

**Faith Christian School  
Parent Student Handbook  
Grades K-12**

<b>INTRODUCTION</b>
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**Mission Statement**

FCS is a non-denominational school founded in 1988 serving Christian families of the East Valley. FCS operates with delegated parental authority to raise up disciples of Jesus Christ using a distinctively Christian Education from a historic reformed perspective.

**Vision Statement**

Our commitment is to challenge students to grow as Christian servant-leaders and to take their place as responsible members in the Kingdom of God by training the whole child to their highest academic, social, physical, creative, and spiritual potential.

**Accreditations**

Faith Christian School is accredited by Christian Schools International and AdvancEd (NCA).

**Position Statement**

Faith Christian School is Christian in both name and practice. As such, we endeavor to teach as well as live according to the revealed Word of God, that is the Bible, as traditionally interpreted by the historic Christian Church and codified in such Reformed creeds as the Westminster Confession, the Belgic Confession, the Canons of Dort and the Baptist Confession of 1689.

While FCS strives for unity as a body of believers, we realize there are some critical, spiritually-based issues that are foundational to the mission and values of the school. These issues are outlined below:

**Foundational Issues**

Faith Christian School takes a Biblically determined, unqualified position in opposition to:

1. Abortion (Ex 20:13, Lev 18:21)
2. Adultery (Ex 20:14)
3. Substance Abuse (Eph 5:18, I Cor. 6:15, 19)
4. Gender Re-definition (Gen 1:27)
5. Homosexuality (Rom 1:26, 27, Lev 18:22)
6. Pornography (Ps 101:3a, Job 31:1)
7. Premarital Sex (I Thes 4:3)

Each of these is based upon the clear teaching of scripture and will be held without compromise. 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 compelled to defend, protect, and value all human life. (Ps 139)

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 (I 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; I Cor. 6:9-10).

We believe that our bodies are members of Christ's body and the temple of the Holy Spirit of God (I Cor. 6:15, 19). As such, they are to be treated in such a way as to promote life and good health. Substance abuse, including drunkenness (Eph. 5:18) and drug abuse (both legal and illegal) are violations of God's intent for our physical bodies.

We believe that in order to preserve the function and integrity of Faith Christian School as a part of the Body of Christ, and to provide a biblical role model to the families and students who make up the school, and the community, it is imperative that all persons employed by Faith Christian School in any capacity, or any who serve as volunteers, agree to and abide by this Position Statement. (Matt. 5:16; Phil. 2:14-16; I 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; I 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 nor the teachings of Faith Christian School.

#### Qualified

1. Legal Drugs (tobacco and alcoholic beverages) - There does not appear to be a clear Biblical direction regarding the use of tobacco and alcoholic beverages except in the case of drunkenness. However, inasmuch as our current society has experienced serious health and socioeconomic problems relating to the use of both, we would discourage the use of either.
2. Euthanasia – There is a wide variance of definition of the term euthanasia. The definition which FCS would take a stand against would be the willful act of inducing or speeding up the death process of a human life.
3. Divorce – The Bible teaches it is clearly God's intent that a man and woman would be married only to each other for a lifetime. There are, however, different interpretations of the Biblical reasons for divorce and God's view of the same. Therefore the issue may be referred back to the individual home and church to be resolved Biblically.

Neutral

The school takes no position relative to the following issues:

1. Speaking in tongues
2. Form of Baptism
3. The church and politics
4. Political endorsements
5. Healing
6. Communion

“No position” is defined as viewing an issue to be nonessential to salvation but which has much variance among Christian Evangelical groups as they interpret scripture. Therefore, any formal discussion of these would be referred back to the home and church for that individual to determine for him or herself. This would not prevent a teacher or staff member, if asked, from giving his or her personal point of view.

This brief Position Statement of beliefs 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 Faith Christian School’s faith, doctrine, practice, policy, and discipline, our school board is the final interpretive authority on the Bible’s meaning and application.

At Faith Christian School, we believe that the home and the school cooperate in the education of a child and therefore it is essential that both home and school walk together in agreement for the child’s best interest. We realize there are a variety of views on some of the above issues, just as there are a variety of school choices available to parents. If on the above or similar religious-based issues there is disagreement between the child’s home and the school, the parent may choose to enroll their child at a school more aligned with their belief system, remove the child with grace if the child has already enrolled, or choose to submit to the school’s position in these areas for the sake of the child and all children who attend the school. It is important that all of our parents work to not disrupt or create tension so that the education of all children at the school will not be affected.

Because these are foundational issues, all employees or applicants of Faith Christian School are expected to be in agreement with the above Position Statement, both in profession and practice, both publicly and privately. Violations of the foundational issues, whether in belief or action, are considered justified grounds to not employ or to terminate if already employed. The same expectation is held for school board members and volunteers of the school.

<b>ADMISSIONS</b>
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Faith Christian School admits students of any race, color, 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, scholarship programs, and athletic and other school administered programs.

## **Student Records**

Upon admission, each student is required to provide a copy of their birth certificate, immunization records, and permission to obtain records from a previous school. This file is treated confidentially and is not accessible without permission.

## **Re-enrollment**

During the spring of the year, students already attending the school will be automatically re-enrolled and the registration fee applied to the account unless the family notifies the office.

## **ADVISOR-ADVISEE PROGRAM**

Each student in grades 7 through 12 is assigned a teacher as his/her advisor. If parents have general questions regarding the progress of their child, initial contact should be made with the student's advisor. Parents should feel free to contact any teacher about specific problems or questions in that class.

## **ATHLETICS\***

### **Varsity Sports**

Participation will be open first to students in grades 9-12. If there are still vacancies on the teams, participation will be extended to the Junior High. Junior Varsity teams for the Junior High will be provided if there are enough students to participate and if coaching staff can be supplied.

Practices are scheduled at designated times. All athletes are expected to be at practices.

It is necessary to collect a sports fee for each sport in which a student participates in order to pay for the equipment and the referees. All fees must be paid at the beginning of each season. No student will be issued a uniform until the fee has been paid.

### **Eligibility**

Student-athletes will be required to demonstrate a commitment to academics and respectful behavior by conducting themselves in the classroom in a manner that prevents them from earning detention.

Athletes who go over 30 minutes of detention a week may forfeit eligibility for games. For every 15 minutes served in detention over the 30 minutes, they may be suspended for a game.

### **Physical Fitness**

Each student-athlete is encouraged to be prepared for the season by being physically fit to participate in a high level varsity athletic contest. This is ultimately for the student's safety and prevention of injury. A physical signed by a doctor is required before the first practice.

### **Expectations of Student Athletes**

Each student-athlete is expected to attend every practice and game. Coaches must be notified, ahead of time, in the event a student-athlete will be late or miss a practice or game. Failure to attend practices, without coach's consent, may result in (1) a lower grade or loss of credit, (2) less playing time during games, or (3) suspension from the team. If a player is injured, he/she will still be required to attend each practice and game, unless excused by their coach.

If absent from school on a game day, the student-athlete will not be allowed to participate in the game. Unless he/she is excused by the coach or administration, he/she will be required to attend the game to support the team.

All student-athletes declared ineligible, whether for detention, suspension, or probation will be required to attend stated practices and may be required to attend scheduled games without the opportunity to participate. In the case of absences, and behavior, the student may be required to NOT attend the game.

The athlete is expected to handle all conflicts in a Biblical manner, using the Matthew 18 Principle as a guide. This would include conflicts with other team members and coaches.

### **Uniforms**

Each student athlete will be responsible for his/her game and practice uniforms. It will be their responsibility to bring and have a clean uniform for each game.

### **Character and Respect**

When participating in a team sport, each student-athlete will understand that they will have a specific role on that team. During competition, each student-athlete's attitude and character must reflect that of Christ's.

Each athlete is expected to respect all authority, beginning with the coach. He or she is also to consider the officials of the games to be the God-ordained authority for that game, and humbly submit to their decisions, even if the official is wrong.

Each athlete is expected to respect the other team and its coaches and fans. At no time will disrespect towards the other team be tolerated.

### **Parents**

Parents are expected to attend games as much as possible to show support for their child and the team. Parents are expected to maintain objectivity with regard to their child and sports. Parents are encouraged to have confidence in the coach - that he or she is acting in the best interest of the child and the team.

### **Forms and Physicals**

All required forms are due before the first practice.

### **NCAA**

Student athletes who plan to participate in NCAA athletics should keep all assignments in their core classes in a file until they are accepted to a university. They may be asked at random to submit these assignments.

<b>ATTENDANCE</b>
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Regular attendance is essential for each student. Attendance at school is mandatory for a student to attend an after school extra curricular activity. Occasionally there are events outside of the normal classroom (field trips and concerts) which students involved in these classes are expected to attend. Please do not ask that students be excused from classes except as outlined below.

## **Absences**

Parents should call school by 9:00 on the morning of an absence. At that time the reason for the absence should be offered.

There are two types of absences - excused and unexcused. Absences are considered unexcused unless a parent calls or a note from the parent is brought in by the student. The note or call does not guarantee the absence will be excused. It is not the note or the call itself, but the reason for the absence that will determine whether or not the absence is excused.

## **Excused Absences**

Absences due to personal illness, medical appointments which could not be scheduled after school, death in the family, or serious family situations are classified as excused. Make-up work, with credit, will be given, although it is the student's responsibility to contact the teacher to obtain missed assignments.

Special activities often can be a vital part of a student's education. Students will be allowed a maximum of 5 days excused absences per year for special activities as long as the following criteria is met:

- The student must secure a "Planned Absence Form" from the office and return the completed form at least three days before the absence.

Make-up work with credit will be given. Make-up work and credit may be withheld when students are absent beyond the allotted days allowed for such activities or if the above guidelines are not followed.

Students will have one day for every day absent in order to complete homework and tests. For long absences, or extenuating circumstances, the student must consult with the teacher to request extra time.

## **Unexcused Absences**

All absences falling outside the categories stipulated under "Excused Absences" will be considered unexcused.

All class work, tests, and quizzes are to be made up. However, they may receive reduced credit and may result in a grade of "0".

Multiple unexcused absences may result in parent conferences, probation, or expulsion.

## **Excessive Absences**

Excessive absence from school is defined as twenty or more days absent (excused or unexcused) in a year. (10 absences per semester)

### **Elementary**

At 20 days absent, the principal will determine a course of action that may involve lowering of the student's final grade in each subject by at least 5% or retention of the student.

### **Secondary**

The final grade is affected any time a student misses 10 days of the same subject in a semester. Each absence in excess of ten results in the final semester grade being lowered five percentage

points. All absences, except for school related reasons, are included in the 10 limit. A warning letter will be sent home after missing 7 days of any class, and again after 10.

In cases involving prolonged illness or unusual circumstances, an appeal may be made by the parents, and granted by the school board.

## **Arrival at School**

Students are not to be unsupervised on the school grounds.

### **Elementary**

Parents may line up in the area designated by the administration. A school representative will assist students out of their vehicles and initial a sign-in sheet which officially places the child in our care. Doors will not open until 8:15 a.m.

## **Tardy to School**

Students who arrive after the program start time are considered **tardy**. Anytime a student is tardy, he/she must report to the school office to check in. All students are given five late morning arrival excuses per semester.

### **Secondary**

If a student is late enough to miss 20 minutes or more of any class, he is considered absent, not tardy, from the classes missed. (See above, "Absences").

If a student exceeds the five tardies, each additional tardy will result in make-up time to be served after school. For example, if a student is 1-5 minutes late, they will serve 5 minutes make-up time after school. If a student is 6-10 minutes late, they will serve 10 minutes after school, etc. Students in excess of 10 tardies will serve double the time, up to 20 minutes.

After the tenth tardy, there will be a call to the parents. And after the fifteenth the student may be placed on probation; this could result in credit being withheld for the class or the student may be asked to withdraw.

## **Early Out**

Students are expected to remain in class for the duration of the school day. When students are signed out early, they miss a crucial part of the school day.

### **Elementary**

Early outs will be kept on record each quarter. If a child is being signed out early on a consistent basis, the principal may contact the parent to seek a solution.

## **Leaving School**

All students are expected to be picked up within 15 minutes of class dismissal. If for some reason this is not possible, please advise the school office as early as possible. Not picking up children in a timely manner can detain and inconvenience the staff. Students will not be allowed to remain on campus, either in or outside of the buildings without school staff being present. Once a parent has arrived, he or she is responsible for the oversight and supervision of his or her child.

Elementary students will not be released to a Lyft/Uber/cab driver if an approved pick-up person is not in the car. Secondary students are encouraged not to use Lyft/Uber/cab driver for safety reasons;

however, if a parent is desirous of this service, please notify the office that your child will be picked up by a driver.

### **Elementary**

Parents will be given a 15-minute grace period to pick up their child at the end of the school day. After this grace period, parents may be charged 50 cents a minute until someone arrives to pick up the child. Parents must sign the child out in the school office. A record will be sent to the Financial Supervisor for billing at the end of each month.

### **Secondary**

If you desire your child to remain for a few minutes to play basketball, work on a project, or visit with friends, please provide adult oversight.

All requests to leave campus during the school day must be cleared through the office. Parents are to notify the office, by note or phone call, before 9:00 a.m. of any early or partial day dismissal, emergencies excepted.

Any time a student leaves campus during the school day, a parent must sign the student out in the office. Students will remain in class until the parent arrives. Exceptions will be made for those students who drive themselves to school. In such cases, the student themselves must sign out in the office before leaving.

<b>CONFLICT RESOLUTION *</b>
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The grievance or complaint procedure is the same for all: student, parent, teacher, administrator, or school board member. We ask all members of Faith Christian School to follow the Matthew 18 principle.

Matthew 18:15-17: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; . . ."

First, the individual with the complaint must go to the source of the grievance in an effort to reconcile the situation at the lowest possible level.

Once it becomes evident that resolution is not possible, the complaint should be brought to the next highest authority in the chain of command. If resolution is still not possible, follow the chain of command to the next highest authority.

The School Board is the final authority in matters of complaint or grievance.

<b>CURRICULUM- ELEMENTARY</b>
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### **Elementary Requirements**

During the primary school years, all students will be required to take the following classes: Bible, English (grammar and composition), spelling, science, math, history and reading. In addition to the



academic classes, the students will take PE, art, computers, and music. Foreign languages will be offered as scheduling allows. All 3<sup>rd</sup> graders will participate in recorders and 4<sup>th</sup>-6<sup>th</sup> graders are required to participate in band. (Exceptions may be made in rare cases involving students with special needs. A formal exemption request must be submitted to the principal for consideration giving specific reasons and documentation supporting the request.)

### **Elementary Band Philosophy\***

Faith Christian School feels extremely blessed to be able to offer a music program that includes band. Studies have shown participation in band to have numerous benefits: building confidence, exercising discipline through practice, providing an outlet for emotions and self-expression, developing teamwork skills, improving listening skills, and developing hand-eye coordination. Playing an instrument has also been directly linked to a significant positive impact on the brain leading to increased academic achievement.

Students are expected to work hard and respect the hard work of others by practicing consistently and making every effort to perform to the best of their God-given abilities.

While every student may not be gifted musically, we believe that every child can benefit from participation in band and can learn valuable skills from their band experience

Parental support is crucial for the child and band program to be successful. It is expected that parents will obtain an instrument for their child by the required date and that they will encourage their child to bring his/her instrument to class, practice the prescribed amount of time, and demonstrate a positive attitude even in the face of potential challenges. Specific skills and sufficient effort must be demonstrated before the student will be promoted to the next band level.

### **Performance Attendance Policy\***

Dates are given well in advance and students are expected to be in attendance. Missing a performance, regardless of the reason, will in most cases result in a deduction of your child's grade, up to and including a failing grade for the quarter. Advanced notice should be given in writing with a detailed explanation of why your child will be missing a performance. Grade deductions will be made at the discretion of the teacher and/or the elementary principal.

<b>CURRICULUM- SECONDARY</b>
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### **Junior High Requirements**

During the 7th and 8th grades, all students will be required to take two years of the following: Bible, math, science, English, history, and PE. Electives will be offered to Junior High students as scheduling allows.

### **High School Courses and Graduation Requirements**

Not every course may be offered each year. However, each required course is offered in a sequence that enables students to meet graduation requirements by the end of four years of high school at Faith Christian School

### **Course Credits**

A unit of credit is granted for work completed in a subject meeting one period daily for the academic year. One-half unit of credit is granted for work completed during one semester of the academic year. Classes not meeting daily will receive credit based on the number of minutes per week the class meets.

## Curriculum Requirements/Recommendations

Twenty-six credits are the minimum required for graduation at Faith Christian School, including the specific courses listed in the chart below. A student meeting these requirements will earn an Academic Diploma. Students may choose to earn a Scholastic Diploma. This diploma is earned by completing 28 credits with the classes specified below. Admission requirements to colleges and universities vary greatly. Students should consult the catalog of schools they are interested in attending to determine the exact course work needed.

### Dual Enrollment

Dual enrollment credits may be offered to eligible 11<sup>th</sup> and 12<sup>th</sup> grade students. Students must maintain a 3.0 to be eligible and must also meet the criteria of the college. Credits must be approved by the administration if they are to be applied to a student's graduation requirement.

### Drop/Add

At the beginning of each semester, high school students have two weeks in which to drop or add courses. After that time and up to the time when the first quarter grades are recorded, a grade of W (withdrawal) will be given for any course dropped, and they will not be allowed to join another course in progress. If a student drops a course after the first quarter is completed, a failure grade will be given for the semester. This failure grade may be waived under extenuating circumstances by the administration. The decision of the administration is final. If a student drops a class after the first semester grades have been recorded, the first semester grade will remain on the transcript.

### Summer School

Faith Christian School offers a unique curriculum. The subjects taught are not always the same as other schools. Students will generally not be granted permission to take courses elsewhere in order to advance their class standing toward graduation. Any courses taken in this manner without prior written consent of the administration will be solely for the student's personal enrichment.

Students who need to make up credit due to failure must first try to complete the work at Faith. Enrollment in a summer school program must have the prior, written consent of the administration to be sure that the credit will be applied toward graduation requirements.

## Graduation Requirements

REQUIRED SUBJECTS	Academic Diploma Number of Credits	Scholastic Diploma Number of Credits
<b>Bible</b>	<b>4</b>	<b>4</b>
<b>English</b>	<b>4</b>	<b>4</b>
<b>Mathematics</b>	<b>4</b>	<b>4</b>
	(Through Algebra 2)	(Through Pre- Calculus)
<b>Science</b>	<b>3</b>	<b>4</b>
Physical Science	1	1
Biology	1	1
Student Choice	1	
Chemistry		1

	Physics		1
<b>Social Studies</b>	<b>4</b>	<b>4</b>	
World History and Cultures	1		1
American History	1		1
American Government	0.5		0.5
Free Enterprise	0.5		0.5
Political Philosophy	1		1
<b>Foreign Language (2 of same)</b>		<b>2</b>	
<b>Physical Education</b>	<b>1</b>	<b>1</b>	
<b>Fine Arts</b>	<b>1</b>	<b>1</b>	
<b>Computers</b>	<b>1</b>	<b>1</b>	
<b>Senior Seminar</b>	<b>1</b>	<b>1</b>	
<b>Electives</b>	<b>3</b>	<b>2</b>	
	Total	26	28

Starting with the class of 2015, Scholastic Diploma recipients will need to take one course online.

<b>DISCIPLINE</b>
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**Classroom Discipline\***

Faith uses Assertive Discipline in the classroom. Each teacher will give his or her students a written copy of their specific classroom expectations so parents, students, teacher and administration are clear on the standards. Verbal instructions of one in legitimate authority carry equal weight and obligation to written rules. Some teachers use their own consequences which will be explained at the beginning of the year. The warnings and consequences are accumulated throughout the entire day. Each student starts the next day with a clean slate.

We strongly support an active program of positive reinforcement so that students are rewarded when positive behavior is exhibited.

**Disciplinary Actions**

For violation of the rules, the following consequences are given:

**Elementary**

- First Offense: Name written on the board as a warning.
- Second Offense: A check is given.
- Third Offense: A second check is given.
- Fourth Offense: The child is sent to the principal’s office.

**Secondary**

**Detention**

Students will receive a visual warning followed by 10 minute increments of detention. Detention is held during lunch each day as needed. If the detention is not served at the required time, the student will receive an additional 10 minutes. The parents will be notified by note. Excessive detention will require a conference with the parents and the administrator. If excessive detention continues, it could result in suspension or expulsion.

### **Serious Disregard of the Rules (SDR)**

Students who show a serious disregard for the rules will be issued an SDR. This will be given by a teacher or staff member who observes a lack of respect for the authority or a consistent unwillingness to abide by the rules of the school. A written record will be made of the infraction, date, time, teacher, and the reason the teacher felt it was a serious disregard of the rules. This will be presented to the principal. The student may make an appeal to the principal or administrator regarding the SDR, but the decision of the administrator is final. Parents will be notified of the SDR. Receiving an excessive number of SDR's will affect a student's eligibility for school trips and events.

### **On Campus Suspension**

Some disciplinary problems may result in the student being on campus, but separated from the rest of the student body for the school day. Students will be required to complete missed class work and make up any missed tests and quizzes.

### **Suspension**

More serious infractions may result in the student being suspended from school for one or more days. During this time the student is not to come on campus. A parent may pick up necessary books and assignments. More than one suspension may result in the student being expelled for the remainder of the semester and/or year. One or both parents will be required to meet with the administrator prior to the student's reentry into school.

### **Probation**

A student who displays serious academic, attitude, or behavioral problems may be placed on probation for a specified period of time. The purpose of the probation is to give the student time to correct the problem and/or refrain from further occurrences of the problem. If there are further serious infractions or lack of improvement, the student may be asked to withdraw from Faith Christian School.

### **Expulsion**

Expulsion may occur if the student fails to respond to probation, receives a second suspension, or is in possession of alcohol, drugs, tobacco, or a weapon. When the administration determines that a student should be removed from Faith, the administrator will bring that recommendation to the School Board. If the Board is in agreement with the recommendation, the student will be removed from the school. The parent is responsible for paying for the month the student was expelled and the next month.

## **On Campus Regulations**

### **Automobiles**

Cars driven by students and parents are to be driven responsibly on the school grounds. A 10-mph speed limit is to be observed at all times. Special care is to be taken when any children are present in the parking lot or on the playgrounds. Any student driving in a reckless manner will have the privilege of bringing a car on campus revoked.

All students must park in the spaces designated for FCS students. No student is to go to the car during the school day without permission.

## **Boy-Girl Relationships**

Boy-girl relationships are a normal part of pre-teen and teenage years. However, there is to be no public display of affection between boys and girls on the school campus (including the parking lot) or at school functions such as sporting events, fundraisers, service projects, etc. Any promotion or practice of homosexual behavior as contrary to our position statement is prohibited as well.

## **Care of School Property (including Textbooks)**

Students are responsible for the care and protection of the school building and other school property. Students will be held responsible for any damage or defacement of the building or any school property, by marking and/or scarring.

The school issues all basic classroom texts to the student for use during the school year. These texts remain the property of Faith Christian School and should be treated as such. Hardback textbooks are required to be covered at all times. The condition of the text will be recorded at the time it is issued and examined again at the end of the school year.

The student must pay for all lost or damaged textbooks. Report cards will not be released until the textbook record is cleared.

## **Cell Phones**

### **Elementary**

Students are not permitted to use cell phones while on campus. If a phone is brought to school, it should remain in the child's backpack at all times.

### **Secondary**

Cell phones are not to be used to receive or send calls or text messages during class. Students are to have their phones off and are encouraged are to store them in their locker, purse, or backpack.

Phones used by students at inappropriate times will be confiscated and held by the principal or his/her designee. After the first offense, the phone will be returned at the end of the day to the student. After the second offense, the parent will have to retrieve the phone from the principal. After the third offense, the phone will be securely held in the school's possession until the end of the current semester. Any subsequent offenses will require that the phone be held in the school's possession until the end of the current semester.

## **Closed Campus**

Faith has a closed campus. Students must stay on school grounds from the time they are dropped off until their ride returns to transport them from school. Students may not leave campus for lunch or snacks unless they are not returning to campus, or are under the direct supervision of their own parents.

## **Food and Drink**

Food and drinks are to be consumed only in designated areas. Each student is to be thorough in cleaning up his or her area after eating. There is never to be food or drink around the computers.

## **Gum**

Students may not chew gum on campus.

## **Laptop Computers**

Laptop computers are allowed for student use as long as they are used for legitimate educational purposes, are not disruptive to any student and are permitted by the individual classroom teacher.

## **Lockers and Locks**

### **Secondary**

Students will be assigned lockers and locks will be provided. If the lock is not returned, the student will be charged a fee. Students will be responsible to keep their lockers locked and use only the lockers assigned to them. Open containers of any liquid may not be stored in a locker. The student will be responsible for any missing materials due to an unlocked locker.

## **Plagiarism**

Plagiarism is a matter we must take very seriously, because in its essence, it is sin. It is our goal to teach what plagiarism is and methods to avoid it. If a student is caught plagiarizing, he/she may have an opportunity to rewrite the paper. Other consequences may include, but are not limited to, receiving a zero on the portion plagiarized, failing the assignment in question, and failing the quarter or semester. Continued plagiarism may result in suspension or expulsion.

## **Radios, Ipods, Etc.**

Ipods, Ipad Touch, MP3 players and music on cell phones are not to be used during school hours. If there is a specific reason for a music device to be used for a class, permission must be obtained from the teacher.

## **Taping or Video Taping a Class**

Any students wishing to tape record or video tape a class or any part of the school day must obtain permission in advance from the teacher. Any student who tape records or video tapes a class or any part of the school day, regardless of the reason, without the express permission of the teacher or school individual involved is subject to disciplinary measures, including but not limited to suspension or expulsion.

## **Internet Posting Policy**

Audio and visual recordings are often made by parents of their children's participation in school activities or events. These are appropriately used for the private enjoyment of the student and his or her family. However, any distribution or publication of an audio or video recording of a program, event, or classroom activity, including but not limited to publishing on a website, without the written consent of Faith Christian School administration is prohibited.

## **Computer Usage**

Computer users are expected to use all computer resources for purposes appropriate to the educational environment at all times, including computer equipment at school not owned by the school, such as student- or parent-owned laptops. The school will not be responsible for any damage users may suffer while using the school computer system, including but not limited to, loss of data, or interruptions of service.

Users may not install or attempt to install any software on a school computer or change settings on computers (including desktop background and screensaver) without the permission of a school representative.

Users shall not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, sexually-oriented, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise not consistent with the policies, purposes, or objectives of Faith Christian School. The school has taken measures to prevent access to inappropriate Internet information, and therefore will not be held responsible for other people's actions, or the quality and content of information available.

### **Respect**

Courtesy and respect are expected to be shown at all times to everyone--students and adults alike. FCS is committed to providing an environment that is encouraging and conducive to the growth of the entire person. We ask all students to act as scripture tells us: to "love our neighbor as ourselves." Therefore, the harassment and bullying of any pupil, including taunting, teasing, racial slurs and bigotry even done in jest, is considered unacceptable behavior without regard to its subject matter or motivation. Heart issues manifested as bullying, disrespect, or other forms will be treated seriously and addressed by the teachers and/or administration of Faith Christian School. If there is a matter that a student or parent believes the staff of Faith is unaware of, they are encouraged to report that issue to the staff and trust that it will be dealt with appropriately.

### **Valuables**

Students should leave all valuables at home. School administrators and staff are not responsible for valuables that are brought to school.

### **Weapons**

No student may bring a weapon (gun, knife, etc.) of any kind on campus for any purpose. Any student in possession of a weapon and any student responsible for the presence of a weapon on campus will be suspended up to the maximum of three (3) days, and may be expelled dependant upon the circumstances.

## **Serious Breaches of Discipline**

Serious breaches of discipline make the student subject to severe disciplinary action which may include suspension or expulsion. Whether on- or off-campus there shall be no:

- dishonesty in any form. This includes giving as well as receiving unauthorized help, and willful plagiarism
- possession or use of alcoholic beverages, drugs, or tobacco
- possession or use of weapons
- theft of, or damage to, personal property or to school property
- involvement with the occult
- habitual non-conformance to school rules

<b>DRESS CODE*</b>
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### **General Dress Code Matters**

The Personal Appearance Standards must be followed while students are on campus. Students are not permitted to change into other clothing unless for a designated school activity (sports, etc.).

Students may not wear hats, headscarves, caps, or sunglasses inside the school at any time.

Belts must be worn when belt loops are present. Sewing or removing loops is not permitted.

Girls only may wear modest ear jewelry, pierced or otherwise. No other body piercing or tattoos are permissible for girls or boys.

Appropriate undergarments must be worn, and all clothing should be worn in such a way so those undergarments will not be visible at any time, through normal movement.

Girls may wear make-up in moderation.

All clothing should fit properly, be clean, mended, hemmed and without holes. No baggy or tight-fitting clothing is allowed.

No outerwear is to be worn in the school building except one of the following:

- a navy hooded fleece zippered jacket (pockets OK)
- a red, black, or white hoodie or zippered jacket with the embroidered FCS logo, only available from a designated spirit wear company
- Girls only - a navy knit zippered sweater

A uniform shirt is to be worn underneath outerwear, properly tucked in at all times. You may wear coats or other outerwear to school, but they must be removed when entering a school building.

Hairstyles should be neat and clean and not bizarre. Boys' hairstyles are not to be effeminate.

School uniforms are required on any school-sponsored field trips.

From time to time the school may sponsor "casual days" or give the students permission to wear their own clothing for a given school-sponsored event (example: retreats, mission trip, dress down day). The uniform standards with regard to modesty, fit and length are to be followed on these occasions.

### **K-12 Boys Daily Acceptable Attire**

Shirts:

- No logo, polo-type, short or long-sleeved (white, navy, red, hunter green, black)
- Oxford-type button front, short or long-sleeved (white or light blue)
- School Theme T-shirt
- Uniform V-Neck Sweater Vest (Hunter Green, Navy, or Red), with polo-type or oxford-type shirt underneath.

Except for during PE class, all shirts must be tucked in at all times.

Pants:

- Khaki or navy Dockers style pants
- Khaki or navy cargo pants

Pants must fit properly (not too tight or too loose), and be worn at the waist. Belts must be worn. No denim jeans or pants made of denim material allowed.

Shorts:

- Khaki or navy uniform style shorts, may have cargo type pockets on sides.



Shorts must fit properly, and be worn at the waist. Belts must be worn. No denim shorts allowed. The length may be anywhere between 3 inches above the knee to knee length.

Shoes:

- Athletic or tennis shoes
- Dress shoes
- Dress sandals

No flip-flops, thong sandals, soccer slides or rubber beach shoes of any type may be worn.

### **Boys' Special-Occasion Required Attire (chapel day and game day for athletes)**

- Black, Khaki or Navy Dockers style pants
- Oxford-type button front shirt(white or light blue)
- Optional uniform sweater vest
- Tie
- Dress shoes
  - Elementary – boys are encouraged, but not required, to wear dress shoes for chapel
  - Secondary – dress shoes are required (no athletic/tennis shoes, no canvas)
- Dress socks

Shirts are required to be buttoned up to the top. Ties must not be loosely tied.

### **Boys' Formal Wear (for banquets, award dinners, and other formal school-sponsored events)**

- Dress shirt
- Tie
- Dress Jacket, vest or sweater
- Dress pants
- Dress shoes (no athletic/tennis shoes, no canvas)
- Dress socks

### **K-12 Girls Daily Acceptable Attire**

Shirts:

- No logo, polo-type, short or long-sleeved (white, navy, red, hunter green, black)
- Oxford-type button front, short or long-sleeved (white or light blue), with regular or Peter Pan collar
- School Theme T-shirt
- Uniform V-Neck Sweater Vest (Hunter Green, Navy, or Red), with polo-type or oxford-type shirt underneath.

Except for PE classes, all shirts must be tucked in at all times. Shirts need to fit appropriately – not too loose or too tight.

Pants:

- Khaki or navy Dockers style pants
- Khaki or navy Capri uniform-type (Classroom and K-12 brands only)

Pleated or flat-front are acceptable. Pants must fit properly (not too tight or too loose), be worn at the waist, and a belt must be worn if there are belt loops. Capri pants cannot be body hugging. No denim jeans or pants made of denim material allowed.

Skirts, Skorts and Shorts:

- Khaki or navy or red-based approved plaid (skirts only) uniform-type only

Must fit properly (not too tight or too loose), be worn at the waist, and a belt must be worn if there are belt loops. Shorts may be pleated or flat-front. Shorts may be cuffed or un-cuffed. Shorts may not be shorter than 3 inches above knee-length. Skirts and skorts must be knee-length or longer.

Shoes:

- Athletic or tennis shoes
- Dress shoes with heels of modest height (no canvas)
- Dress sandals (no canvas)

No flip-flops, thong sandals, soccer slides or rubber beach shoes of any type may be worn.

### **Girls' Special Occasion Required Attire (chapel day and game day for athletes)**

- Oxford-type, button front shirt, (long or short sleeved, regular or Peter Pan collar) (white or light blue)
- Black, khaki, navy, or red-based plaid skirt
- Dress shoes (no athletic/tennis shoes, no canvas)

### **Girls' Formal Wear (for banquets, award dinners, and other formal school-sponsored events)**

- Semi-formal or formal dress
- Dress shoes with heels of modest height

Dress length, including slit, should not expose the legs more than knee length. No backless, strapless, spaghetti straps or halter-style. Necklines must be modest, no visible cleavage.

### **PE/Sports Attire**

#### **Elementary**

- Elementary students do not have a PE uniform and will wear the daily uniform on PE days.
- Appropriate shoes should be worn to allow for movement and active participation.

#### **Secondary**

- PE uniform and athletic shoes, with socks, must be worn
- PE uniform may be worn to school on PE days with shirt tucked in for those who are in PE or sports.
- You may purchase a PE uniform from the school office or designated retailer
- The PE uniform may only be worn on designated PE days by students in PE or sports.

Please understand when shopping that all uniforms (even at suggested places) may not meet FCS standards. It is the parent's responsibility to purchase clothing that meets the standards.

## EXTRA CURRICULAR

### **Field Trips**

Field trips are planned either by individual teachers for their classes, or, in some cases, for the entire elementary or secondary program. Class field trips will usually coordinate with a particular area of study. Parental release for day trips has been given on the student's application. Overnight trips will require special parent permission slips.

Participation in field trips is a privilege. We expect our students to exhibit excellent behavior on field trips. Students who fail to follow the expected standard of behavior may not be permitted to participate in future field trips.

### **Student Leadership Council**

The student government at Faith Christian School consists of student leadership council officers appointed from the Senior High and representatives chosen from each grade level, 6 - 12. The chosen officers include the president, vice-president, and secretary/treasurer. The Council will meet at regularly scheduled times with the faculty sponsor.

### **National Honor Society**

Students in 10<sup>th</sup> through 12<sup>th</sup> grade are eligible to participate in National Honor Society (NHS) if they maintain a 3.0 or higher grade point average. Eligible students will be invited to apply to NHS in the spring of each year. Applications will then be submitted to the faculty council for consideration. Approved students will receive notice of acceptance to NHS and will be invited to participate in the induction ceremony.

To remain eligible for NHS, students must participate in the group service projects and conduct an individual service project. Students must continue to maintain the minimum GPA of 3.0 and demonstrate the character qualities of leadership, service, good character, and academic excellence. NHS members must also pay the yearly dues specified by the chapter.

## GRADING

### **Elementary**

For most subjects, there are four quarter grades. These four grades combine to give the yearly average.

### **Secondary**

For most classes, there are two quarter grades and one semester exam in each semester. These three grades combine to give the semester average. Each quarter is worth 40%, and the exam is worth 20% of the semester grade. Only semester grades are recorded on the permanent transcript.

### **Progress Reports**

A progress report will be sent home halfway through each marking period for every student to notify the parents of the current standing of the student. This progress report is to be signed by a parent, and a copy is to be returned to school the next day.

## Report Cards

Report cards are issued four times a year. After the first and third quarters, report cards are given at parent-teacher conferences. Report cards will be sent home with the students at the end of the second quarter (end of first semester). At the end of the school year, cards may be picked up in the school office. Final report cards will not be released until all fines and fees are paid in full.

## Grading Scale

The marking system for all grades is as follows:

<u>Grade</u>	<u>Percentage</u> <u>Points</u>	<u>GPA</u>
A+	98-100	4.3
A	93-97	4.0
A-	90-92	3.6
B+	88-89	3.3
B	83-87	3.0
B-	80-82	2.6
C+	78-79	2.3
C	73-77	2.0
C-	70-72	1.6
D+	68-69	1.3
D	63-67	1.0
D-	60-62	0.6
F	Below 60	0
O	Outstanding	0
S	Satisfactory	0
U	Unsatisfactory	0

## Transcripts

Transcripts may be obtained by submitting a request form or email to the office or via the website. Please allow 48 hours for transcript to be processed and mailed.

Official transcripts will be mailed or faxed directly to the school or university. Any transcript that is hand delivered to the student or parent will be labeled unofficial.

Faith Christian School cannot guarantee the transfer of credits to other 9-12 institutions. FCS is accredited; however, other school districts may not accept credits earned at FCS.

## FERPA Regulations\*

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. While FCS does not receive federal funding, it is our desire to follow the same standards of privacy in respect to student records. The full FERPA policy is available upon request.

### **Retention - Elementary**

A student is retained in a grade if he/she has not reached a level of proficiency that would be necessary to successfully complete the next grade level as determined by the teacher and principal. Typically, parents will be notified by 3<sup>rd</sup> quarter parent/teacher conferences if retention is being considered.

### **Retention – Junior High**

A student is retained in a grade if he/she has not passed sufficient courses to be considered for the next grade. Normally a junior high student will be retained if he/she fails two or more academic courses.

### **Retention – High School**

Individual classes are failed or passed for credit. Generally a student is classified according to the number of credits he/she has earned. To be classified as a sophomore a student needs to have earned at least 6 credits, a junior needs at least 12 credits, and a senior needs to have earned at least 18 credits.

Students who have failed a class may request permission from the principal to attend summer school to make up deficiencies (see guidelines under Summer School). In the case of course failure, it is important that the parents be in contact with the school regarding the status of the student for the following year.

### **Honor Roll**

The honor roll recognizes 1<sup>st</sup>-12<sup>th</sup> grade students who have demonstrated excellence in academics and is evaluated and posted each grading period. Any students receiving concessions, including but not limited to ESL, IEP, or ISP, will not be eligible for the honor roll.

Students with a grade point average of 3.5 or better will be on the High Honor Roll. Students with a grade point average of 3.0 to 3.49 will be on the Honor Roll.

### **K4 Mid-year Promotion\***

It is the expectation that K4 students will transition to the K5 classroom before promotion to the 1<sup>st</sup> grade class. FCS has put procedures into place to allow for younger children who demonstrate early readiness to advance through the Kindergarten program at a faster pace.

- If at some time during the 1<sup>st</sup> semester a parent wishes to have their K4 child evaluated for the K5 program, a request must be made in writing to the elementary principal. Requests must be made no later than December 1<sup>st</sup>.
- K4 students determined ready for the K5 program midyear must join the K5 class by the beginning of 2<sup>nd</sup> semester. Mid-year promotion to K5 does not guarantee promotion to 1<sup>st</sup> grade.
- Parents must sign an acknowledgement of these policies upon enrollment.

<b>GRADUATION – K5 and 6<sup>th</sup> Grade</b>
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Faith Christian School recognizes the accomplishments of our Kindergarten (K5) and 6<sup>th</sup> grade students with a graduation ceremony at the end of the year. The graduation is performed as part of the Elementary Awards Ceremony.

## **Caps and Gowns**

A fee will be assessed to the graduate's parents to cover the cost of the cap, gown, and tassel. The gown will be returned to the school. The cap and tassel may be kept by the student.

# **GRADUATION - SENIORS**

## **Announcements**

Announcements for graduation will be made available to seniors for purchase during the spring of the year.

## **Final Exams**

Seniors will not be required to take final exams in courses where they are maintaining at least a B average. They, however, will be expected to attend the class until final exams officially begin.

## **Senior Ditch Day**

Because most seniors do not have to attend classes much of the last week of school due to the final exam exemption above, no senior "ditch" day is recognized.

## **Rehearsal**

A rehearsal for graduation will be announced to the graduates. Attendance is required.

## **Graduation Fee**

A fee will be assessed of graduate's parents to cover the cost of the cap, tassel and diploma. The amount of this fee will be announced.

## **Senior Thesis**

Each senior will be required to complete a thesis project during their senior year. This project is designed to allow the student to integrate what he or she may have learned in many classes while a student at Faith. It will be completed in the following time frame.

- 1<sup>st</sup> Quarter - Thesis topic chosen, research and position taken.
- 2<sup>nd</sup> Quarter - A thesis paper will be written in conjunction with the English Department.
- 3<sup>rd</sup> Quarter - The thesis paper will be reworked and rewritten using corrections and suggestions of the English and Bible staff.
- 4<sup>th</sup> Quarter - An oral presentation is made before a faculty panel. Questions are asked of the student to determine their knowledge of and commitment to their position.

## **Class Rank**

It is necessary to rank seniors each year since colleges request this information when the student seeks admission. Scholarships are frequently based on class rank. The student's complete grade average from ninth grade on is computed to obtain rank. Only grades received from Faith Christian School are used to compute the grade point average.

## **Salutatorian/Valedictorian**

Only full time students who have been in attendance at Faith Christian School for at least two years, including the entire senior year, and who will obtain the Scholastic Diploma will be considered for either of these two honors. No student will be considered for either of these two honors if he or she is on any type of disciplinary probation during the last semester of his or her senior year.

The student must have a high school accumulative average of at least a 3.0 for salutatorian and at least a 3.5 for valedictorian. If averages are equal, the individual who has attended Faith longer will be awarded the position being considered.

<b>HEALTH AND SAFETY</b>
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### **Medication**

All medication, including aspirin or aspirin substitutes, is to be kept in the school office. Written instructions should accompany any prescription medication. Forms for this will be available in the school office. The school has a supply of aspirin and aspirin substitutes available for students. All other medication must be brought from home.

### **Inhalers**

Parents must fill out the form for inhaler usage. Inhalers shall be easily accessible to the teacher and not in the student's possession for K-3rd grades. Students in 4th-12th grade may monitor their own inhaler usage. Inhalers should be concealed from other students and should not be abused. Parents who would rather the office monitor their child's inhaler use should bring the inhaler directly to the office.

### **Immunization Policy**

Faith Christian School requires children in attendance to be adequately immunized. The law requires parents or guardians to present a documented immunization record, which includes dates of all required immunizations. By law, a child cannot attend if his or her record does not show the month and year of each required dose.

Children without a complete immunization record or with an inadequate record must be referred to a physician or health department for immunizations **before entry**. Inadequately immunized children must have at least one current dose of each vaccine to attend. Additional vaccine doses must be received when they are due for the child to continue attendance. If there is a medical contraindication (temporary or permanent) both the parent and physician must sign the Arizona Department of Health Services (ADHS) exemption form provided by the school. If there is a personal or religious belief exemption, the parent/guardian must sign the ADHS form provided by the school.

A pupil may remain in school without a required immunization if the parent or guardian presents a written statement from a licensed physician, health clinic or nurse that the pupil is in the process of being immunized. The pupil may continue to attend school as long as the immunization process is being accomplished.

Health records will be kept in the student file and are subject to the FERPA regulations of confidentiality.

## Illness

While we encourage students to attend school every day, an ill child will not perform well and may expose other students in the classroom. If your child becomes ill, please keep him home until the symptoms improve. This can also help to prevent the spread of the illness to others at school. Here are some general guidelines:

When you should send your child to school:

- Ear infection; no pain
- Minor cold; runny nose, cough, sneezing and no fever is present.
- Strep throat (after 24 hours of medication)
- Vague "I don't feel good" symptoms

When your child should be kept home:

- Active vomiting – 2 or more times in a 24 hour period. Please do not bring your child if they have vomited in the night.
- Active diarrhea – three or more times in six hours
- Extreme tiredness and/or lack of appetite
- Fever of 100 degrees or greater (before medication) with headache, body aches, earache, or sore throat
- Undiagnosed or unknown rash or skin condition (a rash that has not been seen or treated by a health care provider)
- Breathing trouble, persistent or severe sore throat, hacking, or coughing
- Any known communicable disease including, but not limited to, chicken pox, hand-foot-mouth disease, croup, Pertussis (whooping cough), pink eye, pinworms, impetigo, fifth disease, hepatitis, flu, measles, mumps, meningitis, strep throat, lice, ringworm, and scabies. Please notify the school immediately so we can notify parents of other students in the classroom if necessary.
- If antibiotic treatment is needed, your child should remain home for the first full 24 hours of medication

If your child has diarrhea, vomiting, or a fever of 100 degrees or greater, we recommend they be symptom free without medication for 24 hours before returning to school.

Whenever your child is ill and requires a doctor's care, please obtain a note from the doctor stating that the child is under a doctor's care and when they are able to return to school.

We will notify parents about contagious diseases on campus according to the Center for Disease Control's regulations.



### **Head Lice\***

If a child is found to have live head lice at school, the parent will be called to pick up their child. Children may return to school after they have been treated.

Children who are found at school with nits (eggs) may be sent home at the discretion of office personnel, or the child may be allowed to stay at school until the end of the school day. Children with nits (no live lice) should undergo treatment before returning to school.

As a means of protection for both the student and the school, FCS requires proof of treatment. Head checks may be conducted at school when cases of lice have been reported.

### **Weather Policy\***

K-6 students will be expected to be outside for recess and should be dressed accordingly. Students will not go outside in extreme weather conditions. In general, when the weather is severe enough to cause undue discomfort to students who are properly dressed, outside activities will not be held.

## **HOMEWORK**

### **Purposes**

Homework is an important part of the total educational process and is assigned as necessary for learning. Homework is given for several reasons, including drill, practice, remedial activity, and for special projects. The amount of homework that is assigned is appropriate to each grade level.

### **Teacher Responsibilities**

Faith Christian School serves as an extension of the home, and an effort is made to keep homework from interfering with family time. However, Faith has an obligation to the home to educate and train each student to be a good steward of the resources given him or her by God. For effective learning to take place, especially on the secondary level, homework is usually necessary. Homework will not be given as punishment or "busy work."

### **Student Responsibilities**

All homework is due as assigned by the teacher. Unless otherwise indicated by the teacher, work will be due the next day at the beginning of the class period. Work not sufficiently completed may result in a zero. **It is the student's responsibility to contact the teacher about making up missed work after an absence.**

### **Parent Responsibilities**

Parents should provide an environment suitable for learning, time to complete assignments, and encouragement. The goal for every family should be to have students become self-sufficient. However, until that point is achieved, we expect parents to support the school and oversee the completion of homework assignments, but not to do the homework for the student.

## **PARENTAL INVOLVEMENT**

Faith Christian School believes that the primary responsibility of education belongs to the parents. As a result, parents play an important role in our school.

Parent-Teacher conferences are scheduled twice during the year. Parents are also encouraged to request a conference at any time they would like one.

Parents are asked to commit to giving a minimum of 20 hours of voluntary service to the school during each school year. This service may be completed by driving to field trips, chaperoning trips or retreats, helping with sports or fundraisers, and any number of other ways available each year.

The founding body of Faith Christian School is called the Faith Christian School Association in which all parents are members. There are two meetings each year. The first is held in September and the second one is held in April. Parents are urged to attend these meetings.

### **Visitors**

The classroom is always open for parental visits. These visits are encouraged in order that parents may observe, first hand, the responses and interactions of their child. Preschool children should not come when a parent is visiting. Please let the teacher or administration know when you plan to visit, and check in with the office upon arrival.

All visitors must check in with the office upon entering the campus. A student desiring to bring a guest to school must receive written permission from the administrator at least one day in advance. All guests are subject to the same rules of conduct and dress as students.

### **Custodial and Non-Custodial Parent Guidelines\***

Documentation about non-traditional guardianship is required upon enrollment.

The school shall honor all current court orders, decrees, or instructions pertaining to custody situations. It is the responsibility of adults having custody of a student to submit to the school a certified copy of the most recent court order or decree.

<b>REPORTING SUSPECTED ABUSE</b>
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Physical, emotional or sexual abuse of a child is one of the saddest occurrences in our society. Unfortunately, families in Christian schools are not automatically immune from this problem. From time to time it may be necessary for an employee of the school to report suspected abuse to the Department of Child Safety (DCS). All employees of Faith Christian School are bound by the same legal requirements as public school employees to report any suspected abuse to DCS when any reasonable person would suspect abuse. Failure to do so can result in serious legal action against the school employee. It is not the responsibility of the school employee to investigate or try to determine if abuse has taken place or is currently taking place. The law does not allow the employee to notify the parent of the child before or after the report has been made. The employee must report the concern to DCS if he or she feels any reasonable person would suspect that abuse has occurred.

If DCS comes to the school to interview any child, Faith Christian School will cooperate. The administration will write a report following the incident and place it in the student's file. We will request that a teacher or administrator be present with the child during questioning. If the DCS investigator does not allow that, we will note that in the report.

While is it the policy and practice of the school to go directly to the responsible person in matters of offense, we believe the possible abuse of a child does not fall under the general principle given in Matthew 18.

## SEXUAL HARASSMENT POLICY\*

### **Forms of sexual harassment**

Sexual harassment is not acceptable behavior. It may include, but is not limited to, the following forms:

- Physical assault, including rape or any coerced sexual relations, touching, impeding or blocking movement
- Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic coloring, thereby exceeding the limits of healthy adult/child friendship
- Leering or ogling at a person's body
- Sexual or suggestive remarks about a person's physical attributes, clothing, behavior, or sexual preference, whether verbally or electronically communicated.
- Unsolicited pressure for sexual activity whether explicit or implicit
- Obscene or suggestive remarks or jokes, verbal abuse, insults
- Display of explicit, offensive, or demeaning materials
- Continuing to express sexual interest after being informed that the interest is unwelcome
- Sending or displaying an explicit photograph on an electronic device (sexting, etc.), including by email or cell phone

### **Sexting**

Sexting is defined as sending or displaying sexually explicit images through a cell phone or other electronic media and is a violation of Arizona state law. Juveniles who transmit or display the images or possess the images can be prosecuted. If a student receives explicit images, they must destroy, eliminate, or report the depiction to a parent or school official in order to avoid criminal charges. Any student-to-student sexting is a violation of this sexual harassment policy and is therefore subject to the process and penalties explained below.

### **Reporting sexual harassment behavior**

If a student believes he or she, or another student, has been subject to sexual harassment, the student should report the behavior to the principal or administrators. Any employee who receives a report of sexual harassment from a student (or a parent or guardian of a student) or observes such between students shall immediately report the complaint to the administrators who shall follow the sexual harassment complaint procedure. Anyone who knowingly reports, or threatens to report, a false complaint or charge of sexual harassment, will be in violation of this policy and subject to disciplinary action.

### **Complaint Procedure**

- The administrators shall speak with the offended person to determine the nature of the allegations. They shall then speak with the offending student and give the offending student the opportunity to talk about the allegations.
- The administrators will contact the parent or guardian of the offending and (if applicable) offended students and give notice of the allegations.

- The offended student or employee will fill out the Sexual Harassment Report form.
- An investigation of the allegations against the offending student is initiated.
- Within a reasonable period of time, the administrators will evaluate all evidence and, if possible, determine whether the sexual harassment behavior occurred and what, if any, actions are necessary to address the behavior. This may include disciplinary action against the offending student, which may range from informal conferences to suspension or expulsion, depending upon the facts of the situation.
- A record is kept of the report as well as results of the investigation and persons involved.
- If the sexual harassment included physical contact of a sexual nature subject to state reporting requirements, employees should ensure that the case is documented and reported as required by State law. Penalties imposed on the harasser should reflect the severity of the case.
- If the sexual harassment involves electronic images, the device may be searched, confiscated, and/or turned over to the local authorities for criminal investigation as required by state law.

<b>SPIRITUAL PROGRAM</b>
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### **Integrated Approach**

An integrated approach to Christian education sees the Bible as the foundation for all subjects and activities. Without Scripture, knowledge in any field is incomplete. Scripture is the framework upon which all subjects are built. But integration goes further than this. The Word of God permeates every subject and activity and ties them all together. Instead of many separate subjects, they become dependent on each other. This means, for example, that displaying Christian character while playing sports is even more important than the student's playing ability.

### **Bible Classes**

Bible classes are mandatory for all students. The Bible curriculum is carefully designed to meet the needs of students in their respective grade levels. The general goal of Bible at Faith Christian School is to deepen, enrich, and broaden the student's response to God's revelation.

High school students will be placed into Bible classes based on Bible knowledge rather than grade level. Students must have a basic understanding of the Old and New Testament in order to advance into classes such as Apologetics and Ethics. If a student has not had a form Old or New Testament class, but can demonstrate understanding from church experience, they may appeal to administration for appropriate placement.

### **Chapel**

Chapel attendance is required of all students as part of the total philosophy and curriculum. Chapel services offer a time within the school environment for worship, praise, prayer, proclamation of God's Word, and fellowship. Students must abide by mandated chapel dress code as outlined in the Personal Appearance Standards.

## **SUBSTANCE ABUSE POLICY\***

Whether on- or off-campus there shall be no possession or use of alcoholic beverages, drugs or tobacco. The school reserves the right to require the parents to procure alcohol and/or drug testing under reasonable suspicion of such use.

Students who test positive, use, and/or have possession of drugs or alcohol at school, at any school-related function, or off campus will be suspended and may be referred for a professional assessment. Any further offenses will lead to expulsion from school.

Any student believed to be supplying mood- or mind-altering chemicals to another person whether at school, school-related functions, or in the community during or outside the normal school day or during the summer may be subject to immediate expulsion, and the appropriate law enforcement agencies shall be notified.

The Administration reserves the right to search school lockers and their contents without notice and to require a student to physically reveal the contents of any of his/her personal property brought on school grounds.

## **TESTING**

### **Standardized Testing**

Each student in grades K-10 will be given a standardized achievement test once a year to determine his/her progress on scholastic strengths and weaknesses. The results will be made available to parents at the end of the school year. The cost of this test is included in the registration fee.

### **Various In-School Testing**

Various other tests, such as the PSAT/NMSQT and PLAN, will be offered to high school students at Faith. Information will be given each September on these and other specific tests. The cost of these tests, usually minimal, is paid by the student taking the test(s).

### **SAT/ACT**

The testing dates, locations, and application forms for the SAT and ACT (college entrance exams) are made available to juniors and seniors. More information can be obtained through the secondary principal.

## **WITHDRAWAL**

Students who withdraw from the school need to obtain a withdrawal packet from the office. A withdrawal form must be submitted to the office before the student will be considered withdrawn and tuition discontinued. All financial obligations must be met.

**DISCLAIMER**

Faith Christian School reserves the right to change any policy herein at any time when in its sole discretion it deems it to be in the best interest of the school's mission. Policies denoted with a \* symbol indicate that the policy has been abridged for the handbook. Full copies of these policies can be found in the office.

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