

2017-2018 STUDENT HANDBOOK CHANGES AND REMINDERS

Pg. 9 Admissions Policy

Pre-Kindergarten Admittance Age: A Pre-K student must be four by August 31. All students must be able to take care of toileting needs independently. Note: All students must be able to consistently and independently use the restroom, including the use of automatic flushing toilets.

Acceptance Policy: Students must score on grade level and complete the application process to be eligible for enrollment. Generally, Stanine scores must be in the 4 or higher range in math and reading in order to be granted unconditional admission. If a student scores below a 4, admission may be possible with a plan of action for the student. Students with I.Q.'s of 90 or less may not be accepted because of the difficulty they will have being successful in our program. The School does not provide the enrollment to students whose special education, behavioral, or physical needs cannot be met by our existing programs, services, or staff. A student may be exempt from enrollment based on intelligence and/or disabilities (ADD, physical, mental, etc.). FCS may utilize information in IEP's, but the actual IEP has no legal bearing in the school.

Pg. 10 Entrance Testing

For prospective students entering Pre-K and Kindergarten, we use a Pre-K developmental checklist and a K5 readiness evaluation, respectively. For prospective students entering 1st – 12th grades, an abbreviated Stanford 10 achievement test is administered. Students answer and problem solve the specific questions geared toward the needed processes for the grade level they are entering. This test is used to assess the student's strengths and weaknesses in math and reading. The results indicate whether students are below, at, or above average level when compared with others of the same age. Administration requires students to score at Stanine of at least 4 in order to be eligible for unconditional entrance. If a student scores below a 4, admission may be possible with a plan of action for the student. Depending upon scores and area(s) of weakness, student may be required additional tutoring, support services, or simply be monitored for a time period to observe how they adjust to their new school environment.

Pg. 12-13 Honor Roll

Honor Roll for Awards Day purposes will be based on grade entry in Sycamore on the Friday prior to the scheduled campus Awards Day ceremony. All students who qualify for Honor Roll following Awards Day will be notified upon final grade entry. Any student who has committed a major disciplinary infraction (any offense which requires suspension) is ineligible for a FCS annual Award.

Pg. 13 National Junior Honor Society & National Honor Society

The National Honor Society (NHS) is open to (10th through 12th grade) students and National Junior Honor Society (NJHS) is for (7th through 9th grade) students. Students will be assessed for induction into the Honor Society after the completion of the first semester of the school year. Ongoing membership will be based on maintaining the qualifications for participation in the NHS and NJHS.

Membership in the Patriot Chapter of the NHS is based on a weighted GPA of 3.80 or above, and NJHS on a GPA of 3.75 or above, as well as on service, leadership, and character. Eligible candidates' names will then be submitted to faculty and staff to assess their eligibility based on their demonstration of leadership, character and behavior. These may be reflected in not reaching 10 disciplinary units within the given school year, not accumulating 10 or more tardies within the tardy system, and meeting all deadlines with application, dues, etc. Eligible students must be up to date with their service hours for the current school year and must be willing to increase these by 10 hours per semester for NHS and 6 hours per semester for NJHS a year. In addition to the yearly service hour required for students, this would be total of 20 hours for the year for NHS and 12 per year for the NJHS. The selection of each member to the chapter will be by consensus of the NHS/NHJS faculty council. Flagrant violation of school rules or civil laws may result in an immediate hearing. No warning of any kind is required in such cases. Behavior must be in line with Article IV, Section 4 of the NHS/NJHS bylaws. If a student receives more than 10 DU's, they will be placed on probation and a committee will meet to discuss dismissal.

Pg. 13 Valedictorian and Salutatorian

These honors will be chosen using a *quality point weighted numeric average of all courses* from their high school career. Each course's numeric grade will be multiplied by the quality points awarded for each course. The highest average is the Valedictorian, while the second highest is the Salutatorian. In case of a tie for either designation of co-valedictorian and co-salutatorian awards will be granted to these students. A student must attend FCS for four consecutive semesters before graduation to be eligible for these honors. Transfer classes from another school will be counted as indicated on the incoming transcript; however, transferred Honors courses are counted only for corresponding FCS Honor Courses. Only FCS classes, appropriately classified transfer classes, and up to a **maximum of 2 dual enrollment or independent classes** (including independent AP courses) will be accepted towards these awards. All Nash Community College courses taken on campus at FCS and approved by administration as part of the core curriculum requirements do not count towards the 2 dual enrollment or independent classes allowed. FCS must approve all dual enrollment or independent courses prior to enrollment in the course.

Pg. 14 Examinations

Grades 6-8: All students will take a cumulative examination at the end of Spring semester. These examinations will cover the work completed in either the first semester or second semester and will count 10% of the semester grade. Semester examinations are given in the following courses: History, English, Math, and Science. There are no exemptions from final exams in the middle school.

Grades 9-12: All students will take a cumulative examination at the end of each semester. These examinations will cover the work completed in either the first semester or second semester and will count 20% of the semester grade. Semester examinations are given in the following courses: History, English, Math, Science, and Foreign Language. Final examinations in Math are cumulative.

Exemptions: All students in grades 9-12 are required to take midterm exams. Students in grades 9-12 are required to take final exams if they do not have an A average in a course for the spring semester. If a student has 5 or more unexcused absences covering the entire year, the student will not be eligible for exemption or if a student has 15 or more cumulative unexcused tardies, the student will be required to take all of their exams.

3 unexcused tardies = 1 unexcused absence

Pg. 14 Course Designations

All tracks are taught as college preparatory classes.

****Transfer credit from other High Schools to FCS will carry the following quality point weighting.**

Advanced: Advanced courses at FCS carry quality points starting at 4.

Honors: The community college **certificate track** will receive Honors weighting. Honors courses carry quality points starting at 4.5.

Career and College Promise Courses: CCP classes from a local community college carry quality points starting at 5.0. Students must gain prior approval from the guidance office in order to sign up for a course outside of the courses offered on FCS campus in order for the courses to be recorded on the transcript. Only two courses outside of those approved for the FCS core curriculum day may count toward GPA calculations for Valedictorian and Salutatorian.

Advanced Placement (AP): AP courses provide students with the opportunity to earn college placement credit while in high school. AP classes must be taken during the regular school term in a scheduled class approved by administration in order to receive high school transcript credit. Students who enroll in AP courses should ideally have taken honors courses in that subject area and met the approved grade requirement. Students will be required to complete and/or meet other requirements for the teacher the summer prior to enrollment in the course. For some courses, this includes minimum scores on a comprehensive, summer-assignment exam. All students enrolled in an AP course are required to take the AP exam in May to receive AP credit. An additional testing fee is issued by the College Board for each AP exam. To be eligible for an AP exam, FCS does require students to complete the AP course. AP class quality points start at 5.5.

Please note: Not all courses are weighted.

Pg. 15 Grade Average requirements for class divisions are as follows:

- To be considered - Advanced to Honors is 93, testing scores in the mastery range, **AND** teacher recommendation. The student must then maintain a 90 average to continue in Honors.

- Honors to AP is 95 with testing scores in the mastery range **AND** teacher recommendation. The student must maintain an 85 average to continue in AP.
- Pre-AP to AP is 85 with testing scores in the mastery range, teacher recommendation, **AND** the student must maintain an 85 average per subject to continue in AP.

Pg. 15 Career and College Promise (Dual Enrollment)

Successful dual enrollment would require the following:

1. Notifying the guidance counselor of intent or desire before posted deadline and securing required application forms.
2. Scheduling a conference with the guidance counselor for the purpose of: checking over schedules, finalizing courses to be taken, or discussing course credit.
3. Complete application form, attach a copy of SAT, PSAT, or ACT score report or NCC placement test results, and obtain parent signature.
4. Submit completed application form to guidance counselor by deadline.

Dual enrollment courses earn one high school credit as well as earning the number of credits assigned to the course by the community college. Dual enrollment courses in the College Transfer program will receive College Transfer weighting. Community College certificate track courses will receive Honors weighting. The student must request that a copy of his/her transcript be sent from the community college to FCS at the end of each semester so that the course and grade can be recorded on the high school transcript. Any fees are payable by the student.

Please Note: Dual enrollment classes are not guaranteed for high school students. These classes are offered through Nash Community College according to their schedule, enrollment numbers, and budget. All NCC courses taken on campus at FCS will fall under the FCS guidelines in regards to academic discipline, and sports procedures.

Pg. 17-18 Academic Grading Scale

The NC State Board of Education voted to change the 7 point grading scale to a 10 point grading scale, which is consistent with public high schools and universities in other states. To remain consistent, FCS will also be changing to a 10 point grading scale for Grades 3 – 12.

A	90-100	Consistently superior work
B	80-89	Consistently above average work
C	70-79	Consistently average work
D	60-69	Below average work
F	0-59	Failing work

The grading scale for Grades K – 2 is as follows:

M	90-100	Mastering with independence and consistency
S	80-89	Satisfactory progress
N	70-79	Needs improvement
U	0-69	Unsatisfactory progress

Pg. 18 Make-up Work/Late Work

It is the responsibility of each student to know his/her assignments and to arrange with the teacher for makeup work. The arrangements are to be made on the day of the student’s return to school. If a student misses at least two days of school they are encouraged to contact the office and request their make-up work and set a time to pick them up. Pickup needs to be scheduled no earlier than 3 pm on the day of the absence.

Pg. 19 Homework Policy Concerning Students Who Are Absent

Students are encouraged to contact classmates/teachers for missed assignments on the first day of their absence. If a student misses at least **two days** of school they are encouraged to contact the office and request their make-

up work and set a time to pick them up. Make-up assignments will be made available for pickup in the appropriate office no earlier than 3 pm on the day of the absence.

Pg. 20 Graduation Requirements

To graduate from FCS, a student must accumulate a minimum number of credits in 9th – 12th grades as listed below. Students who accumulate at least one (1) additional credit over the required minimum and maintain a GPA of 3.80 or higher will graduate with the distinction of honors. Students who join and fulfill all requirements of the Leadership Academy and/or the Health Sciences Academy will graduate with an additional honors level cord for each.

Pg. 20 Community Service

Half of the hours are due by the first Monday in December the other half are due by the first Monday in May. The community service hours will count as one TEST grade each semester. The grade will be 100 when submitted on time. A grade of 89 will be given if submitted during the next 5 days, a 79 within the following 5 days. After 10 days, the grade will be a zero (0).

Pg. 21 Standardized Testing Program

Pre-K	Kindergarten Readiness Assessment
K-1st	Assessment Portfolio
2nd - 6th, 9th	Achievement Testing
3rd, 5th, 7th, 9th, and 10th	InView (IQ) Testing
4th, 7th, 10th	Writing Assessment
10th and 11th	PSAT
11th	PSAT Benchmark Test (ERW 380 and MAT 390 score are required by law for graduation)

Pg. 22 Patriots Promise

Faith Christian School is committed to be a community of love and honor; therefore as Patriots, we pledge to LOVE GOD and LOVE OTHERS. The following passage is our goal as we pledge:

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonor others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails. 1 Corinthians 13: 4-8

Pg. 23 Discipline Unit Scale (DU)

1-4: Warning (note, warning DU's will also be issued between each major discipline)

5: One Detention

10: Two Detentions

15: One "In School Suspension" Day (ISS)

Student will meet with Administration, Fine Arts Department Heads, Coaches and Dean of Discipleship.

20: Two "In School Suspension" Days (ISS)

Student will be placed on (Behavioral & Disciplinary) Probation as defined below

25: At least One "Out of School Suspension" Day + Work Detail (OSS)

30: At least Two "Out of School Suspension" Days + Work Detail (OSS)

Conference with Student, Parents, and Administration to determine status at Faith

Students who serve (15 DU) **ISS** can participate in extra-curricular activities and make up assignments.

Students who serve (20 DU) **ISS** and **OSS** cannot participate in extra-curricular activities. They are allowed to make up missed assignments with the highest possible grade of 70. **ISS** and **OSS** will be served the day after Administration renders disciplinary action.

Pg. 24 Classes of Misbehavior

Cell phone violation: Every offense is 3 DU's + increased discipline. 1st Offense: Students will turn in their phone to the office for 5 consecutive days. Phones may be picked up at the end of the day, 2nd Offense:

Students will turn in their phone to the office for 10 consecutive days. Phones may be picked up at the end of the day, 3rd Offense: Students will turn in their phone to the office for 20 consecutive days. Phones may be picked up at the end of the day, 4th Offense and subsequent: the student will receive ISS and the student will not be allowed to have the phone on campus.

Pg. 26 Electronic Equipment

Cell phones are not required for any student of FCS. Parents may choose not to allow their child to have a cell phone at school. In emergencies your child will be allowed to use the school office phone or the school will contact you. The cell phone is only a matter of convenience not necessity. High school students are allowed to have cell phones, but they **are not to be on during classroom instruction**. During appropriate times, high school student cell phones should not be used to record or stream video, share files that are profane, immoral, or otherwise inappropriate. Misuse of phone privileges will result in disciplinary action defined above. Elementary and middle school students who bring cell phones to school must keep them off and out of sight during school hours. Use of digital cameras (including the camera on the cell phone) is only allowed for yearbook projects and special events at teacher discretion and is not allowed out in class unless being used for such.

Pg. 28 Probation

Grades 6-12: Probation is the means whereby the administration advises the student, parents, and teachers that a serious problem has developed which bears scrutiny on a day-to-day basis. Probation is assigned by the administration and may be done at any time deemed necessary throughout the school year. There are **four** types of probation: academic, behavioral, disciplinary, and athletic.

Academic Probation

A student is placed on academic probation when he/she fails one or more academic subjects and/or does not acquire a 77 numeric average for a grading period or progress report period. The student is not allowed to represent FCS in any school-sponsored event. A student can be placed on or removed from academic probation at any progress report or report card period. The GPA of students on academic probation is reassessed at each 4 ½ week progress report or report card period.

Behavioral Probation

A student is placed on this probation when he/she is having difficulty adhering to class or school rules. Students who reach 20 Disciplinary Units will be placed on Behavioral probation. Behavioral probation begins when a student is suspended for a disciplinary infraction. The student will not be allowed to represent FCS at any school sponsored event for the remainder of the semester in which the suspension occurs.

Disciplinary Probation

A student placed on this probation will have reached 20 Disciplinary Units within a school year. Although Disciplinary Units return to zero at the beginning of the next school year, this probation will put a barrier of 10 Disciplinary Units on the following fall semester. If the student were to reach 10 Disciplinary Units within the fall semester (following the 20 Disciplinary Units reached in the previous year) he/she would have a conference with Student, Parents, and Administration to determine status at Faith. If the student does not reach 10 Disciplinary Units during the fall semester he/she will be removed from Disciplinary probation at the beginning of the Spring Semester (January 1st).

Athletic Probation

A student is subject to Athletic Probation or Athletic Suspension when the student fails to meet the academic eligibility requirement of maintaining a cumulative grade average of 67(D) and no single course grade below 60(F). Grades will be reviewed by the Athletic Director during each sports season on the following dates: October 2nd (FALL), December 11th (WINTER), and April 9th (SPRING).

Athletic Suspension

Athletic suspension will be enforced at the end of each probation period. The basic academic requirements will remain the same: a cumulative grading average of 67 (D) and no single course grade below 60 (F). Students will remain on academic suspension until the grade requirements are attained. While under academic suspension, a student cannot take part in school-sponsored extracurricular activities.

Year-to-Date Clause: If a student is cumulatively failing any class at the start of any sports season, they will be academically ineligible to play any sports that season until they can pull their cumulative grade over passing. This rule supersedes any other rule in regards to sports.

The details of the probationary status are spelled out in a conference with the student and parents and in a letter that is mailed to the residence of the student. Decisions are made to ensure academic integrity and personal student growth remains primary.

Pg. 29-31 Dress Code

Pants, Jeans, and Shorts

Girls may wear dress slacks, jeans, or pants that are appropriate in size and fit. Capri and cropped pants must also be appropriate in size and fit. Shorts must conform to the skirt length and be no shorter than two inches above the knee. NO SOPHE® shorts. Pants must not have holes or excessive fraying. Leggings will be allowed as long as they are not see-through and a shirt/blouse worn with them must be finger tipped length or longer. The following are not allowed: sweat pants, yoga pants, warm-up suits, wind suits, and athletic pants (except for FCS Booster Club Spirit Wear). Belts must be worn if the slacks or shorts do not stay in place without one.

Boys may wear slacks, jeans and shorts that are neat and clean with no holes or excessive fraying. Pants may not be cut or torn at the bottom to fit shoes or boots. Suitable pants for young men do not include sweat pants, warm-up pants, wind suits (or material of that kind), athletic pants (except for FCS Booster Club Spirit Wear) or baggy pants. Shorts worn to school must be no shorter than two inches above the top of the knee. Waistlines must be worn at the waist. Belts must be worn if slacks or shorts do not stay in place without one.

Shirts and Blouses

Girls may wear collared or crew neck shirts. Modesty is the key. Shirts worn outside slacks must hang well below the waist so skin does not show. Screen prints on T-shirts, should be decorative in nature rather than promoting businesses, personalities, events or questionable entertainment. Designs that might be offensive in a Christian school (suggestive slogans, secular rock groups, etc.) should also be avoided. Sleeveless blouses may be worn, but must be appropriate and modest. Material must be 3 inches wide over the shoulder. Blouses should not be see-through material. Open back or low-neck blouses or dresses are inappropriate. Halter-tops, tube tops, camisoles, spaghetti strap tanks, and tight fitting shirts are inappropriate. Shirts that have to be continually adjusted should not be worn. Any blouse that leaves any part of the midriff bare is inappropriate. Skin must not be exposed when the arms are raised, or when the student is bending or sitting. Necklines can be no lower than 3 inches below the collarbone (absolutely no cleavage).

Boys may wear collared or crew neck shirts. Tank tops or sleeveless shirts are not allowed. Designs on shirts that might be offensive in a Christian school (suggestive slogans, secular rock groups, Confederate flags, etc.) are not allowed.

Dresses and Skirts

Dresses and skirts, in appropriate size and fit, may not be worn with the hem line or any slit in the dress/skirt **more than 2” above the top of the knee while student is standing or 3” while student is sitting.** Some dresses and skirts may meet length requirements when standing, but are immodest when seated. (No side-slits above the top of the knee or low cut front or low cut back necklines). Leggings do not allow the length of dresses, skirts, and shorts to decrease. Length guidelines apply to the back of the dress/skirt as well as the front.

Hair

Hair should be neatly groomed for boys. (Not below the earlobe, no more than 2 inches below the top of the collar. Boys’ bangs should not be below the eyebrows). Sideburns must not extend below the bottom of the ear. Hair styles should be in keeping with the standards of masculinity and appropriateness. Ponytails and other faddish cuts (excessive bowl cuts, mo-hawks, etc.) are not permitted. Styles of question are subject to administrative decision. Girls’ hair should also reflect modesty. Excessive hair coloring is not allowed. (i.e. pink, green, purple, etc.)

Hats and Jewelry

Hats, caps, headbands, or kerchiefs are inappropriate to be worn during school hours and should never be worn inside the building, before, during or after school. Girl's jewelry should be modest and tasteful. Girls may wear up to two pierced earrings. All fads such as gauging are not permitted. Boys may not wear earrings to school or any school functions.

Assembly Dress

Special occasions such as NHS Induction and Awards Day will require assembly dress. The administration will give adequate notice of these events. Students not dressed appropriately will be disciplined and could be excluded from the special event. *The elementary will be allowed to wear normal dress code.*

Assembly/Chapel Dress Code for middle and high school students is as follows:

Girls may wear a dress or skirt/blouse that meet dress code. **NO** leggings.

Boys may wear khakis or dress pants, a collared shirt, and dress shoes (boat shoes are acceptable). **NO** sneakers allowed.

Formal Wear

Formal wear chosen for homecoming, awards banquets, etc. must be modest in neckline and fit. Choices in this area will be subject to approval. See Dress Approval Form in Appendix. Formal wear for boys does not include shorts at these special events.

Miscellaneous

The above dress code should be maintained before, during, and after the school day while on the school campus. Extremes in styles that call undue attention are not appropriate and should be avoided. Examples of calling undue attention, which will not be allowed, are the piercing of visible body parts (other than girls' ears) and visible tattooing. Students who are not required to be on campus, but who choose to return to campus for whatever reason, during school hours, are required to conform to the above dress code. Students returning to campus, who are not in compliance with the dress code, will be asked to leave campus without being allowed to conduct the business for which they came to campus.

School Events

Students often engage in activities outside the classroom which require more casual attire. (ex: field day, camp retreats, conferences, senior trip, etc.) Modesty will still be the guiding principle of the dress code. There should be no writing on the seat of the pants. **NO** SOPHE[®] shorts.

Physical Education/Athletic Practices/Games

Students in Middle School or High School enrolled in PE, practicing for FCS sports, or attending FCS games are to dress in appropriate apparel (i.e. shorts/jogging pants and shirt. Girls' shorts must be finger tip length. **NO** SOPHE[®] shorts.

Pg. 32 Campus Security

Visits that disrupt instructional time will not be allowed. FCS graduates are allowed office and lunch visitation only.

No loitering and/or loud music in the parking lot is allowed.

Pg. 36 Off-Campus Parties

Off-campus parties, including end-of-the-year parties, are not allowed during the school day.

Pg. 38 Lockers

Students are responsible to pay for lost locks and any locker damage they do in violation of the above rules. *Administration advises that lockers/ locks remain locked at all times.*

Pg.39 Lunches

Upon unexpected school-wide early dismissals or late arrivals, the cafeteria has the authority to change the lunch menu to make appropriate accommodations.

Pg. 41 FCS School Communication

Faith Flash News

Faith Flash News includes weekly school updates sent via email. This will highlight coming events usually within a two-week time period. FCS must have a current email address on file for your family.

Faith Flash Alerts

The **SchoolMessenger System** will deliver text messages, straight to your mobile phone with important information about upcoming events, announcements, school closings/delays, safety alerts and more. You can participate in this free service* just by sending a text message of “Y” or “Yes” to our school’s short code number, 67587 when that text message goes out to all FCS Parents.

You can also opt out of these messages at any time by simply replying to one of our messages with “Stop”.

The Athletic Text Message Service for Announcements and Scores will remain in place as is.

Sycamore

All parents should sign up to become a user of Sycamore to get school information and to see your student’s grades.

FCS Website: www.fcspatriots.com

Pg. 42 Visitors

Visitors will only be allowed to classrooms during instructional time when permission is granted by the office. We ask that twenty-four hours notice be given prior to any visit so that we can make the proper arrangements. Visitors must register at the office when arriving on campus and must wear their Visitor ID sticker at all times while visiting. No visitors are allowed in the cafeteria during lunch hours other than family, FCS graduates, and pastoral staff. While FCS graduates are always welcome back, they are allowed in the office and lunch area only.

Pg. 42 Phone Usage and Messages

Telephone

Due to limited telephone lines at FCS, students will only be allowed to use the telephone during breaks and lunch, not during instructional times except for emergency situations. Forgetting homework assignments, lunches, uniforms, arranging rides to and from scheduled and announced practices, etc. are not considered emergencies. These arrangements should be made at home before school. In the event students need to use the phone they must see the campus secretary at all times to be granted permission.

Cell Phones

Cell phones for students are not permitted to be on during school hours. High School students will be given the opportunity to power on and use cell phones (before school till the 7:50 a.m. bell, between classes, and during lunch). Further training of Cell Phone Policy will be provided at the beginning of the school year for High School Students. Students in the high school are not allowed to go to their cars to get their cell phones or to make a call during the normal school day. If High School students need to contact a parent during school hours (other than the designated times listed above), they should ask permission to use the office phone. For emergency situations, our teachers are staffed with cell phones. During any emergency situation, the students should not use their cell phones. There is a structured plan in place concerning communication for emergencies.

Pg. 43 Senior Trip

FCS Administration can deem a student ineligible at any time for this trip based on poor academics or conduct. Additionally, a senior will become academically ineligible to attend the senior trip if they are cumulatively failing 2 or more classes at mid 2nd semester of the school year. In the event this occurs the ineligible student will come to class to work on their academics status while the trip takes place. Tuition accounts must be current for the student to be eligible.

Pg. 44 Extracurricular

Along with Athletics and Fine Arts, FCS students may participate in various extracurricular activities including Leadership Academy, SGA, Class Officers, FCS Clubs, Spiritual Life Committee, Health Sciences Academy, Odyssey of the Mind, ACSI competitions, and Battle of the Books.