

# Faith Christian School Family Handbook

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2015 - 2016



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## WELCOME TO THE FAITH FAMILY

### Our Mission

Faith Christian School (FCS) exists to partner with Christian parents, provide a challenging college preparatory program, and equip students through relationships, learning, and service, to fulfill God's purpose for their lives.

Specifically, we equip our students to:

- Foster a personal, active relationship with Jesus Christ;
- Develop and articulate a comprehensive biblical worldview;
- Establish healthy relationships by respecting others and relating to them with integrity;
- Attain the knowledge, understanding, and wisdom to be prepared for further study and fulfill God's purpose for their lives; and
- Discover and use their God-given abilities to serve God and others.

### Our Vision

FCS desires to produce young men and women with a Christian worldview who are prepared to engage their world for Christ.

### Our Core Values

1. FCS strives to exhibit **biblical values** in word and deed. We attempt to glorify God in every activity the school provides.
2. FCS endeavors to provide a **rigorous academic program** where students are prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
3. FCS serves families who desire **discipleship** for their children, producing young men and women with a Christian worldview who are prepared to engage their world for Christ.
4. FCS is a **learning community** where students and their teachers are learning together, growing in knowledge, understanding, and wisdom.
5. FCS **partners with Christian parents** to equip students to fulfill God's purpose for their lives.
6. FCS believes **respect** is key to healthy relationships and honoring God.
7. FCS challenges students to be engaged in **serving God and others**.

### Faith Christian School

- Does not replace the home or the local church. All three should be complimentary, which means that home, school, and church should be in agreement with biblical philosophy and teaching.
- Partners with born again, Bible believing, Christ-honoring parents in the education of their children. Parents and students must be actively involved in their church.
- Is inter-denominational and a ministry of Faith Assembly of God
- Is accredited by AdvancEd and the South Carolina Independent School Association (SCISA).
- Is a member of the Association of Christian Schools International (ACSI).
- Faith Christian School follows the ACSI Statement of Faith referenced on the back of every Pastor Recommendation form.

**It is important for each parent to read this handbook and discuss all policies with his child before the school term begins.**

This handbook is to be used as a guide. It is in no way an all-inclusive statement of Faith Christian School's rules, regulations, and philosophy. The administration reserves the right to determine acceptable actions, behavior, and conduct. The administration also reserves the right to add or delete elements of this handbook at any time. This handbook should be kept in a convenient place for reference through the year. Any conditions or amendments will be announced during the school year.

## ADMISSIONS

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

**Faith Christian School is not able to provide effective programs for mentally or emotionally handicapped children, those with behavioral problems, children with severe academic deficiencies, or those with severe learning disabilities.**

- A current Pastor's Recommendation is required for all students K5-12
- Students entering 6<sup>th</sup> and 9<sup>th</sup> grade are required re-enroll as a new student.

## ACADEMICS

At Faith Christian school our primary goal is to educate students and our mission is to prepare students for college and life, both educationally and spiritually. One of the primary distinctives of FCS is a biblical worldview which means that all of the decisions one makes is determined by what God's Word says. In other words, one should live a life of integrity and there should not be a separation of how one lives secularly and spiritually.

This impacts everything that we do at FCS, particularly the academic standards that we use to prepare our students for college and life. As a team of educators, we have and will continue to analyze educational standards and best practices to teach our students those standards they need to be successful in college and fulfill God's purpose for their lives. Standards come from a variety of resources and we want to be wise stewards in using standards that will prepare our students for college readiness and fulfill the mission of our school. We have reviewed state standards, college readiness (ACT, AP, PLAN, PSAT, SAT) standards, Terra Nova standards, and effective Christian school standards. After careful evaluation, we then designed a scope and sequence that provides clarity and preparation from grade level to grade level across all subject areas.

The same principle that applies to standards also applies to textbooks. We use our textbooks as a resource to prepare our students to accomplish the standards, which will then prepare our students for success in college and life. This means that you may not see your student complete his textbook and/or workbook from beginning to end. There are a number of exceptional resources available today and we want to be wise stewards in using those resources that will best prepare our students for college readiness and fulfill the mission of our school.

### Student Entry Date (K5, 1<sup>st</sup> Grade)

Students must be five years old (K5), or six years old (1<sup>st</sup> grade), before September 1 in order to enroll at FCS.

### Grading Scale

Faith Christian School uses the South Carolina Uniform Grading System for all grades of 70-100. Listed below are the grade and Grade Point Average (GPA) ranges for the appropriate letter grade. Honors Credit = +.50 GPA, Dual Credit = +1 GPA

A	93-100	SUPERIOR	4.00-4.87
B	85-92	ABOVE AVERAGE	3.00-3.87
C	77-84	AVERAGE	2.00-2.87
D	70-76	BELOW AVERAGE	1.00-1.87
F	69 and below	FAILING	0.00

### **Grading Ratios**

Daily practice	10%
Assignments	20%
Quizzes	20%
Tests	50%

### **Honor Roll**

Students who qualify for academic honor roll each quarter are recognized through our website and local publications. Permission to use your child's name is acknowledged unless otherwise noted on the student application.

- Elementary honor roll is determined by letter grade.

Principal's List	All A's
Honor Roll	All A's and B's
- Junior and Senior High honor rolls are based on Grade Point Averages.

Principal's List	4.00 or higher in each quarter with no "C"
Honor Roll	3.50 or higher in each quarter with no more than one "C"

### **Academic Probation**

**All new students to FCS** will be on "Academic Probation" during their 1<sup>st</sup> quarter at FCS. Any student who makes 2 "D's" or an "F" as a semester grade will be on academic probation for the following semester. While on probation, he must meet all expectations outlined in the probation contract. If the student fails to meet those expectations, he may be asked to withdraw from FCS. If the student makes a "D" or an "F" for a second semester grade, he must withdraw from FCS. A student may not be on academic probation more than once while a student at FCS

### **Promotion Standards**

FCS administration and teachers will evaluate students at the end of the second grade year using standardized test scores, report card grades, STAR reading assessment and teacher recommendations. Students with below average ratings in one of these areas may be retained.

Students who fail a core course during the school year are required to take the course in summer school in order to be promoted to the next grade and remain on schedule for graduation. One course may be taken during the summer. Students failing two or more core classes will not be allowed to advance to the next grade level, and may face dismissal. Students will be allowed to take courses at a regionally accredited summer school other than Faith Christian School only if the course is not being offered at Faith Christian School.

### **Progress Reports/Report Cards**

Report cards will be sent home with students each quarter. A notification reminder will be sent at midterm to check each student's progress through ParentsWeb. Grades can also be tracked through ParentsWeb on a regular basis.

### **Academic Communication**

Elementary teachers will send test folders home weekly. Papers should be signed and returned as directed by the teacher. Communication regarding upcoming events, tests, and projects occurs in the *The Partnership*, ParentsWeb, as well as the homework log or notebook. Please check homework logs and notebooks daily for possible schedule changes. Teachers will communicate with parents regarding any major evaluations with grades below 77% or at least 10 points below expectations. Additional communication is available by conference, phone, or email. Due to the ability of parents to track student progress regularly, FCS encourages parents to communicate with teachers when a concern arises.

### **Academic Honesty**

As Christians, we are called to reflect integrity in all aspects of our lives. It is critical that we hold students to a high standard of integrity in their work in the classroom. Academic dishonesty occurs when students obtain or assist others in receiving credit for work which is not their own. Teachers will inform students of procedures and practices relating to work expected in their classes. Whenever students have a question about a procedure related to academic honesty, they should ask their teacher. Students should assume that all quizzes, tests, and exams should be done independently, unless they are specifically informed otherwise by their teacher.

Academic study or collaboration on daily practice or assignments is not considered academic dishonesty unless prohibited or limited by procedures/expectations established by the teacher. Teachers will guide students in understanding when collaborative efforts are not appropriate. However, students should realize the distinction between collaboration and copying another student's work. At no time should students hand in identical work unless it is a group project which lists all students' names who contributed to the assignment.

**Plagiarism** is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writings. This includes computer programs, drawings, artwork, and all other types of work which are not one's own. Types of plagiarism include word-for-word (cutting and pasting material from other sources), mosaic (rearranging or rewording without documentation) and indirect (paraphrasing of a passage without documentation).

The following consequences for academic dishonesty and/or plagiarism are to be implemented by all teachers:

1. The teacher will report any incident of academic dishonesty to the student and her parents. Teachers will also refer the student to the administration for a level 3 discipline consequence. Students will redo the assignment or work with a deduction of 30 points.
2. A second instance of academic dishonesty in any form will result in a "0" for all work and a Level 4 discipline consequence.

Records will be kept of students who are charged with academic dishonesty and/or plagiarism. If a student were to violate this policy a third time at FCS, the student would be subject to expulsion.

### **Daily Practice**

The purpose of daily practice at FCS is to provide students with additional practice which will help them master the skills being taught. Teachers will provide clear expectations regarding daily practice to both students and parents.

Secondary students are expected to meet the demands of work for each class in a timely fashion and communicate with their teachers about deadlines, additional help or alternative learning plans as may be necessary. Therefore, as appropriate in each class, accountability of specific checkpoints is put in place to ensure that students are properly engaging in the learning process.

### **Late Work Policy**

1. Any work is considered late once the teacher has checked or collected it in class.
2. Daily practice (work that is counted for a maximum of 10% of the overall grade) not completed and turned in when due may be turned in the next class for a 10 point deduction. A zero will be given for any work turned in after this time.
3. All other assignments (work that is counted for 20% of the overall grade) not completed and turned in when due may be turned in the next class for a 10 point deduction. A zero will be given for any work turned in after this time.
4. Students, who do not complete work on time, may be given a new or different assignment (when possible and appropriate) that meets the standards of the assignment, but also ensures equity for all students regardless of when the assignment was completed.
5. When a student fails to submit an assignment or daily practice on time for the second time in a class (a paper, project, etc.) the teacher will contact the parents and my request a conference.
6. Oral presentations are due on the due date given and may not be presented for a late grade.
7. For major assignments (those worth a test grade or more), work turned in after the deadline or after the grace period for excused absences will have a late penalty. *\*oral presentations excluded*
  - One (1) day late                    10 points
  - Two (2) days late                    20 points
  - Three (3) days late                    30 points
  - More than (3) days late            No Credit

### **Quiz and Test Retake Policy**

Students may retake a quiz or test if they score below 90% on the original assessment. Once the original assessment is returned to the student, she will have one week to correct the wrong answers and attend a tutoring session with her teacher. Once this requirement is met the student will have up to three days to retake the assessment.

Students may retake a quiz or test only if they turn in 100% of their daily practice work and assignments for that particular unit.

### **Exams**

Semester exams will be given two times a year, at the end of the first and second semesters. Students taking high school level core classes will be expected to take these exams. To be properly prepared for college, students need to know how to and be provided the opportunity to take cumulative exams. For this reason FCS uses the following exam exemption policy for each grade level:

- 9<sup>th</sup> grade – students may exempt 1 exam
- 10<sup>th</sup> grade – students may exempt 2 exams
- 11<sup>th</sup> grade – students may exempt 3 exams
- 12<sup>th</sup> grade – students may exempt 4 exams

Eligibility to exempt an exam must meet all of these criteria:

- minimum 93 test average for each quarter,
- no more than 3 absences during the semester, and
- no more than 3 tardies during each quarter

Seniors may exempt their second semester exams if they have a minimum 85 test average and meet the attendance criteria.

### **Graduation Requirements**

Bible*	4
English	4
History (including: US History, Government/Economics)	4
Math	4
Science	4/Lab 3
Foreign Language	2 Same
Physical Ed	1
Fine Arts (Art, Drama, Music)	<u>1</u>
Community Service (see details below)	
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Faith Christian School issues SCISA College Preparatory Diplomas. Students must attend FCS for their junior (11<sup>th</sup>) and senior (12<sup>th</sup>) years to qualify for senior class ranking and honors. Students must take senior course requirements at FCS, including approved dual credit courses, to graduate from FCS. Students are required to take a minimum of four (4) courses in their senior year.

\*Students are required to take one Bible credit for each year at FCS.

### **Explanation of Courses**

All high school courses receive one unit of credit upon the successful completion of the year's work. Students participating in the "dual credit" programs at area colleges will receive 1 unit for every semester college course and receive an additional (1.00) GPA point. Honors courses receive an additional ½ (.50) GPA point.

### **Dual Credit**

Juniors and Seniors may be allowed to take dual credit courses. If interested in this option, please make a parent/student appointment with the College/Career Counselor.

Qualifications:

- Juniors must have a minimum cumulative 3.75 GPA, and Seniors a minimum cumulative 3.5 GPA.

- A student must be recommended by her teachers.
- Students must receive approval from the College/Career Counselor and High School Principal before registering for a dual credit class.

### **Early Graduation**

Faith Christian School does not permit early graduation for students. Maturity in years and attitudes, along with a solid academic background, and social and emotional stability, are necessary to successfully meet the challenge of a college environment. Also, be advised that competitive colleges expect a full class load in the senior year, which should include math. FCS does recommend dual credit courses with area colleges, schedule permitting.

### **College Visits**

Seniors are permitted up to 5 days for college visits. Juniors are permitted up to 3 days for college visits. Absences will not count against the student for exam exemptions and assignments are excused if the visit is documented with a letter from the college visited

### **Honors Track**

- Initial Qualification:
  - Students must earn an 85 average (3.0 GPA – CP course) or higher to qualify for honors courses.
- Eligibility:
  - Students must earn an 81 average (3.0 GPA – H course) or higher in Honors courses to qualify for the next honors course in that subject.

### **Graduation Honors Policy**

- Eligibility Period - 9<sup>th</sup> grade courses in 8<sup>th</sup> grade, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade
- Eligibility Minimum – Be a student at FCS for 11<sup>th</sup> and 12<sup>th</sup> grades
- Eligible Classes – Core academic courses: Bible, English, History, Math, Science, and Foreign Language
- Ineligible Classes – Physical Education, Fine Arts, electives (*Do not count toward graduation honors*)
- Transfer Classes – Must be a class that FCS has an equivalent to. Credits earned from non-accredited schools are transferred with a grade of “P”.
- Discipline – No suspensions in 12<sup>th</sup> grade

Valedictorian – Highest GPA over 3.75 to the hundredth during the eligibility period

Salutatorian – 2<sup>nd</sup> Highest GPA over 3.75 to the hundredth during the eligibility period

Summa Cum Laude ( <i>Latin: With Highest Praise</i> )	4.50 or higher during eligibility period
Magna Cum Laude ( <i>Latin: With Much Praise</i> )	4.00 or higher during eligibility period
Cum Laude ( <i>Latin: With Praise</i> )	3.50 or higher during eligibility period

SCISA Certificate of Honor – GPA of 3.50 or higher in each semester of 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 1<sup>st</sup> semester of 12<sup>th</sup> grade, 1100 SAT/24 ACT, and Head of School’s Recommendation

FCS Honor Graduate – Cumulative GPA of 3.50 or higher and no suspensions in 12<sup>th</sup> grade

## **ATHLETICS**

FCS participates in the SCISA A division of athletics. Sports opportunities for grades 6-12 include: archery, football, volleyball, basketball, baseball, softball and track. Cheerleading opportunities are available K3-12

### **FCS Athletic Eligibility Requirements**

1. The student may not be 19 years of age prior to July 1<sup>st</sup>.
2. A Junior Varsity student may not be 16 years of age prior to July 1<sup>st</sup>.
3. A student must be in 8<sup>th</sup> grade to letter on varsity teams.
4. A student must not have transferred as a result of recruiting.

5. A student must furnish a signed parent permission form, and pay the appropriate athletic fee.
6. FCS follows a “No Pass, No Play” policy for athletic eligibility.
  - a. To compete in the first quarter, a student must pass all subjects for the previous year.
  - b. To compete in the second, third, or fourth quarter, a student may not have failed any subject in the previous quarter.
7. A student may not participate in athletics the day he serves a detention. The student may change the date of one detention per quarter.
8. A student on OSS or ISS is not eligible during suspension.
9. Students on disciplinary probation will not be eligible to participate.

### NCAA Eligibility

Athletes intending to register with the NCAA for college should complete their applications before their senior year. Registration information is available in the College/Career Guidance Counselor’s office. Additional information can be found online at [www.ncaa.org](http://www.ncaa.org).

### Spectator Conduct for Athletic and Student Events

As a school committed to conveying Christ to the world in all aspects of life, we want to ensure that our cheering and athletic environment is one that is consistent with the spirit of Christianity. Therefore we encourage spectators to:

1. Cheer positively, not focusing on negative chants or exploiting mistakes.
2. Cheer in such a way that reflects our belief that all people are made in the image of God. Therefore, using language that builds people up rather than tears people down should characterize our cheering at sporting events.
3. Cheer loudly and enthusiastically without bringing prohibited items.

Failure to comply with any of the aforementioned rules may result in the spectator being removed from the premises and, in the case of a student athlete, further disciplinary action by the principal/athletic director/coach.

## ATTENDANCE

### School Schedule

Regular school hours for K3-8<sup>th</sup> grade are 8:15-2:45 and 8:10-2:30 for grades 9-12.

Early release days are 8:15-1:45/8:10-1:45 (9-12)

Half days are 8:15-11:00/8:10-11:00 (9-12)

It is important for students to arrive prior to homeroom so they have time to go to their lockers and properly prepare for the day. Arriving late (tardiness) interrupts daily routines as well as instructional time. Prompt arrival and preparedness impresses on students the importance of school and develops valuable habits and responsibilities that will help them succeed in the future. Below are FCS definitions and consequences for absences and tardies.

### Absences:

**K5-5<sup>th</sup> grade** - students leaving before or arriving after 11:30 a.m. will be marked absent

**6<sup>th</sup> -12<sup>th</sup> grade** – attendance is taken each period. An absence will be marked in classes where more than half the class is missed.

- **Excused absences** are absences due to student illness, doctor’s appointment, or family emergency (death or serious illness in the family). These absences will require a note from the parent or doctor explaining the absence. Other absences may be excused if prior approval is given by an administrator. Approval should be given prior to the absence (i.e. family trip).
- **All other absences are unexcused. Students who have 3 or more unexcused absences may be required to stay afterschool to make up all missed work.**
- **Make up work:** Work that is missed during an excused absence must be made up according to the following schedule:

- **1-5 consecutive days:** 24 hours for every day absent (i.e. a high school student returns on Monday after a one-day absence, all class work must be made up by 8:15 a.m. Tuesday).
- **6 or more consecutive days:** Calendar week after the students returns (i.e. an elementary student returns on Tuesday, all class work must be made up by 8:15 a.m. the following Tuesday)
- **Planned absences:** Parents and students are responsible for requesting assignments prior to the absence and turning them in the day they return to school. Missed tests must be made up within two days of returning.

***\*Parents must request make up work by 10:00 am if they wish to pick it up by the end of the school day. Work requested after this time may not be available by the end of the day.***

### **Tardies:**

- **Excused tardies** are tardies that are due to circumstances beyond student and parental control. These tardies may include unexpected traffic delays, doctor's appointment (doctor's excuse required), family emergency (note required from parent stating emergency) or school sponsored events. **All other tardies are unexcused.** Students must be seated and prepared for class to be counted present and on time. All students tardy to school must sign in at the appropriate school office.
- **Consequences for unexcused tardies:**
  - K5-5<sup>th</sup> grade :**
    - 3<sup>rd</sup> tardy during a quarter - written warning issued by teacher
    - 5<sup>th</sup> tardy during a quarter - phone conference with parent and principal
    - 6<sup>th</sup> and each third tardy thereafter during a quarter will result in a detention to make up work.
    - Students receiving 10 unexcused tardies in a quarter will not be eligible for perfect attendance.
  - 6<sup>th</sup> -12<sup>th</sup> grade:**
    - Tardies to school (Homeroom) – A student will receive a detention on the 6<sup>th</sup> tardy (excused or unexcused) and each third tardy thereafter during a quarter.
    - Tardies between classes- A student will receive a detention for the third unexcused tardy during a quarter.

### **Leaving School Early**

- If a student is required to leave school early, parents are to furnish a written note (stating the departure time, reason, and who is picking him up) to the school office. Students without a 1<sup>st</sup> period class may bring their note to the office. Parents who come during school hours to pick up students for medical/dental appointments are to come to the **school office and sign the student out of school (K-8 in building 3 and 9-12 in building 5).** Students who drive and must leave school for an appointment are required to **sign out** in the school office and then leave campus. If you are returning to class, you must **sign in**.

### **Extracurricular activities:**

- ***Students must be present for all scheduled classes*** to be allowed to participate in a representative capacity in any afterschool activity that day unless the absence was for a scheduled doctor's appointment or emergency and is documented by the doctor or parent, and approved by the administration.

### **Excessive absences**

- No more than ten (10) absences will be allowed for the school year. This is defined as 10 days of school in elementary (K5-6<sup>th</sup>), and 10 days per course in middle and high school (7<sup>th</sup>-12<sup>th</sup>). Students with more than 10 absences may be required to make up the absences during the summer at the family's expense.

## **CONDUCT**

### **Staff/Student Interaction Guidelines**

While Faith Christian School emphasizes adult/student interaction, mentoring, and building meaningful relationships, we place an equally high priority on remaining above reproach by practicing healthy and appropriate patterns of interaction.

Therefore, adults at FCS (including faculty, staff, coaches, administration, etc.) are encouraged to meet with students in a group or if they are meeting individually with a student to do so in a public place. Employees will not transport individual students in a vehicle. Informal meetings between adults and students should be done with parental knowledge and permission. If an individual meeting needs to take place, it should be between adults and students of the same gender. FCS faculty, staff, administration and coaches strive to invest in building character in our students' lives that is not only life changing but done in a way that is above reproach.

### **Display of Affection**

God's Word sets an extremely high standard for purity in relationships, especially between males and females. FCS has a very family-focused atmosphere which we want to maintain and honor. We want to preserve a community where all feel included and comfortable at all times. Students should refrain from hugging, kissing, holding hands, or any other display of affection, with the exception of friendly side hugs, at school or school activities. Repeated violations will be considered disrespect and will be disciplined appropriately. A male and female student should not be together unchaperoned at any place on the school grounds at any time.

### **DRESS CODE**

Any clothing or personal appearance that tends to call undue attention to the individual is not acceptable. Designs or slogans, which do not meet the standards of FCS, including skulls, are always inappropriate regardless of whether they are on clothing or personal belongings and should not be worn or brought to school. Clothing, decoration on clothing or personal items, which promote musicians or musical events, should not be worn at school.

#### **K3 – K5**

Children should wear comfortable, clean clothing suitable for indoor and outdoor wear.

- School uniform is recommended but not required.
- Jeans are allowed.
- Shorts may be worn, but not short shorts or gym shorts.
- T-shirts may be worn, but all pictures should be wholesome in nature.
- Temporary tattoos are not allowed.

#### **GRADES 1-11**

##### **Tops**

\*Monogrammed polo shirts

On Friday students may wear any FCS Knights shirt

##### **Bottoms**

**Boys** - Khaki uniform style pants or shorts. Shorts may not be more than three (3) inches above the knee.

**Girls** - Khaki uniform style pants, capris, shorts, skirts. Shorts and skirts may not be more than three (3) inches above the knee standing or sitting.

#### **6-12 Chapel Days**

**Boys** – Uniform pants or dress pants, button down shirt and tie. Suits/sport coats optional.

No hoodies permitted on chapel days.

**Girls** – Dress or skirt and blouse; see senior dress code for restrictions. No hoodies permitted on chapel days.

December – February ladies may wear slacks and a blouse on chapel days.

\*All monogrammed shirts are to be purchased through Palmetto Outfitters.

Order forms are available in the school office

### Alternate Dress Days

- Non-chapel dress up day – Senior dress code applies to all students.
- Jeans day – Nice jeans (no holes) and any FCS shirt. Jean shorts are not permitted.

### SENIOR DRESS CODE

#### Gentlemen

- **Non-Chapel days:** School uniform or business casual dress: slacks, collared shirts, blazers, and sweaters. Denim (or denim style) pants and shorts are not permitted. Sweaters and jackets appropriate for business casual are permitted. Hoodies may be worn on Friday only.
- **Chapel days:** Dress slacks, button down shirt and tie. Suits/sport coats optional. No hoodies permitted on chapel days.

#### Ladies

##### **Non-Chapel days:**

- Slacks – Business dress or casual. **No** denim (or denim style), tight/skinny pants, or leggings (yoga pants) permitted.
  - Dress capris are permitted.
- Skirts/Dresses – Are to be appropriate for school wear.
  - May not be more than 3 inches above the knee standing or sitting.
  - Sweater or tight stretch skirts/dresses that mold to the body are not permitted
  - The solid under layer of skirts/dresses with sheer overskirts must meet the length restriction.
  - Tights and leggings may be worn under skirts/dresses; however, length restriction still applies.
- Tops – All blouses must be modest.
  - Tops that are tight fitting, low-cut (show cleavage) are not permitted.
  - Sleeveless tops are acceptable when worn under a jacket, sweater, or blouse.
  - Casual knit graphic tops are not permitted except on Fridays.
- Shoes – No heels higher than 1-inch. May wear dress sandals that have heel straps.
- Jackets – Sweaters and jackets appropriate for business casual are permitted. Hoodies may be worn on Friday only.

**Chapel days:** Dresses or skirts, same restrictions apply as non-chapel dress code. No hoodies permitted on chapel days. December – February ladies may wear slacks and a blouse on chapel days.

### ALL STUDENTS

- Belts:** Belts must be worn; where belt loops are found.
- Socks:** Must match each other
- Shirts:** Must be tucked in at all times
- Shoes:** No heels higher than 1 inch. All shoes must be closed in (no holes) with no open areas and full backs. Shoes that can be worn in water cannot be worn (ex: Crocs, beach shoes, jellies).
- Sweaters:** FCS Button down or pullover
- Jackets:** FCS windbreakers, fleece jackets or hoodies may be worn in class. Non-FCS jackets may be worn outside only.
- Hair:** Hair should look neat and natural. Any hairstyle, hair color, or head appearance, which includes but is not limited to unnatural coloring, mohawks, or designs shaved into heads, that tends to call undue attention is not acceptable. Hair should always be out of the eyes, regardless of how it is kept or worn, neatly trimmed, and well groomed at all times. Boys' hair should be cut so that it is off the collar, above the eyebrow and above mid-ear. Boys' hair should not be pulled back into a ponytail or manipulated (by chemical products, rubber bands, barrettes, headbands, etc.) to comply with the length requirements.
- Facial Hair:** Gentlemen are to be clean shaven upon arrival at school each day.
- Hats/caps:** Are not permitted in buildings.
- Jewelry:** May be worn in moderation. Please do not allow students to wear expensive jewelry.

**Tattoos and Piercings:** The following policy is effective during the school day and while representing the school in any extracurricular activities (i.e. athletics, field trips, formal, etc.):

- Tattoos or “body art” are not appropriate if visible. Any student with tattoos or “body art” deemed inappropriate due to language or graphics is subject to immediate expulsion.
- Piercings (including nose, lip, eyebrow, and anything other than earrings for girls) are not appropriate. Boys may not wear earrings to school or school activities.

The administration reserves the right to send any student home whom, in their opinion, is not dressed appropriately for Faith Christian School. **This applies while on campus or at any school activity.**

### **VIOLATIONS OF UNIFORM CODE FOR 1<sup>st</sup>-12<sup>th</sup>**

Students are expected to abide by the code and parents are asked to check the appropriateness of their student’s clothing before he leaves the house. Enforcement begins, and should end at home. It is inappropriate that other students and faculty be distracted from the educational process because someone failed to fulfill his or her commitment to follow the code. It can thus be expected that tolerance for code infractions will be limited and addressed immediately.

Students are expected to follow the guidelines and violations will receive the following consequences:

**Regular uniform violations:** (i.e. untucked shirt, no belt, inappropriate shoes, facial hair, etc.)

- 1<sup>st</sup> violation of the quarter: A written warning and explanation will be given.
- 2<sup>nd</sup> violation of the quarter: A written warning and explanation will be given.
- 3<sup>rd</sup> and 4<sup>th</sup> violations each quarter: After school detention will be assigned.
- 5<sup>th</sup> and subsequent violation of the quarter will be treated as disobedience and discipline assigned accordingly.

**Senior dress/Chapel dress violations:** (i.e. jeans, tight/short skirts, inappropriate shirts)

**Violations regarding modesty:**

- First two offenses– the student will receive a dress code warning and may call a parent to request an appropriate change of clothes be brought to the office.
- After the second offense or if parent does not bring change of clothes - the student will receive a dress code warning and be required to wear clothing provided by the school for the duration of the school day.
- Seniors who continually violate these guidelines will be required to return to regular school uniform for one week.

**Hair code violations:**

- Students receiving a warning for a haircut have until the following Monday to comply.
- Noncompliance will result in a detention and 24 hours to get a haircut.
- Continued noncompliance will be considered disobedience and discipline assigned accordingly.

### **FIELD TRIPS**

#### **Field Trips**

Field trips will be announced in advance. The school uniform will be worn on all field trips unless the school administration announces a change. All students will be required to ride to and from school, on school transportation (school bus) unless it is necessary for parents to drive due to a transportation conflict. Chaperones, please do not bring other children and be respectful of the lead teacher’s authority and guidelines during field trips.

#### **Secondary Trips**

Starting in 7<sup>th</sup> grade FCS students have the opportunity to participate in overnight away trips. These trips provide learning experiences off campus and encourage the students to engage their world. Because of the additional cost, participation is encouraged but not mandatory.

- 7<sup>th</sup> grade – Barrier Island (M-W) approx. cost: \$180
- 8<sup>th</sup> grade – St. Augustine Florida (3 days) approx. cost: \$250
- 9<sup>th</sup> – 11<sup>th</sup> grade – 3 year rotation including Washington DC, Tremont Institute in Tennessee, and tbd (4-5 days) approx. cost: \$350-450
- 12<sup>th</sup> grade – Senior Mission Trip (5-7 days) approx. cost: \$1,300 (primarily raised through fundraising)

## **FINANCIAL INFORMATION**

### **Disputed Charges**

If there is a disputed charge, please contact the appropriate party as soon as possible. A list of contacts is available on the school website: [www.faithchristiansc.com](http://www.faithchristiansc.com).

### **Delinquent Payments**

A student's tuition account is considered delinquent if any payment is not made within (20) days of the date due. Should there be a failure to make a timely payment:

- The school may suspend or refuse to accept or enroll the student.
- The school is under no obligation to provide educational services or activities.
- Each parent agrees to pay all costs of collection.
- Each party waives the right to a trial by jury with respect to any dispute arising under this agreement.

Payment of all amounts owed is required for the student to participate in any events, activities or ceremonies, including graduation.

### **Release of Records**

Payment of all amounts owed is required before the school will provide or release:

- Certificates
- Diplomas
- Records
- Transcripts

### **Withdrawal**

Enrollment at FCS is a commitment for the entire school year. The only accepted withdrawals from the school are:

- Parent job change or transfer to another location more than 50 miles from the campus.
- Termination of enrollment due to expulsion of a student
- Withdrawal prior to the first day of school.

Under these circumstances, parents will be financially responsible for the number of days enrolled.

All other reasons for withdrawal, not meeting the terms listed above, requires a \$450 withdrawal fee per student in addition to payment based on the number of days the student was enrolled.

All outstanding bills are to be paid and all textbooks and FCS materials returned before school records, grades or transcripts will be released to any other school or institution.

### **Financial Aid**

Financial aid is available for students in grades K5-12. Financial application is made online through FAST. To access the FAST application, go to the school website: [faithchristiansc.com](http://faithchristiansc.com) and click on the FAST link. Parents are responsible for paying the application fee charged by FAST.

Families receiving financial aid are expected to:

- Set up an ACH account with FACTS or prepay tuition.
- Make tuition payments on time.
- Be available to serve the school as a volunteer.
- Fulfill any additional requirements as detailed in the financial aid agreement letter.

Financial aid may not be combined with any additional discounts.

## GENERAL INFORMATION

### Authority to Release Student

Authority to release a student is determined by the parent/guardian. A pre-approved pick-up list is provided on the Student Medical Form. If parents are separated or divorced with joint custody, both parents must sign the Student Medical Form. The custodial parent determines who may pick up her student. If a change needs to be made on the pre-approved list, the parent will update his ParentsWeb and notify the school of changes made. All other changes, i.e. new work numbers, cell phone numbers, or other pertinent information, are to be made in the ParentsWeb and the school notified of changes.

### Books

Students must have all books/supplies available at the beginning of class. Lost books must be replaced by the student. The student is responsible for the textbook issued to her by the teacher.

### Cell Phones

The school will not be held liable for any broken, lost, or stolen cell phones. Once a student arrives at school until the end of the school day, phones are to be turned off and kept in the student's bookbag or locker. Any student using his phone or having it on his person during these hours will have the phone confiscated and be disciplined accordingly (level 3 offense). Confiscated phones must be picked up by a parent. **Daycare students are not permitted to use cell phones while in Before or Aftercare.**

### Child Custody

Although FCS will not get involved in custody disputes, we will respond to subpoenas for information or for staff members to appear in court. It is the parent's responsibility to clearly communicate with the administration regarding custodial matters (i.e. emergency contact, child pick up, etc.) and provide the school with legal paperwork concerning custodial matters. All materials must be requested by subpoena.

### Closed Campus

For the protection of our students, Faith Christian School is a closed campus. Parents are welcome to have lunch or attend parties, but they must sign in at the office and receive a visitor's badge. Upon leaving, they must also sign out. Parents or guests who wish to visit classrooms for any reason must receive permission from the office prior to arrival. Please call the office with the time and reason for your visit. Any request for a student to leave campus during the school day must be made in writing by the parent/legal guardian and be approved by an administrator. Driving students are not permitted to visit their cars during the school day unless given permission by an administrator.

### Emergency Action Plan

FCS has a comprehensive Emergency Action Plan (EAP) for the safety of your children. We conduct emergency drills on a regular basis as part of the EAP.

### Extended Daycare (K3-7<sup>th</sup> grade)

Our daycare is an extension of our school to the parents of students who work and need to use extended daycare. Our daycare is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. Our daycare is closed a week at Thanksgiving, two weeks at Christmas, and a week at Spring Break along with a few other federal holidays. **NOTE:** Students on campus more than 15 minutes before school **begins, or after school ends**, will require paid supervision, and be charged accordingly. See the before/after care application for more details.

### Food and Soft Drinks

Students are permitted snacks and drinks at designated times and areas. Drinks stored in lockers must be in closed containers. Students are not permitted to eat or drink in the hallways at any time.

### Governance

Faith Christian School is an inter-denominational school that accepts Christian students and families from a variety of churches in the Summerville and surrounding areas. We are also blessed to be a ministry of Faith Assembly of God. FCS has secured its own non-profit (501-c-3) status.

Faith Christian School is governed by a school board, which is comprised of two FCS parents, two Faith Assembly of

God representatives, Pastor Larry Burgbacher, and our current Head of School. The purpose of the Faith Christian School Board is four-fold:

1. Provide strategic direction in fulfilling the mission and vision of our school.
2. Provide oversight to secure the financial viability of the school.
3. Set policies that are congruent with the mission and vision of our school.
4. Hire and provide oversight for one employee of FCS; the Head of School. The Head of School is responsible to hire and provide oversight for all other employees of the school and provide strategic leadership for the daily operations of Faith Christian School.

### **Inclement Weather**

During inclement weather, parents should listen to their radio or TV for an announcement of school closures. If it is announced that **Dorchester #2** Schools are closed due to bad weather, FCS will automatically be closed. If **Dorchester #2** dismisses any students early, FCS will dismiss at 1:45 unless otherwise noted on our website, [www.faithchristiansc.com](http://www.faithchristiansc.com).

### **Lockers**

All 6-12 grade students are issued a locker. The student will be required to purchase a combination lock to keep his locker secure. The combination will be kept in the student's file. It is not acceptable for a student to be in another student's locker for any reason.

### **Lost and Found**

Students are responsible for any items they bring to school. Please have them label their property. Unclaimed clothing and personal articles will be donated quarterly. Please check the lost and found located in the cafeteria for missing articles.

### **Lunch Guests**

Due to the length of our lunch periods, students will not be permitted to leave campus for lunch; however, they may have guests join them occasionally for lunch. Guests must sign in according to the visitor policy. See "Closed Campus" above. Seniors may leave campus for lunch after submitting a lunch permission form signed by a parent. This privilege is contingent on meeting the expectations outlined on the permission form and may be revoked if expectations are not met.

### **Music**

Music used for school projects and/or functions is to be wholesome, uplifting in nature, and approved by the designated teacher or administrator. Teachers/coaches may allow students to listen to music during travel to and from fieldtrips/athletic events; however, misuse of this privilege may result in confiscation of music device and disciplinary action.

### **Prohibited Items**

Items prohibited on campus include: sexually oriented and/or otherwise offensive material (books, magazines, etc.), drugs, matches, cigarettes, lighters, knives, guns, bullets, and any other items that may be dangerous to self or others. Any item of this nature found brought in by the student will be confiscated and the student disciplined accordingly. Teachers reserve the right to ban items from their classroom that are deemed distracting.

### **Policy on Firearms, Ammunition, Explosives and Weapons**

FCS takes a zero-tolerance stand on firearms, ammunition, explosives, BB/pellet guns, knives, and weapons of any kind. Such materials are strictly forbidden on the campus of FCS whether carried personally by a student or in a vehicle. Any student who brings such material onto the campus may be subject to immediate dismissal and legal actions, any student suspected of bringing such material on the campus may be subject to interrogation and search in the presence of law enforcement authorities. This policy will also be applied as appropriate to anyone else on campus including visitors and employees.

### **School Telephone Use and Telephone Messages**

In case of emergency, students may use the office phone; however, students may not use the phone during school hours to arrange transportation, except when approved by administration. For parents who need to speak with their child, a message will be taken and given to the student. If an emergency arises, we will call the student to the phone. All phone calls must be made in the office.

### **Support Services**

Support services are available through Faith Assembly of God:

- Family Pastor – Jonathan Lee
- Youth Pastor – Chris Dierberger
- Church Counselor – LaVonne Young
- FCS Administrative team – John Davis, Darcy Turner, Cindy McDaniel, Maggie Todd

Minor issues are taken care of by the administrative team. Significant issues are referred to the Faith Assembly pastoral and counseling staff.

### **Withdrawal**

Withdrawal from school must be made in writing using the “FCS Withdrawal Form”, by the parent/guardian in the office. All tuition charges will be continued until the office has been notified of the withdrawal. Records will not be released until the information on the withdrawal form has been verified and all accounts are paid according to the financial agreement.

## **HEALTH INFORMATION**

Prescription medicine cannot be given without a note from the doctor. Tylenol, cough syrup and other patent medicines may be given only with written consent of a parent. Medicines must be labeled with your child's name and instructions.

**PLEASE NOTE:** There is not a licensed nurse on staff to dispense this medication.

Children should not be brought to the school if they have severe colds, undetermined rash, fever, severe headaches, upset stomach, or any other symptoms of illness. Parents will be notified to pick up children immediately if signs of illness occur during the day. Children must be free of a temperature for 24 hours before returning to school. Children who have had a communicable disease may not return to school until the doctor has released them and all symptoms have disappeared.

Parents are required to provide the school, in writing, any information regarding existing health or medical conditions that may prohibit a student from participating in school programs. This should be provided at the beginning of the year or at the onset of the condition as it occurs during the school year.

Accidents and injuries that occur during the school day will be reported to the office by the teacher and an accident report will be filled out. The parent will be called if the injury warrants. Any accident on school grounds will be treated with the utmost care and consideration. If such accidents require medical attention, the student may be transported to Trident Medical Center Hospital for proper attention. Insurance claims must be made through the student's personal insurance policy first. School insurance will then pay any other charges beyond the personal insurance limits, minus a small deductible.

### **Medical (DHEC) Regulations**

South Carolina law requires schools to have a current copy of each student's immunization record from age 3 and older on file. This record is to be submitted at registration with a copy of a birth certificate. These forms will be kept as part of the student's academic file.

### **Head Lice**

A notice will be sent home to all students in the classroom in which head lice are reported. Literature is available in the school office with details on care and follow-up. Students are not permitted to stay in school when head lice or nits are discovered. A repeat head check will be done by school personnel before the student's re-admission to class after treatment. All nits are to be removed prior to a student's return to school.

## **HIGH SCHOOL OPPORTUNITIES**

### **Community Service**

In order to give our students an opportunity to put into practice their discipleship training and engage the world around them, FCS requires all students in grades 9-12 to be involved in community service as part of their graduation requirement. Students who participate in a foreign missions trip may count 10 hours of community service toward their required hours.

- 9<sup>th</sup> grade – 10 hours
- 10<sup>th</sup> grade – 15 hours
- 11<sup>th</sup> grade – 20 hours
- 12<sup>th</sup> grade – 25 hours

### **Leadership Opportunities**

#### ***“Engaging the world ...”***

Faith Christian School exists to equip students to fulfill God’s purpose in their lives. God’s purpose always includes shining our light before men. Our students are trained to engage other worldviews from a Biblical perspective. Students involved in clubs or leadership positions designed to carry that message off campus are looked at as leaders and therefore held to a higher standard.

Listed below are some of the clubs and leadership positions designed to be ambassadors for FCS on/off campus.

#### **Student Leadership Council**

- must have at least a 2.5 GPA on any quarter report
- must not have more than one detention in a semester
- must not have more than 3 dress code violations in a semester
- must participate in all leadership and service activities

#### **Beta Club**

- must have at least a 3.5 GPA during the first semester beginning in 9<sup>th</sup> grade to be accepted into the Beta Club
- must fulfill yearly GPA and service requirements to remain in Beta Club and graduate with a Beta Club cord
- (see requirements above for Student Leadership Council)

#### **Homecoming Court**

Each class, 9<sup>th</sup> -11<sup>th</sup>, will vote by secret ballot to elect two young ladies and the 12<sup>th</sup> grade will elect three young ladies to represent their grade as an FCS Ambassador. 9<sup>th</sup> – 12<sup>th</sup> grade will vote by secret ballot to select the Homecoming Queen which will be announced during half-time of the Homecoming Football Game.

##### ***Eligibility:***

- must be a student at FCS for at least one full year
- must have no suspensions from the 2<sup>nd</sup> semester of the previous school year
- must have no detentions for the current school year prior to Homecoming

### **Student Drivers**

Driving to school is a privilege, not a right. Students who plan to drive to and from school must fill out and return the High School Parking Form to the High School desk along with a copy of their current driver’s license. Students who consistently disregard the safety of others by driving too fast or irresponsibly in the parking lot may lose driving privileges.

After the school day begins, a student is not permitted to visit his car for any reason unless given permission from an administrator.

## **PARTNERING WITH PARENTS**

One of the FCS’s core values involves partnering with our students’ parents and as such provides several opportunities for parental involvement.

### **Parent Involvement**

- **Parent-Teacher Fellowship (PTF):** Faith Christian School has a PTF led by a board of parents and teachers. The PTF has quarterly meetings that encourage parent involvement through teaching programs, student presentations and community awareness. This organization provides a structure for parents and staff members to work together to build the morale and support the academic community of Faith Christian School through fellowship, communication, and mutual encouragement. All parents are members of the PTF.
- **Knights Supporters:** This organization provides a structure for parents and staff members to promote and support athletics and increase school spirit and sportsmanship at Faith Christian School through fellowship, communication, and mutual encouragement.
- **Parent Volunteer opportunities:** classroom aide, lunchroom aide, field trip chaperone, room parent, hospitality (Field Day, Muffins for Mom, etc.), prayer, publicity, school beautification, etc. All parent volunteers must fill out a volunteer application and sign a Volunteer Agreement prior to taking part in volunteer opportunities.
  - It is the policy of Faith Christian School not to discriminate in regards to an individual's race, color, national origin, marital status, sex, disability, or age in application of any policy, practice, rule or regulation. However, functioning as an integral part of the church, we can and do discriminate on the basis of one's religion, meaning one is saved by grace and has a daily, personal relationship with Jesus Christ. As a Christian, one is expected to live a lifestyle based on the truth of God's Word. Lifestyle choices made outside of this context will disqualify an individual from participation as a volunteer.

### **Parent Communication**

- In case of conflict, FCS follows the Matthew 18 principle for resolution:
  - If a parent has a concern, he should address the issue directly with the other individual involved.
  - If the issue remains unresolved, he should speak with the administrator who directly supervises the individual involved.
  - If the issue remains unresolved, he should speak directly with the Head of School.
  - If the issue remains unresolved, he may request a meeting with the FCS Board.
- All parent-teacher conferences should be scheduled with the school office in advance to discuss the needs of your student. The school asks that all parents cooperate in these beneficial conferences.
- Staff and teachers should not be approached concerning school matters at church.
- Teachers should not be approached about a student's progress during class time or drop-off and pick-up times.
- If an administrative request for a conference with a parent is not honored, the school reserves the right to withdraw the student from classes until the request is honored.
- Each teacher has a school e-mail address. Please go to our website for details at [www.faithchristiansc.com](http://www.faithchristiansc.com).
- Policy interpretations of the administration may be appealed **in writing**.

### **STANDARDS OF DISCIPLINE**

FCS is for students who are sensitive to the many principles of Christian living that are found in the Bible. Therefore, FCS has expectations that students will refrain from certain activities that are not in accordance with Biblical principles. Although such man-made regulations cannot improve our standing in Christ, they can strengthen the life and testimony of both the individual and the school.

Respect is one of the most important ingredients in any relationship. All students and all school employees are expected to conduct themselves with respect for the dignity of others. Respect is needed between students and teachers, as well as, among the students themselves, as each one is made in the image of God. Students are to show courtesy to their peers and adults at all times. Adults are to be addressed as Mr., Mrs., Miss, or Pastor-never by first names. Students are to respond to any teacher or adult by answering "Yes, ma'am; No, sir," and by asking "Ma'am? Sir?", rather than, "What?"

FCS expects students to conform to norms of behavior that are consistent with Biblical standards and conducive to a healthy educational environment. FCS thus places a strong emphasis upon the following: whole-hearted devotion to God, unselfish regard for others, and consistent respect for those in positions of authority. In matters of student conduct and discipline, FCS acts as a partner with parents by means of adequate and timely communication. When a student's behavior or attitude is in conflict with the norms of the school, the teachers, staff, and administrators work together with the parents to encourage the student to demonstrate the change needed to comply with those norms. As much as possible, the teacher in charge handles all incidents of misbehavior in the classroom.

FCS approaches matters of student conduct and discipline as opportunities for development of moral and spiritual character. Discipline at FCS is meant to redirect students, guide them to positive behavior, and restore their relationships with God and others. We desire not only a change in behavior but also a heart change. It is our desire that the discipline process will challenge students to develop self-discipline.

To achieve the goal of discipline, FCS is guided by the following principles:

- We treat students as individuals. We strive to understand that students are at different levels of maturity.
- We strive to maintain those standards that are important, especially those that impact our core values or detract from the mission and vision of our school.
- We partner with parents in the process of discipline. We implement discipline in love and humility with the intent to redirect students, guide them to positive behavior, and restore their relationships with God and others.
- We differentiate between forgiveness and consequences. Students should learn that choices have consequences, both positive and negative, and consequences may require that students make restitution. Discipline should be fair but firm. Accountability is key to the discipline process, and a heart change is for the good of our students. Students should know that continued misbehavior could result in consequences that may impact their participation in co-curricular or extra-curricular activities, including athletics.

**FCS reserves the right to discipline or dismiss any student who is involved in an activity on or off campus that reflects in a negative way on the school.**

### **Disciplinary Procedures**

FCS attempts to provide a positive learning environment for all students at all times. However, when a student's behavior undermines the well-being of our students and our school, it is necessary for disciplinary procedures to be used for students. It is our expectation that all students and adults in our school will be treated respectfully and equitably by our faculty members, staff members, and students. The procedures and consequences listed in this Handbook are not exhaustive and the FCS administration has the right to take other action, when necessary.

### **Levels of Discipline**

#### **Level 1:**

Infractions include:

- disrupting class
- dress code violations
- tardiness
- failure to follow instructions
- littering
- candy, gum, drinks, etc.

Offenses will be handled by the teachers within the framework of each class. Teachers will implement appropriate class consequences including moving the student, writing assignments, correcting the student, lunch detention, parent communication, etc. Repeated violations of these offenses will be referred to administration as Level 2 offenses.

#### **Level 2:**

Infractions include:

- repeated violations of Level 1 offenses
- minor disrespect (negative body language, saying inappropriate things, etc.)
- inappropriate behavior
- disobedience
- horseplay, etc.

Consequences may include those listed in Level 1 and detention.

#### **Level 3:**

Infractions include:

- repeated violations of Level 2 offenses and:
- disrespect (negative attitude, throwing/dropping items, saying unkind/demeaning remarks)

- inappropriate use of phone and/or electronic devices
- foul language
- leaving class without permission
- cutting class
- leaving school without permission
- pulling or tampering with a fire alarm
- pushing/shoving
- lying
- stealing
- vandalism; etc.

Consequences may include those listed in Level 2, in-school suspension (1-5 days), and Saturday detention.

#### **Level 4:**

Infractions include:

- repeated violations of Level 3 offenses
- gross disrespect (making perverse or racial remarks, defiance, responding by physical touch, damage to property)
- perversion
- profanity/Lord's name
- sexual innuendos
- use, possession, or sale of tobacco, alcohol, ecigarettes
- use, possession, or sale of drugs
- \*\*\*use or possession of weapons (gun, bullet, knife), fireworks, explosive devices, etc.
- vandalism
- stealing
- arrest
- fighting (throwing a punch)
- sexual immorality
- \*gross misconduct
- \*\*harassment/bullying

Consequences include those listed in Level 3, out-of-school suspension, disciplinary probation, and expulsion.

#### **\*Gross Misconduct:**

Gross misconduct is behavior on or off campus that is in conflict with the purpose and spirit of FCS. This would include, but is not limited to, the inappropriate use of technology including inappropriate internet use (pornography, sexting, chat rooms, student disrespect, etc.). We do not monitor the use of the internet. However, if a matter comes to the attention of the administration that is inconsistent with the testimony of the student, the administration reserves the right to address the issue using Level 4 consequences.

#### **\*\*Harassment includes:**

- Making unwelcome sexual advances
- Engaging in improper physical contact
- Making improper sexual comments
- Writing a note to someone else, either electronically, by hand, through social digital or social media, with content that may be construed as sexual, or "unwholesome" as defined in Ephesians 4:29.
- Using words (written or spoken), pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive learning or working environment.
- Any other form of ridicule of others based on race, physical characteristics, ability, family background, or similar feature is harassment. Persons engaging in this misbehavior will be disciplined according to disciplinary procedure (Level 3) as outlined in the FCS Family Handbook.
- Intimidation/bullying of any kind. "Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time" (www.stopbullying.gov).

- Any acts violating this policy are not limited to the listed examples.

**\*\*\*Weapons:**

The use of any items that could be considered weapons, fireworks, or explosive devices is not tolerated at Faith Christian School. If a student or parent becomes aware of any such items or threats, please contact the school immediately. If a student is found with any such devices on his person or on campus, he is subject to Level 4 consequences including expulsion.

**Human Dignity Policy**

FCS intends to provide its staff members and students with a safe environment, one that is free from offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are created in God’s image. Specifically:

- Students should realize that their commitment to living a life of integrity and following the standards set forth in God’s Word (the Bible) is ongoing, not limited to the school day.
- FCS does not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons either at school or school events.
- Any person who believes he/she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, administrator or counselor. Teachers should report an offense to his/her administrator, or if it is the administrator he/she is reporting, to the pastor of Faith Assembly of God. Each report will be given serious consideration and investigated appropriately.
- Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- Any person who is determined to have violated this policy will be subject to disciplinary action.
- **Any suspected cases of child abuse are required by law to be reported to the proper state agency which protects the rights of individuals in such cases.**

**Explanation of Consequences**

**Detention:** Assigned by teacher or administration

- Will be served after school for a period of 45 minutes after 24 hours notice to a parent.
- Students who are assigned a detention may not participate in extracurricular activities the day the detention is to be served. The student may change his scheduled detention one time per quarter.
- Tardiness, inappropriate attitudes, or actions, may result in repeating the detention, or other disciplinary action.

**Saturday Detention:** Assigned by administration

- The student will be assigned to work at the school on a Saturday for 2-4 hours.
- Students who serve Saturday detention may not participate in extracurricular activities the first day he returns to school.
- Students will pay \$15/hour to the staff member who supervises him.

**In School Suspension (ISS):** Assigned by administration

- The student will be assigned school work to complete under the supervision of the principal or his designee.
- The student may not attend or participate in any school activities while under suspension.
- All daily work and assignments completed will receive a 10% reduction in credit.

**Out-of-School Suspension (OSS):** Assigned by administration

- Repeated offenses, accumulation of, or severity of offenses, may result in suspension.
- The student will not be allowed on school grounds.
- The student may not attend any school activities while under suspension.
- Suspension results in a one-week suspension from all co-curricular activities.
- A grade of zero will be given for all work missed except for major projects due, or tests given, during the suspension. Major projects must be submitted on time for credit.

- Tests will be made up before returning to class.
- A parent/student conference with the administrator is required upon returning from suspension.

**Disciplinary Probation:** Assigned by administration

- Repeated offenses, accumulation of, or severity of offenses, may result in disciplinary probation.
- Disciplinary probation is a strict written behavioral guide issued to the student and the parent to be followed during a specific period of time. Any deviation from this may lead to expulsion from the school.
- Disciplinary probation results in a suspension from co-curricular activities during the specified time.

**Expulsion:** Assigned by administration

- Expulsion is the most severe consequence at FCS. It is recommended only after all other discipline consequences have been exhausted or when a single act permits a situation which the school finds indefensible or presents a threat to the safety of the school or its faculty members, staff members, or students.
- If a student has an offense that deems expulsion, he or she will be placed on out-of-school suspension immediately until the offense can be thoroughly investigated. During this time, the student may not be on campus or at any school-sponsored activity, on or off campus. Once a student is expelled, the student is not permitted on campus or at any school-sponsored activity, on or off campus.
- The student is dismissed from FCS. Expulsions may be appealed in writing. Any behavior that is grossly in conflict with the purpose and spirit of the program of Faith Christian School may result in expulsion, even on the first offense.

**Request to Withdraw a Student**

In some situations, the administration may request that parents withdraw their child from Faith Christian School. Such a request may occur when the student's conduct would otherwise warrant expulsion. If the parents or legal guardians refuse to withdraw their student upon request, the student will be expelled. Once a student withdraws, the student is not permitted on school grounds or at any school-sponsored activity, on or off campus.

**Reapplication for Admission as a Result of Discipline**

All students suspended (or disciplined for serious or recurring issues or placed on probation) during a school year will be required to reapply for admission to FCS if they desire to continue as a student. Students may also be asked to reapply for repeated behaviors that didn't warrant suspension but call into question a student's maturity level and desire to fit into Faith's culture. Students and parents will be asked to complete the reapplication materials. Recommendations from all current teachers and sponsors of activities that the student has been involved in will be obtained. Although those students required to reapply may participate in course selection and other pre-registration processes throughout the spring, they will not be considered accepted for the next school year until their reapplication process is completed and readmission is formally granted. Parents will typically receive reapplication information at the end of April. Evaluation of reapplications will typically be concluded no later than June 30. Students required to reapply are typically not eligible for financial aid regardless of prior awards.

**TECHNOLOGY**

Technology is an integral part of preparing students for college and beyond. FCS seeks to provide opportunities throughout its academic programs in which students may interact and develop technological skills designed to prepare them for success in college and the marketplace. Although technology and internet resources allow students and teachers to access a wealth of information and knowledge, it is also possible to access information incompatible with our core values. Therefore, the privilege of using technology at FCS comes with certain responsibilities and accountability as described in the following policies.

**Electronic Devices**

Teachers and/or administration may permit students to use electronic devices such as laptops, iPads, tablets, cameras, electronic readers, and iPods for school purposes only. Items used for other purposes at school will be confiscated and the student disciplined. The school will not be held liable for any broken, lost, or stolen electronics.

**School Issued Laptops/Tablets**

The high school provides tablets and laptops for student use. A Portable Technology Use Guidelines Contract must be signed and turned in prior to distribution of tablets. Students and parents will be held responsible to the terms outlined in the contract. Laptops are available for use during the school day as available. Students are responsible for handling laptops with care and will be held responsible for careless behavior resulting in damage.

### **Internet Use**

The purpose for internet use at FCS is to enhance the learning process and is a privilege. Acceptable Use Policy Guidelines will be provided to students and parents at the beginning of the school year. Students will be held accountable for using the internet during school as an academic resource only. Administration and faculty may review files and monitor all student computer and internet activity at their discretion. Students found in violation of acceptable use policies will be subject to loss of privilege and subsequent consequences.

### **Liability**

FCS makes no assurances of any kind, whether expressed or implied, regarding any internet services provided. Use of any information obtained via the internet is at the user's own risk. The school will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. The school will not be responsible for the accuracy, nature, or quality of information gathered through school-provided internet access.

### **Parental Responsibility/Social Networking Sites**

Ultimately, parents and guardians of students are responsible for setting and conveying the standards their children should follow when using media and information sources. We encourage parents to monitor student activity on social networking sites such as Facebook, Twitter, etc. Students are expected to uphold the Standards of Discipline in their use of social networking sites. Students are not permitted to access sites from FCS's network without permission from the administration. FCS does not actively monitor student activity on social networking sites; however, issues regarding misuse of the Standards of Conduct will be dealt with accordingly when brought to the attention of the administration.

### **Acceptable Use**

The educational value of student internet access is the joint responsibility of students, teachers, parents and employees of FCS. *Taking up valuable network resources for non-educational pursuits, or activities not consistent with the mission of FCS is prohibited. All use must be lawful, non-commercial, and consistent with the educational mission and goals of the school.* Students are not permitted to try to access information blocked by the school's filtering software or attempt to alter the network configuration in any way. Students must respect the privacy of others and may only access resources they are permitted to use. Students must use only their own username and password, using any other account is prohibited. Finally, students must abide by all other policies outlined in the Acceptable Use Policy Guidelines.