been cooperative with previous educational institutions.

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

AGE REQUIREMENTS

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

FAMILY STANDARDS

Faith Christian School is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home to mold

students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to biblical standards the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting illegal activities, sexual immorality, homosexual acts or sexual orientation, gender identity different from one's biological gender, promoting such practices, or otherwise the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

APPLICATION POLICIES

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

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

Attendance

INTRODUCTION

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

NUMBER OF ALLOWABLE DAYS ABSENT

Students are limited to twenty (20) periods of absence per yearlong subject, whether excused or unexcused. For a one (1) semester course, students are limited to ten (10) periods of absence, whether excused or unexcused. All absences must be verified by a note from the parents or doctor's office, with the specific reason for the absence being listed in the note. See the next section for the list of excused absences. Students with good academic and attendance standing may be excused for extenuating circumstances with prior approval from the head of school. Students with excessive absences may not receive credit for the course and may have to take a credit recovery class, at their own expense, whether the course is passed or not.

Unexcused absences result in a two-point per class per day deduction from the quarter grade in the class in which the unexcused absence occurred. However, students can make up all work and take all tests in the classes they missed with an unexcused absence.

Doctor's excuses must include the date a student is allowed to return to school and reason for the absence. The parents of a student who has a chronic medical situation that results in excessive absences in a school year must work with the head of school to determine an approved educational make-up plan.

All excuses should be submitted within three (3) days of the student's return to school. If an excuse is not received within the three-day period, the excuse is considered unexcused.

Students who do not attend school on a particular day because of illness may not participate in any extracurricular activities that day. The students must have been in attendance at least four periods of the school day in order to participate in extracurricular events after school on that day.

EXCUSED ABSENCES

Student absences, with verifying note from the parents, will be considered excused for the following reasons:

- Illness
- Medical appointment
- Driver's license examination
- Severe illness of a family member

- Death of a family member
- Extreme weather conditions
- Head of School prior approval

Middle and high school students will be expected to present a note from home explaining the reason for their absence on the day they return to school. Students should present the notes to the administrative assistant in the school office who will determine whether the absence is excused or unexcused and mark the appropriate response in FACTS.

MAKE-UP WORK

Students have twice the number of days/classes missed to make up assignments and assessments when returning from an absence. Students are responsible to talk to their teachers upon their return to school to schedule times to turn in make-up work.

- However, assignments and assessments due the first day of an absence should be turned in and taken as soon as the student returns.
- Also, students should be prepared to take an assessment as soon as they return to school from absences which occur after all the content has already been taught before the absence.
- Students who miss an assessment in a class early in the day, but then return to school later in the day should be prepared to take the assessment that same day. **It is the student's responsibility to contact teachers and complete assignments.**
- Students who fail to turn in assignments and take assessments within the allotted make-up time will receive point deductions for each day late.

CONSEQUENCES FOR EXCESSIVE ABSENCE

- A disciplinary notification will be e-mailed by FACTS for each unexcused absence.
- A FACTS reminder will be sent at the end of each grading period to remind parents to send notes for unexcused absences.
- Remaining unexcused absences will result in two points per class per day deduction off of term grade.
- If a student in grades 7-12 obtains more than ten absences in a semester he/she may be required to take a credit recovery class for each of the core courses whether the course is passed or not.

TARDY POLICY

Lower School (Pre-K – 6th grade) students are required to report to school and be in their classroom by 7:45 am. If a student does not report to school on time, the student must be signed in by their parent through the school office. Any student who is late to school more than three times in a nine-week grading period will be referred to a school administrator. Possible consequences include a warning, parent notification, referral to the counselor, or required parent conference.

There are two different types of tardies for students in the Upper School (7th – 12th grades):

1. Late to School - Upper School students are required to report to school and be in their first period class by 7:30 am. If students are late to school / first period (defined as between 7:30 and 7:40 am) more than three times during a nine-week grading period, they will be referred to the office. Once a student has been referred to the office for being excessively tardy to school, it will be treated as a Category II violation.

2. Late to Class - If Upper School students arrive at school later than 7:40 or if they are late to any class after arriving on campus, they are considered late to class and this will be treated as a Category II violation each time it occurs.

ILLNESS POLICY

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

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

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

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

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

CHECKING IN/OUT

The school attendance records, including checkout information, are legal documents and therefore must be kept with exceptional accuracy. It is absolutely necessary that only the proper people sign students out or in from school. Particularly in these times of 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 designated adults on a student's emergency card may validly sign students in/out (see exceptions for student drivers). If it is necessary for a student to arrive late, the parent must come directly to the office and sign their name on the IN/OUT sheet.

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

BAD WEATHER CLOSINGS

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

WITHDRAWAL FROM SCHOOL

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

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

Any withdrawal will require fulfillment of the Financial Agreement guidelines signed when the student was enrolled or re-enrolled. In order to be relieved of this requirement of the Faith Christian School Board, the parent must present a written request to the head of school for waiver of future financial obligations. The request must state the extreme reason for waiver. The decision of the head of school 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 head of school's decision was inappropriate. The appeal must go through the head of school and 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.

PASSES FOR BEING OUT OF CLASS

The school must know where your student is at all times. If it is necessary for a student to be somewhere other than their assigned location, the teacher should issue a pass to that student that indicates the destination. If the destination is something other than the office, car, locker, bathroom

or counselor's office, the note should indicate destination, duration of stay, and have the signature of the responsible teacher.

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

SCHOOL HOURS

1. 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 9:00-3:00 Monday through Thursday and 9:00-12:00 on Friday. The office will not be open on weekends, and holidays.

2. Arrival to School

- All students, except for students in pre-kindergarten and kindergarten, arriving to school prior to 7:30 for lower school and 7:25 for upper school should unload at the gym and go to Early Bird. Kindergarten students should unload by the gym (at the kindergarten entrance) and go directly to his/her classroom. **Kindergarten teachers are not available to welcome children until 7:15.**
- Students in grades seven through twelve should arrive between 7:00 and 7:30. They should be dropped off by the gym. Parents should only use the outside lane closest to the building for drop off. **Please be patient and do not pass cars that are unloading.** The tardy bell for students in grades seven through twelve rings at 7:30.
- Senior students who drive should use the students' lane and park in the assigned spaces in the lot located directly west of the gym. Junior and sophomore students who drive should use the parents' lane and park in the teacher parking lot facing the creek or in the lot beside the church building and the kindergarten end of the lower building. There will be no parking in the Choccolocco Road lot.
- Students in grades one through six should unload at the Main Building after 7:30. Parents should use the lane closest to the building for drop off. **Please be patient and do not pass cars that are unloading.**
- The tardy bell for students in pre-k through sixth grade rings at 7:45.
- Lower school parents who get their child to school late must come into the school and sign the student in at the school office. The student will be given a pass to enter class late.

No student should be on campus prior to 7:00 a.m. There will be no one on campus assigned to supervise students prior to 7:00.

3. Dismissal

- Pre-K, Kindergarten, and sixth grade students and siblings will dismiss at 2:45 in front of the gym at the kindergarten entrance. Parents should use both lanes for dismissal. These students should be picked up by 3:05 or they will be taken to after school care.
- Grades one through five will dismiss at 2:45 in front of the Main Building. Parents should use both lanes. Please use caution and pay close attention to the teachers and students. These students should be picked up by 3:05 or they will be taken to after school care.
- Lower School students who have middle school and high school siblings will be held until the 3:05 bell.

- Students in grades seven through twelve will be dismissed at 3:05. Students in **grades seven and eight and their younger siblings** will be picked up in front of the **Main Building**.
- Students in **grades nine through twelve and their younger siblings** will be picked up in front of the **gym**.
- Students who are dismissed at 3:05 and are not picked up by 3:25 will be taken to after school care. There will be a charge for this supervision by the after school care provider.

Please remember these important rules: We use one lane for morning drop off. We use two lanes to pick up pre-k through eighth grade students and we use ONE lane to pick up ninth through twelfth grade students. The student drivers use the second outside lane with caution at dismissal time.

4. Day Care

Afterschool daycare is provided as a service to parents of Faith Christian School for a reasonable fee.

Early Bird begins in the commons at 6:15 a.m. for students in grades one through twelve. Kindergarten students go directly to their classrooms upon arrival to school at 7:15. After School Care is provided from 2:45 p.m. until 5:30 p.m. For more information, contact the FCS office.

5. Gym

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

6. 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.

Academics and Program of Instruction

EDUCATIONAL PHILOSOPHY OF FCS

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.

1. Academic:

- Our objective is to provide a college preparatory education that results in graduation from 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.
- We are committed to employ the most highly qualified teachers available in each area of instruction.
- We are committed to the instructional needs of students with average to above average intelligence. We will maintain a homogeneity of these levels and will not use superior intelligence as an enrollment factor. We will provide instruction, as we can, for those students needing special attention in certain subjects. Tutorial assistance may be arranged for student benefit at parent expense.
- We are committed to small class sizes which are in compliance with AdvancEd standards.
- In addition to college preparatory curriculum qualitatively equal or better than the public schools that meets AdvancEd 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.

2. Physical:

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

3. **Spiritual:**

- We believe that the single most important thing a child must learn is to have the proper relationship with God. Everything we do at our school is done with this basic foundation. While we are not a church and cannot address all spiritual issues, we can educate them in their relationship to God, particularly in regards to His Creation and our role as Stewards in it.
- Each teacher must have a clear Christian testimony, both in word and deed.
- We believe the Bible is the inspired, infallible Word of God.
- We will stand firm on the doctrines that are clear in the Scriptures. However, in those areas of Christian doctrine on which evangelical Bible-believing Christians disagree, we will give unbiased Biblical instruction on the various protestant understandings of the issues so that our students will have knowledge of all sides. Although our basic stance is of the "Reformed" position, we will not take a dogmatic stand on such things as mode of baptism, eschatological issues, the special gifts, form of church government, etc.
- Although our basic function is to provide instruction in Christian doctrines 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.

4. **Social:**

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

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 8 th grade.
Sophomore	To attain sophomore status, the student must have at least 6 credits earned during the freshman year.
Junior	To attain junior status, the student must have at least 13 credits earned during the freshman and sophomore years.
Senior	To attain senior status, the student must have at least 20 credits earned during the freshman, sophomore, and junior years

DETERMINATION OF CLASS RANK

1. Class of 2020

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

Foreign Language	Spanish 3 and 4
Math	Dual Enrollment Math
Science	Physics, Honors Anatomy
Social Studies	Dual Enrollment History-10
English	Dual Enrollment English-11

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

2. Classes of 2020 and Beyond

Starting with the class of 2020, and going back to that class's 9th grade year (2016-17), the following classes will receive an additional 5 points per semester in grade computation for the purposes of grades, report cards, transcripts, and class rank. No grade above a 105 may be recorded on report cards and transcripts.

Foreign Language	Spanish 3 and 4
Math	Geometry (taken in 9 th grade); Algebra 2 (taken in 10 th grade); Pre-Calculus or DE Pre-Calculus; Calculus, DE Calculus, or AP Calculus
Science	Physics, DE, AP, or honors courses
Social Studies	DE or AP courses
English	DE or AP courses

The Valedictorian, Salutatorian, and Historian will be those students having the three highest numeric averages (from the class rank) from the Advanced Diploma with Honors graduates. In determining class rank and these three awards, only core curriculum courses are included in the computation. Core curriculum courses include math, science, social studies, English, foreign language, and Bible courses from grade nine through the third term of grade twelve.

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

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

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

GRADUATION PARTICIPATION

Seniors who are within one credit of meeting graduation requirements and who can finish that requirement during the following summer may participate in the graduation exercises as a 'summer graduate'. The diploma will be granted upon successful completion of the lacking credit.

GRADING

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

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

Student in grades 9-12 who do not have passing grades for the semester must either retake the course or take credit recovery. Credit recovery is only available for failing grades in the 60-64 range. Students who make 59 or below for the semester must retake the entire semester.

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

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

Grading Scale

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

		Grade Level/ College Prep	Honors/ Dual Enrollment
A+	97-100+	4.4	4.9
A	93-96	4.2	4.7
A-	90-92	4.0	4.5
B+	86-89	3.4	3.9
B	83-85	3.2	3.7
B-	80-82	3.0	3.5
C+	76-79	2.4	2.9
C	73-75	2.2	2.7
C-	70-72	2.0	2.5
D+	68-69	1.4	1.9
D	66-67	1.2	1.7
D-	65	1.0	1.5

F	64 and below	0.0	0.0

The Honors/DE weighted GPA applies to the following Courses at FCS:

- Geometry (taken in 9th)
- Algebra II (taken in 10th)
- Pre-Calculus or DE Pre-Calculus
- Calculus, DE Calculus, or AP Calculus
- DE or AP US History
- DE or AP English
- Physics or Honors Anatomy
- Spanish III
- Spanish IV

OTHER FACTS CODES:

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

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

I—Incomplete: Assignment was not graded because it was not done completely or so poorly the teacher ceased grading. It was given back to the student to redo, but no credit will be received for the assignment. This code will also be entered if a “Pending” assignment is never returned to the teacher. An “I” calculates as a “0” in grade calculations.

A—Absent: Student was absent on the day the assignment was due. The student must turn in the assignment upon the beginning of class on the day they return. This code calculates as a “0” in the grade book.

CONDUCT GRADE

DEFINITION

E--Excellent

Most Honoring Efforts

S--Satisfactory

Honoring Efforts

N--Needs Improvement

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

U--Unsatisfactory

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

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

HOMEWORK

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

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

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

1. Recommendations for time spent on homework

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

Grades 1 and 2 15 to 30 minutes (No more than two to three nights per week)

Grade 3 30 to 45 minutes

Grades 4 through 6..... 45 to 60 minutes (An average of ten minutes per class)

Grades 7 and 8 60 to 90 minutes

Grades 9 through 12..... 60 to 120 minutes

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

2. 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.

BIBLE

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

- Scripture memorization
- Basic familiarity, shared doctrine, history, survey knowledge, fundamental truths, practice and apologetics characterize the bible curriculum
- Subject matter to be taught in a way that does not conflict with Biblical truth
- Biblical truths will inform our pedagogy, policy, and practice
- Biblical principles guide our discipline of the students
- FCS will use the ESV (English Standard Version) as its official version. (Due to the large number of versions available and the necessity to have one common standard for

teaching, study and communication, the board has required this version. The decision is not a sectarian one but based on the fact that this version is one of the better versions to use in an academic setting).

TEXTBOOKS

1. 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.

2. High School

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

TEACHERS

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

STUDENT RECORDS

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

TEACHER CONFERENCES

The purpose of teacher conferences is to communicate progress in each area of learning. To make an appointment with your child's teacher at any time, call the school office and leave a message to have the teacher call you. Teachers will gladly discuss your child's progress. All of our teachers are available for parent conferences by appointment. Call the school at (256) 236-4499 to make an

appointment as needed. Teachers are encouraged to schedule the conference so that an administrator or counselor may be present when possible.

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

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

MEDIA CENTER AND COMPUTER LAB

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

In addition to these resources, the school has a laptop lab and two iPad labs which allow technological media to be used directly in the classroom. Classrooms are also equipped with computers, digital computers, iPads and other digital projection devices which allows for full integration of the internet and other digital media in the classroom.

1. 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 are given high priority in order to assure good stewardship and cooperation.

2. Computer Lab

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

Computer Lab Policies

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

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

LOCKERS

Student lockers will be issued at the beginning of the school year for students in grades 6-12. These lockers are the property of Faith Christian School and are subject to search by school officials. Students are to be good stewards of the lockers they are given. They should be free of garbage and kept clean at all times.

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

Lockers will be managed by the dean of students. There is 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 the dean of students, who will walk them through the process. The results of the change will be reported to the school office.

Students may place a lock on their locker. A copy of the key and/or combination should be given to the school office.

Athletic-related equipment and clothing should not be kept in the academic lockers. The athletic locker rooms are to be maintained by the athletes and high school physical education students under the direction of the physical education teachers.

FIELD TRIPS

1. Field Trip Guidelines

- A Field Trip Request form must be completed and submitted to the head of school by the teacher at least three weeks prior to the trip.
- Parent-driven, privately-owned vehicles may be used for transportation on school field trips if properly approved by the head of school. Field trip drivers must submit a "Field Trip Driver Form" at least one week prior to the field trip. The driver must carry liability insurance at least in the amount required by the school's insurance company. It is best to use buses for trips beyond 60 miles to minimize large caravans. If buses are used, the total cost of these buses must be paid by the group going on the field trip.
- As a rule, teachers are limited to 2 grades per field trip per day for the same destination for grades Pre-K-6; exceptions to this must have head of school approval. Grades 7-12 may go as a group on field trips subject to approval of the head of school.

- The costs associated with field trips should not prohibit any student from participating in field trips. Teachers should be aware of special financial needs.
- The entire cost of a field trip should be financed from parents. Cost of transportation, tickets, meals, and other incidentals must be calculated into the amount due from each student prior to the field trip. Money collected for the cost of the field trip is to be receipted in the school office prior to the field trip.
- Each lower school grade is limited to one educational field trip and one service project per year. These do not include field trips which may be mandated by the school administration. Secondary classes must secure head of school permission for field trips. Secondary field trips should have broad educational value.
- Field trips are taken by specific grades each year and are reserved for that grade by the head of school. This avoids duplication of field trips for students year by year.
- **Siblings of class members are not to be permitted to attend any field trip.**
- The teacher has the authority to select room parents to serve as designated parent chaperones. These parent chaperones will be assigned specific responsibilities to supervise a small group of students. Other parent visitors may accompany the group in their own vehicles; these parent visitors are not considered part of the field trip. Too many parents attending a trip could be distracting to a teacher trying to focus children on an educational lesson.
- The lead teacher for the field trip will give complete emergency information to the head of school in case the school or parent needs to reach the group prior to their return.
- The authority for approval for field trips rests with the head of school.
- Children are not allowed to participate without a signed release from their parents.
- Students not attending the field trip should have an assignment which would provide an educational value similar to the information acquired on the trip.
- **Note: Under no circumstances are student drivers allowed to transport other students to or from field trips.**

GENERAL DIPLOMA- CLASS OF 2020 AND BEYOND

<i>English Language Arts</i>		<i>4 credits required</i>
English 9	1	required credit
English 10	1	required credit
English 11	1	required credit
English 12	1	required credit
<i>Mathematics</i>		<i>4 credits required</i>
Algebra 1 (9th grade)	1	required credit
Geometry (10th grade)	1	required credit
Algebra 2 (11 th grade)	1	required credit
*Approved Math Elective (12 th grade)	1	required credit
<i>Science</i>		<i>4 credits required</i>
Biology (9 th grade)	1	required credit
Physical Science (10 th grade)	1	required credit
*Approved Life or Physical Science (11 th grade)	1	required credit
Anatomy (12 th grade)	1	required credit
<i>Social Studies</i>		<i>4 credits required</i>
World History since 1500 (9 th grade)	1	required credit
U. S. History: Beginning to 1900 (10 th grade)	1	required credit
U. S. History: 1900 to Present (11 th grade)	1	required credit
U.S. Government –1 semester (12 th grade)	.5	required credit
Economics – 1 semester (12 th grade)	.5	required credit
<i>Bible</i>		<i>4 credits required</i>
Bible 9	1	required credit
Bible 10	1	required credit
Bible 11	1	required credit
Bible 12	1	required credit
<i>Required Electives</i>		<i>4 credits required</i>
Foreign Language	1	required credit
Physical Education	1	required credit
Fine Arts: Choral Music, Art, Speech/Drama	.5	required credit
Health	.5	required credit
College and Career Prep	1	required credit
<i>Other Electives</i>		<i>2 credits required</i>
Physical Education	.5	per semester
Journalism (by teacher recommendation)	.5	per semester
Choral Music	.5	per semester
Drama	.5	per semester
Speech	.5	per semester
Robotics	.5	per semester
Life Application/Service Ministry- 10 th -12 th grades	.5	per semester
Approved On-line Course through Faith Christian School	.5	per semester
Dual Enrollment Electives (Faith Campus or College Campus)*	.5	per semester

Total credits required for graduation 26

* Head of school must approve these courses prior to granting credit for graduation.

- **Advanced Diploma with Honors** is awarded for earning an Advanced Diploma while maintaining a cumulative grade average of 90% over the eight semesters of grades 9 – 12 of an Advanced Academic track. Foreign language must be three years of the same language.
- **Advanced Diploma** is awarded for earning at least 27 credits, which include all required subjects and Chemistry, Physics/Anatomy, Algebra 2, Advanced Math, and two credits of foreign language. Foreign Language must be two years of the same language.
- **General Academic Diploma** is available only by the recommendation of the head of school with an Individual Graduation Plan approved by the parents and student. The Plan must include all required subjects with a total of four credits in Bible, math, science, social studies, and English.

ADVANCED DIPLOMA- CLASS OF 2020 AND BEYOND

English Language Arts		4 credits required
English 9	1	required credit
English 10	1	required credit
English 11 or DE English	1	required credit
English 12	1	required credit
Mathematics		4 credits required
Algebra 1 or Geometry (9th grade)	1	required credit
Geometry or Algebra 2 (10th grade)	1	required credit
Algebra 2, DE Math, or Pre-Cal (11 th grade)	1	required credit
DE Math, Algebra w /Finance, or Calculus (12 th grade)	1	required credit
Science		4 credits required
Biology (9 th grade)	1	required credit
Physical Science (10 th grade)	1	required credit
Chemistry (11 th grade)	1	required credit
Anatomy or Physics (12 th grade)	1	required credit
Social Studies		4 credits required
World History since 1500 (9 th grade)	1	required credit
U. S. History: Beginning to 1900 (10 th grade)	1 or 2	required credits
[DE U.S. History may be taken in 10 th grade for 1 credit/ semester]		
U. S. History: 1900 to Present (11 th grade)	1	required credit
U.S. Government –1 semester or DE Gov’t. (11 or 12 th grade) [DE Gov’t – 1 credit]	.5 or 1	required credit
Economics – 1 semester (12 th 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
Required Electives		5 credits required
Foreign Language (2 credits must be in same language)	2	required credits
Physical Education	1	required credit
Fine Arts: Choral Music, Art, Speech/Drama	.5	required credit
Health	.5	required credit
College and Career Prep	1	required credit
Other Electives		2 credits required
Physical Education	.5	per semester
Journalism (by teacher recommendation)	.5	per semester
Choral Music	.5	per semester
Drama	.5	per semester
Speech	.5	per semester
Robotics	.5	per semester
Life Application/Service Ministry- 10 th -12 th grades	.5	per semester
Approved On-line Course through Faith Christian School	.5	per semester
Dual Enrollment Electives (Faith Campus or College Campus)*	.5	per semester

Total credits required for graduation 27

* Head of school must approve these courses prior to granting credit for graduation.

- **Advanced Diploma with Honors** is awarded for earning an Advanced Diploma while maintaining a cumulative grade average of 90% over the eight semesters of grades 9 – 12 of an Advanced Academic track. Foreign language must be three years of the same language.
- **Advanced Diploma** is awarded for earning at least 27 credits, which include all required subjects and Chemistry, Physics/Anatomy, Algebra 2, Advanced Math, and two credits of foreign language. Foreign Language must be two years of the same language.
- **General Academic Diploma** is available only by the recommendation of the head of school with an Individual Graduation Plan approved by the parents and student. The Plan must include all required subjects with a total of four credits in Bible, math, science, social studies, and English.

ADVANCED DIPLOMA WITH HONORS- CLASS OF 2020 AND BEYOND

English Language Arts		4 credits required
English 9	1	required credit
English 10	1	required credit
English 11 or DE English	1	required credit
English 12	1	required credit
Mathematics		4 credits required
Algebra 1 or Geometry (9th grade)	1	required credit
Geometry or Algebra 2 (10th grade)	1	required credit
Algebra 2, DE Math, or Pre-Cal (11 th grade)	1	required credit
DE Math, Algebra w /Finance, or Calculus (12 th grade)	1	required credit
Science		4 credits required
Biology (9 th grade)	1	required credit
Physical Science (10 th grade)	1	required credit
Chemistry (11 th grade)	1	required credit
Anatomy or Physics (12 th grade)	1	required credit
Social Studies		4 credits required
World History since 1500 (9 th grade)	1	required credit
U. S. History: Beginning to 1900 (10 th grade)	1 or 2	required credits
[DE U.S. History may be taken in 10 th grade for 1 credit/ semester]		
U. S. History: 1900 to Present (11 th grade)	1	required credit
U.S. Government –1 semester or DE Gov't. (11 or 12 th grade) [DE Gov't – 1 credit]	.5 or 1	required credit
Economics – 1 semester (12 th 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
Required Electives		6 credits required
Foreign Language (3 credits must be in same language)	3	required credits
Physical Education	1	required credit
Fine Arts: Choral Music, Art, Speech/Drama	.5	required credit
Health	.5	required credit
College and Career Prep	1	required credit
Other Electives		1 credit required
Physical Education	.5	per semester
Journalism (by teacher recommendation)	.5	per semester
Choral Music	.5	per semester
Drama	.5	per semester
Speech	.5	per semester
Robotics	.5	per semester
Life Application/Service Ministry- 10 th -12 th grades	.5	per semester
Approved On-line Course through Faith Christian School	.5	per semester
Dual Enrollment Electives (Faith Campus or College Campus)*	.5	per semester

Total credits required for graduation 27

* Head of school must approve these courses prior to granting credit for graduation.

- **Advanced Diploma with Honors** is awarded for earning an Advanced Diploma while maintaining a cumulative grade average of 90% over the eight semesters of grades 9 – 12 of an Advanced Academic track. Foreign language must be three years of the same language.
- **Advanced Diploma** is awarded for earning at least 27 credits, which include all required subjects and Chemistry, Physics/Anatomy, Algebra 2, Advanced Math, and two credits of foreign language. Foreign Language must be two years of the same language.
- **General Academic Diploma** is available only by the recommendation of the head of school with an Individual Graduation Plan approved by the parents and student. The Plan must include all required subjects with a total of four credits in Bible, math, science, social studies, and English.

PLANNING GUIDE FOR GRADUATION (GRADES 9-12)

<i>English Language Arts- 4 credits needed</i>	<i>Credit</i>	<i>Year Earned</i>	<i>Credit Earned</i>	<i>Need</i>
English 9	1	_____	_____	_____
English 10	1	_____	_____	_____
English 11 or DE English 11	1	_____	_____	_____
English 12 or H English 12	1	_____	_____	_____
Mathematics- 4 credits needed				
Algebra 1 (8 th grade)	1	_____	_____	_____
Algebra 1 (9 th grade)	1	_____	_____	_____
Geometry	1	_____	_____	_____
Algebra 2	1	_____	_____	_____
Pre-Cal or Alg w/Fin	1	_____	_____	_____
DE Math	1	_____	_____	_____
Calculus	1	_____	_____	_____
Science- 4 credits needed				
Biology (9 th Grade)	1	_____	_____	_____
Physical Science (10 th Grade)	1	_____	_____	_____
Chemistry (11 th grade)	1	_____	_____	_____
Physics (12 th grade)	1	_____	_____	_____
Anatomy and Physiology (12 th Grade)	1	_____	_____	_____
Social Studies- 4 credits needed				
World History since 1500 (9 th grade)	1	_____	_____	_____
U.S. History beginning to 1900 (10 th grade)	1	_____	_____	_____
DE History (10 th grade)	2	_____	_____	_____
US History 1900 to present (11 th grade)	1	_____	_____	_____
U.S. Government 1 semester (12 th grade)	.5	_____	_____	_____
DE Gov't. (11 th or 12 th grade) 1 sem	1	_____	_____	_____
Economics 1 semester (12 th grade)	.5	_____	_____	_____
Bible- each semester				
Bible 9	1	_____	_____	_____
Bible 10	1	_____	_____	_____
Bible 11	1	_____	_____	_____
Bible 12	1	_____	_____	_____
Physical Education- 1 credit required				
Physical Education 9	1	_____	_____	_____
Physical Education 10	1	_____	_____	_____
Physical Education 11	1	_____	_____	_____
Physical Education 12	1	_____	_____	_____
Health* (9 th grade)	.5	_____	_____	_____
Fine Arts*				
Choir	1	_____	_____	_____
Art (1 or 2 semesters)	.5 or 1	_____	_____	_____
Speech/Drama	.5 or 1	_____	_____	_____
Robotics	1	_____	_____	_____
Foreign Language- 4 credits needed				
Spanish 1	1	_____	_____	_____
Spanish 2	1	_____	_____	_____
Spanish 3	1	_____	_____	_____
Additional Foreign Language	1	_____	_____	_____
Other Electives (Faith or College Campus)				
_____	.5 or 1	_____	_____	_____
_____	.5 or 1	_____	_____	_____
_____	.5 or 1	_____	_____	_____

Name: _____ Grade _____ Total Credits: _____

Date: _____ Diploma Track: _____ *General Diploma- at least 26 credits, Adv/Adv w/H- 27

Discipline and Student Code of Conduct

FOUNDATION OF THE FCS STUDENT CODE OF CONDUCT

Faith Christian School is committed to the philosophy of providing an extraordinary college preparatory education in a Christ-centered, biblically based environment. An essential part of this mission is to promote the development of students with strong Christian character. In partnership with the home and the church, the school shares this responsibility for promoting the Christian character development of our students, with the particular help of the faculty, staff, and administration of the school, as designated by the FCS School Board. We believe that this responsibility should be measured with Christian love, grace, and understanding for the well-being of our students and with a desire to “shepherd” the hearts and lives of those under our care to become more Christ-like. These desires, goals, and commitments are expressed in this Student Code of Conduct.

EXPECTATIONS OF THE FCS STUDENT CODE OF CONDUCT

Every situation in life presents an opportunity to grow in our understanding of God, ourselves, others, and how things work in the world. Therefore, the basic and essential expectations and goals for Christian character development for all students here at Faith are:

- Be “Respectful” – “You shall love the Lord your God ... and your neighbor as yourself.”
- Be “Diligent” – “Whatever you do, work at it with all your heart, as working for the Lord.”
- Be “Teachable” – “Have this attitude in yourself which was also in Christ Jesus.”

GUIDING PRINCIPLES OF THE FCS STUDENT CODE OF CONDUCT

1. Because we are all sinners and live in a sinful world, conflict is inevitable. Our desire at Faith Christian School is to help our students learn from and grow and develop as a result of going through conflict. Conflict is the “classroom” whereby we learn what motivates and moves us and whereby we learn the most valuable lessons about ourselves and our relationships.
2. The teaching tool of conflict is often discipline. The writer of Hebrews says in chapter 12, verse 11 that “all discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.” When discipline is applied in a fair and instructive manner, growth, development, and life-change can result.
3. The following pages of the Student Code of Conduct are not intended as an exhaustive list of behaviors and conduct. The school reserves the right to discipline students for any conduct deemed inappropriate, even though it may not be mentioned specifically in the Code.
4. If at all possible, initial intervention for disciplinary problems should be minimal with an emphasis on caution, reasoning, and counseling. Throughout any disciplinary process, grace and forgiveness should be guiding forces, while at the same time maintaining firm and uncompromising positions on inappropriate behaviors.
5. However, the nature and severity of consequences are based on the severity of the behavior, past behavioral patterns, as well as the maturity and emotional state of the student(s) in question.
6. While Faith Christian School has no direct control over students and accepts no responsibility for students outside of school operations and activities, we do reserve the right to discipline students for inappropriate behavior that happens off-campus and after-hours.

7. A student who has knowledge that a violation of this Code could occur may be considered an accomplice unless they remove themselves to avoid implication or report the upcoming violation to an appropriate faculty member or administrator.
8. Parents and students have the right under this Student Code of Conduct to appeal any decision following standard procedures. However, they have the responsibility of addressing the concern along each level of the process prior to appealing it to a higher authority (Matthew 18: 15-17).

MEANS OF DISCIPLINE

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

CATEGORY I- MINOR MISCONDUCT AND POTENTIAL CONSEQUENCES

Minor misconduct are those behavioral issues which individually do not warrant an office referral and can be handled by the individual teacher.

These include, but are not limited to:

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

The usual recommended consequences of Category I misconduct are: student conference/warning; parent contact.

CATEGORY II- MODERATE OFFENSES AND POTENTIAL CONSEQUENCES

Moderate offenses are those which negatively affect the teacher's or school's ability to meet educational commitments to our students. These include repetitive minor misconduct and the following.

- classroom disruption
- disrespect
- unauthorized use of cell phones; phones should be in book bags or lockers and not carried on the person
- inappropriate displays of affection at school
- verbal or physical abuse
- excessive tardiness
- dress code violation
- deceptive behavior
- Category I behaviors that are determined to be habitual and/or continuous

The usual recommended consequences of Category II offenses can be: parent contact or conference; confiscation of contraband; counseling; administrative student conference; detention; denial of class; corporal punishment; suspension.

CATEGORY III- SERIOUS VIOLATIONS AND POTENTIAL CONSEQUENCES

These behaviors include, but are not limited to:

- continuous classroom disruption
- dishonesty and other forms of deception
- defiance of authority
- propagating dissention
- misuse of school property including inappropriate use of technology, unauthorized use of school equipment, and trespassing on campus after school hours
- skipping class including extended tardiness and truancy
- profane, obscene, or lewd language or behavior
- possession of pornographic or sexually explicit material
- physical, sexual, or verbal harassment, bullying, or abuse
- slander or libel
- unauthorized possession of a weapon including guns, knives, batons, bladed tools, pepper spray
- vapor cigarettes and any additional items considered dangerous by the school administration
- commission of any crimes or misdemeanors, on or off campus, including (but not limited to) possession of alcohol, tobacco, or illegal drugs, immoral behavior, and destruction of property
- insubordination to a school authority including (but not limited to) walking out of class, failing to follow field trip procedures, leaving campus without permission, continuous and willful violation of school rules
- fighting and/or behavior which potentially endangers another's safety
- cheating, including plagiarism and intentionally assisting another student to cheat; can also result in no credit being given for the test, project, or assignment
- sexual misconduct or immoral behavior (on or off campus)
- failure to follow through with disciplinary disposition (i.e. failure to attend detention)
- inappropriate fanatical behavior at an athletic event
- Category I and II behaviors that are determined to be habitual and/or continuous
- any infraction determined to be severe by the administration

The usual recommended consequences of Category III violations can be: immediate referral to an administrator; confiscation of contraband; required parent conference; counseling; detention; denial of class; corporal punishment; suspension; suspension/probation; expulsion.

CONSEQUENCES DEFINED

1. Student Communication

One of our primary consequences is based on positive communication with our students. Most communication is preventative in nature and is designed to make students aware of our expectations to avoid situations where they unknowingly exhibit inappropriate behavior. For this reason, teachers begin the year teaching students the rules and regulations for their individual classes and the school as a whole. In addition, teachers are encouraged to talk to students regarding inappropriate behavior in such a way as to encourage the students and avoid embarrassment.

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

2. Parent/Teacher/Administrator Communication

It is our belief that the primary biblical source of guiding student behavior should be the parents. Our mission for maintaining appropriate student behavior is to form a partnership between the school and parents, allowing parents to handle as many problems as possible. However, when the parent is in need of assistance, it is our responsibility to work with the parents to ensure a positive learning environment for all of our students. Our secondary consequences are parent contacts including letters, e-mails, phone calls, and parent conferences.

3. Confiscation of Contraband

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

4. Detention

If communication is ineffective in solving disciplinary problems, the student may be assigned an office detention to reinforce appropriate behavior. This would allow the office to keep a record of detentions based on the frequency and serious nature of the problem. The administration reserves the right to assign menial tasks of labor associated with detentions as additional reinforcement.

5. Denial of Class

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

6. Corporal Punishment

We believe that this form of punishment should be used sparingly as a final alternative before denying students their right to an education. However, we also feel a parent should have a right to decline corporal punishment as a part of their child’s discipline plan. If a parent declines this opportunity the administration will utilize a more serious consequence for misbehavior. The school will assume the right of corporal punishment unless the parent has returned a signed copy of the corporal punishment declination letter. There will always be a witness present during corporal punishment.

7. Suspension

A suspension is a denial of a student to attend school. The purpose of a suspension is to send a clear message to the student that the behavior is unacceptable. Once a student has been suspended for five days within a school year, he/she will be considered for expulsion. A suspended student will receive a two-point per class per day deduction from the quarter grade in the classes in which the suspension occurred. However, students can make up all work and take all tests in the classes they missed during the suspension. Students are not allowed on campus or to participate in any school activities during the period of their suspension. For a serious Category III violation or when it has been determined that negative behavior has become habitual, a student may be assigned a suspension with probation. At this point, further violations may result in a recommendation for expulsion.

8. Expulsion

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

HALLWAYS

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

HARASSMENT AND BULLYING

Faith Christian School will not tolerate any type of harassment or bullying, whether it be verbal, physical, social media, texting, or any other electronic means. This is defined as unwelcome, hostile, and/or offensive verbal or physical behavior that has the purpose or effect of substantially interfering with an individual's right to be treated with respect and serious enough to adversely affect the ability of the individual to be present or to do work at school. As with any serious infraction to the Code of Conduct, students suspected of violations will be referred directly to the school administration.

PREGNANCY POLICY

Faith Christian School values the sanctity of human life. It is our desire to work with the student who becomes pregnant while attending Faith Christian School. Effort will be made to meet the needs of the student, the baby, and the school.

1. Should a female student become pregnant while enrolled at Faith Christian School, the student and parents will meet with the head of school, the school guidance counselor, and senior pastor of Faith Presbyterian Church. The father of the child and his parents will also be involved in this counseling, if he is known. The purpose of this meeting is to discuss the school policy regarding pregnancy and plans for the boy and girls to continue their education under the auspices of Faith Christian School
2. Counseling with a crisis pregnancy organization, their local church, or the Faith Presbyterian Church (if they have no local church home) will be offered and provided if desired.
3. Dependent upon the grade level in which this occurs, tutoring or a homebound program 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. However, it may be that Faith Christian School does not have the capability to meet the needs of a pregnant student.

4. If it is determined that Faith Christian School does not have the capabilities to meet the needs of a pregnant student, then the school will work with the family involved to make a successful transition to another school, a homebound program, a distance learning program, or some other available option to resume or continue the student(s) education during the pregnancy period.

5. During the time of pregnancy, a student will not be allowed to participate in the graduation ceremony. However, if the student has remained a student at Faith Christian School, the student(s) will be acknowledged as having completed the requirements to receive their diploma.

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 from the school without the above assistance provided.

7. Continued love, help and support will be offered to any student(s) who becomes pregnant, whether they remain as students at Faith or not. 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.

Dress Code

UPPER SCHOOL DRESS CODE

Students are expected to meet the following dress codes. Students are not permitted into the classroom unless they meet the following expectations. Faculty may refer a student to the dean if there is a question concerning the expectation of the code. Dress code violation may not be appealed.

1. Expectations

- Dresses-High school students may not wear skirts, “skorts”, or dresses. Exceptions will be made for formal occasions with the consent of the head of school. Exceptions will also be made for religious reasons, but dresses must comply with all other aspects of the dress code. Dresses may not be shorter than two inches above the kneecap.
- Pants and shorts-Pants may be flat-front, pleated dress pants, khaki-style pants, or denim jeans. Colors may vary. Athletic, yoga, sweat, or camouflage pants are not permitted in the school building at any time. **Leggings, "jeggings", and any type of stretch pants may not be worn even if they have pockets.** **No stretch pants will be allowed**. Pants must be worn at the waistline. Shorts may not be shorter than two inches above the top of the kneecap. All boys’ shorts must have belt loops and must be worn with a belt. Jeans may not have holes (with or without patches).
- Shirts and blouses-Polo shirts, golf shirts, and Oxford cloth shirts may be worn. At no time should cleavage, midriff, or undergarments be exposed (including camis). Sleeves must cover the entire shoulders and be solid fabric. Shirts must cover the students’ backs.

- T-shirts must have a crew neck or rounded neck and not be tight fitting. T-shirts which do not bear a controversial message or image are allowed.
- Sweaters-Cardigan, v-neck, vest, or crew-neck sweaters are permitted but must be worn over an approved shirt.
- Sweatshirts and Jackets-sweat shirts or jackets are permitted when worn with an approved shirt. Sweatshirts and jackets should follow the same restrictions as t-shirts.
- Shoes-The school does not prescribe a specific style of shoe. Shoes must be clean, odor-free, and in good condition. Shoes should be safe to wear on tile floors. Only athletic shoes may be worn on the gym floor.
- Hairstyles for boys and girls – Keep hair neat, clean, and well groomed. No extreme hair color or styles. Color should be natural, and hair may not be multi-colored (i.e., no bright red, blue or green layers or streaks). Hairstyles shall not detract from a clean modest appearance.
 - a. Boys – Boys’ hair may not extend below the bottom of the earlobe, over the eyes, or over the top of the shirt collar. Boys must be clean-shaven, and sideburns may not be lower than the bottom of the ear.
 - b. Girls – Hair or hair extensions/pieces must be of a natural hair color. Hairpieces and extensions shall be of such quality and fit so as to present a natural appearance.
- Accessories-Earrings are the only acceptable pierced jewelry and are limited to two for each ear. Only female students are allowed to wear earrings.
- Tattoos are not allowed.
- Boys are not allowed to wear headbands.
- General Condition-Clothing may not have holes by design or obvious tears or patches. Ripped, frayed or cut-off clothing may not be worn. Hats, caps, hoods, or sunglasses may not be worn inside the school. Translucent/sheer clothing is not allowed.

2. Consequences

For all dress code offences – A student is not allowed into the classroom until they meet the expectations of the dress code. Missing class during this time will be considered an unexcused absence.

Additional offenses – Students who are denied entrance into the classroom for repeated offenses will be disciplined in a graduated manner from Category I to III.

LOWER SCHOOL DRESS CODE

- **Expectations**
 - Pants- Slacks Pants may be flat-front, pleated dress pants, khaki-style pants, or denim jeans. Colors may vary with the exception of white. Leggings are permitted for lower school students; however, they **must** be **covered** with a **top** that comes at least to the end of the extended fingertips. Avoid pants that ride low at the hip (no slacking).
 - Shorts-Walking, Bermuda, and cargo shorts are permitted. Length of shorts in elementary school is dependent on the grade level. Athletic shorts are not allowed.
 - Shirts and sweaters- Long and shorts-sleeve shirts are allowed. Sleeveless shirts are allowed as long as they are not tank tops or have spaghetti straps. Shirts must cover the students’ backs.
 - T-shirts-T-shirts should not have controversial logos or designs. Faith Christian School shirts are encouraged.

- Dresses- Dresses, skirts, and jumpers are allowed. Dresses should be no more than two inches above the knee. Exceptions are made at lower grades based on teacher discretion.
- Jackets and sweatshirts- Jackets and sweatshirts must fit appropriately and be worn with an approved shirt. Sweatshirts must be void of controversial logos and messages.
- Warm-up suits are not allowed.
- Shoes- The school does not specify a type of shoe. Shoes must be clean, odor-free, and in good condition. Shoes should be safe for wear on tile floors. Only athletic shoes may be worn in the main gym.
- Accessories- Earrings are the only acceptable pierced jewelry and are limited to two for each ear.
- Hair- Hairstyles for boys and girls – Keep hair neat, clean, and well groomed. No extreme hair colors or styles. Color should be natural, and hair may not be multi-colored (i.e., no bright red, blue, or green layers or streaks). Hairstyles shall not detract from a clean and modest appearance.
 - a. Boys – Boys’ hair may not extend below the bottom of the earlobe, over the eyes, or over the top of the shirt collar.
 - b. Girls – Hair or hair extensions/pieces must be of a natural hair color. Hairpieces and extensions shall be of such quality and fit so as to present a natural appearance.
- Only female students are allowed to wear earrings. Tattoos are not allowed under any circumstances.
- **Consequences**
 - First Offense-Students are warned by their classroom teacher and may be asked to call home for appropriate dress at the teacher's discretion.
 - Second Offense-Students are referred to the office. Student is required to call home for a change of clothing if applicable.
 - Third Offense-Students are referred to the office. A parent conference is required to discuss how to eliminate the developing problem.
 - Additional offenses- Students are to be referred to the office as a Category II Violation-Defiance of Authority and disciplined accordingly.

GUIDELINES FOR DRESS CODE FOR PHYSICAL EDUCATION

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

GUIDELINES FOR DRESS CODE AT SCHOOL-SPONSORED EVENTS

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

General Policies

FIRE/EMERGENCY DRILLS

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

CONTACT INFORMATION

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

MEDICATION

All medication to be administered at school, whether prescription or non-prescription, requires written authorization from the parent/guardian (Parental Consent Form) and additionally in the case of prescription drugs, from the physician (Physician's Statement/Authorization). Prescription drugs require that both forms be completed. Any change in medication requires new forms.

No over-the-counter medication will be maintained in the school office or provided by school teachers. Non-prescription medicines will be administered only to those students whose parent/guardians provide the medication and the appropriate Parental Consent forms.

All medications must be provided in original containers with (in the case of prescription medication) complete pharmacy labels and/or (in the case of over the counter medication) manufacturer's labels and an additional label with the child's name and dosage/time instructions.

All medication will be kept in a secure location and administered by designated school personnel, except where other arrangements are expressly authorized and approved under the policy provision for "Self-Administration of Medication."

All medications designated by the physician/prescriber as controlled substances (for example, Ritalin) must be delivered to the school by the parent/guardian and should not be transported or delivered by the student. Self-administration of any controlled substance will not be permitted except in rare circumstances where it is determined to be essential to the child's well-being.

In many instances medication is not necessary during school hours. Parents/guardians are encouraged to check with their child's physician to determine whether an at-school dosage of a particular medication is required.

STUDENT DRIVERS

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

The school administration will determine the location for student drivers to park. 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.

Once the student drives the vehicle to campus the student drivers will not be allowed to drive the vehicle to school sponsored events during the school day. Errands may not be run by students during the school day driving any vehicle. The only time the student may return to the vehicle without specific permission is at the end of the school day to leave campus or with written parent permission to check out during the school day. The student must report to the school office to sign out for the day.

On those occasions when an athletic team or student group is to "show up" at a designated location for a game/activity and the school is not providing transportation, the student driver may drive his/her vehicle to the event. Student drivers may only drive themselves to a game/activity when the school is not providing transportation, unless all sets of parents have given written &/or verbal permission to the coach or sponsor or an administrator for another student(s) to ride with them to and/or from a game or activity. These occasions will be announced to the student and parents well in advance. The concept is that the student is allowed to drive to the event just as if they were driving to the school. Some student drivers transport other students to school with parent permission. The same rules apply at the event as if the student were driving to school.

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 carry 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.

VISITATION ON CAMPUS

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

DELIVERY POLICY

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

CELL PHONES/ TELEPHONE

- Students are not allowed to use cell phones or Apple Watches (or like devices) during the school day. Cell phones or Apple Watches (or like devices) should be in book bags or lockers and not carried on the person. They are not to be seen or heard from 7:30 am until 3:05 pm.
- Violations of this policy will result in the confiscation of the cell phone for 24 hours. At the end of the school day, if parents so desire, the cell phone can be retrieved until 7:30 am the next morning with a payment of \$25 for the first offense, \$50 for the second offense, \$75 for the third offense, and \$100 for the fourth offense. After the fourth offense, the student may not bring a cell phone into the school building for the remainder of the school year.
- 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.

LOST AND FOUND

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

FOOD

1. Lunches

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

Elementary students will have lunch in their respective classrooms. All students in grades 6-12 will have lunch in The Commons where microwaves and a vendor table will be available. Faith Christian School does not allow students to leave campus for lunch.

2. 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.

3. Food in Classrooms

Neither food nor drink is allowed in the classroom, except during lunchtime, snack time, parties, and other special occasions.

4. 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 head of school in dealing with the vendors. Vending is not a guaranteed school service.

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.

PARENTAL INVOLVEMENT POLICY/ PARENT VOLUNTEERS

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

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

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

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

PARTIES (for elementary students only)

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

Public Health Department regulations require that only properly packaged food purchased from an authorized vendor be served to our students. Home-made products are a not allowed for the protection of your children.

No siblings may attend class parties, activities or field trips.

- 1. Christmas Party-** Information will be sent home by each teacher regarding the guidelines for the party and request for food/drinks to be brought in for the party. The following are general guidelines for all teachers: Special emphasis will be given to the incarnation of Christ in 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.
- 2. Easter Party-** Same as Christmas with special emphasis on the Crucifixion and Resurrection of Christ.
- 3. Treat Time-** There are selected "Treat Times" that teachers may call upon parents to provide special treats to celebrate specific days. Example: Valentine's Day, Thanksgiving Day, Special Curriculum Emphasis (Johnny Appleseed Day), Last day of School. (Because of the highly volatile nature of differing opinions of the nature of All Hallows Eve or Halloween, we will not have "Treat Times" that reference the term Halloween.) "Treat Times" are generally supervised by the teacher without parental presence. These events are short in duration and may not be broadened to "party" status.
- 4. Birthday Refreshments at School-** These are not "birthday parties"; this is refreshment time only. Refreshments may be shared during snack time or lunch for elementary students (grades Pre-K-6 only). Notification to the teacher must be given two days prior to the refreshments. Public Health Department regulations require that only properly packaged food purchased from an authorized vendor be served to our students. Home-made products are a not allowed for the protection of your children.
- 5. 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. We ask that parents adhere to the following guidelines regarding birthdays and other parties:

1. If invitations are to be distributed at school, then it is acceptable to provide invitations to all students in a class or grade.
2. If invitations are to be distributed at school, then it is acceptable to provide invitations to all students of one gender or other in a class or grade.

3. We have found that children compare things and sometimes want to make their party better than the ones before them. Because of this, we ask that no special arrangements be made that involve the school except for the refreshments at break or lunchtime. Please do not deliver items to the school for your child on a special occasion that might cause a distraction from learning. Examples include balloons, flowers, piñatas, clowns, etc.

COMPLAINTS AND GRIEVANCES

A complaint or grievance can be made when there is a lack of action or an action on the part of the school or one of its representatives, that fails to comply with school policy, oversteps the bounds of school policy, violates ethical standards, or does not represent the understood common values of our school. A parent's opinion on teaching style, classroom management, grading procedures, or general demeanor is usually not a violation of operating procedure, but a difference of opinion. A coach's decision on playing time, position, or even if a student is on the team is also a matter of opinion. Teachers and coaches will be allowed to teach and coach as God has gifted them.

When someone brings a complaint or grievance, it must be established that the action is required, forbidden, or unethical. It must also be established with credible evidence, which may include corroborating testimony. A parent may not make a formal complaint against any school employee unless they have had direct contact first with that employee. Parents cannot make a formal grievance or complaint based on hearsay or secondhand information. They cannot make a formal grievance or complaint on behalf of another parent.

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

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

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

Even though the school board's function is to make policy, we ask parents not to make contact with individual members of the board. If the process outlined above does not provide an adequate solution to any conflicts that may arise the parent may utilize the conciliation clause (quoted below) they signed when they were admitted to Faith Christian School.

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.

Athletics

ATHLETIC ACADEMIC REQUIREMENTS

1. Alabama High School Athletic Association (AHSAA) Academic Eligibility Requirements

A) Students entering the 10th, 11th, and 12th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least six new Carnegie units with a minimum composite numerical average of 70 in those six units.

1) Four core curriculum courses must be included in those units passed and averaged. (English, math, science, and social studies are core curriculum courses. Any combination of these courses is accepted.)

2) Any student that accumulates more than four units of core courses per year may earn less than the required core courses during the next school year and be eligible as long as the student remains on track for graduation with his/her class.

B) Students entering the 8th and 9th grades must have passed during the last two semesters in attendance and summer school, if applicable, at least five new subjects with a minimum composite numerical average of 70 in those five subjects and must have been promoted to the next grade. Note: A new unit is one that has not been previously passed. A semester is half of a school year as defined by the local school systems.

C) Students entering the 7th grade for the first time are eligible.

D) A student that transfers to a member school and receives any financial aid shall remain ineligible at that school for one year. However, first time 7th graders that transfer to a new school are not subject to this rule. A 7th grader who transfers after the start of the school year is subject to this rule.

2.FCS Academic Requirements

In addition to the written academic requirements of the Alabama High School Athletic Association (AHSAA), FCS student-athletes must maintain passing grades (65% or above) in each of the core subjects (English, Math, Science, Social Studies, Bible) to establish their eligibility.

FCS in-house athletic eligibility is established prior to the season by means of grades made the previous quarter or semester. Eligibility for fall sports is established by grades

made during the 4th nine-weeks or second semester grades the previous school year. Eligibility for winter sports is established by the 1st nine-weeks grades. Eligibility for spring sports is established by grades made during the 2nd nine-weeks or first semester grades.

Student who are ineligible may regain eligibility if there are no failing grades in any core subjects at the next progress report or report card time.

Students who are eligible, but let their grades drop to failures in season will be evaluated on a case-by-case basis by the school administration to determine if the student needs to stop practicing and playing until grades come back to passing.

Ineligibility from participating in athletics because of academic ineligibility means:

A) Ineligible students may not travel with the team/squad to away games and may not be excused from classes to attend away games.

B) Ineligible students may not dress out or warm up with the team at home or away games.

C) The ineligible student may sit (non-uniform) with the team during home games if agreeable to both parents and coach.

D) Ineligible students may practice with the team if it is agreeable with the coach, the school administration, and the student's parents. However, parents are permitted to withdraw their children from practice in order to attend to academics without forfeiting the right of subsequent re-entry to the active team when grades come up. If the student does practice with the team, he must do so as an ineligible team member who remains under the authority of the coach.

ATHLETIC LETTERS

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

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

ATHLETIC VIOLATIONS BY FANS AND STUDENTS

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

or fans may cause the school to be fined by continually harassing officials with harsh remarks, cursing, or profanity or continual yelling critical remarks.

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

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

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

Business and Finance

FINANCIAL POLICIES

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

1. Payment of Fees and Tuition

Prior to acceptance of new children, an application fee and a registration fee must be paid. These fees are non-refundable. Current students must pay a non-refundable re-enrollment registration fee before the student is enrolled for the following year. Monthly payments are due the first of each month and late after the tenth. Accounts not paid shall be charged a \$30.00 late fee. If tuition is not paid by the last day of the month, the student will not be allowed to attend classes, field trips, athletic and club practices, games, or any other school related event. [see enclosed policy #3]. A notification will be sent to the family one day prior stating the above information, teachers and coaches will be made aware so that the student cannot attend such events. Returned checks will result in an additional charge of \$30.

2. 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 strive to make capital improvements and development through funds above and beyond tuition.

Therefore, contributions to the school or any part of its programs are welcomed and encouraged. If you are interested in making a tax-exempt contribution, please make checks payable to Faith Christian School.

3. Financial Delinquency Policy

- A report on financial delinquency will be kept current in the school office at all times. The report will be reviewed by the head of school and the school bookkeeper monthly.
- The school office will bill monthly based on the selected payment plan. Each 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.
- Accounts not paid by the 10th of each month will be charged a thirty (\$30) late fee.
- If there is still delinquency on the school financial account at the end of a semester and the student is transferring to another school, grades will not be issued nor transcripts sent to other schools until the account is paid in full.
- Students may not start the academic school year in August if the school financial account is not current.
- Re-enrollment for the upcoming school year is not official for families having delinquencies at the time of re-enrollment. Students must be officially re-enrolled to participate in school-sponsored athletic physicals and in summer school-sponsored activities (workouts, practices, camps, etc.)
- If a school family discovers itself in short-term financial straits that would prevent them from eliminating their financial delinquency, they may request a face-to-face meeting with the head of school to ask for a modified payment schedule.
- Cash or checks are accepted as payment for tuition or other school expenses. There will be a \$30 assessment for a returned check due to insufficient funds or other reasons. However, if a family writes three (3) returned checks in a school year, then the family will be placed on a cash basis for the remainder of the school year.

4. Tuition Assistance

- All tuition assistance is based on financial need and/or families who are considered “in the ministry” such as pastors and missionaries. No tuition assistance is given for academic merit, athletic involvement, or special endorsement.
- All applications for tuition assistance shall be submitted through the tuition assistance website. Applications must be accompanied with copies of the 1040 tax forms for two previous years. FCS uses an outside agency to determine need; these forms are available from the school office.
- Applications for tuition assistance will not be considered unless the re-enrollment fee or enrollment fee has been paid.
- Applications shall not be considered by the school board tuition assistance committee, which is appointed in February, if there is any existing financial delinquency on the school account.
- Tuition assistance awards will be presented for consideration and confirmation.
- Tuition assistance awards will be communicated via letter by the head of school.
- The process for tuition assistance application and award will adhere to the time parameters listed above. Total amount to be awarded may vary from year to year.
- Financial delinquency exceeding 30 days at any time during the school year will result in immediate forfeiture of the tuition assistance award. Financial delinquency will then

lead to removal of the student(s) from the school. Please refer to the Financial Policy #1, Payment and Fees.

- New student applicants will be considered for tuition assistance at the discretion of the school board.
- Tuition assistance applications must be submitted by May, applications submitted after this deadline will be prorated for the remaining months of payments.

FINANCIAL COMMITMENT

Faith Christian School asks for a financial commitment for those who enroll or re-enroll for next year. Enrollment or re-enrollment is a commitment from the parents to pay for one semester tuition even if the child withdraws prior to the first day of school of the next school year. The rationale for this is as follows:

1. The school 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.
2. The school depends on tuition payments to pay expenses. Expenses for the school include salaries for teachers, administrators, secretaries, librarian, guidance counselor, library aide, computer aide, custodians, maintenance person, and coaches. Expenses also include various contracts for copiers, computer maintenance, and software updates, as well as supplies, testing, textbooks and many more items in the school budget. The school budget is based on the commitments of the parents to send their child to the school. Once contractual relationships are made, the school cannot undo these contracts.
3. Please note that the school loses one semester of tuition should a child be enrolled and then not attend because one semester of tuition is required to be paid. The second semester tuition is lost to the school and impacts the budget.
4. 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.
5. The enrollment commitment guarantees that a slot will be held for the child and the school ensures that commitment to the parents. If the child does not come the next school year, it is not a simple matter of saying that the school has plenty of time to "fill that slot". Even if another child enrolls in that grade, the school loses the anticipated full year tuition income from your child who does not attend. The school would never call a parent and stipulate 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.

FUND-RAISING POLICY

1. Authorized Fund-Raising Entities

- Annual Campaign-The School Board will take the leadership in fund-raising for the needs of the school, including but not limited to: buildings, major renovation projects, endowment accounts, and major property enhancements (i.e., athletic field improvements, paving parking lots, etc.).
- Academic Support-The Parent Teacher Fellowship (PTF) will be allowed to conduct fund-raising activities which would involve parents of all grades for the benefit of the

educational program of the school. The PTF leadership must have head of school approval prior to any fund-raising. The projects approved will be designated for specific school needs. Examples of fund-raising allowed for the PTF include, but are not limited to, the following: auctions, yard sales, special dinners, special sale of items by parents, other sales approved by the head of school. The use of students to go door-to-door to sell items is prohibited.

- Fund-raising sales by students-These will be allowed with head of school approval for clubs, student organizations, and special needs. Usually this will be limited to high school students; however, there may be occasions when the Head of school 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 head of school approval.
- Athletic Support-FADS (Faith Athletic Support and Development) is allowed to conduct fund-raising activities to be designated for the athletic program of the school. Under the direction of the head of school and athletic director, the organization will develop funds for the continued enhancement of all athletic programs at Faith Christian School.

2. 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 head of school 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.

Faith Christian School

Parent Acknowledgement of the *Parent and Student Handbook*

2022-2023

***Please sign an acknowledgement form for each student enrolled, and return the signed form to the student's teacher (for lower school) and to the student's first period teacher (for upper school).**

Signing this form verifies that we, the parents or legal guardians of a student at Faith Christian School, have read, understand, and agree to support the policies, procedures, rules, and regulations of the Faith Christian School Parent and Student Handbook.

Signing this form verifies that we are aware of the policies, procedures, rules, and regulations governing students during the regular school day and at all school-sponsored functions and that, as parents/guardians, we realize it is our responsibility to help our child(ren) abide by these policies, procedures, rules, and regulations while a student at Faith Christian School.

We understand that the Faith Christian School Board has approved the policies, procedures, rules, and regulations of the handbook, and that the administration, faculty, and staff will attempt to be as fair, accurate, and consistent in applying them as possible.

Printed Parent/Guardian Name _____

Signed Parent/Guardian Name _____

Printed Name of Student _____

Grade _____

Date _____