

# Faith Christian School

**Home of the Patriots**

## **Student Handbook 2017-2018**

*“Aspiring to God’s Standard of Excellence”*

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Rocky Mount, NC 27803  
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# Faith Christian School

*“Aspiring to God’s Standard of Excellence”*

<b><u>Founded:</u></b>	1993
<b><u>Accredited by:</u></b>	Association of Christian Schools International AdvancEd (SACS)
<b><u>Description:</u></b>	Faith Christian is a private, interdenominational Christian school located in Rocky Mount, North Carolina servicing grades Pre-K through 12 <sup>th</sup> .
<b><u>School Colors:</u></b>	Red, White and Blue
<b><u>Team Name:</u></b>	Patriots
<b><u>Physical Location:</u></b>	1333 Faith Christian Drive Rocky Mount, NC 27803 (252) 443-3700
<b><u>School Website:</u></b>	<a href="http://www.fcspatriots.com">www.fcspatriots.com</a>
<b><u>School Bible Verse:</u></b>	“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.” <b>Colossians 3:17</b>

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## **INTRODUCTION TO FCS**

### **WELCOME:**

We thank God that you have joined the Faith Christian School (reference “FCS”) family. Our goal is to “train up a child in the way that he should go and when he is old he will not depart from it.” (Proverbs 22:6) This demands a concerted effort by the home, church, and school, the FCS team, to accomplish a Kingdom education. Kingdom education is a life-long, Bible-based, Christ-centered process of bringing a child to Christ, training a child up in Christ, and equipping a child to serve Christ. The nature of an independent Christian school such as FCS makes it imperative that close harmony be maintained between the members of the FCS team (home, church, and school) to effectively meet the needs of our students. The necessity of this closeness is seen when we begin to define the classroom as any place where structured learning experiences are occurring. In this context, everyone is a teacher.

### **ADMINISTRATIVE TEAM**

Head of School	Dr. Edward Bunn
Assistant Head of School/ Spiritual Life	Chris Schank
Director of Administration / Enrollment	Danielle Coggin
Asst. Head of School/ High School Principal / MS & HS Oversight	Erik Harris
Elementary Principal	Elaine Bunn
Middle School Principal	Kelly Hernandez
Athletic Director	Jimmy Hendricks
Assistant Athletic Director	Al Carter
Guidance Counselor	Seth Woodley

### **LEAD TEACHERS**

Elementary Lead Teacher	Lori Griffin
Middle School Lead Teacher	Susan Camp
High School Lead Teacher	John Dixon

### **OFFICE STAFF**

Business Manager	Daphne Williams
High School Secretary	Mary Lynne Weaver
Middle School Secretary	Bonnie Dixon
Elementary School Secretary	Joanne Nightingale

*Note- Administration reserves the right to modify policies in this handbook when deemed necessary to protect the interests of the educational ministry of Faith Christian School.*

## **PURPOSE OF THE HANDBOOK:**

The Parent-Student Handbook provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of FCS. The handbook is not intended as a definitive statement on these subjects, it is written to answer the most frequent questions asked about the policies and procedures of the school. It is important to realize that our policy and procedures are formulated as one way to implement our goals in Christian education, as well as to provide for a safe, orderly, efficient, and consistent approach to problems. Commitment to these policies and procedures by students, parents, and staff enables the school to run on a smooth, orderly basis. Consistent support of them, however, will produce even more significant and lasting accomplishments for the students. We believe that Christian education involves encouraging and training students for responsible action. These policies and procedures are basic guidelines which should be viewed as one way we encourage and train students to recognize and assume responsibility for their actions. Therefore, the ultimate purpose of this book is to allow parents, students, and teachers to be “of one mind” in the great privilege we have of training children to honor God with their whole lives.

## **FCS HISTORY:**

The miracle of FCS began in the spring of 1993 when a group of parents envisioned a non-denominational Christian school for Rocky Mount. Over 200 parents attended an initial meeting. It was determined that if the school could open with 120 students, it would be possible to launch such a venture. Space was leased from Englewood Baptist Church, and school was in session. Before the first month of operation was complete, school enrollment did indeed reach 120.

That exciting beginning only hinted at the blessings to come! In its second year, the growth could not be contained on the Englewood campus. Additional facilities were rented from Parkwood Baptist Church and the elementary grades were moved to that campus. In October of 1997, 33 acres of land was purchased on Beechwood Drive. Development of that acreage is current and on-going. Athletic playing fields were completed in the spring of 1999. In the fall of 2000, groundbreaking was held and construction begun on Phase I of the building project, a new elementary school building. We rejoiced with the completion of this phase of the project in August of 2001. 2007 marked the groundbreaking of Phase II including middle school classes, a gymnasium, and cafeteria. Our Middle School campus was completed in 2008. Following the completion of our Middle School campus, it became apparent that FCS was outgrowing its rental facility for the high school. Soon a building campaign was started and through God's blessing Phase III was completed in August 2011. Our high school facility houses 23 classrooms, 2 computer labs, a weight room, and two science labs. Phase IV was completed and consists of all athletic fields being lighted and six state of the art tennis courts with covered seating. Each phase is evidence of God's blessing and the commitment of people who are ready to live by the school's name: FAITH.

We are fully accredited through the Association of Christian Schools International and SACS (AdvancEd). With an enrollment of over 400 students, 60 staff members, over 45 classrooms in regular use, computer labs, media centers, and much more, we are continuing to strive to meet the vision of FCS: Christ-Centered Education. Our alumni have answered God's call in numerous ways spanning doctors, lawyers, missionaries, pastors, engineers, journalists, and teachers. Academics at FCS have allowed students the opportunity to attend the colleges of student choice and the spiritual emphasis encourages students to be a light to the world around them. To God Be the Glory!

## **KINGDOM EDUCATION MINISTRY:**

The opportunity for educational training, from Pre-Kindergarten through high school, is provided from a distinctive Biblical foundation and perspective. The true nature of life, the study of every subject, and all extracurricular events are viewed in relation to God and His inerrant Word. The school adheres to a standard of excellence in providing Christ-honoring education reflecting a commitment to God's Word and academic excellence. The educational process is measured by the criteria stated in Luke 2:52. The educational process and



commitment, both in and out of the classroom, is directed to the development of Christian students to enable them to translate the different facets of their educational experience into Christian living. Although the primary emphasis is to provide an educational opportunity for Christian students, children become Christians at various times during life. Evangelism, through proclamation of the gospel to students and parents, is an important part of the School's educational process. FCS is also committed to advancing Christian education in our region. Faculty and staff selection is based upon the criteria consistent with promoting the purpose and goals of the School. FCS believes in "Kingdom Education," a lifelong, Bible-based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ. FCS views Christian education, not as an alternative to public education, but as a biblical mandate and fulfillment of Deuteronomy 6:7-9. Our desire is to "assist parents" and be an extension of the home in the development of students spiritually, academically, physically, and socially. Students will think from a biblical worldview as they launch into God's plan and purpose for their lives. FCS strives to teach young people, not only how to make a living, but how to make a life.

## **PHILOSOPHICAL CONSIDERATIONS:**

### **Purpose Statement**

FCS challenges students to learn, lead and serve in order to explore God's divine calling in their lives. FCS guides students on their spiritual journeys by providing excellent instruction, practice, and modeling in the areas of spiritual life, academics, fine arts, athletics, and leadership.

### **Vision**

Producing leaders grounded in the unchanging truth of Jesus Christ in an ever changing world.

### **Core Values**

As FCS endeavors to produce leaders grounded in the unchanging truth of Jesus Christ in an ever changing world, our ministry is characterized by the following commitments:

1. **Our standard of excellence is God Himself.** God the Father, God the Son, and God the Holy Spirit, one God in three persons, created and sustains all things. (Genesis 1:1-2, Colossians 1:16) It is from, through, and to the one triune God that all things exist and have their being. It is the character of God that provides our point of comparison when it comes to determining excellence for our school and students, fostering a culture of humility, not pride.
2. **Our basis is the unchanging truth of Jesus Christ, the revealed truth of Scripture.** The Scriptures are the Spirit-inspired source of all truth, and the lens through which we are to observe and relate to the world in which we live. It is the revealed Word of God and is taught as truth, and is, therefore, integrated into all aspects of the learning experience. (John 17:17, 2 Timothy 3:16)
3. **Our model is Christ.** Jesus Christ is the eternal Son of God. He is fully God and took upon Himself full humanity at His incarnation, living a perfect, sinless life. In doing so, Jesus models the fullness of humanity, and what human nature is intended to be. Jesus is our example of perfect love and obedience of God, and perfect love and service of neighbor. His example is the model of excellence for our teachers and students.
4. **Our goal for our students is Christ-likeness.** The work of Christ is the central hinge of history. (Galatians 4:4-5, 1 Corinthians 2:2, 15:1-5) Our instruction is founded upon the work of Christ which makes it possible for sinners to stand by faith in the presence of a holy and righteous God, through union with Christ. *Our goal for our students is spiritual and intellectual excellence as defined by Christ.* We seek to reflect the mind of Christ, and to take every thought captive (2 Corinthians 10:5), learning to put off our old man (in Adam) and putting on the new man (in Christ), renewed in knowledge after the image of God. (Colossians 3:10)
5. **Our focus for our students is His Character.** God challenges every believer to *be holy as He is holy.* When God is the standard for excellence, it is His character that defines excellence. God is holy, and

God's holiness is the central truth of His personhood, defining all of His attributes. With character as our focus for students, we are committed to fostering a continuously maturing relationship with Christ, leading to a life of personal holiness and selfless service, exhibiting love, justice, and humility. (2 Corinthians 5:17, Philippians 2:12-13)

6. **Our enablement is Grace.** We must rely on God's grace through the indwelling of the Holy Spirit to pursue excellence in Christian education. We can love God because by His grace, He first loved us. By His grace, God has given us the Holy Spirit as our helper and teacher. (John 14:26, 1 Corinthians 2:13) By God's grace, the Holy Spirit enables us to do what we otherwise cannot do, glorify God.
7. **Our Motive is God's Glory.** We recognize that God is our creator, and we exist to glorify Him. The glorification of God's name in Christ is the goal of the universe. (Colossians 3:17, 1 Corinthians 10:31) The glory of God is the all encompassing motivation of our instruction, as we seek to equip students to fulfill God's plan for their lives, loving God and neighbor, revealing His character in all areas of life.

At Faith Christian School, we aspire to **God's standard of excellence**. The basis of this is the unchanging truth of Jesus Christ as the **revealed truth of Scripture**. **Christ is our model**, and **Christ-likeness is our goal**. We focus on **His character, enabled by grace, with the motive of glorifying God**.

### Statement of Faith

Because the Bible does play such an important role in the life of FCS, our position on the Bible and its teachings is very important. Being non-denominational does not mean that FCS does not believe or teach anything specific. It does mean that denominational differences will not be emphasized.

1. We believe the Scriptures of the Old and New Testaments are verbally inspired by God and inerrant in the original writings, and that they are the supreme and final authority in faith and practice.
2. We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God; that he sinned and, thereby, incurred not only physical death, but also a spiritual death which is separation from God; and that all human beings are born with a sinful nature and manifest themselves as sinners in thought, word, and deed.
5. We believe that the Lord Jesus Christ died for the sins of all men, according to the Scriptures, as a representative and substitutionary sacrifice; and that all men who believe in Him are justified on the ground of His shed blood.
6. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby, become children of God.
7. We believe that as God's children, we are saved to share our faith, as well as to live lives of holiness.
8. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us, as High Priest and Advocate.
9. We believe in that blessed hope, the personal and imminent return of our Lord and Savior, Jesus Christ.
10. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost.
11. We believe that God created marriage in the beginning, as a blessing for both man and woman, before any sin or rebellion entered the world, and that he created marriage to be between one man and one woman, who enter into a covenant relationship, complement one another, serve one another, and sanctify one another for as long as they both shall live. Accordingly, we do not accept cohabitation of unmarried couples and any attempt to redefine marriage as a union between people of the same sex, as between more than one man and one woman. We believe that the homosexual lifestyle and alternative gender identities are contrary to the Bible (*Gen. 1:27-28; 2:15-24; Lev. 18:22; Lev. 20:13a; Matt. 19:4-6; Rom. 1:26-27; 1 Cor. 7:14*).

## STUDENT PERFORMANCE STANDARDS:

### Student Outcomes [A Statement of School-wide Learning Expectations]

FCS desires to partner with parents in fulfilling the mandate given by God in Deuteronomy 6:4-9, “Teach *them* diligently to your children”. The ‘*them*’ mandated in this verse to be taught to the children are the words of the greatest commandment, “You shall love the LORD your God with all your heart, with all your soul, and with all your strength.” So what we expect our students to be taught at FCS... is to LOVE God! Therefore, FCS believes, based upon the Greatest Commandment in Matthew 22, that loving God and loving others requires Spiritual maturity in the heart, mind, and soul. Spiritual maturity is foundational for learners, leaders and servants. In order to love God and love others, we aspire to God's level of excellence in spiritual and intellectual development. FCS educates through the window of five target areas: Spiritual Life, Academics, Athletics, Fine Arts, and Leadership. Student outcomes are based upon God’s commandment from which our school’s core philosophy and practice will focus on two specific areas of teaching and training. These target areas are aligned in context of developing the whole child spiritually, intellectually, physically, socially, and emotionally.

### Love God

EXPECTED STUDENT OUTCOME #1: Scripturally mature, passionate followers of Christ with a view of God’s word (Biblical Worldview) that affects every area of their heart, mind and soul.

Impact Statement: “We love (God), because He first loved us” 1 John 4:19. God so loved us He has sent His Son. God is love, 1 John 4:8. It is His love, the ultimate act of grace, that enables and equips us to love Him. One of the distinctive elements of Christian schools is its preparation of students for a life founded on God’s Word, exposing students to His truth and grace, with the goal of students coming to a saving knowledge of Jesus Christ. Spiritual formation assists students in the development of Christlike character. The evidence of a biblical lifestyle involves the practice of spiritual disciplines, self-control, head to heart development of the mind, body, and character with a spirit of serving and gratefulness. FCS seeks to assist students in developing a worldview in accordance with God's word as well as helping them shape their values of a person's place in society, community, family, and church.

Mission Objectives: Students...

1. Understand they are enabled by God's grace.
2. Know and understand how to make decisions from a Biblical perspective.
3. Practice a lifestyle of integrity.
4. Demonstrate a passion for reaching souls for Christ according to the Great Commission.
5. Respect all cultures, languages, and ethnicities.

Rationale: Students understand through sound Biblical teaching and Biblical integration the enablement of God's grace from the very foundation of their Christian existence. Students are **engaged in church and other related activities of growth and service** that contribute to the Great Commission. Student service and engagement is evidenced through **community service** hours and **monthly ministry projects**. They live a life in accordance with Scripture exemplifying the traits taught in our **Patriot Character Program** resulting in a life of integrity. Students apply the unifying principle of God as creator and Savior in their thinking as it relates to all content disciplines, have a working knowledge of Biblical theism and other worldview, demonstrate an understanding of the inherent tension between popular culture and a Biblical theistic worldview which is evident in **academic achievement in Bible class and student surveys**, as well as end of year **Bible assessments**. They express in **Bible Class journal entries** the commitment to bring life, beliefs, and behavior into conformity with the teachings of Christ.

## Love Others

EXPECTED STUDENT OUTCOME #2: Well-developed academic learners with successful critical thinking and problem solving skills.

Impact Statement: “We love (others), because He first loved us” 1 John 4:19. Human beings are created in the image of God to worship Him, and love and serve others. We are enabled by His grace to pursue the cultivation of our world for the glory of God, and the good of others. One of the distinctive elements of Christian Schools is its preparation of students for a life founded on Biblical principles, which leads to the intentional pursuit of good works in our vocations, for the loving service of others. This requires the development of both intellectual and social skills. As an academic institution, it is the responsibility of FCS to well-educate students. Students should be able to reason, be reasonable, and articulate as well as express attitudes of gratitude, respect, and obedience. Students must demonstrate a strong knowledge base and possess the skills to use that information. FCS also seeks to help students develop the life skills needed to be successful beyond the classroom: in athletics, in the arts, at church and in the community.

Mission Objectives: Students...

1. Exemplify a teachable spirit.
2. Analyze, interpret, evaluate, and synthesize concepts within various contexts.
3. Promote Godly and positive attitudes.
4. Successful contributor to society.
5. Life-long learner.

Rationale: Students evidence learning across disciplines, demonstrate a proficiency in transferring learning from one subject to another, utilize higher order thinking skills, demonstrate an ability to think logically, support inferences, and justify conclusions in the classroom through **testing, discussion groups, and journal entries**. Students evaluate a variety of problems and utilize multiple and creative strategies in posing possible solutions to them. Positive attitudes are encouraged through the **Speak Life** campaign. Students use a variety of resources including **technology** to develop thoughtful questions in **problem solving**, engage their community responsibly both politically and socially, and will use these skills to continue to learn throughout their life and career evidenced through our **high graduation rate and college acceptances**.

## LIFESTYLE STATEMENT:

FCS is a religious, non-profit Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically, and socially to become His disciples. The Biblical and philosophical goal of FCS is to work with families who desire themselves and their children to develop into mature, individuals who will be able to model Christ in their life. This involves the school’s understanding and belief in what qualities exemplify sexual purity based on the school’s interpretation of Scripture. FCS requires its employees, parents/guardians and students to maintain high standards of Biblical conduct, living their lives as Christian role models at all times, year round, 24/7. Employees and students are expected to demonstrate a teachable spirit, an ability to share love for others and a willingness to live under authority. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, personal conduct, and moral behavior. FCS’s Biblical role is to work in conjunction with the home to mold students to exemplify Christ. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, any other violation of the unique roles of male and female (Rom. 1:21-27, I Cor. 6:9-20), or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. Failure to do so by an employee will result in dismissal. FCS believes that Biblical marriage is limited to a covenant relationship between a man and a woman. FCS employees, parents/guardians, and students will maintain a lifestyle based on Biblical standards of conduct at all times. It is the goal of FCS that each employee,

parent/guardian, and student will display conduct that will cause others to want to know Jesus Christ in a personal relationship.

### **MARRIAGE, GENDER, AND SEXUALITY STATEMENT :**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10). We believe that in order to preserve the function and integrity of FCS as Christian ministry, and to provide a biblical role model to the FCS families, it is imperative that all persons employed by FCS in any capacity, that serve as Board of Governors, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22). We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11). We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture.

### **FINAL AUTHORITY IN MATTERS OF BELIEF AND CONDUCT STATEMENT:**

The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of FCS's faith, doctrine, practice, policy, and discipline, our Board of Governors is FCS's final interpretive authority on the Bible's meaning and application.

### **SANCTITY OF HUMAN LIFE STATEMENT:**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

### **MARRIAGE POLICY STATEMENT:**

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, FCS will only recognize marriages between a man and woman at the chromosomal level. Further, the Board of Governors, Superintendent, and Staff of FCS shall only participate in weddings and solemnize marriages between one man and one woman at a chromosomal level. Finally, the facilities and property of FCS shall only host weddings between one man and one woman.

### **PARENT STATEMENT OF SUPPORT:**

1. We will regularly and earnestly pray for FCS.
2. We will fully cooperate in the educational activities of FCS by doing our best to make Christian education effective in the lives of our children.
3. Our family will support the spiritual activities of the school (Chapel, Bible classes, Scripture memory, etc.).
4. We will pay all financial obligations on or before the date due. If we are ever unable to do so, we will notify the Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
5. The school has full discretion in the discipline of our children in accordance with the "dress code policy" and the "discipline policy".

6. The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).
7. The school reserves the right to dismiss any student when either the parents or the student do not cooperate with the policies of the school.
8. We will volunteer for duties and responsibilities as opportunities arise and God provides the time and strength.
9. We will be faithful to attend all parent functions, as best we can. These include open houses, parent meetings, parent conferences, and/or information nights.
10. If we become dissatisfied with FCS in any way we will strive to resolve the matter with the person(s) involved privately and lovingly as possible, rather than spreading criticism and negativism (Matt. 18:15-17; 5:23-24).
11. We will seek to support and advance FCS in every area possible—spiritually, academically, physically, and financially.

### **STUDENT CODE OF CONDUCT:**

As a student of FCS I agree:

1. To strive for excellence as a student in all that I say or do.
2. To obey the Bible in speech and conduct.
3. To respect and cooperate with those in authority at the school.
4. To abstain from alcohol, drugs, and tobacco.
5. To abstain from sexual immorality and to practice purity in mind, body, and soul.
6. To dress in accordance with the FCS dress code.
7. To submit to the discipline policy of the school.
8. To remember that I am a student of FCS, wherever I am.
9. To avoid behavior, on or off campus, that dishonors Christ, school, church, family, and me.
10. To be accountable for any negative behavior, on or off campus, at any time during the year.

### **ADMISSIONS:**

**FCS admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, financial aid, athletic, and other school-administered programs.**

### **PROCEDURE FOR ENROLLMENT:**

Interested parents will be asked to follow the procedures listed below in order to enroll their children at any grade level at FCS. The process is as follows:

1. Obtain an enrollment packet and return all requested documents (Application, signed statement of faith, copy of **Certified** Birth Certificate, copy of current Immunizations, Two Referral Forms (Church and School).
2. Attach the non-refundable registration/testing fees.
3. Register with the enrollment director for entrance testing.
4. Complete an interview with school administration. Acceptance of students, grades K-12, for the next school year begins upon completion of re-enrollment by our current school families. FCS reserves the right to interviews, testing, and selective enrollment. No student has a right to acceptance. To attend FCS is a privilege, not a right. Students are required to take an admissions test, provide current report cards and test scores (i.e. Stanford Achievement Test Battery, California Achievement Test, Terranova, Iowa Achievement Test, PSAT, or SAT), take an admission test, and have at least one parent who has a testimony of personal faith in Jesus Christ as Savior and consistently attends a local Bible believing church. Students cannot be accepted until the application is completed and the interview takes place. If the class is full, they will be placed in a waiting pool. Acceptance is not based on first-come, first served. Acceptance is based upon student academic needs, boy/girl

ratio, principal recommendation, etc. In an effort to maintain a balanced boys/girls ratio, FCS reserves the right to make placement in accordance with that balance.

### **ADMISSIONS POLICY:**

1. Previous Expulsion from Another School: Generally, the school does not enroll students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school.
2. Parent or Guardian: FCS students must live with at least one biological or adoptive parent except in the case of foreign exchange students.
3. Birth Certificate: A copy of the child's **official** birth certificate must be in the school records.
4. Immunization Records: Immunization must be up to date by North Carolina law.
5. Wait List: A wait list of prospective students is kept in the office. Parents will be notified as space is available. Acceptance is not based on first-come, first served. Acceptance is based upon student academic needs, boy/girl ratio, principal recommendation, etc. In an effort to maintain a balanced boy/girls ratio, gender may be the criteria for placement.
6. 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.
7. Kindergarten Admittance Age: A Kindergarten student must be five 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.
8. 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.

### **STUDENT WITHDRAWAL:**

A student is not considered withdrawn until the Business Manager and FCS Administration has been notified by the parent or in the case of dismissal, the parent has been notified and the parents have completed the withdrawal process.

### **SIBLING ENROLLMENT:**

Current students who have siblings who desire to attend the next school year will go through the enrollment process as do new students except the family does not have to attend a Parent Interview. Depending on the grade of the student, an administrator may elect to interview with the student.

### **RE-ENROLLMENT:**

Students attending FCS will be given the opportunity to re-enroll and pay the commitment fee of \$75 (Early Bird) or \$100 (Regular) during the last week of January in order to secure a spot for the next school year.

### **NEW STUDENT ENROLLMENT:**

New student applications are available in January. However, new students in grades 1-12 will be accepted after January re-enrollment for our current students.

### **FINANCES:**

The Commitment Form outlines all financial obligations for attendance at FCS and is completed upon official acceptance from the school. The three fees covered are tuition, book fee, and a facility fee. Tuition is scaled

according to grade level. Report cards and transcripts will be held if accounts are past due or until the account is paid in full and will be contacted by the business office. Students retain only consumable books at the end of the year. If a student withdraws prior to the start of the year, the book fee or its equivalent is not refunded nor any books or supplies given to the student as compensation. A \$500 withdrawal fee is charged if a family withdraws a student after enrollment or leaves after school has started. Students may not attend class if accounts are more than 30 days in arrears.

### **DONATIONS:**

Presently, tuition is not tax deductible, but cash gifts are. Also, from time to time parents may donate needed school equipment and supplies. Please contact the Head of School for a list. Donations to the general fund and building fund are appreciated.

### **TUITION ASSISTANCE:**

Tuition assistance awards are based on the family's demonstrated need as determined by ISM/Fastweb. ISM/Fastweb is a third party agency that makes financial needs assessments for schools. ISM/Fastweb uses information supplied by the applicant to assess need. The link for application is available on April 1<sup>st</sup> of each year and can be obtained by the business manager or enrollment director. Each award is made for one year only, based on availability of tuition assistance funds. Current families will be given priority consideration in the aid allocation process.

### **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 1<sup>st</sup> – 12<sup>th</sup> 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 granted 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 weakness area, 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.

### **CURRICULUM AT FCS:**

Foundational to the development of daily instruction, lesson plans, and assessment is the incorporation of curriculum guides. All states and schools create basic standards and objectives which are necessary for a student to know in order to matriculate to the next grade or course. FCS utilizes some of the North Carolina Standards/Objectives as a point of reference. This point of reference serves only to ensure that our students understand basic information related to college/career readiness, as well as quality preparation for required assessments (PSAT, SAT, ACT, AP exams, IQ, and achievement testing). FCS does not adhere to any political agendas or negative secular ideology that may or may not be associated with any standards or objectives. FCS is committed to a distinct Christian Education.

In addition, all teachers are trained to utilize an integrative approach to teaching. These practices include Biblical Integration (BI), Critical Thinking (CT), Writing (W), and Technology (T). Regardless of the text used or the course taught, teachers will ensure the integration of these important concepts. At the heart of who we are as a school is Christian Education rooted in the Truth of Scripture.

### **BIBLICAL INTEGRATION:**

To assist people in grasping the various types of beliefs and assumptions that shape all worldviews, the key elements of every worldview can be categorized into five basic components. These five components overlap,



and cannot be totally isolated from each other. Together they provide helpful mental pegs upon which any person, regardless of age, may hang particular issues shaping all worldviews, Biblical and otherwise. These five components are: 1) *God*, 2) *Creation*, 3) *Mankind*, 4) *Moral Order* and 5) *Purpose*. Biblical Integration is a principle practiced across the curriculum and within the context of extracurricular life at FCS. The overall goal is to ensure Biblical Integration in all aspects of FCS school life: spiritual life, academics, athletics, fine arts, and leadership.

In order to assist students in the development of a Biblical Worldview, instruction will include the integration of the following:

*Biblical truths related to GOD have to do with **the nature, character and role of God***

1. God is a divine Person with intelligence, emotion, and free will. (Isaiah 1:18; 65:19; Psalms 115:3)
2. God is omnipotent, omniscient, and omnipresent. (Hebrews 1:3; Psalms 139:1-6; 7-12)
3. God is sovereign over all things. (Psalms 83:18)
4. God communicates with mankind. (Romans 1:18-21; II Timothy 3:16; John 8:26-29; 15:26)
5. God is faultless in judgment, infinite in mercy and perfect in justice (1 John 4:12-19; Romans 3:21-26)

*Biblical truths related to CREATION have to do with what is **made and sustained by God**:*

1. All things have been created and are continually sustained by God. (Colossians 1:16-17)
2. The realm of creation belongs entirely to God. (Psalms 24:1)
3. The created realm includes physical and spiritual realities, as well as temporal and eternal realities. (Colossians 1:16-17; I John 2:17)
4. Creation has been plagued by sin since the fall of mankind. (Genesis 3-6)
5. The created realm has not been forsaken by God, in spite of the fall. (John 3:16; Romans 5:8)

*Biblical truths related to MANKIND have to do with **who and what humans are**:*

1. Humans were created by God's choice and design. (Genesis 1:26-28)
2. Man and woman were especially created in the likeness and image of God so they could engage in His purposes. (Genesis 1:26-28; 9:6)
3. People are alienated from God through sin. (Isaiah 53:6; Romans 5:12)
4. Humans can be restored to a right relationship with God through Christ. (Romans 6, 7, 8)
5. All humans experience physical death, followed by eternal fellowship with God or eternal separation from Him. (Hebrews 9:27; John 3:16)

*Biblical truths related to MORAL ORDER have to do with **moral behavior and responsibility**.*

1. Moral order is determined by God, not invented by humans. (Exodus 20:1-17)
2. The moral order of God is non-optional and non-negotiable. (Romans 1, 6, 7)
3. Moral order, when violated, requires consequences. (Romans 6:23)
4. Moral order is clarified through Biblical examples of good and evil. (Psalms 19:7, 119:104)
5. Moral order is to be upheld through God's ordained institutions of family, church, and state. (Genesis 2:21-24; Romans 13:1-7; Matthew 16-18)

*Biblical truths related to PURPOSE have to do with **the intention and meaning of all that exists**:*

1. The First Commission God gave to mankind was that of rulership over the earth. (Genesis 1:26-28)
2. The will of God is to be done on earth as it is in heaven. (Matthew 6:10)
3. The function of believers in Christ is to be the "salt of the earth" and the "light of the world." (Matthew 5:13-14)
4. The purpose for all things centers in Christ. (Colossians 1:16-18)
5. The Great Commission is still in place. (Matthew 28:18-20)

## **TECHNOLOGY (see Technology Handbook)**

All students/parents are required to sign both the FCS Internet Acceptable Usage Policy/ Chromebook Policy.

## **POLICIES AND PROCEDURES – ACADEMIC:**

### **Patriots Promise**

A patriot is someone who zealously loves, supports, and defends. These characteristics are recognized during the year.

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

### **Elementary, Middle School & High School Awards**

The **Patriot Award** is given to the student who **demonstrates a true servant’s heart** to fellow classmates and teachers. This student displays diligence and tenacity both inside and outside the classroom. This student always seeks to please God and not others in all that he/she does.

The **Timothy Award** is given to the student who **exhibits a Christ-likeness** in all things on and off campus. This student sets a Christ-like example to others and encourages fellow classmates in their Christian walk. This student also demonstrates outstanding effort and exemplary service to those around him or her.

The **Headmaster’s Award** is given to a student who **demonstrates leadership and perseverance**. This student goes beyond what is asked or required in all areas of his or her life.

The **Spirit Award** is given to a student who displays a positive attitude both in and out of the classroom setting. This student is a **team player and encourager**. This student seeks to be a positive influence on his or her fellow classmates and teachers.

The **We Are Faith Christian Award** is given to one student at the middle and high school campuses who demonstrates positive pride for FCS, engages in all FCS activities, and promotes unity in the classroom, school, and community. This student is proud of FCS and displays it on a daily basis.

**Patriot Promise Recognition Awards** are character based awards given to students who go above and beyond at any given time in displaying the Patriot Promise Characteristics and FCS Honor Code. These awards are presented at each campus during chapel services.

### **Honor Roll 1<sup>st</sup> Grade:**

Based upon the belief that the first grade year is a critical foundation for a student, first grade students will be rewarded for honor roll at the end of the year awards assembly based on the following: Any student making all (90-100) in 4<sup>th</sup> quarter in all subject areas will be awarded the "Fourth Quarter High Honor Roll" certificate. Any student making a combination of (90-100) and (80-89) in 4<sup>th</sup> quarter in all subject areas will be awarded the "Fourth Quarter Honor Roll" certificate.

**Honor Roll 2<sup>nd</sup> – 8<sup>th</sup> Grades:** An end-of-the-year Honor Roll is compiled based upon 1<sup>st</sup> thru 4<sup>th</sup> quarter grades of 90 or higher in all subjects and will receive certificates for yearly High Honor Roll on awards day. Students

receiving 1<sup>st</sup> thru 4<sup>th</sup> quarter grades of 80 or higher in all subjects will receive a certificate for yearly Honor Roll on awards day.

**Honor Roll 9<sup>th</sup> – 12<sup>th</sup> Grades:** Honor Roll is based on a semester grading system for High School students. Students maintaining 1<sup>st</sup> and 2<sup>nd</sup> semester grades of 90 or higher in all subjects will receive certificates for yearly High Honor Roll on awards day. Those students receiving 80 or higher in all subjects for both semesters will receive a certificate for yearly Honor Roll on awards day. Students taking AP courses are entitled to High Honor by maintaining an 85% average each semester in each AP course and all A's in other courses. Students are entitled to Honor Roll by maintaining an 80% average each semester in each AP course and all A's and B's in other courses.

*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.*

### **NATIONAL HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY:**

The National Honor Society (NHS) is open to (10<sup>th</sup> through 12<sup>th</sup> grade) students and National Junior Honor Society (NJHS) is for (7<sup>th</sup> through 9<sup>th</sup> 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. These service hours can be obtained through assisting in activities on campus, community or church as approved by an NHS/NJHS advisor or the administration. This includes, but is not limited to, tutoring FCS students, serving staff and faculty with school activities, etc. Transfer credits from another school must be approved by the administration. Transfer students already inducted into the NHS/NJHS may be allowed entrance to our chapter as long as they continue to meet the FCS requirements. The selection of each member to the chapter will be by consensus of the NHS/NHJS faculty council. Members who fall below the standards which were the basis for their selection shall be warned in writing of their deficiency and advised to correct the deficiency within a specified time. Failure to do so will result in a second warning and a hearing before the faculty council to determine whether sufficient cause for dismissal exists. If a student resigns from NHS/NJHS, or is dismissed from NHS/NJHS for any reason, the student can never be readmitted. 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.

**Junior Marshals:** Eight Marshals are chosen from the top-ranked students in descending order from the Junior Class and are selected prior to Baccalaureate. Marshals serve at Baccalaureate and Graduation.

#### **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.

#### **COURSE CHANGES (DROP / ADD) / LAST DAY TO ENROLL:**

**Grades 9-12:** No courses may be dropped without the permission of parents and administration. The deadline for dropping or adding courses is the fifth (5th) full day that school is in session. No changes may be made at the semester break unless the class is only offered as a semester course. Independent Study Class withdrawal will be at the discretion of the campus administrator.

#### **EXAMINATIONS:**

Cumulative examinations are administered at the semester point in courses. As described below, the purpose of examinations is to teach the student how to study for an increasingly wider range of academic material. Examinations help evaluate the student's acquisition of skills and knowledge in a specific subject area as well as help prepare the student for the type of testing that will be encountered in preparation for college.

**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*

#### **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:** Classes designated advanced are considered our normal level of instruction for most academic courses. This becomes extremely important for a student's GPA if he or she transfers to another high school. Advanced courses at FCS carry quality points starting at 4.

**Honors:** Classes with honors designation are for students who are academically oriented or for those who qualify for a more rigorous curriculum. 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 not only present challenging assignments, but also 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 in order to receive high school transcript credit. An additional testing fee is issued by the College Board for each AP Exam. All students enrolled in an AP course are required to take the AP exam in May. To be eligible for an AP exam, FCS does require students to complete the AP course. AP class quality points start at 5.5.

Students who enroll in AP courses should ideally have taken honors courses in that subject area and met the approved grade requirement. Students interested in enrolling in AP courses 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.

**Please note:** Not all courses are weighted.

**Grade Average requirements for class divisions are as follows:**

To be considered - Advanced to Honors is 93, standardized 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.

**CAREER AND COLLEGE PROMISE (DUAL ENROLLMENT):**

FCS has developed a dual enrollment arrangement with Nash Community College. This arrangement allows qualified students the opportunity to obtain college credit or pursue vocational training prior to graduation from high school. To qualify for Career and College Promise, students must achieve a minimum score of 500 on all 3 subtests of the SAT or its equivalent on PSAT/ACT. Otherwise, students will be required to complete placement testing through Nash Community College. Core subjects (required courses in English, mathematics, science, history, and Bible) must be taken at FCS. Students desiring to take a class for dual credit through Nash Community must meet with the FCS guidance counselor to review the basic entrance requirements and have the proper forms documented and signed. Students must secure final approval from a school administrator before the course will be accepted for dual credit. Students may take as many dual enrollment courses as they would like; however **only two** will count toward a student's GPA in relation to our Valedictorian/Salutatorian awards. All courses, however, will be recorded on their FCS transcripts. Any books, supplies, and additional fees are the student's responsibility. Career and College Promise may be suggested by FCS when a student's graduation requirements or an irregular course schedule suggests dual enrollment as the best solution. In such cases, the

course content should match the courses required for graduation from FCS. 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.

#### **ACCEPTANCE OF TRANSFER CREDIT PRIOR TO FCS ENROLLMENT:**

FCS will accept credit for courses completed at other institutions under the following guidelines:

1. All work for secondary credit must be completed during grades 9-12.
2. Credits from regionally accredited or ACSI accredited institutions will be accepted and recorded on FCS transcript upon receipt of a valid transcript from the issuing institution. A minimum of 130 contact hours is required to earn full or replacement credit.
3. Credits from work completed at a home school in compliance with all relevant state laws will be accepted on submission of a valid transcript detailing the course name, subject area, final grade, dates of instruction, and instructor's name. The student may be required to validate learning by completing a proficiency exam designed by FCS faculty in order to advance to a higher level of coursework.
4. Credits from non-traditional or non-accredited schools may be accepted; however, coursework may be required to be validated by a proficiency exam, as stated in number 3 above. A valid transcript must be provided by the issuing institution.
5. No credit will be given for courses completed in an individual or tutorial setting.
6. Home school courses will be given advanced class weighting unless specifically defined as "Honors" in the curriculum (discretionary to Administration).

#### **HOME SCHOOL:**

Part-time enrollment at FCS is allowed for K – 12<sup>th</sup> grade home school students if space permits. According to North Carolina's compulsory attendance laws, home school students may not enroll part-time in a local conventional school for the core curriculum subjects of English, math, science, or social studies. It is permissible for home school students to enroll in specialty or elective courses if space permits. Home school students may participate in extracurricular activities at FCS: annual school productions, chapel, and community service opportunities. Some activities may require a small fee. State law does not allow home school students to participate in the athletic program.

## **INDEPENDENT / ONLINE STUDIES:**

Independent study courses must be approved by Administration and may be arranged in three cases:

1. The student must have a course in order to complete graduation requirements.
2. The student has completed all the courses offered in a field of study and desires another course in that area.
3. The student desires additional challenge for coursework not available in the regular program at FCS.

The organization and completion of an independent study course also depends upon the availability of a qualified faculty member to direct the course. A student may also complete an independent study course through a regionally accredited or ACSI accredited institution for FCS credit. Additional fees associated with independent studies will be the responsibility of the student. Students may not take an online class if the same course is offered onsite by FCS unless the transferring transcript of a new student dictates a needed change.

FCS offers online courses for students who desire to take more courses in a field of interest and to assist in creating a qualitative transcript for college. See Guidance Office for online options. Students are entitled to take several approved online/independent courses; however, please see Valedictorian/Salutatorian guidelines for senior award purposes.

## **SUMMER SCHOOL:**

Students may attend remedial summer school (any repeat coursework taken with less than 130 contact hours) in order to bring up a failing grade and pass a course for the year. Upon successful completion of an approved summer school program from an accredited institution, the student's grade will be adjusted to a 60 and credit will be given for the course. The student must attend summer school the summer immediately following the course failure. If the student chooses not to attend summer school, the failing grade will remain on the transcript, and the student must repeat the course. FCS may offer summer school, depending on teacher availability and student interest. Students desiring to attend summer school elsewhere must secure administrative approval before enrolling in order to receive FCS credit. Any costs associated with summer school are the student's responsibility. If FCS summer school is not offered, students may receive at least 40 hours of documented tutorials by a professional tutor or tutoring agency during the summer (over the course of at least a 4 week span) and be able to sit for a comprehensive final for the failed course. Some courses may require the student to earn a grade of 60 on a comprehensive course test to receive a passing credit of 60 for the failed course. Any student missing more than 25 days or class periods for a single subject may be required to take summer school in order to pass.

## **STUDENT RECORDS: reworded, parental signature no longer required for school-to-school requests**

Student records are confidential. Teachers and school staff may have access to information in student cumulative folders for the purposes of providing educational services to students. Parents and students may request copies of records/transcripts be sent to another institution. Educational institutions may also request copies of records/transcripts for purposes of school transfer or college enrollment. Please allow at least one week for processing your request for records. All tuition and fees ***must be paid in full before*** records are released. Families having significant account balances as determined by administration will be locked out from Sycamore, our school management software, and are only eligible for re-enrollment once balances are paid in full.

## **ACADEMICS:**

**Report Cards and Grading:** At FCS grades are computed and reported to parents every nine (9) weeks via Sycamore. High School has semester reporting via Sycamore. It is important to remember that the purpose of grades is to report to parents. The report card (grades) helps the student, parents, and teacher quantify and evaluate the student's progress in acquiring knowledge, skills, training, insight, and etc.

**Grades K-2:** Students in grades K-2 receive a skills report card listing specific skills in each area of the curriculum, giving parents information on the student's level of skill acquisition in that area. It is structured to give parents an appropriately high level of detail for primary students.

**Academic Grading Scale for Grades K-2:**

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

**Conduct Grades for K – 5<sup>th</sup>:**

O - Exceptional Progress (performs well above normally established expectations and standards)

S - Satisfactory Progress (performs at basic grade expectations and standards)

P - Progress Noted (demonstrates improvement)

N – Needs Improvement (performs below expected grade level in regards to expectations and standards)

**Academic 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

**Progress Reports**

Due to the school software program (Sycamore), progress reports are not mailed or printed. Parents have 24 hour access to student records. Teachers update grades in Sycamore every Monday by 4:00 PM for student and parent viewing.

**Excused Absences**

With an excused absence, elementary students are to make up missed work by the designated date and time. The student will have a grade drop (10 points) for each day it is turned in late. With an excused absence, middle and high school students are allowed **ONE DAY OF GRACE FOR EACH DAY MISSED + ONE DAY (if new concepts or test review were missed)** to make up any work. Should a student fail to make up missed work by the designated date and time, the student will receive a "0". (For scheduled, planned absences which are excused in advance (appointments, athletics, etc.) a student will be expected to have any assigned work or take a regularly scheduled test upon their return to school unless they missed an entire class pertaining to the tested material or are away from home for more than one day representing FCS. This would include OM, JTF, ACSI events, weekend long FCS activities, etc.). \*\*The Head of School reserves the right to alter this policy when necessary.

The office must receive a **signed note or verbal communication from a parent within 3 days** of their return to school or the absence will be recorded as unexcused. This includes classes missed from signing in late and signing out early.

**Unexcused Absences**

Unexcused absences carry an academic penalty as well. When a student misses quizzes, tests or other graded work because of an unexcused absence, the work may be made-up, however, **THERE WILL BE A 30 POINT REDUCTION** for work that is late. **The highest grade that can be obtained is an 70. Make up work is due upon the student's return. Work not handed in upon student's return to class will earn a zero.**



## **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 3pm on the day of the absence.

## **Homework**

Each teacher may assign a reasonable amount of homework in light of the subject matter being taught. Homework will be used for remediation, enrichment, or skill strengthening purposes. Homework assignments may be minimized on Wednesday evenings and may be minimized over the weekends and holidays. Please note that long-term assignments may be due on Monday's and Thursdays and the student should prepare accordingly.

## **Long Term Assignments Clause**

In the event of long term projects, papers, or assignments there are **no** extensions given for days missed in that time frame. Work is still due on the assigned completion date. If a student is absent (with an excused absence) on the assigned due date, work is due the next day present. All student work is due (even for missed classes) in the case of late check-ins and early check-outs on the completion date assigned by the teacher.

\*It is highly recommended that students balance the time required to effectively complete long-term assignments. Procrastination may cause unnecessary high workloads and inadequate work products. Absences should not be the answer to finishing work. Proper time management should be the goal.

## **In Class Policy for Late Assignments, Homework, and Daily Grades**

*Please note that this policy is separate and independent from the excused and unexcused absence policy for late work and assignments for absences. This policy is for students who are present and choose not to turn in an assignment. In this instance, each teacher has the authority to develop his/her own classroom policy as stated in the course/grade level syllabus.*

## **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 3pm on the day of the absence.

## **Incomplete Grade**

An "incomplete" is given on a report card when the teacher feels there are justifiable reasons for the work to be late. Such a grade changes to "F" if the work is not completed within the designated amount of time.

## **Promotion/Retention**

**Grades Pre K – 2:** At the primary level, promotion of students to the next grade follows consideration by the teacher, and administration of satisfactory progress and developmental readiness. A student may need to repeat a grade in order to master the material, or he/she may not be developmentally ready for the next grade. Discussions of these issues with parents begin as early as possible as teachers maintain the process of constant and consistent evaluation of student progress.

**Grades 3 – 8:** At the intermediate level, satisfactory progress in the primary instructional areas of reading, language, and mathematics is essential. Overall failure in two (2) of these three areas will normally result in the student repeating the year for mastery of material. If a student demonstrates through low grades difficulty in one of these or in other areas of the curriculum, the parents, teacher and administration will meet to discuss the possible options for that student.

**Grades 9-12:** Certification as a freshman, sophomore, junior or senior is determined by the number of credits accumulated by the student. The following guidelines are used:

- Freshman.....0 – 7
- Sophomore.....8 – 14
- Junior.....15 – 21
- Senior.....21+

\*\* Administration will make the final decisions regarding promotion/retention.

**Total Absences**

In addition to passing the academic classes, a student must attend class/school a minimum of 155 days to be promoted (NO MORE THAN 25 ABSENCES ARE ALLOWED BY N.C. LAW in a 180 day school year). Failure to do so will normally result in no credit for that school year or class being withheld. \*\* Middle and High school attendance is based on class periods. Students who miss more than 25 class periods fail the specific class.

**Graduation Requirements**

To graduate from FCS, a student must accumulate a minimum number of credits in 9<sup>th</sup> – 12<sup>th</sup> 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. Because we are a Christian school, each student is enrolled in a Bible class each year. Transfers to the school do not need to make up Bible courses. A student will not be permitted to march at graduation if they lack more than two credits or have not met the core subject requirements. In addition, students who are failing two or more courses will not be allowed to participate. Arrangements must also have been made to earn this credit in an approved summer school program before the student may march. The diploma is awarded when proof of a passing grade is submitted to administration. (See Senior Trip section as grades impact eligibility for the senior trip)

<u>Subject</u>	<u>Credits Required</u>
English	4
Math	4
Science	3
Bible	4
History	4
PE/Health	1
Foreign Language	2
<u>Electives</u>	<u>4</u>
Total	26

**Community Service Requirement**

Consistent with a school based on Biblical standards, FCS has a service requirement for its students. This concept is based on God’s Word in I Corinthians 10:24 and Philippians 2:4. It is important that each student and parent fully realize that the aspect of “servitude” and “community service” is what is being sought and hopefully accomplished through this requirement. Because we want our students to be ambassadors for Christ in the community, **school related activities, paid activities, and family chores do not count.** Below is a suggested list of projects that would count. Community service hours start June 1 for the new school year.

- Church related ministry
- Volunteering for a community civic group, hospital, community centers
- Yard work for a neighbor
- Visiting shut-ins

- Your Choice Resource Center, Bassett Center, Peacemakers or other non-profits
- Mission trips

Grades 6 – 8	10 hours annually
Grades 9 – 10	15 hours annually
Grades 11 – 12	20 hours annually

Half of the hours are due by the first Monday in December and 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).

## Testing Program

### Classroom

Students are tested in individual classes for academic achievement. Progress is monitored by the teachers through a variety of assessment methods including, but not limited to: tests, reports, homework, daily work, class participation, projects, etc.

### Standardized

Annually, students in grades Pre K-11 will take standardized tests in the areas of achievement and ability. The results of such tests will be sent to each parent in the form of a Home Report noting and clarifying their child's progress. The Preliminary Scholastic Aptitude Test (PSAT) is administered annually to students in grades 10-11 in preparation for taking the SAT. Scores on the PSAT are reported to the national qualifying board for the National Merit Scholarships.

### Pre-K

#### K-1<sup>st</sup>

2<sup>nd</sup> - 6<sup>th</sup>, 9<sup>th</sup>

3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup>

4<sup>th</sup>, 7<sup>th</sup>, 10<sup>th</sup>

10<sup>th</sup> and 11<sup>th</sup>

11<sup>th</sup>

### Kindergarten Readiness Assessment

Assessment Portfolio

Achievement Testing

InView (IQ) Testing

Writing Assessment

PSAT

PSAT Benchmark Test (ERW 380 and MAT 390 score are required by law for graduation)

## FCS Statement of Plagiarism/Cheating

Plagiarism is stealing another's words or ideas. Copying verbatim another person's work or paraphrasing another person's ideas without crediting the source is plagiarism. Using another person's vocabulary or syntax is also plagiarism. All words or ideas either taken directly or paraphrased from another person must be cited. This policy does include copying another student's work. Any assignment, in which intentional plagiarism is discovered, will **result in a grade of 0** for that assignment and additional discipline measures. Grading deductions for unintentional plagiarism will be determined by administration.

## POLICIES AND PROCEDURES – DISCIPLINE:

The Bible clearly indicates that parents are responsible for the discipline (that is, training or instruction) of their children. The Christian school exists to help parents in their God-given responsibilities. FCS does not seek to assume a task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process during the hours the child is in its care.

Students are to respond to school faculty and supervisory staff members with the same obedience that should be present when they respond to their parents or guardians. Any failure to maintain a Biblical attitude of respect and obedience toward school authority, which manifests itself in improper behavior or violated standards, will

result in disciplinary action which is appropriate for the violation. The school expects parental support for the administration in such disciplinary action. Teachers will handle disciplinary problems in a fair and consistent manner as outlined in the discipline policy.

### **Classroom Disciplinary Guidelines**

Individual teachers, for the most part, will handle discipline cases in their own ways in harmony with the disciplinary policies of FCS. In general, the following guidelines are instituted:

#### Respectful

1. Keep hands, feet and objects to yourself.
2. Listen and follow directions.
3. Treat others like you want to be treated
4. Raise your hand.

#### Responsible

1. Stay on task.
2. Complete and turn in all assignments.
3. Keep area clean.

#### Ready

1. Be prepared for class.
2. Have materials ready.

When a teacher's corrective measures have not achieved the desired results, parents' cooperation and assistance will be sought to achieve acceptable student behavior. This process allows the student to assume the responsibility for his/her own behavior before parents are contacted. It is much like learning to walk. In the process, children fall, then, with encouragement, get up and try again. Behavior is markedly similar. Each teacher will present an individual room discipline plan which has been approved by the administration to his/her students and parents at the beginning of school. Conduct grades will be a part of the evaluation that is sent to parents of elementary students. Those grades will be computed for the student by each teacher in each class.

### **Disciplinary Goals**

1. **Respect authority** – “Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgment on themselves.” Romans 13:2
2. **Use time wisely** – “Teach us to number our days aright, that we may gain a heart of wisdom.” Psalm 90:12
3. **Be considerate of others** – “Do not let any unwholesome talk come out of your mouths, but only what is helpful in building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as Christ our God forgave you.” Ephesians 4:29, 32

### **Methods of Discipline**

To accomplish these goals, certain student behaviors cannot be tolerated and will result in the action of the teacher and/or administrator.

**Pre K – 5<sup>th</sup> grades:** Students will be treated fairly and reasonably. Discipline will be based on careful evaluation of the circumstances for each case. Factors that will be considered will include the seriousness of the offense, the student's age, frequency of misbehavior, and the student's attitude.

**6<sup>th</sup>-12<sup>th</sup> grades:** Students are issued Discipline Referral Forms (DU's) for misbehavior. These forms document the behavior violation as well as the number of discipline units assigned. Most minor classroom offenses are subject to the following process:

1. Warning
2. Student held after class
3. Parent contact

If the minor classroom misbehaviors persist after following the above three steps, the Discipline Unit Scale will be utilized. Discipline units are documented in Sycamore and are cumulative throughout the school year. When a student serves detention or In School Suspension (ISS), he or she will be required to complete a report during these hours. All athletics and fine arts activities will be impacted.

### **Redemptive Discipline Policy**

When patterns of behavior are noted, administration reserves the right to require extra services to benefit a student's character and decision making process. This may include, but not be limited to, counseling (at parent's investment), mentoring, community service, or other resources.

### **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.

### **Classes of Misbehavior**

#### **Class A: earns 1 discipline unit (1 DU)**

1. Food or Drink violation.
2. Classroom discipline.
3. Dress code violation.
4. Hair violation.

#### **Class B: earns 3 discipline units (3 DU's)**

1. Copying another student's homework and/or classwork.
2. Disrespect towards teacher, staff, or students, in attitudes, words, or actions.
3. Continued disrespect during discipline/discipleship process.
4. Lying.
5. Misbehavior in detention.
6. Profanity, vulgarity, or obscene body language, including crude language and cultural slang misusing God's name.
7. Cell phone violation. Every offense is 3 DU's + increased discipline. 1<sup>st</sup> 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, 2<sup>nd</sup> 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, 3<sup>rd</sup> 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, 4<sup>th</sup> Offense and subsequent: the student will receive ISS and the student will not be allowed to have the phone on campus.
8. Loitering in the hallways when the student is supposed to be in class.
9. Loitering in the parking lot before or after school.

**Class C: earns 5 discipline units (5 DU's)**

1. Cheating on a quiz.
2. Major class disruptions/misbehaviors (throwing, horseplay, etc.).
3. Leaving campus or the grounds without signing out.
4. Visiting prohibited websites or websites that are contrary to the mission and goals of FCS during school hours. Websites can include social media sites.
5. Public display of affection.
6. Tampering with another student's vehicle and any other personal property.
7. Driving on campus in a fast/reckless/dangerous manner. Failure to drive safe could result in driving privilege being revoked.
8. Failure to attend and participate in required class activities. Additional work detail will be required.

**Class D: earns 10 discipline units (10 DU's)**

1. Forging any documents.
2. Involvement or the impression of involvement (in word, writing, or on the Internet) in any prohibited behaviors or activities.
3. Destruction of school property, defacing school property or the property of another student. Monetary value of the item in question may further increase DU count and punishment as determined by administration. Parents are responsible for repayment of item(s) in question.
4. Derogatory language aimed at an individual, verbal bullying, and/or belittling speech.

**Class E: earns 15 discipline units (15 DU's)**

1. Cheating on major tests/projects.
2. Blatant disrespect to teachers, staff, and/or administration.
3. Fighting or the use of physical force or verbal intimidation.
4. Skipping school.
5. Plagiarism.
6. Gross misbehavior on any field trip or school sponsored event.
7. Gambling.
8. Gross derogatory language (concerning sexuality and/or ethnicity).
9. Stealing. The nature of the theft may lead to further legal action.

**Class F: (25 or more DU's)**

1. Law breaking (Administration's discretion)
2. Possession, consumption, supplying, or selling of any kind of weapon, fireworks, drugs, drug paraphernalia, any tobacco products, smoking devices, alcohol, or pornography while on or off campus. This includes on their person, in their locker, or in their vehicle.
3. Involvement or the impression of involvement in immoral activities (moral misconduct, pregnancy).
4. Assault or battery of a teacher.
5. Any act deemed as detrimental to the mission of FCS and unity of the school.

**Specific Rules:**

- A. The Administration reserves the right to address student conduct not outlined in the Discipline Policy.
- B. FCS reserves the right to suspend or dismiss a student on or off of the school campus, and without regard for whether the misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus behavior. While FCS has no control over student activity off campus which is not school sponsored, and does not supervise student conduct, misconduct during any such activity may come to the attention of school authorities and may result in the administration of discipline including suspension and expulsions.
- C. Conduct and attitude will be respectful. Disruptions in class, unruly behavior, or repeated violations of prescribed school policy will not be allowed.

- D. Respect for authority is expected of each student for any staff member at any time, either in or out of school. Any student who is disrespectful to a staff member will be subject to disciplinary action which may include suspension or expulsion.
- E. FCS reserves the right to invite the local authorities to visit at any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles brought onto school premises. Any alcohol, drugs, or drug paraphernalia found in lockers, cars, or other items under the student's control will constitute possession.
- F. The school reserves the right to suspend or expel students for the failure of the parents to cooperate with the school in discipline of their children.
- G. It is the school's policy not to re-admit a previously expelled student except under unusual or mitigating circumstances. Parents who seek such re-admission of a student to the school shall submit a request by letter to the Board should they feel that new evidence for a changed attitude sustained over a period of time warrants such consideration.

### **Other Discipline Procedures:**

#### **Tardiness**

Students who are late for class without an excused note are counted as tardy. The following will be used to discipline repeated tardiness separated by grade level.

#### **Elementary Unexcused Tardy Policy**

Administration will determine when actions are necessary.

#### **Middle and High School Unexcused Tardy Policy**

3 = Written Warning

5 = After School Detention

10 = Morning Detention 7:30 to 8:00 (no fee for the first morning detention)

Each additional set of 5 tardies after 10 will result in a morning detention and a \$5 fee per detention to be paid to the teacher on duty. If a student misses morning detention, this will become a discipline issue. At 20 tardies, the student loses the privilege of leaving campus, if it applies. At 30 tardies, the student will serve ISS in the office. At 40 tardies, there will be a meeting with administration to determine if class credit will be given. Tardy reports will be pulled once a month. Parents can look at them daily on Sycamore.

Students are expected to be on time to school, classes, chapel, and other required school functions. Students in grades 6-12 who report to any class more than 25 minutes late will be counted absent from that class.

EXCUSED TARDIES are permitted for illness, doctor/dentist appointments, inclement weather, or other providential hindrances that the administration deems acceptable. Work missed for this reason, as approved by the office, may be made up. The student should take the responsibility to arrange with the teacher to make up the work missed that day or the next day at the latest. The student **must bring a signed note** explaining the reason for being tardy. **Students arriving at school late must report to the office first and will be admitted to class with an office admit slip.**

Three (3) unexcused tardies in any particular class will result in an unexcused absence being registered for that class. When a student reports to any class throughout the day late, without a note or without the teacher's prior knowledge, the guidelines for penalties and makeup work will be the same as an unexcused tardy to school. Students with three or more tardies can expect to serve silent lunches, detention, and even suspensions at administrations' discretion. High School Students with 15 or more tardies throughout the year, that are NOT class specific, will not be exempt from any exams at the end of the second semester. An accumulation of tardies will result in a disciplinary action. DU's issued in the last two weeks of school will carry over to the next school year for returning students.

## **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 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.

## **Bullying/Cyber-bullying**

Bullying (as defined by our own Nash County public schools): “unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to: teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; destruction of property; and cyber bullying.” FCS takes the safety of its students very seriously. Students have the right to feel safe and secure while at school. Bullying and or cyber-bullying may be punishable by detention, suspension or expulsion. Although cyber-bullying will most likely occur off campus, the effects of it are definitely felt on campus. Therefore, FCS will take the appropriate steps necessary to stop the act and restore the safe atmosphere of our campus.

If you know that bullying is taking place, please contact your child’s teacher and/or the administration so that they can investigate the matter.

## **Sexting**

In keeping with the school’s responsibility to provide a safe learning environment for all students, the school has established the following policy regarding the issue of *sexting*. "Sexting" is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

**Social Networking** (Includes but is not limited to: Facebook, Twitter, Vine, Instagram, Snap Chat & Skype) FCS does not monitor these sites but if information regarding students or issues that do not follow FCS guidelines come to the attention of the faculty/staff, FCS will use the current discipline process and take the necessary action to stop/restore the situation.

## **Sexual Immorality**

The Biblical and philosophical goal of FCS is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Even though parents may personally believe differently, while enrolled at FCS, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities and behaviors. Thus, FCS retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as, any student who condones, supports, or otherwise promotes such practices. (Leviticus 20:13; Romans 1:27)



## **Teen pregnancy and/or marriage**

FCS believes in providing a wholesome environment conducive to learning for all its students. We believe teenage pregnancy and/or marriage are incompatible to and impermissible within this environment. Individual situations which conflict with this standard will be evaluated case by case with an attempt to find the best solution for the individual and the school as a whole. However, no married student, pregnant student, or student responsible for a pregnancy may be on campus during normal school hours.

## **Alcohol and Drugs**

FCS believes the consumption, buying, selling, or other transfer of drugs and/or alcohol cannot be tolerated and will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible with the wholesome Christian environment we provide at FCS.

1. **Drug Testing** – The school reserves the right to require random or selective drug testing and searches of students and staff. Testing will be administered by a certified lab of the school's choosing. The type of drug tests may be one of, but not limited to, the following methods: Urine Test and Hair Test. Random or selective drug testing may be administered without parental consent. If drug use is verified, then the student will be disciplined in accordance to the school policy. The school will pay the cost if no drug use is found. The parent will be responsible for the cost if drug use is confirmed.
2. **Random Drug Checks** – It is the school's desire to maintain a drug-free campus at all times. Random checks may be done by administration and/or law enforcement with their canine unit checking lockers, cars and other campus areas.

## **Guns and Weapons**

FCS does not allow guns, knives, weapons, or their facsimiles on campus or in vehicles. Violation of this policy will result in the immediate dismissal of the participating student or students with the exception of facsimiles which may result in suspension or dismissal at the discretion of the principal.

*It is illegal to carry any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive, bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles or any other weapon of like kind on private school property (including in vehicles) unless for instructional or sanctioned ceremonial purposes. N.C. Gen. Stat. §14-269.2. North Carolina's criminal law makes it a misdemeanor to engage in disorderly conduct by disrupting the teaching of students at any private educational institution. N.C. Gen. Stat. §14-288.4.*

## **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 1<sup>st</sup>).

### **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 2<sup>nd</sup> (FALL), December 11<sup>th</sup> (WINTER), and April 9<sup>th</sup> (SPRING). A student who is not currently under Academic Suspension, but falls below the basic academic standards at the grade review dates listed above will be placed on **Academic Probation**. If that student is taking part in extracurricular activities, he/she must begin a proactive remediation regiment as follows:

1. The student must attend the help class offered each week by our teachers in the courses where the grades are below academic requirements. These classes will take highest priority for the student, who will be excused from practice, games or performances if they interfere with help class. If the student misses their help class for any reason, that student will be ineligible to participate in any extracurricular activities until the next help class is held. It will be the Athletic Director's responsibility to follow up with the teachers to assure the student attends help class and inform the coach/sponsor if the student must miss practice/games or other extracurricular activities.
2. At the end of 2.5 weeks, the Head of School, Athletic Director and Dean of Discipleship will evaluate the academic progress of the student to determine if the student has progressed under this regiment. If it is deemed that the progress has been sufficient, the student may be removed from Academic Probation status and return to normal extracurricular activities. If the student has not made progress with this regiment, the athlete will be suspended from playing in extracurricular activities until the grade is satisfactory (minimum of 2.5 weeks). The student will continue to be required to attend help class during this time. The student is allowed to remain on the team and practice with the group.
3. If the student still fails to meet the basic academic requirements at the end of 2.5 weeks, the student will then be placed on full Academic Suspension as explained below.

### **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.

## **DRESS CODE:**

### **Philosophy**

“I urge you therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove that the will of God is that which is good and acceptable and perfect.” (Romans 12:1-2) In applying this truth to our dress code at FCS, two principles are emphasized: modesty (I Timothy 2:9) and acceptability (what is appropriate for the school setting). The dress code of FCS impacts our school environment every day. The appearance of our students communicates the Christ centered focus of FCS and should be a valuable testimony in establishing our reputation as an outstanding school with Godly students. In defining acceptable and unacceptable dress, the school is not making a statement that one style is right or wrong. This is a matter of taste and will vary. The school is only defining an acceptable culture for this school at this time.

Our mission at FCS is to glorify God by assisting Christian families. We believe the primary responsibility rests with the parents, and we apply this principle to the dress code. Parents are encouraged to teach their children to live submissively within the code’s guidelines. The dress code is not optional. Students are expected to comply with the code and parents are expected to monitor compliance before their children leave home. If parents or students have questions/concerns regarding clothing or hairstyles, please contact Administration for approval. Final authority regarding dress code interpretation rests with the Administration.

### **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 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.

## **POLICIES AND PROCEDURES - STUDENT SAFETY:**

### **Arrival/Pick-up**

**Morning/Elementary & Middle School:** Students should not arrive earlier than 7:30 a.m., since there will be no supervision before this time. All students who do arrive early must report to the lobby/cafeteria. Students will remain there until they are dismissed to go to their classrooms. There will be a staff member supervising this time every day.

**Morning/High School:** Students should not arrive at the high school campus earlier than 7:30 a.m. since there will be no supervision before this time. All students who do arrive early must report to the cafeteria and remain there until dismissed to their classrooms. There will be a teacher supervising this time every day.

**Afternoon/Elementary & Middle School:** Parents should pickup students in the pick-up line in the parking lot. We request that parents remain outside the building for pick up until the 2:45 p.m. bell rings. Adult supervision will not be provided after 3:05 p.m. Students will go into after school care after 3:15 p.m.

**After School Care:** The after school program is not FCS run. FCS works with an independent child care contractor who provides after school care at the elementary and middle school campus. This has been established to aid our families who are unable to pick up their child(ren) after the normal school day has concluded. The program will run Monday through Friday from 3:00-5:30 p.m. A separate fee will be administered and is to be paid directly to the program director. Any child who has not been picked up on the Elementary and Middle School campuses by 3:15 p.m. will be immediately placed in After School Care and parents will be billed on the hourly rate. This program is offered on half-days from 11:45 a.m.-3:30 p.m. Students must be picked up by 3:30 p.m. on half days. Codes only permit up to 4 hours of childcare. Also, students will need to bring a bag lunch on half-days. Report cards will not be released until outstanding fees have been paid.

**Afternoon/High School:** Students should be picked up from the circle drive at the high school no earlier than 3:10 p.m.

### **Automobiles/Student Drivers**

Students are permitted to drive to school and park on school property as long as their vehicle is registered and operated in a safe manner. Driving too fast or recklessly in the parking lot or neighboring streets may result in the loss of driving privileges. Once a vehicle is parked in the morning, a student is not permitted to return to it until the end of the school day without specific permission. They must make sure to bring all assignments, books, lunches, and other items needed throughout the day inside with them. Students may park in the designated areas only. All automobiles used by students on campus must be registered in the school office before bringing the car on campus.

### **Campus Security**

Visitors and guests are welcome at FCS. Approved visitors are FCS graduates, FCS parents and immediate family (siblings and grandparents), students' pastors, and prospective students and parents. Due to our new

safety guidelines, these are our only approved visitors. We must, however, be protective of the students entrusted to our care, so all visitors must first report to the school office before going to any classroom. Upon arriving and signing in at the respective office, visitors will be given a Visitor's Pass which must be worn during their visit. Anyone without a badge will be asked to go to the office to get one. This rule is for the security of all children as well as preserving the instructional process in each class. Visits that disrupt instructional time will not be allowed. FCS graduates are allowed office and lunch visitation only. From the student perspective, FCS functions under a policy known as "closed campus." This simply means that attendance is required from 8:00 a.m. until 3:00 p.m., regardless of the number of free periods a student may have. After arriving at school in the morning, students are not allowed to leave the grounds or building without permission from the office. Juniors/Seniors who are granted early release for Career and College Promise, internships or their class schedule are to leave campus promptly upon dismissal. **No loitering and/or loud music in the parking lot is allowed.**

### **Child Abuse/Neglect Reporting**

The state of North Carolina requires FCS to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, or other forms of abuse have occurred. While the school is expected to communicate with parents regarding the well being of their children, the administration is placed between the parent and the state, acting on behalf of the parent and in accordance with state law. It is the school's policy not to contact parents in advance of making a report to legal authorities. Appropriate school staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

### **Emergency Drills**

#### **Fire**

Fire evacuation plans posted in each room are to be followed exactly during fire drills. Students will be drilled monthly as to the emergency exit for a fire. Students must, by requirement of the fire marshal, be absolutely quiet while leaving the building and while waiting for the return signal.

#### **Tornado**

When a tornado warning is issued, this means that a tornado has been sighted visually or by radar. All people in the building should move to the best available shelter areas. These include interior corridors, storage rooms, bathrooms, and showers. All students in any mobile or temporary structure should evacuate to the main building. Students are to kneel down on their knees facing an interior wall in the designated safe zone and put their head between their knees. They are to also cover their head with their hands. Wait for a verbal "all clear" before moving. If a tornado should hit, students who may be caught outside should run to the closest low area and lay face down, flat with hands covering head.

#### **Lockdown**

Notification for a lockdown will be campus specific. Students should follow the teacher's instructions. Teachers have all of the instructions for emergency procedures in the classroom.

### **Health Considerations**

#### **Immunizations**

In accordance with North Carolina law, the following immunizations are required for all children prior to entering **Kindergarten**:

5 doses*	DTaP
4 doses*	Polio
3-4 doses**	Hib
2 doses*	Measles
2 doses*	Mumps
1 dose	Rubella
3 doses	Hepatitis B
2 doses***	Varicella (chickenpox)

\*The last dose of DTaP and Polio must be given on/or after age 4.

\*\*Children beyond their 5<sup>th</sup> birthday are not required to have any Hib vaccine.

\*\*\*Vaccination is required unless documentation of disease history is provided by a health care provider.

NOTE: Pneumococcal, Hepatitis A, and Flu vaccines are not required but are recommended for this age group.

All children entering the **7<sup>th</sup> grade** or who have reached 12 years of age on or after July 1, 2015 are required to have:

1 dose	Tdap (tetanus, diphtheria, acellular pertussis)
1 dose	Meningococcal

NOTE: HPV, Hepatitis A, Flu, and a second dose of Varicella vaccines are not required but are recommended for this age group.

Students enrolling for the first time will have 30 days to bring proof of proper immunization to school. After 30 days, any student still lacking proof of the correct immunizations will be removed from school until an up-to-date immunization record is provided to the school.

Religious/Medical exemptions are allowed in certain cases; however, these must be handled through the local health department. The school has no authority to grant such exemptions.

### **Dispensing of Medication**

Students taking any type of medication must bring to school a Dispensing of Medication form signed by their parents identifying the medication, its purpose, and how often it is to be taken. Permission slips are available in the school office. This includes **all** types of medication: prescription drugs, Tylenol, Advil, etc. The slips will be kept on file and the medication administered in the school office, by designated personnel only, according to the instructions on the form. (There is a special form to be filled out by the physician or his/her designee for prescription medications which will be used for more than two weeks.) A new form must be filled out with each episode of illness. All medication must be checked into and kept in the school office upon arrival at school. It must be in the original marked bottle. At no time can one student's medication be shared with another student.

**\*No medication will be provided for or distributed to students by school personnel except medication coming from the student's home with prior written approval from the parent or guardian and in the original container with original directions.**

### **Medication Policies for Prescribed and Non-Prescribed Drugs for Less Than Two Weeks**

1. Students are not to bring any medication to school unless it is absolutely necessary. Prescribed and non-prescribed medications may not be kept in the child's possession or in the classroom, but should be given to office personnel immediately upon arrival at school.

2. A medication form must be filled out by the parent or guardian for dispensing prescribed, as well as non-prescribed, medication to any student. These forms are available on Sycamore.
3. Medication of any type must be in the original marked bottle.
4. A new medication form must be filled out for each episode of illness.
5. No student may at any time give any medication to another student.

### **Medication Policies for Prescribed Drugs for more than two weeks**

The policies stated in lines 1, 3, 4, and 5 above apply. The appropriate medical form for prescribed medication to be given more than two weeks is available on Sycamore. This form must be completed and signed by the prescribing doctor, physician's assistant, or nurse practitioner, in addition to parent signature(s).

### **Sick Students**

All students must have a current medical release form on file in the school office. Parents are hereby notified that FCS does not have a full-time school nurse and, therefore, is unable to provide any professional medical treatment to ill or injured students. First aid treatment will be rendered to students receiving minor injuries. Parents are contacted if there is the slightest indication of any serious injury. If an emergency medical situation arises and the office is unable to reach the parents, or if the parents are unable to arrive in a reasonable amount of time, medical treatment for the child will be secured from a licensed physician.

An ill student should not be sent to school because he/she is not capable of meeting the demands of the classroom, and classmates run the risk of catching the illness. Students who are recovering from an illness should be **fever free (without medication, Tylenol, etc.) for 24 hours before returning to class**. Students who become ill at school will be cared for temporarily until transportation home can be arranged. The administration prohibits class attendance for any student having a contagious illness or condition. Some of those conditions include, but are not limited to: head lice, impetigo, conjunctivitis, and severe poison ivy. Students returning to school from an incidence of head lice must have their hair examined and be "nit" free before returning to class. Once a child is removed from class they will no longer be counted present.

### **Inclement Weather**

FCS is on an **independent schedule from the Nash-Rocky Mount public schools** regarding the late opening or early closing of school due to inclement weather. Announcements in this regard will be sent via email (Faith Flash) and will be carried on channel 5 (WRAL), and the FCS Facebook. After school activities on days where school has been canceled are not to be conducted unless the Head of School has given approval. A decision on whether such activities will be held shall be made by noon on days where the school was forced to close. A decision to cancel such activities will be made by noon on days of inclement weather. Questions should be referred to the school office. Delayed openings will be called when the opportunity arises. The normal policy is for the school to open two-hours later than normal to allow parents and students to arrive safely to school.

### **School Buses/Vans**

These vehicles are part of God's property and are to be treated as such. Students are to remain seated and reasonably quiet while vehicles are moving. Devices are not permitted unless approved by the teacher/faculty member in charge. Everyone is responsible to help keep our vehicles clean. School policy requires that passengers and drivers involved in school activities must wear seatbelts (when applicable). Students misbehaving on the school van/bus will be subject to the school's discipline policy. Each class is required to clean up the vehicle upon returning to campus.

## **POLICIES AND PROCEDURES - EXTRA CURRICULAR:**

### **Athletics**

FCS competes against other Christian and secular schools in our area in several sports. Teams are chosen and selected by tryouts on the basis of attitude and skill. No preference is given to persons or relationships. The



coach of each sport is responsible for clarification, specific criteria for team selection, and rules. It is the primary responsibility of all FCS parents whose children participate in athletics to support our teams and respective coaches. Student athletes may neither practice with the team nor play in competition during athletic suspension. These students need more time to focus on their studies. In reference to questions regarding a child's "playing time" parents need to respect the discernment and decisions of the coaching staff. Our student athletes need to realize that athletics is a great tool for teaching many of the Biblical principles God would have us to learn. Handling success, adversity, and learning to overcome by working and depending upon others are great concepts that we want to instill in our young people. Above all else, we will seek to HONOR GOD by:

1. Supporting our coaches and teams.
2. Treating opposing fans and officials with the highest amount of respect and dignity.
3. Supporting our student athletes - encouraging them to give their best for God.

FCS PHILOSOPHY OF CHRISTIAN ATHLETICS AND ATHLETIC HANDBOOK ARE AVAILABLE FROM THE ATHLETIC DIRECTOR.

### **Athletic Eligibility**

All student athletes must be full-time students enrolled and in good standing to participate in interscholastic athletics at FCS. In the case of spring or summer try-outs for sports or cheerleading the following fall, commitment fees and/or tuition must be paid and up-to-date. A student who is academically ineligible may try out and make a team, but may not practice, play, or travel with the team until becoming eligible. Exceptions to these guidelines will be made only in very rare circumstances and according to conference standards. Athletic eligibility is also dependent upon school attendance on the day of an athletic event.

REFER TO ATHLETIC HANDBOOK FOR ALL ISSUES REGARDING ATHLETICS

### **School Sponsored Event/Fund Raising**

All school-related activities must be approved by the administration for scheduling on the master calendar. These include club meetings, fund-raising events, class activities, parties, etc. All ideas for fund raising must be submitted to the campus principal in writing for approval. Major events (candy sales, fruit sales, all school sales, etc.) must be submitted one month in advance.

The following are guidelines for school-sponsored events:

1. School policy prohibits the use or possession of alcoholic beverages, tobacco, or drugs at school functions, on or off campus.
2. All school-sponsored student functions will have faculty chaperones in attendance. The chaperones are approved by administration and will act with the authority of the school and support of the school.
3. Students who are unable to behave in a responsible manner will be asked by the chaperone to leave the function. The students will be reported to administration for disciplinary action.
4. Guests must adhere to FCS rules and regulations. Guests may not be allowed to attend certain activities.
5. Spring Formal/Prom guests must be in high school or no more than 20 years old to attend.
6. Students who leave a school function early will not be allowed to re-enter.
7. Dress-Code: refer to Dress Code Section of the handbook.

### **Off-Campus Parties**

FCS is not responsible for any party not officially sponsored by the school. FCS does not sponsor any parties after school. Students and/or parents planning non-sponsored after-school parties should not make announcements in class or collect money for these activities during school hours. Elementary and Middle School party invitations will not be distributed at school unless all classmates are invited (may be all boys or all girls). Class or grade level pool parties, due to liability, are not sponsored by FCS. **Off-campus parties, including off-campus end-of-the-year parties, are not allowed during the school day.**

## **POLICIES AND PROCEDURES – ATTENDANCE:**

### **Absences**

In order to pass an individual course grade and receive credit, *a student must not exceed 25 absences (excused or unexcused) for any reason in any class for the year.* In accordance with NC Compulsory School Attendance Law, all students are to attend school regularly. We believe that regular attendance in classes is essential to the success of a student's school experience. One can never really make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge a gap in classroom experience. Students in Kindergarten – 12<sup>th</sup> grade are allowed 25 (excused or unexcused) absences per year. A child must be present from 8:15 until 11:30 to be counted present on the elementary campus. A Middle School or High School student must be in attendance of a class at least 25 minutes to be counted present.

Please remember that to participate in after school activities (sports practices or games, fine arts activities, etc.), a student must check in by 9:50 a.m. and be in attendance at least 4 hours. Seniors who only have ½ day classes must check in by 9:50 am. Any out of town doctor's appointments and other circumstances must be pre-approved prior to the appointment. For further explanation regarding seniors who play sports please refer to the athletic handbook.

**Excused Absences:** The office must receive a **signed note or verbal communication from a parent within 3 days** of their return to school or the absence will be recorded as unexcused. This includes classes missed from signing in late and signing out early.

Absences are excused for :

1. illness
2. injury
3. death in the family
4. medical or dental appointments that cannot possibly be made outside of school hours
5. family reasons approved by the administration
6. marriage in the immediate family
7. a student obtaining their driver's license or permit if the student has no test scheduled during the period of absence
8. business trip where both parents are required to be out-of-town and the children are too young and have no other place to stay
9. help at home of an emergency nature will also be given consideration
10. special situations where a student may have the opportunity to represent his church, scout troop, a civic organization or some such group will be considered by the principal based on the student's grades, previous absences, etc.

Absences excused and exempt from the 3-day unexcused absence/exemption policy are for:

1. students participating in school-sponsored activities during the school day.
2. college days: seniors have two days and juniors have one day.

Except for illness, injury, and death in a family, prior notice of the absence should be given one week in advance. **No more than five** academic days will be excused for trips.

**Unexcused Absences:** Unexcused absences carry an academic penalty as well. When a student misses quizzes, tests or other graded work because of an unexcused absence, the work may be made-up; however, the highest grade that can be obtained is 70. Make up work is due upon the student's return.

Absences are unexcused for:

1. All of the above listed excused absences if not requested in writing and approved in advance of the absence
2. oversleeping
3. hair appointments
4. shopping excursions
5. automobile maintenance
6. working on a class assignment
7. unapproved personal trips
8. truancy
9. tardiness
10. parent notes without any explanation
11. failure to bring a note in the 3 day grace period
12. hunting, fishing, etc.

**Planned Absences:** Family and educational trips that require students to be absent during the school week are discouraged. Knowing that such trips do occasionally arise, FCS allows for a **maximum of five (5) planned absence days throughout the school year.** These will be handled as excused absences if all of the proper procedures are followed. The student will be able to receive full academic credit for missed assignments. Planned absence forms are located in the main office of each campus and registrar's office and should be submitted three (3) days prior to absence, in order for teachers to prepare assignments that will be missed. If the completed form is not turned in 3 days prior to absence, it will be marked unexcused, and the highest possible grade for make-up work will be a 70.

	<b>School Hours</b>
<b>Elementary:</b>	8:15 a.m. - 2:40 p.m.
<b>Middle:</b>	8:10 a.m. – 2:45 p.m.
<b>High school:</b>	8:00 a.m. – 3:00 p.m.
<b>After School Care: (Elementary &amp; Middle school)</b>	3:05 p.m. - 5:30 p.m. Monday – Friday

Any child who has not been picked up on the Elementary or Middle School campus by 3:15 will be immediately placed in After School Care and parents will be billed on the hourly rate.

### **Signing In/Signing Out/Release of Children**

All students must sign in/out in the office upon entering school late or leaving school early. **No student** is allowed to leave campus unless he or she has a signed note from the parent, or the parent has communicated with the office directly by verbal confirmation. Only persons who are designated on the Emergency Procedure Form will be allowed to pick up FCS students. All absences must be covered by a written note, either before or after the absence, to be excused. **If a child checks out sick they are not to return in the same day.**

### **POLICIES AND PROCEDURES – GENERAL:**

#### **Care of Property**

Respect for the appearance and care of the school is part of one's Christian testimony. Sitting on desks or tables, carving and defacing desks, eating in restricted areas, throwing things, littering, etc. are not permitted. All damage, of course, must be paid for by the offending student, whether willful or accidental. **If textbooks are covered they should be covered with non-adhesive book covers.** All students are expected to immediately report to the office any damaged furniture or other school property.

## **Cubbies**

Each elementary student is assigned a cubby for personal use. Students are asked to maintain a clean and neat cubby, free from clutter. Books are to be stacked neatly. No open food or drinks are allowed to be brought back from lunch. Students are not to tamper with another student's cubby in any way, whatsoever!

## **Lockers**

Students in grades 6-12 will be issued a locker/lock. Please follow these guidelines:

1. Students should not switch lockers with another student and must use the locker he/she was assigned. Students who violate this rule will be subject to discipline.
2. Students must not share their own combination with any other student. This combination is given to them in confidence. What they do with it is their responsibility. Allowing others, even friends, to know a locker combination is the greatest cause for loss of personal items from lockers.
3. Lockers may be inspected at any time by the administration.
4. Lockers must be kept clean inside and out.
  - a. Stickers are not allowed on any part of the lockers.
  - b. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
  - c. Writing or painting on any part of the lockers is not allowed.
5. It is unwise to leave valuable items in a locker. Students should carry the items with them or check with the office if the items need special security.
6. Students should not enter anyone else's locker without permission from the student who is assigned to that locker. A staff member with a locker key must be present to open the locker.
7. Students are responsible to pay for lost locks and any locker damage they do in violation of the above rules.
8. Violation of any of the above rules can result in temporary or permanent suspension of locker privilege and any problems with a locker should be reported to the office.
9. The school is not responsible for lost, stolen, or damaged goods belonging to students.

*Administration advises that lockers/ locks remain locked at all times.*

## **Donations to Class/School**

FCS qualifies under article 501c3 of the Internal Revenue code as a non-profit institution. As such, donations to the school are tax deductible. As with any ministry, FCS depends on and encourages the generosity of the school family to provide many of the things needed for a quality educational program. Receipts will be issued for all donations received through the school business office. Parents should notify the business office of any donations for the school given directly to a class. A receipt will be issued. Gifts for a teacher, given directly to the teacher, become the property of the teacher and as such are not deductible.

## **Field Trips**

FCS seeks to incorporate educational field trips in our curriculum. Attendance on these field trips is required as a part of the academic program. In the event that a student does not attend or is asked not to attend due to behavior, the student is still financially responsible for the cost assessed each trip. A student may be financially exempt if the following conditions are met:

1. the reason for not attending is medical, and
2. the student has a written notice from a doctor stating the medical problem, or
3. the school is notified at least one week prior to the date of the trip (except for emergency illness, or injury.)

Only FCS students in the class(es) attending the field trip are allowed to go on the trip. Siblings, friends, visitors, etc. may not attend. Parents chaperoning/driving are as an assistant to the FCS instructor and have the responsibility of focusing on the students and assisting them in making each field trip a meaningful educational experience. Parents must also realize that the number of chaperones will often have to be restricted. This is frequently due to restrictions from the agency being visited. Chaperones must be either regular school employees (or those acting under the authority of the school) or parents/guardians of students at FCS.

### **Policy for chaperones going on field trips**

We are always grateful for the thousands of hours that parents accumulatively give to FCS each year. We could not do all we do without that help. We are especially appreciative of the parents who are willing to accompany students and teachers on field trips. In light of the fact that we always represent FCS and the Lord when we leave campus, the following policy is for all adults (volunteer parents included) when representing FCS on a field trip of any kind: local, national and international.

- The use of any tobacco product is prohibited
- The consumption of any alcoholic beverage is prohibited
- Participation in adult entertainment (including gambling), in any format is prohibited
- Adults may not leave the group they are chaperoning, for any purpose, except emergencies

The administration reserves the right to not allow a parent to participate on a field trip. Parents who are chaperoning at an event must sign and agree to the Volunteer/Chaperone form which is available on Sycamore.

### **Lost and Found**

Any items left overnight in classrooms, cafeteria, bathrooms, or out of place in the cubby/locker rooms will be taken to the lost-and-found. Articles may be claimed from the lost-and-found before or after school and between classes, but not during class time. Items not claimed will be donated to a local charity. Students are given advance notice in order to claim their lost articles. The school encourages parents and students to mark all personal items brought to school.

### **Lunch**

At FCS it is our desire to offer your children a warm and nutritionally balanced lunch option at an affordable price.

### **Ordering**

Pre-ordering meals is completed every two weeks by filling out a lunch form (which will be provided) and returning it to school with the payment. (To order, review the choices, check the meals you would like, add milk if desired, and total the order.) The order forms will go out on Mondays and are due back into the offices by Wednesdays at 8:30 a.m.

In addition to our lunch menu, we also offer a daily “*ala carte*” option. These items will be available for immediate purchase and payment without any type of advanced ordering needed. These items will rotate but will include things such as: desserts, chips, fruit, ice cream, yogurts, salads, fries, etc. Students who wish to participate in the *ala carte* program will simply bring money in that day and select items during Homeroom. Please note that lunches do not include beverages. However, milk can be purchased and limited soft drinks are also available.

Microwaves are provided so that students may heat items brought from home. When bringing lunch from home, students should be sure to bring all needed napkins, plates, and utensils as these will not be available at school and lunchroom supplies **will not** be available for extra activities such as parties.

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

### **Sick Policy for Meals Ordered**

From time to time you may have a child who is out sick on a day that you are ordering from the school lunch program. If this should happen know that we cannot offer refunds for missed meals. If your child has ordered, a meal has been bought and prepared for your child. If you would like to pick that lunch up or arrange to have it given to a sibling or other child that day please contact your office secretary.

### **Lunchroom Conduct**

The lunch program is a service to the students; therefore, the school will not tolerate any misconduct or “horseplay” in the lunchroom. The throwing of any items (food, lunch bags, paper, etc.) will not be permitted. Inappropriate lunchroom conduct will result in disciplinary measures.

**Elementary School (Pre K-5):** Lunch is eaten in the designed lunchroom area. Lunch items being warmed in the microwave must be limited to **two minutes or less**. Care must be taken to send items that will not damage the facilities. We request that only **light-colored drinks** be sent for snack time. Open liquids should not leave the cafeteria.

**Middle School:** Students are to enter the lunchroom in an orderly fashion. At dismissal time, students will be responsible to see that their lunch area (table and floor) is clean. No student may leave the lunch area until dismissed by a teacher. No food or drink may be carried into the classrooms or other parts of the building.

**High School:** Students are to enter the lunchroom in an orderly fashion. At dismissal time, students will be responsible to see that their lunch area (table and floor) is clean. No food or drink may be carried into the classrooms or other parts of the building.

### **Allergies**

FCS is not a peanut free or tree-nut free environment. It is our policy to establish measures to ensure a safe environment for students with different allergies, based on individual needs. However, FCS is not considered an allergy free environment.

### **Communicable Diseases**

FCS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent or rashes which may be transmitted whether directly or indirectly by a susceptible host, infected person or animal on to other persons. A teacher or office staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify a member of the administrative team. The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amoebas, Animal Bite to Humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Cancroids, Conjunctivitis, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen’s Disease (Leprosy), Hemorrhagic Fever, (HIV), Legionnaire’s Disease, Leptospirosis, Lymphogranuloma Venereum, Shellfish poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R.ickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibria Infections Conjunctivitis and Yellow Fever.

Any student or employee with a communicable disease, for which immunizations are required by law or is available, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances

warrant, FCS may require an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease. FCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

### **Student Accident Insurance**

While every precaution is taken for proper supervision for the prevention of accidents at school, accidents do happen. Accidents are immediately reported to the parents, and accident forms are completed. Parents are advised to carry adequate health insurance protection. FCS provides supplemental accident insurance for students. This insurance is designed to supplement the family's individual or group insurance coverage, but does not eliminate the need for such coverage (and may not cover the entire amount). The school also carries liability insurance. FCS does not recommend specific doctors. Parents should seek a doctor on their own individual health plan.

### **Healthcare Appointments**

Whenever possible, all-medical and dental appointments should be made outside of regular school hours. Academic problems often develop when students must continually leave school for medical purposes.

### **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**

FCS will send text messages and voice calls to school families, which contains notices of upcoming events, school closings, school delays, or early releases. FCS must have current cell phone information on file for your family. You will receive an opt-in text message. This text message is very important in opting yourself in for that part of the service.

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"**

### **Forms**

Forms needing signatures and pertinent family information to be filled in by the parents will be sent home with students or sent by email. Please return these forms in a timely manner.

### **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](http://www.fcspatriots.com)

### **Office Procedures:**

#### **Classroom Visits**

All parents are welcome in the school. However, when a visit to the classroom is necessary, **THE PARENT MUST CHECK IN AT THE OFFICE FIRST.** While we completely partner with parents, some instructional

times may be inappropriate for visits. **No parent is to go directly to the classroom during instructional hours.** If a parent wishes to talk with a teacher, arrangements must be made for a conference through the office. Teachers are happy to arrange for conferences at scheduled times; however, they should not be detained either before or after school, as an interruption could jeopardize the safety of our students. Lunches, homework, books, and other items may be left in the school office to be delivered to a child. Due to the nature of the Middle and High School structure, parents will need to leave messages for students in the office.

### **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 office and lunch visitation only.

### **Asbestos Notification**

On October 30, 2002, the Environmental Protection Agency published the Asbestos-Containing materials in Schools Rule (40CRG part 763 Subpart E). This new rule requires all public and private schools to inspect for friable and non-friable asbestos, develop asbestos management plans and address asbestos hazards in school buildings, implement response actions in a timely fashion and report results of the assessment studies to school employees and parent/teacher organizations. A copy of the inspection and management plan is available for your examination in the administrative office of your school. FCS has on file a letter from the contractors stating that all FCS buildings are asbestos free.

### **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 7:50am bell, between classes, and during lunch). Further training 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 own cell phones. There is a structured plan in place concerning communication for emergencies.

#### **Messages**

The instructional process in the classroom is important and needs to be guarded. Teaching time will only be interrupted for emergency purposes. Messages for teachers will be placed in their boxes. We will endeavor to give non-emergency messages to students as quickly as possible, but cannot interrupt classroom instruction for that purpose. Furthermore, students will not be called to the office to answer a phone call. Messages will be relayed between classes except in the case of an extreme emergency.



## **Solicitation**

Solicitation is forbidden at FCS without the permission of the administration. This policy includes the selling of any item, the distribution of political or religious materials, and the circulation of petitions. Students may not sell any items for the benefit of an individuals or groups outside the school during school hours. Names and phone numbers in the school directory may be provided to help promote fellowship between FCS students, teachers, and families. Those names, addresses, and phone numbers may not be used for any form of solicitation, either verbal or by mail.

## **School Events:**

### **Fall Retreat**

Grades 9-12 will be offered a Fall Retreat to promote unity and spiritual growth. All students are required to attend as the retreat counts as regular school days and promotes our purpose at FCS. An extra fee is required for this retreat.

### **Senior Trip**

Consistent with the school's vision and service requirements, the annual senior trip has an educational and mission emphasis. The trip will be reasonably priced and approved by administration. It is planned with opportunities for our students to spend time together before they graduate and leave for college.

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 2<sup>nd</sup> 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.

If the senior trip is scheduled prior to the senior's last day the senior will be required to come to class during the trip where they will work on various assignments independently unless administration has granted prior approval for non-participation. If at any point a senior decides not to attend for any reason, becomes academically ineligible, or is deemed ineligible by administration, that student will forego the right to receive any refund of monies previously paid to attend the trip. Refunds are not allowed due to the nature of dealing with travel agencies and/or trip advisors who enforce strict refund policies.

On the trip, students will still be required to adhere to FCS standards of conduct, dress, and behavior. The students must remain with the class group at all times and may not make individual plans outside of the planned trip. If a student fails to follow FCS policies or the guidelines set in place by the staff chaperones, we reserve the right to send them home at their family's expense. This will also include the cost of sending an adult chaperone home to accompany the student along with the chaperones return trip back to the trips location.

## **Extracurricular Activities**

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.

## **Spirit Week**

Spirit Week is held the week of homecoming and encourages both student and teachers to show their school spirit. Students who choose not to participate in spirit week will be expected to adhere to the normal dress code. Any student who wears something deemed inappropriate will be dealt with according to the discipline policy in this handbook.

## **Student Records:**

In accordance with accepted educational practice, records are maintained at FCS on our online grading software, Sycamore. These recordings included each student's report cards, standardized testing, health records, attendance, discipline records, community service records, and any other materials pertinent to each student's educational program at school. When the financial account is up-to-date, copies of these records will be available on Sycamore for immediate viewing and download. If a student's account becomes past due, the family is subject to being locked out of Sycamore, which will result in the inability to download or view grades, transcripts, etc. Once the student's account has been brought back into good standing the business manager will restore the family's ability to log into Sycamore.

## **Release of Records**

- a. FCS will release student grades, standardized test scores and medical information upon written request of another school system.
- b. No official school records, other than the transcript defined above will be released to a student's parents or a legal guardian, or any agency other than another school.
- c. The confidentiality of cumulative records will be maintained. The professional staff or other approved persons may have access to the records under conditions specified by the Principal.
- d. Records and transcripts will be forwarded to another school or college for students whose tuition accounts, fees and fines are current.

If the family of a graduating student is not current in tuition fee payments, or if fines are owed to the school, the report card, transcript and diploma will be withheld until the delinquencies are satisfied.

## **Parent Conferences**

### **Grades Pre K-12**

The school is an assistant to the home, and FCS recognizes the importance of working together to obtain spiritual and academic growth of the child. Therefore, conferences may be scheduled with parents as deemed necessary. At that conference the teacher will discuss overall impressions, observations, and recommendations.

### **Elementary School (grades Pre K-5<sup>th</sup>)**

As needed, times may be scheduled for parents and school personnel to meet in order to discuss the needs of the student. Please feel free to schedule a conference.

### **Middle School (grades 6-8) and High School (grades 9-12)**

At this level, parents may desire a conference with several teachers together. Those arrangements should be made through the office. Parents may contact individual teachers as often as desired. This is highly recommended if the student is having any type of difficulty in a class.

## **TUITION/FEE POLICY:**

### **Objective**

To ensure that tuition/fees are collected in a timely manner and to establish policy whereby unpaid tuition/fees are collected as quickly as possible.

### **Scope**

This process is to be followed unless other specific arrangements have been made between the Head of School and the families involved. Good faith will be presumed on the part of these families unless subsequent circumstances indicate no positive action can be expected.

### **Definition**

Payments are due on the 1<sup>st</sup> **of the month and are past due after the 10<sup>th</sup>.**

## **Guidelines**

The following process will be followed in the collection of delinquent accounts:

1. In the event tuition /fees are not paid within the first 10 days of the month due, a statement will be sent to all applicable families. This will be done no later than the 20<sup>th</sup> of the month and will indicate a late payment fee of \$25.00 on any outstanding balance.
2. If tuition/fees are not paid within 30 days of the original due date or a revised due date contained in written arrangements approved by the Finance Committee of the Board, the Head of School or his delegate will personally contact the responsible party by letter of notification, phone or in person that the account is 30 days past due. Any agreements and/or arrangements made at that time will be written, signed and filed with the business office of FCS.
3. If tuition/fees are not paid within 45 days of the original due date or a revised due date contained in written arrangements approved by the Finance Committee of the Board, the Head of School or his delegate will send via certified mail a pending removal notice to the responsible party.
4. If tuition/fees are not paid within 60 days of the original due date or a revised due date contained in written arrangements approved by the Finance Committee of the Board, the Head of School will inform the responsible party that the student(s) are to be held out of classes until the account is brought current.

**Please mail all payments and correspondence to:**

**1333 Faith Christian Drive  
Rocky Mount, NC 27803**

## **FCS BOARD OF DIRECTORS POLICY GOVERNANCE MODEL:**

The Board of Directors shall govern with the emphasis on (a) Biblically based integrity and truthfulness in all methods and practices, (b) outward vision rather than an internal preoccupation, (c) strategic leadership more than administrative detail, (d) clear distinction of board of directors and administrator roles, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactivity rather than reactivity.

In accordance with FCS by-laws, the property, affairs, and business of the corporation (FCS) shall be managed by the Board. The Board shall consist of between 7-9 members. The Board is a self-perpetuating board with a three year term length by the Board of Directors and unlimited term limits. At the end of three years, a board member can either role off the board or be re-elected as long as there are no moral, spiritual, or vision issues preventing re-election. Nominees for election are provided by the Head of School and board members. The nominees will go through an intensive interview process and approved names going forward will be sent to the parent body for feedback.

## **COMPREHENSIVE GRIEVANCE POLICY:**

### **Date Approved**

October 28, 2001 and Revised: March 2006

### **Objective**

To establish Biblical guidelines for the resolution of disputes and grievances in the operation of FCS.

### **Scope**

These guidelines are to be followed whenever there is a dispute or grievance concerning an aspect of FCS' operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, administration, and Board.

## **Definitions**

Dispute – Any disagreement that results in broken fellowship or trust between the parties, or that disrupt the lines of authority in the school, or which (in the judgment of either disputant) threatens the successful implementation of Faith Christian School objectives and goals.

Grievances – Any concern about any decision made by one in authority, where the concern is large enough to appeal the decision beyond that authority to the next level.

Concerns - The substance and details of the dispute and/or grievance.

## **Guidelines**

### **General:**

1. It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.
2. It is also understood that, especially during the attempted resolution of concerns, the principles of Matthew 18 and James 3 will be followed.

### **Student/Parent to Teachers:**

1. All concerns about the classroom must first be presented to the teacher by the parent, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.
2. If the problem is not resolved, the parent or student may bring the concern to the appropriate principal. If the student brings the concern, he must have permission from his parents to do so.
3. If the problem is still not resolved, the parent should appeal the decision to the administrator.
4. If there is still no resolution, they should request a hearing from the FCS Board.

### **Parent to Teachers Communication:**

It is clearly understood that parents come to FCS seeking the more open atmosphere our school can provide. Occasionally, during the course of the year, misunderstandings can arise between the parent and a staff member even in the best of circumstances. Often this is the result of inadequate communication between those involved. The following steps are to be followed so that reconciliation may be done, thereby, honoring God by how we handle differences. This policy is based on Matthew 18.

1. Speak directly with the person and discuss your concern in a cordial manner.
2. If you are not satisfied after following #1, ask to meet with the principal.
3. The principal will bring both parties together to help resolve the issue.

**REMEMBER:** The key is “how we approach the person” we have a concern with. The basic premise in Matthew 18:15-17 is founded upon reconciliation. Clearly it is understood that under the Lordship of Christ, problems should be handled at the lowest level. Any problem that goes to the Board must be communicated to the board president in writing within two (2) weeks of meeting with the administrator. The president will make the decision as to whether the entire board or a commission from the board will handle the problem.

### **Parent/Patrons to Administrator:**

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classroom), they should bring their concerns to the appropriate principal.
2. If the situation is not resolved, they should present their concerns to the administrator.
3. If there is still not resolution, they should request a hearing from the FCS Board.
4. This procedure applies to board members who are acting in their capacity as parents/patrons, and not as representatives of the Board.

**Staff to Administration:**

1. All concerns about the standards of the school must first be presented to the appropriate principal. A respectful demeanor is required at all times.
2. If the problem is not resolved, the staff member may appeal the decision in writing to the administrator, followed by a meeting to discuss the matter.
3. If the problem is still not resolved, the staff member may appeal to the board in writing and request a hearing. The request will be passed to the board through the administrator. The administrator must pass on all such requests.

**Volunteers to Staff/Administration:**

1. If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight (teacher, administrator, director, etc.).
2. If the problem is not resolved, then the concern should be presented in writing to the administrator, followed by a meeting with him to discuss the concern.
3. If the problem is still not resolved, the volunteer may request a hearing from the board in writing. The request will be passed through to the administrator. The administrator is required to pass the request on to the board.

**Individual Board Members to Administrator:**

1. If the specific concerns arise during a board meeting, board members may not challenge, rebuke, or debate directly with the administrator in the board meeting, but their concerns will be channeled through the chairman instead.
2. Any board member may call the board into executive session if a potential grievance or dispute arises during a board meeting.
3. If the board decided that the issue does not warrant executive session, the board will return immediately to open session.
4. If the board decides further investigation is warranted, the administrator will meet with the board in executive session to present his perspective and answer questions.
5. If the board decides against the administrator (2/3 vote required), the board will attach a written description of their decision to the administrator's annual job evaluation.
6. If the board does not decide against the administrator, any board member/s who is/are still not satisfied will be instructed by the board to drop the issue.

**PARENT RELATIONS:****Athletic Booster Club**

The Athletic Booster Club is one of two major fellowships at FCS. Its purpose is to work in support and encouragement of the entire athletic program at FCS. In addition to raising funds for the purchase of materials and equipment which fall outside the school budget, the Booster Club provides many volunteer hours assisting the school's athletic director and coaches. These include manning concessions and ticket booths at athletic events, providing opportunities for parent and student fellowship, etc. While the Booster Club primarily focuses on activities involving students at the secondary level, all parents are welcomed and encouraged to become involved.

**Parent/Teacher Fellowship (PTF)**

FCS desires a strong relationship with parents. We encourage suggestions and input that will improve the program. We also want to provide parents with suggestions that may enhance their home life and their child's educational career. We strongly encourage every parent to be involved in any way they can, especially in our Parent-Teacher Fellowship. PTF meets from time to time throughout the year. Please give these meetings a high priority in your yearly schedule. The Parent-Teacher Fellowship functions under the authority and

direction of the Board of Directors. The primary function of PTF is to support our teachers and school and bring ultimate glory to God in all that it does.

For your convenience, the school calendar of events is available for viewing or downloading on our school's website or online grading system Sycamore. If you would like to volunteer for any event or would like to help the PTF in any way, please contact the current PTF president and he/she will be glad to help you get involved.

### **CLASS RESPONSIBILITIES:**

Middle School and High school classes will each be assigned sponsor(s) who will coordinate and supervise extracurricular class activities (including school auction, fundraisers, and class trips). The class sponsors will also supervise class elections as follows: President, Vice-President, Secretary and Treasurer. Non-refundable class dues will be billed on your monthly statement at \$50 per year due by Nov. 1<sup>st</sup>. The class dues are used to help fund the class responsibilities.

Note: Job descriptions are attached for class officers.

**Student involvement and responsibility is part of our process for raising Christian leaders. Therefore, students are required to assist and work with student life activities. Failure to do so will result in exclusion of profits received for your student account and/or may require additional work detail.**

Beginning with the sophomore year, classes are assigned the following responsibilities that are to be taken care of by the class, parents, and sponsors:

#### **Sophomores: 10th Graders**

**Homecoming** – The sophomore class is responsible for Homecoming including decorating and clean up. Class sponsors and students plan the Homecoming theme and decorate accordingly.

#### **Juniors: 11<sup>th</sup> Graders**

**Secret Junior** - Each junior is assigned one or two seniors to pray for and encourage throughout the year. Each junior will present a senior gift to their designated senior at Senior Chapel.

#### **Seniors: 12<sup>th</sup> Graders**

**Senior Trip** – Each class sponsor, officer and senior is responsible for planning and financing the senior trip. The senior trip is designed to honor the Lord Jesus Christ as students and sponsors work together to plan an educational/ministry trip. Students are responsible to raise funds for the trip. FCS will provide the framework and schedule of the trip.

## STATEMENT CONCERNING IMPORTANT FORMS AND DOCUMENTS

The following forms are available on Sycamore under the Documents tab:

MASTER CALENDAR  
SUMMER READING  
STUDENT SUPPLY LISTS  
DRESS APPROVAL INFORMATION  
PLANNED ABSENCE REQUEST FORM 6-12  
PLANNED ABSENCE REQUEST FORM K-5  
MEDICAL – DISPENSING OF MEDICATION (MORE THAN 2 WEEKS)  
MEDICAL – DISPENSING OF MEDICATION (LESSTHAN 2 WEEKS)  
AFTERSCHOOL CARE FORM  
COMMUNITY SERVICE SHEET  
VOLUNTEER DRIVER APPLICATION

Forms will be continually added to this location as required.

# APPENDIX



Faith Christian School has established a computer network and offers **limited** Internet access for student use. This will allow students access to a variety of Internet resources. In order for students to use the Internet, students and their parents or guardians must first read and understand the following acceptable use policies.

### I. Acceptable Uses

- A. The computer network at FCS has been set up in order to allow Internet access for educational purposes. This includes classroom activities and research activities at only those sites directed by the supervising teacher or staff.
- B. Students will have access to the Internet via lab computers and Chromebooks **only**. Student access is limited to only those times in which they are in a class that is using the Internet as a class or have the permission and supervision of a teacher or staff member.
- C. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time.
- D. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect material placed on the network may be viewed by a third party.
- E. Network users must keep any assigned passwords private. Accounts and/or passwords may not be shared.
- F. Network users are expected to adhere to the safety guidelines listed below.

### II. Unacceptable Uses

- A. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from the network administrator.
- B. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
- C. Use of the network for advertising or political lobbying is prohibited.
- D. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
- E. Network users may not use vulgar, derogatory, obscene, language or images. Users may not engage in personal attacks, harass another person, or post private information about another person.
- F. Network users may not log on to someone else's account or attempt to access another users files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
- G. Network users may not access websites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher and/or network administrator.
- H. Network users may not engage in "spamming" (sending an email to more than ten people at the same time) or participate in chain letters.
- I. Network users may not install or use virtual private networks (VPNs).

III. Safety Guidelines for Students

- A. Never give out your last name, address, or phone number.
- B. Never agree to meet a person you have met online unless you first have the approval of a parent or guardian.
- C. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
- D. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. FCS expects you to follow your parent’s wishes in this matter.

IV. Parent/Guardian Permission

I have read and agree to abide by the above stated Internet Acceptable Usage Policy for Faith Christian School. I give my child permission to access the network as outlined above. I also understand that Faith Christian School reserves the right to release photos and class work for publication in yearbook, newsletters, newspapers, social media, etc., and for the promotion of the school. I have read and understand this disclaimer and give permission for my child’s photograph or class work to be used by the school. I also understand that my child’s work (writing, drawings, etc) may occasionally be published and made accessible on the Internet.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Faith Christian School Chaperone/Volunteer Guidelines:**

I agree to be a chaperone for Faith Christian School and agree to the following:

1. FCS Faculty/Staff/Coach is the “leader” and in charge. I understand that I will be assigned a group of students and will maintain control of them. If a child disobeys, I will notify the leader. I will supervise my group at all times and go where the students go and students are to stay with me, unless other permission is given. I will participate in all group activities, especially any mission related activities.
2. Approved Driver. I will complete the Volunteer Driver Application Form and be on the approved driving list.
3. Cell Phones. I will bring my cell phone for safety reasons. I will obtain the leader’s cell phone number and provide my numbers so everyone has contact information and can be reached at any time during the trip.
4. Car Seats/Air Bags. Where required, I will ensure that students are in car seats and seat belts at all times with one child per working seat belt. I am aware of the air bag restrictions in my vehicle and will comply with the rules for safe transportation of children.
5. Speed/Driving Procedures. I will follow directions given for the destination and obey the rules of the road concerning speed and driving procedures. If I arrive early, I will keep the students with me and adequately supervise them. If I become lost or experience car trouble, I will contact the leader immediately for instructions. I will not rent a separate vehicle, unless in an emergency situation.
6. Dress Code. I will comply with FCS dress code unless other arrangements have been set for the day by the leader and ensure the students adhere to the dress code as well.
7. Special Treatment. I will not treat any student or group of students differently than others. I will not buy gifts or other things unless it is enough for the entire group.
8. Moral Character. (Colossians 3:17) I will not smoke, partake of any alcohol, or behave in a manner that would negatively influence the students on a trip or in a school activity. I will not spend money on treats or souvenirs or bring treats for the group that shows partiality to a few. I will be impartial if my child is in the group and be fair and consistent with all. I will monitor and supervise all music playing in the vehicle and only allow “G” rated movies to be played on a DVD. I will contact the leader (or school office) immediately if I am unable to supervise a trip or volunteer for an activity I had committed to doing.

I understand and agree to follow the guidelines above and failure to comply will eliminate further eligibility to chaperone trips or volunteer for school activities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**DRESS APPROVAL INFORMATION**

All dresses must be approved after all alterations are complete. We do not approve pictures of dresses. All dresses *including undergarments* must be tried on and approved by school office.

Spaghetti straps are allowed. Dresses with halter-tops may also be worn provided they are not cut too low as to reveal cleavage. Dresses, which are designed to go over one shoulder, may also be worn provided they are not too low on the opposite side where no strap is used. The backs of dresses must be modest and come high enough to cover a midline bra strap. Splits may come no higher than two inches above the knee. Strapless dresses are allowed as long as no cleavage is showing. Undergarments should not draw attention to cleavage. Students who alter their dress after approval or switch undergarments after approval will not be allowed to participate in the school activity.

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**The following criteria must be met:**

The back cannot be lower than a midline bra strap

The front does not show cleavage while standing, sitting or bending over

No splits more the 2" above knee

Dress is modest, according to FCS standards

\*\* Any required alterations that are not completed and pre-approved prior to the event, will result in disciplinary action and could lead to removal from event. \*\*

Student's name \_\_\_\_\_

Dress color \_\_\_\_\_

Signature \_\_\_\_\_  
Office Representative

Dress tape yes \_\_\_\_\_ no \_\_\_\_\_

Signature \_\_\_\_\_  
Office Representative

Date Approved \_\_\_\_\_