



# FAITH CHRISTIAN SCHOOL HANDBOOK

WITH CONSTITUTION & BY LAWS

*TEACHING THE HEARTS OF COVENANT CHILDREN TO  
REFLECT THE MIND OF CHRIST.*

*‘For we walk by faith, not by sight’ II Corinthians 5:7*

# MISSION STATEMENT

The instruction provided at FAITH CHRISTIAN SCHOOL will be a Christ-centered education of high academic quality. Because our Christian faith encompasses every aspect of our lives, it is not sufficient that religion or Bible instruction be only a separate subject in the curriculum; but the teachings of the Bible must be the basis for the entire educational program and must permeate all subjects of study. This instruction will be given by godly teachers in an atmosphere where the principles of biblical discipline are maintained. These teachers, striving to show compassion and sensitivity, and giving instruction which shows the relationship between Christianity and education, will guide the children in developing their God-given talents to the service of God, their Redeemer and will be teaching the hearts of covenant children to reflect the mind of Christ.

## BASIS OF BELIEF

The Bible is the infallibly inspired, written Word of God, the doctrine of which is contained in the Three Forms of Unity (The Belgic Confession, the Heidelberg Catechism, and the Canons of Dort), and as such forms the basis for administration, instruction and discipline in the school. Our Sovereign, Triune, Covenant God has from eternity chosen, and in time, forms, a people unto Himself, that they may stand in covenant relation to Him and live in His praise, in fellowship and loving service in all spheres of life, in the midst of a sinful world. The training of the covenant children in school, as well as in the home and in the church, must serve to prepare them to follow their life-long calling to reveal the glory of their God in a life lived from the principle of regeneration by grace.

## INTRODUCTION

Instructing covenant children is an awesome task. It is a very complex work which must be directed to a specific goal. The goal is stated in 2 Tim. 2:15 “Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.” The goal is also stated in 2 Tim. 3:17. “That the man of God may be perfect, thoroughly furnished unto all good works.”

The Truth of the Word of God is the foundation of all knowledge. As Creator of all things by the power of His word, God also, through the Scriptures, instructs His children in every area of His creation. “For by him were all things created, that are in heaven, and that are in earth, visible and invisible, whether they be thrones, or dominions, or principalities, or powers: all things were created by him, and for him:” Col. 1:16 To whom else should we turn to understand and teach the subjects of His creation? God has created, and God has revealed that creation.

This implies, negatively, that any area of study, and supposed fact, any representation of truth which man presents, which is contrary to the Truth of God’s Word, is vanity and sin. Education that is Christian must expose this. Positively, this implies that all facts remain undeveloped until seen in the light of God’s Word. This is not the work of man in his textbooks, but the work of parents at home and godly teachers in the classroom. Such teachers, in their love for the foundation of knowledge, will avail themselves of every opportunity to witness that truth in every subject. The Christian teacher will see all things spiritually. God will be taught in all subjects. This is a lofty goal, but one which deserves our best efforts. As a guide in this task, parents and teachers should be well acquainted with the book by Rev. D. Engelsma, *Reformed Education*. Both parent and teacher would do well to read this book every year as the home and school together take up the teaching of covenant seed.

Teachers are called to help parents fulfill their calling to rear their children in accordance with the command of God in Deuteronomy 6 and Ephesians 6:4 “And, ye fathers, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord.” Teachers have been trained to give instruction across the academic curriculum, but must never forget that they are essentially servants of the children, parents, and

God. We must love the children as the parents do, and carry out all instruction in love. The instruction at Faith Christian School may not be exclusively academic, but is mainly spiritual, ethical rearing, done in the way of teaching subjects and developing fully God-given abilities.

This handbook includes guidelines for behavior and rules for Faith Christian School. Enforcing these rules as well as the broader work we have as parents and teachers to structure the life of the child in godly living requires discipline. The common goal of the teachers and parents is the child's willful submission to the authority of our covenant God, to the praise and glory of his name. Thus, home and school must make prayerfully certain that their united application of the rod and reproof both reflect that divine authority and impress that authority and the obedience it demands forcefully upon the student. The student must be made to know that while his disobedience is harmful to himself and to his classmates, and evidences a sinful disrespect of both home and school, his disobedience is first, last, and ever an offense against God; a sin which, if un-repented of, will bear bitter fruit, both in this life and in the life to come.

When we understand that we are servants of God called to direct the attention of the child to God and his rule for life on this earth, we will guard against multiplying rules that only serve to make our lives as authorities more pleasant lest we provoke the children to wrath. The rules made for school are established for the orderly operation of the school, the safety of the children, and to instruct the children in godly living. We must deal patiently and firmly, knowing that we are all sinful and have only a beginning of new obedience. We are called to have intolerance for sin desiring the salvation of the child in our chastisement and forgiveness.

It is imperative, then, in this always difficult, matter of student discipline; that the home and school work together closely, in harmony, in mutual and peaceable submission one to another as unto the Lord, who has entrusted his covenant seed, his own inheritance, into our care and nurture. We must confess that we are as our children - fallen and prone to every evil – and our conduct toward our children and especially one to another is perhaps more instructive to our children than our discipline of them itself.

### **GOAL OF EDUCATION**

The fundamental goal is that the students be discerning and have wisdom to serve God for His glory. The students will learn to test all of their experiences in light of God's Word as summarized in the Confessions.

Other goals for the student include:

*Knowledge* – students will gain knowledge of God as He is revealed in His Word, in His creation, and culture.

*Love* – Students will learn to express their love for God and their neighbor.

*Stewardship* – Students will learn the proper way to use and enjoy God's creation and culture

*Service* – Students will learn to use their gifts for the benefit of others.

*Freedom* – Students will learn to live freely within the covenant in the way of obedience to God and those given authority by God, rather than living in bondage to Satan and our sinful nature.

### **OUR VIEW OF THE CHILD**

The child is not merely a brain; they are covenant children who are loved by their parents. Covenant children are also saved sinners and are individuals under authority (Eph. 6:1-3). They must learn to obey, i.e. willing submission, i.e. doing what they are told without challenge, without excuse, without delay (Tripp 138).

### **OUR VIEW OF THE PARENT**

The Godly parent is one who is called to rear children of the covenant in love. Parents hand over their child(ren) asking the teacher to stand with them in the rearing of their child.

### **OUR VIEW OF THE TEACHER**

The godly teacher stands in place of the parent as servants of the children, parents, and God (Engelsma 65). Our teachers must be full of the Spirit and grace of God; they must be trustworthy, honest, and virtuous; and they must have love for the Reformed truth and principles. The teacher is not tasked with fixing what are

perceived to be mistakes of the parents. They must know their stuff, be able to work with children, and get the material through to the child. Finally, the teacher “must be awestruck with his calling ... Having this attitude, he will depend on God for the ability to do the work and will pray for grace constantly. He will also be diligent. He will give it all he has” (Engelsma 78).

### **RELATIONSHIP OF THE HOME AND SCHOOL**

“The home and school must be one in mind, one in will, and above all, one in heart as to who the child is, what the required instruction and discipline are, and who God is” (Engelsma 78).

### **AUTHORITY, THE TEACHER, AND THE STUDENT**

Teachers have the right to demand to act on God’s behalf; “You may not try to shape the lives of your children as pleases you, but as pleases Him” (Tripp 29). All instruction, care, nurture, rearing, correction, discipline is undertaken because God commands us, not because we want to accomplish our own personal goal. “Children will be good decision makers as they observe faithful parents modeling and instructing wise direction and decision making on their behalf” (Tripp 33). Discipline must be exercised wisely being sensitive to the needs and wishes of the child and our mistakes which arise out of our own sinful nature. Guidelines for a biblical appeal to a directive: begin to obey immediately, not after appeal (Tripp 141); be prepared to obey either way; appeal in a respectful manner; accept the result of the appeal with a gracious spirit.

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

We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Timothy 3:16-17, 2 Peter 1:19-21, Belgic Confession Art. 7). Since the Holy Bible speaks to the creation of human beings by God as male and female (Genesis 1:26-27 and Genesis 1:18-25), as well as to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters. The Form for the Confirmation of Marriage before the Protestant Reformed Churches of America properly summarizes Scripture’s doctrine regarding the institution of marriage, the behavior in marriage by both spouses, and the life-long nature of marriage. This form contains the long standing position of the Protestant Reformed Churches of America and Faith Christian School.

Based on Holy Scripture (Authorized Version-KJV), and the Reformed Confessions both major and minor:

We believe that God wonderfully and immutably creates each person as male or female before birth biologically. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the rule and wisdom of God the creator. Consequently, we must affirm our biological sex and refrain from all attempts to change, alter, or disagree with their predominant biological sex, including, but not limited to, elective sex-reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)

We believe that God created and ordered human sexuality for the lifelong, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual and public good of binding father, mother, and children. Consequently, we must affirm the sexual complementarity of man and woman and flee any and all same-sex sexual attractions and refrain from all same-sex sexual acts or conduct, which are intrinsically disordered and forbidden by the Bible and the Reformed Confessions. (Genesis 1:27. Genesis 2”24. Matthew 19”4-6. Mark 10:5-9. Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-28. Revelation 19:7-9, Revelation 21:2, Heidelberg Catechism Q.A. 89)

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive, one-flesh union for life, as delineated in Scripture. (Gen 2:18-25, Matthew 19:6)

We believe that God commands sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18, 7:2-5; Hebrews 13:4)

We believe that God has commanded that no sexual activity be engaged in outside of a marriage between a man and a woman. (Exodus 20:14, Heidelberg Catechism LD 41, Galatians 5:19)

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 Corinthians 6:9-10/)

We believe that divorce is unbiblical except for adultery, and even then not always advisable (Matthew 19:3-12). We believe that remarriage of divorced persons is unbiblical as the bond of marriage is breakable only by death. Remarried persons whose former spouse is still living are not eligible to enroll their children in Faith Christian School or be members of its Society. (Matthew 5:32, Luke 16:18, Mark 10:11,12, Matthew 19:9, Romans 7:1-3).

We believe that God grants redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11.)

We believe that every person must be dealt with in a manner becoming the commands of Christ—with kindness, and respect. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior are to be repudiated and are a manner of dealing with others not in accord with Scripture nor the policies of Faith Christian School. Speaking truthfully in the aforesaid manner about things hard to be heard, such as Biblically defined sin and the need for repentance and conversion, is not a manifestation of hatred but of love. (2 Samuel 12:7-9, John 8:4-11)

We believe that in order to preserve the function and integrity of Faith Christian School, and to provide a biblical example to its body and the community, it is imperative that all persons employed by Faith Christian School in any capacity, or who serve as volunteers, all who desire to enroll their children in Faith Christian School, and all students of Faith Christian School agree to and abide by this Statement on Gender, Marriage, and Sexuality. (Matt 5:16, Phil 2:14-16; 1 Thessalonians 5:22.)

### **STATEMENT ON EMPLOYMENT WITH THE SCHOOL**

Except as a vendor or independent contractor, in order to be eligible for employment at Faith Christian School, the applicant or employee must be a member of a congregation in the denomination of the Protestant Reformed Churches in America, or her sister churches.

Because every employee of the school is a representative of the school, and is hired for that purpose, in order to be eligible for employment at Faith Christian School, the applicant shall not be actively engaged in unrepentant sin and shall not be perceived to undermine or contradict through his or her actions, behaviors, or speech, the tenets of the Bible as interpreted by the consistory in harmony with the Three Forms of Unity of Reformed Churches, the Church Order of the Protestant Reformed Churches, the Declaration of Principles of the Protestant Reformed Churches, and the Statement on Gender, Marriage, and Sexuality of Faith Christian School. If the employee at any time is perceived to undermine or contradict through his or her actions, behaviors, or speech these tenets, they will be released from employment.

# CONSTITUTION AND BYLAWS

## Article 1. Basis

- A. The Bible\* as the infallibly inspired, written Word of God, the doctrine of which is contained in the Three Forms of Unity\*\*, and as such forms the basis for administration, instruction, and discipline in the school.
- B. Our Sovereign, Triune, Covenant God has from eternity chosen, and in time, forms a people unto Himself, that they may stand in covenant relation to Him and live in His praise in fellowship and loving service in all spheres of life, in the midst of a sinful world.
- C. The training of the covenant children in the school as well as in the home and in the church, must serve to prepare them to follow their life-long calling, to reveal the glory of their God in a life lived from the principle of regeneration by grace.

\*The supreme standard of the Society shall be the Scriptures of the Old and New Testament, as translated and preserved for us in the King James (Authorized) Version of the Bible, herein confessed to be the infallibly inspired written Word of God.

\*\*The Three Forms of Unity are the Belgic Confession, The Heidelberg Catechism, and the Canons of Dordt

## Article 2. Educational Principles

- A. Because our Christian faith encompasses every aspect of our lives, it is not sufficient that religion or Bible instruction be only a separate subject in the curriculum; but the teachings of the Bible must be the basis for the entire educational program and must permeate all subjects of study.
- B. In order to maintain an atmosphere fitting for Christian education, principles of biblical discipline will be maintained, the written policy of which will be the responsibility of the Board, with signatures of agreement required by parents of all children attending the school.

## Article 3. Purpose

The purpose of this Society is to establish and maintain a non-profit organization providing a system of primary education maintaining and developing the principles set forth in Articles I and II.

## Article 4. Name

The name of this Society is Faith Christian School-Protestant Reformed.

## Article 5. Membership

- A. Full membership with right to vote at Society meetings is limited to male members in good standing at Randolph Protestant Reformed Church, who subscribe to Article I of this constitution and are willing to pay an annual membership fee as determined by the Society. Application for membership can be made to any Board member. Application to the Board should be made at or before the last Board meeting prior to the Society meeting. A reminder will be published periodically of this fact. Such application must be approved by the Board, subject to the final approval of the Society.
- B. Non-Protestant Reformed fathers of students can apply to the Board for associate membership in the Society, which application must be approved by the Board, subject to the final approval of the Society. Associate membership also carries with it the same obligation of an annual membership fee and gives such member the right to speak, but not vote, at Society meetings.
- C. At the annual Society meeting the secretary shall notify the Society of those members who, during the past year, have requested termination of membership, died or moved outside the geographical area.

Termination shall be either by resignation or 2/3 majority vote of the Society. Members failing to attend 3 consecutive Society meetings (a proxy vote constitutes attendance) will have their membership terminated.

#### **Article 6. Administration**

This Society shall be governed by a Board of six members elected to 3-year terms, two members to retire each year. Those retiring shall not be eligible for re-election for one year. Board members are to be elected by ballot from a nomination made by the Board. A majority of the votes cast is required for election. This nomination may be amended by the Society at its regular meeting. Those eligible to hold office must be full members of the Society.

Board members shall serve without compensation, though reasonable advancement or reimbursement of expenses incurred in the performance of duties, if any, may be provided by resolution of the Board. Board members shall not be personally liable for the debts, liabilities, or other obligations of the Society. Board members and officers of the Society shall be indemnified by the Society to the fullest extent permissible under the laws of the State of Wisconsin.

#### **Article 7. The Board**

- A. Officers of this Society shall consist of President, Vice-President, Secretary, Treasurer, and Vice-All. These officers shall be elected by the Board.
- B. Duties of Officers:
  - a. The President shall open and preside at all meetings of the Board and Society. The President has the rights delegated to him according to “Robert’s Rules of Order.” In case the President is absent, the Vice-President shall assume the duties of President.
  - b. The Secretary shall maintain accurate records and correct minutes of the Board and Society meeting, and shall give a general report at the annual meeting.
  - c. The Treasurer is entrusted with the receipt and disbursement of funds of the Society, and shall give a financial report whenever requested at a Board meeting and at the annual meeting of the Society. The Vice-All shall assume the duties of Treasurer or Secretary in their absence.
- C. Meetings of the Board shall be held at least once every month. If necessary the President or any three members of the Board may call a special meeting of the Board.
- D. The Duties of the Board shall include the following:
  - a. Determining the various school policies, including educational policies, as well as policies of admission and discipline.
  - b. Selecting a principal and teaching staff which is qualified to carry out the educational purpose of the school.
  - c. Assuring that the educational purpose of the school is being carried out.
  - d. Governing the financial operation of the school.
  - e. Assuring that state requirements are met in areas that do not conflict with our biblical basis or principles.
- E. The first Board meeting of each fiscal year shall be attended by both the outgoing and incoming Board members. The election of officers will take place at this meeting. The outgoing members will have the privilege to vote during this meeting.

#### **Article 8. Meetings**

A meeting of the Society shall be called by the Board. The time, place and purpose of the meeting shall be announced in Randolph Protestant Reformed Church at least two Sundays in advance. A special meeting may also be called by petition of Society members. Such petition must be signed by at least one-fourth of Society members and must state the reason for such meeting, besides being announced in advance. An

annual meeting shall be called by the Board during June in each year, at which meeting Board members shall be elected and reports given. Fifty percent of the total membership shall constitute quorum at any Society meeting, unless the Society itself decides by vote to require a 2/3 quorum for the business at hand.

#### **Article 9. Finances**

The expenses incurred to attain to the purpose of this Society shall be met by funds raised through tuition, donations, membership fees, and pledges. No part of the net earnings of the Association shall incur to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.

#### **Article 10. Staff**

Principal and teachers in the school operated by this Society must be communicant members in good standing of Randolph Protestant Reformed Church.

#### **Article 11. Dissolution**

In case of dissolution of this organization, the property and money belonging to the organization as a body shall be donated to other Protestant Reformed educational causes as the Society may direct before dissolution takes place.

#### **Article 12. Legislative or Political Activities**

No substantial part of the activities of the Association shall be the carrying of propaganda or otherwise attempting to influence legislation and the Association shall not participate in or intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

#### **Article 13. Operational Limitations**

Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from Federal Income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or (b) by an Association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

#### **Article 14. Amendments**

This constitution, with the exceptions of Articles I and XII may be amended by affirmative vote of 2/3 of the membership of the Society, provided that such proposed amendments shall have been submitted to the Board and have been publicly announced before the meeting of the Society

This copy of the constitution includes all changes made prior to this date.

January 1993

July 1998

June 2012

July 2017

# BOARD RULES AND PROCEDURES

## I Board Committees

The standing committees of the School Board are established by Board decision. The membership of each committee is determined by appointment of the Board president subject to regulations of Board policy. Each committee may adopt rules for its own government, not inconsistent with the Constitution or Rules adopted by the Board. Minutes from each committee meeting must be presented to the Board at its next meeting for the Board's review and approval. Committee chairs will be asked regularly by the Board president to contribute write-ups outlining their work and goals for the Board Newsletter.

### A. Building and Grounds Committee

This committee shall consist of a Board member (chair) and at least three members of the Society, who shall serve three years, with one retiring each year. Duties shall consist of:

1. Seeing to the maintenance and adequacy of the school buildings, grounds, and equipment.
2. Hiring help as needed for lawn and shrubbery maintenance and snow removal subject to Board approval.
3. Managing the rentals of the school properties.
4. Recommend the hiring of, establishing the duties of, evaluating, and supervising custodial work.
5. Submitting a proposed budget to the Finance Committee for anticipated building and ground expenses before the April Finance Committee meeting.
6. Oversee the summer cleaning of school.

### B. Education Committee

This committee shall consist of at least three Board members, the first two being the Board President and Board Secretary; the Administrator, and two other Society members, the latter two to be appointed on a yearly basis. Duties shall consist of:

1. Recommending and/or hiring qualified professional personnel including: administrator, full-time teachers, part-time staff, teacher aides, and clerical staff. The Education Committee is also to meet with each teacher in October before the January Board meeting to discuss the teacher's contract intent for the next school year.
2. Seeing that the purpose and basis of the school as expressed in the Constitution are satisfied in the course of study.
3. Investigating changes and improvements in the school curriculum.
4. Seeing that requirements of state laws are met.
5. Approving the introduction of new textbooks.
6. Reviewing periodically the progress of slower students, and recommending to the Board ways and means for corrective measures.
7. Resolving discipline problems that may arise, insofar as possible. (Causes of permanent dismissal require Board approval)
8. Adjudging difficulties which may arise among the faculty.
9. Making provisions for substitute teaching as required.
10. Reviewing the written reports of school visitors.
11. Interviewing new non-members who want to enroll their child(ren) in our school and recommending such enrollees to the Board for approval.
12. Preparing a student handbook for distribution at the time of enrollment.
13. Submitting a proposed budget to the Finance Committee for anticipated Educational Committee expenses before the April Finance Committee meeting.
14. Meeting at least every other month during the school year. Before the conclusion of each meeting a date for the next meeting shall be set.

### **C. Finance Committee**

This committee shall consist of the Treasurer of the Board, plus the Vice-All and two other members of the Society. It is suggested the most recently retired Board treasurer be an at large member of this committee to help maintain continuity for a bit. The Treasurer and Vice-All shall serve the length of their terms as such in the Board; the term of the other Association members shall be for three (3) years. Duties shall consist of:

1. Recommending the annual budget to the Board including the following: Operating Budget, Building Maintenance Fund, Future Building Fund.
2. Giving recommendations regarding sources and amount of income needed.
3. Supervising expenditures of school funds.
4. Recommending salary scales for professional staff.
5. Conducting studies and making recommendations in special financial matters.
6. Enforcing regulations regarding indigent and delinquent parents in tuition payments and other school obligations. Special arrangements with families who are delinquent must be reported to the Board.
7. Recommending other employee benefits such as: sick leave, pensions, insurance, etc. for employed personnel.
8. Submitting a monthly financial report to the Board regarding all school funds.
9. Preparing and publishing the annual financial report to the Society.
10. Receiving and acknowledging all contributions to school funds and pledges from drives.
11. Devising ways and means, within the limitations of the constitution of the Society, to raise funds to pay for building needs and to help reduce tuition costs.
12. Submitting reports to school supporters by way of newsletters and church bulletins on the status of collections and envelope receipts.
13. Getting Society approval on all expenditures over 1.25% of the Operating Budget.

### **D. Audit Committee**

An Audit Committee shall consist of at least two (2) qualified individuals (non-Board members) and shall be appointed by the President of the Board annually. Duties shall consist of:

1. Reviewing the check registers and account balances to prove that the Funds are in balance for the fiscal year end.
2. Reviewing all Funds including: General, Building Maintenance Fund, Future Building Fund, Rollover Fund, Student Activity Fund
3. Reviewing Inter-Fund Transfers.
4. Reporting to the Board, in the form of an Audit Report, their findings.

### **E. Insurance Committee**

The Insurance Committee shall consist of the Vice-President, one other Board member, and two other members of the Association to be appointed by the President. The Vice-President and other Board member shall serve the length of their terms as such in the Board; the term of the other Association members shall be for three (3) years. Duties shall consist of:

1. Annually reviewing the different insurance policies of the school.
2. Submitting a health insurance proposal to the Finance Committee prior to its April Finance Committee meeting.
3. Meet annually with staff members to review their coverage.

## **F. Technology Committee**

The Technology Committee shall consist of one member of the Board who shall serve the length of his term while on the Board, and the Principal. Two (2) other members from the Association shall be appointed by the President; their term shall be for three (3) years. Duties shall consist of:

1. Maintaining the technology and computer infrastructure.
2. Recommending and reviewing new technology for school.
3. Making decisions regarding internet/computer use policies.
4. Helping with keeping the software and computers updated.
5. Checking with teachers that the technology is being used, that it is properly working, and if any changes need to be made to the current technology.

## **II Board Visits to the School**

### **A. Purpose**

1. To better inform the visiting Board member concerning the daily operation of the school and concerning the classroom instruction.
2. To serve as a basis for the Board to better establish school policy and to determine whether the school is providing a Christian education according to its purpose.
3. To demonstrate the Board's interest in the day-to-day operations of the school.
4. To promote a positive program with the staff and with the constituency.

### **B. Areas of Concern**

1. Biblical and Reformed character of the instruction – evidence that the teacher's instruction is sensitive to and in conformity with the Protestant Reformed tradition.
2. Atmosphere of love and respect – evidence that students and teachers love and respect each other.
3. Student discipline – attitude of students and ability of teachers to handle student attitude and conduct problems.
4. Teacher as a communicator – effectiveness and clarity of class presentation.
5. Student participation – evidence of active student involvement in class discussion, response to questions, listening, on playground, etc.
6. Physical appearance and school conditions – school-wide functions, chapels, cleanliness

### **C. Rules**

1. All school visiting is to take place prior to the monthly Board meeting, and the visitors must present their written reports at the next Board meeting. If there is a matter that requires immediate attention, they are to request the calling of an Educational Committee meeting as soon as possible.
2. Two Board members are to conduct visits together.
3. If necessary, a teacher can be called before the Education Committee.
4. All problems not resolved by the Education Committee shall be referred to the Board for their consideration and decision.

## **III Administrator**

The Administrator is the Chief Administrative Officer of the school subject to the direction of the Board. He shall work with the Board and its committees to advise the Board and carry out the policies of the Board in the daily operations of the school. He shall recommend the course of study and propose the textbooks to be used. He shall advise the Board and carry out decisions of the Board regarding the school's faculty. He shall supervise the employees of the school. He shall perform such other duties as shall be incident to the position of administrator as well as those specific duties which the Board has enumerated.

### **A. Supervision**

1. Supervising the staff of the school and keeping the staff informed of Board policies.
2. Presiding at staff meetings.

3. Maintaining a spirit of cooperation and unity among the faculty members. (Difficulties are to be treated by the administrator and, if need be, reported to the Education Committee.)
4. Establishing proper discipline within the school and insuring that the playground is properly supervised. He has the right on behalf of the Board to suspend a student, after having notified the parents.
5. Visiting each room periodically and reporting to the Education Committee about such visits.

#### **B. Administration**

1. Serving as a member of the Education Committee.
2. Bringing to the attention of Board committees any changes in school policy.
3. Informing the Education Committee concerning problems that relate to the actual education of the students.
4. Seeing that all state and local regulations are met in the administration of the school as long as these do not conflict with the basic principles of the Constitution of the school.
5. Administering the standardized testing program and reporting educational trends to the Board.
6. Keeping record of any problem a parent has, especially one of dissatisfaction, and reporting it to the Education Committee.
7. Determining the need to cancel school for emergencies or inclement weather.

#### **C. Management**

1. Managing the distribution of school supplies and in consultation with the Treasurer and in agreement with the school's budget, maintaining an adequate stock of necessary supplies.
2. Reporting monthly to the Building and Grounds Committee concerning needed repairs and proposing improvements for building and grounds.
3. Arranging for substitute teachers when needed from a list of substitutes approved by the Education Committee.
4. Preparing the annual school calendar in conjunction with the faculty, subject to the approval of the Board.
5. Obtaining the Board's approval on all extracurricular activities before these are introduced.

#### **D. Communication**

1. Assisting in the publication of the school annual yearbook.
2. Reporting to the Education committee early (before the problem is a huge one) on any problems with behavior and/or difficulties with learning of any pupil.
3. Submitting monthly written reports to the Board (copy for each Board member) concerning any matters that need Board approval.

### **IV School Secretary**

The school secretary shall assist in the daily running of the school. They will help relieve some of the work of the administrator while also assisting teachers.

#### **A. Duties**

1. Maintaining, in conjunction with the faculty, a cumulative health and academic record for each student, in the school's files.
2. Preparing a weekly note on all school functions and sundry regulations, to go home with the students on the same day each week, so that parents are informed.
3. Ordering and disturbing textbooks each summer.
4. Maintaining the school books, legal documents, paying bills, making payroll, and getting financial reports to the Board treasurer each month.

# FAITH CHRISTIAN SCHOOL POLICIES

## ADMISSION

The Society of Faith Christian School-Protestant Reformed maintains that Christian education is founded upon the covenant which God established with His people as expressed in the Holy Scripture, Genesis 17:7, “And I will establish my covenant between me and thee and thy seed after thee in their generations for an everlasting covenant, to be a God unto thee, and to thy seed after thee.”

The covenant established by God with believing parents and their children obligates Christian parents to provide for their children Christian education for every aspect of their life. Deuteronomy 6:4-7, “Hear, O Israel: The LORD our God is one LORD: And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.” And Psalm 78:4, “We will not hide them from their children, shewing to the generation to come the praises of the LORD, and His strength, and His wonderful works that He hath done.”

Therefore, all reformed, Christian parents and guardians, regardless of race, nationality or ethnic origin, are eligible to enroll their children in FAITH CHRISTIAN SCHOOL. Children shall be considered for enrollment when at least one parent (or legal guardian) is a believing and faithful member in good standing of a reformed, Christian church, which has adopted the Heidelberg Catechism, Canons of Dordt, and Belgic or Netherland Confession as their official creeds, and who is ready to express a willingness to support his or her child with the necessary parental guidance and prayer. Children of non-Christian parents (including those who are not faithful church members) or those who belong to cults and other non-Christian religions are not eligible for enrollment in this Christian school. These include, but are not limited to, Jehovah’s Witnesses, Unitarians, Mormon, Muslim, Jewish, Christian Scientists, Roman Catholics, and Atheists. When someone who is divorced and remarried asks to enroll a child in Faith Christian School, we will refuse the request for enrollment. Faith Christian School does not and will not accept funds and/or vouchers from federal, state, or local governments for tuition payment.

### STUDENT REQUIREMENTS:

1. Children who will be five (5) years old on or before September 1 may enroll in Kindergarten in August of that year.
2. The September 1 cut-off date for Kindergarten enrollment is strongly recommended to parents. However, if the parents are insistent on sending their child who is born after this date, the child will be required to take a Kindergarten readiness test. A licensed psychologist at the parents’ expense must also deem the child ready for Kindergarten. There must also be openings available in the upcoming class in order to make an exception to the September 1 date. Parents will then meet with the Education Committee to explain why they feel their child should be granted this exception. All decisions will be forwarded to the Board. Board decisions will then be final.
3. A student who has been suspended or expelled from another school will not be considered for admission to this school during the same semester of his or her suspension or expulsion.
4. No student will be admitted if any tuition is owed to a previous school.
5. If there are no standardized test scores available in a transfer student’s record, or in the records of one who has been Home-Schooled, a reading test and a mathematics test must be required before enrollment.
6. In order to gather additional information, the Administrator may also contact one or more of the following: previous administrator, teacher, pastor, psychologist, or guidance counselor.

7. Students must fulfill the State of Wisconsin requirements including immunization records and attendance requirements.

### **ENROLLMENT PROCEDURE**

All parents and guardians who desire to enroll their children at Faith Christian School for the first time shall be given a copy of the Parent Information Packet containing at least the following:

1. Admission Policy
2. Enrollment Policy
3. Student Requirements
4. Application for Enrollment
5. Constitution and By-laws
6. Parent Handbook
7. Tuition Payment and Policy Requirements

An application for enrollment shall be filled out and submitted by the parent or guardian. After the application has been submitted, a conference with the Education Committee may be arranged at the committee's request. During the conference the Education Committee's discussion with the parents or guardians must include but is not limited to the following:

1. The applicant's reason for desiring Christian education.
2. The goals, purposes, programs, and governance of the school.
3. The Christian commitment and lifestyle of the applicants.
4. The applicant's understanding of our Reformed distinctives and how they are taught in Faith Christian School.
5. The needs of the student being considered for enrollment.
6. Determination of the applicant's financial commitment to Christian Education.
7. Tuition payment policies and requirements.

The Education Committee will then make a recommendation to the School Board regarding the enrollment of the child(ren) to Faith Christian School. All decisions of the School Board are final.

## **AFTER & BEFORE SCHOOL GUIDELINES**

If students are not involved in after-school athletic or school sponsored extra-curricular activities, they are to be picked up from school by 3:05 p.m. If students are not picked up by 3:05 p.m. students must remain outside of school near the entrance. Students are not allowed to stay after school to use the ice-rink, ball field, or wait for a sibling's sporting event without the supervision of their parents or another adult (not an older sibling). Children are not allowed to be in a classroom after school unless given specific permission by that classroom teacher. Parents and their children who do stay after school are expected to leave school securely locked up and anything that was taken out should be put away. Students should not be dropped off at school any earlier than 7:45 a.m.

## **ALCOHOL, DRUGS, & WEAPONS**

The use, possession, or distribution of alcohol, intoxicants, drugs, firearms, ammunition, explosives, or other contraband (including but not limited to fireworks, firecrackers, smoke bombs, matches, and lighters) on the school premises (including vehicles, lockers, duffel or book bags) or at school functions may result in immediate suspension or expulsion of the student. Further disciplinary action including expulsion and reporting to authorities will be recommended by the Education Committee with final action taken by the Board.

## ALLERGIES

Please notify the office in writing if your child has any food and/or environmental allergies.

## ATTENDANCE

Regular attendance is essential for learning, which is the primary purpose of our school. The Bible teaches us that stewardship of time and resources, diligence, and faithfulness to our work and the work of seeking to know our covenant God are important concepts in the life of the Christian. John 9:4 “I must work the works of him that sent me, while it is day: the night cometh, when no man can work.” I Cor. 14:40 “Let all things be done decently and in order.” Eph. 5:15-17 “See then that ye walk circumspectly, not as fools, but as wise, redeeming the time, because the days are evil. Wherefore be ye not unwise, but understanding what the will of the Lord is.”

Absences of students from regular classroom learning experiences disrupt the continuity of the instructional process both for the student and the teacher. The regular contact of the students with one another and their participation in the instructional activities planned by the teacher are vital to achieving the mission of the school. We cannot teach students who are not present.

Good attendance also helps to prepare the student for the attendance requirements in adulthood. Lifelong patterns of responsibility and the self-discipline of regular attendance and promptness are fostered by the attention given them during the years of school attendance. It is recognized that an absence from school may be necessary under certain circumstances. We respectfully request the assistance of parents to instill a sense of obligation and responsibility in our students and your children. Absences will be noted as either excused or unexcused. The school believes that participation in class is a requirement to achieving credit. Any student who exceeds 15 excused or unexcused absences in one semester will receive no credit in that semester for that class. The Education Committee for valid reasons such as unavoidable medical situations may make exceptions.

### EXCUSED ABSENCES

Excused absences fall into two groups: unplanned (illness, emergencies) and planned (college visits, medical appointments, funerals, Parent Requested Planned Absences).

#### Unplanned

The parent should call the school office as well as their homeroom teacher to report the absence prior to 8:00 a.m. Students will be responsible for making up any work missed and acquiring notes in a reasonable amount of time. Teachers will work with the parents to either get them their schoolwork during that day through a sibling, parent, or email. Otherwise, the teacher will hold any worksheets given out while the student is gone and go over them with the student when they return.

#### Planned

*Medical Appointments, Funerals:* We encourage the scheduling of appointments outside of school time. However, we understand that this may not always be possible. Please send a note to the school or contact the office or teacher a day ahead of time to inform them of the time the student will be gone. Students will be responsible for making up any work missed and acquiring notes in a reasonable amount of time.

*Parent Requested Planned Absence:* Occasionally parents may decide that certain experiences or family needs may warrant a student’s absence. Even though this is matter of parental discernment, the parents are asked to work with the school to help minimize the negative impact of a student missing classroom instruction. Such absences are limited to a maximum of seven days per school year and may not be taken in the last five days of class for the semester. During a planned absence the student must be accompanied by the parent, guardian, or other adult appointed by the parent. Parents must inform the teachers and Administrator at least two days in advance of the absence. The student is responsible for making arrangements with the teachers to make up

the work that will be missed. Teachers are not required to but may prepare assignments, tests, work, or quizzes ahead of time.

*College Visits:* Parents should inform the Administrator and/or Guidance Counselor at least two days in advance of their child visiting the college. This way parents and school can work together to make sure the college is informed of the visit and ready for your child. Students are encouraged to make use of scheduled off days, such as in-service days, for college visits. The student is responsible for making arrangements with the teachers to make up the work that will be missed. Teachers are not required to but may prepare assignments, tests, work, or quizzes ahead of time. Failure to keep an appointment or misusing time set aside for a college visit will rule out possible future visits on school time. College visits scheduled for a school day(s) count towards the seven planned absences allowed per year.

## **UNEXCUSED ABSENCES**

Unexcused absences are defined as student absences from class or school that the school has not approved or the parents have not given the consent to. Therefore, unexcused absences may include but are not limited to: oversleeping, lateness, babysitting, working, a denied Parent Requested Planned Absence, or Parent Requested Planned Absences over the seven-day limit. All work due or missed during this time will receive an incomplete until made up; detentions may be given. Unexcused absences also include truancy. Truant students who simply skip class(es) will receive two detentions for each class missed; a second offense will also include a Saturday School; a third offense will result in a suspension and the parents must meet with the Education Committee and Administrator. All work due or missed during this time will receive an incomplete until made up.

## **AUTOMOBILES**

Driving an automobile is a serious responsibility. Driving a car to school may also be a necessity for many of our students. It is important that drivers exercise care and caution in the parking lot as well as on the driveway and area roads. The speed limit in the surrounding neighborhood is 25 mph and 5 mph in the school driveway and parking lot. We desire to maintain a good relationship with our neighbors as well as leave a Godly example in the community. When students arrive in the morning they must park their car (we also recommend locking it), leave the parking lot, and not return to the car until it is time to leave at the end of the day. Students may go to their cars during the school day with permission from a teacher or staff member. Students who pick-up/drop-off grade school siblings must use the appointed pick-up/drop-off zone unless other arrangements are made and staff is made aware of these arrangements. Students who speed, play loud and/or offensive music, squeal tires, allow others to ride on the outside of the vehicle (including trucks), or drive carelessly will receive a \$10 fine and parents will be notified of the first offense. A second offense will result in a \$20 fine and loss of driving privileges for a period of time. Fines must be paid in two days or a detention will be given (the fine will still need to be paid). Fines will be added to the Student Activity Fund. Vehicles parked on school property are subject to search and inspection at any time by the authorities of the school or those appointed by school authorities.

## **AWARDS**

The Valedictorian and Salutatorian honors will be determined on the basis of the G.P.A. achieved (from the 9th grade through the first three marking periods of the 12th grade) and the number of credit hours completed. In the event of a tie with G.P.A's, the student with the greater number of credit hours will be awarded the higher honor. The honors will be limited to college prep students and to those students who have taken all of their course work at FCS during the 11<sup>th</sup> and 12<sup>th</sup> grades.

## **BAND**

The FCS 5th-8th grade parents have the opportunity to enroll their children in band at RCS. Students who enroll in band at RCS must follow RCS's tuition payment, band practice, and concert requirements. The RCS Band Director will report grades to the FCS teachers. Annually the CSI Wisconsin schools have a music festival for middle school students in the spring that FCS students participate in through RCS.

## **BIKES/SKATEBOARDS/ROLLER BLADES/SCOOTERS**

Students who ride these to school must park them when they arrive. Bikes and scooters must be parked in the bike rack; all other rides must be kept near their cubby. These items may not be used or tampered with during the school day. Before and after school, students who ride these items to get to school may not share, ride around the parking lot or other areas as cars are coming and going and safety is our first priority.

## **BOARD MEETINGS**

The Board meets on the Tuesday after the second Sunday of every month (contact the Board secretary to confirm before attending.) These notices will be placed in the bulletin of Randolph PRC the Sunday prior to the meeting and the School Memo the Wednesday before the Board meeting.

## **BUILDING USE GUIDELINES**

The school building is a gift from our Heavenly Father. "But who am I, and what is my people, that we should be able to offer so willingly after this sort? for all things come of thee, and of thine own have we given thee." I Chron. 29:14. Please follow the rules below in order that we all may use the building in an orderly manner and that it will be ready the next day for student instruction:

### **SCHOOL FACILITY USE POLICY**

The school's facilities were provided through God's benevolences and by the sacrificial generosity of the church and school's members. The school desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory.

Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith in a spirit of Christian charity. But the facility use will not be permitted to persons or groups promoting beliefs or practices that conflict with the school's faith or moral teachings, which are summarized in, among other places, the Holy Scriptures, the Three Forms of Unity, the by-laws and policies of Faith Christian School, and the Statement on Gender, Marriage, and Sexuality. The Board of Faith Christian School is the final decision-maker concerning the use of the school's facilities.

This policy applies to all school facilities, regardless of what part of the facility it is because all that Christians have should be used to the glory of God. (Col. 3:17.) Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the organization or sponsored activities of Faith Christian School, the Federation of Protestant Reformed School Societies, Randolph Protestant Reformed Church or the Protestant Reformed Churches.

### **STATEMENT ON PERMITTED ACCESS TO FACILITIES AND ACTIVITIES**

We believe a person's sex is either male or female and is determined before birth biologically. Participation in any program or activity that is limited to individuals of one sex is exclusively limited to individuals who are persons of that sex. Access to facilities that are designated for use by only one sex is exclusively limited to individuals who are persons of that sex.

### **Guidelines on Use of Facilities**

All rentals for use of Faith Christian School school facilities must be made through the Administrator. Rates for rentals are as prescribed on the rental agreement. All parties must sign and turn in a rental agreement with deposit before the dates will be reserved. Groups/individuals may reserve up to one year in advance, but are subject to being bumped by a major school event at the discretion of school personnel. A deposit will be required at time of key pickup, and returned after inspection. Furthermore:

1. We expect all who enter the building to use it and everything in the school with respect.
2. Use of the school property is granted for all regular Society related activities (such as School Board, Ladies' School Circle, etc.)
3. The school will not be made available when a function would interfere with regular school day or after school activities.
4. All activities must be concluded by 11:00 p.m. unless special arrangements are made with the Board and/or Administrator.
5. No alcoholic beverages are permitted. Tobacco use is banned on school premises including the parking lot.
6. Monies received for building use shall go to the Building Fund.
7. No chairs, tables, or any school equipment shall be removed from the school without permission from the Administrator.
8. Children are expected to be supervised and remain in the areas of the school set aside for the activity. They ought not to be playing in the hallways, classrooms, etc.
9. A key for the facility can be obtained from the secretary or Administrator.
10. The group using the facility must clean the areas used and all items used must be put back in their proper area so that the school is ready the next day for student instruction. Failure to do so will limit future use of the facility by that group or individual and the deposit of \$100 will be forfeited.

## **CALENDAR**

The Administrator, faculty, and the Board develop the school calendar. It is prepared in late winter and usually completed by early spring. The school works closely with area public and Christian schools to avoid conflicts or inconveniences. A committee from the Ladies School Circle produces a printed calendar; the Board must approve the material for the school calendar before being printed.

## **CANCELLATIONS AND DELAYS**

The Administrator has the authority to cancel school when necessary. If Randolph Public Schools close due to weather, Faith Christian School will also close. Cancellations are announced on area radio stations, television and the Internet. On the occasion where there are busing delays because of weather, Faith Christian School will open as follows: with a one-hour delay, we will begin at 9:00 a.m.; with a two-hour delay, we will begin at 10:00 a.m. Parents will be contacted when school closes early while already in session to have their children picked up. If school is canceled during the day, all afternoon and evening events are also typically canceled. Exceptions may be made when conditions clear up enough to avoid rescheduling an event.

## **CATECHISM**

Catechism begins the week after Labor Day. Grades 1-3 report directly to church after the 8:20 bell and are expected back in class at 9:15 (catechism instruction from 8:25–9:10). Grades 4-5 leave at 9:05 and return at 10:00 (catechism instruction from 9:10–9:55). Grades 6-7 leave at 9:55 and return to class at 10:50 (catechism instruction from 10:00–10:45).

## **CELL PHONES & ELECTRONIC DEVICES**

Faith Christian School respects that students may have their own cell phone or that parents may desire that their children have a cell phone at school in order to communicate with them. Any other communication devices are not allowed at school without prior consent by staff. Any students using personal devices must adhere to the Technology Acceptable Use Policy found in this handbook.

### **GRADES K-8**

Students in grades K-8 who bring cell phones to school must leave them in their backpack throughout the school day; they may not keep their cell phones with them in the classroom or take them out on the playground during the school day. Students who need to check their cell phone for a message should inform their teacher of the need to do so. Personal MP3 players, iPods, iPads, and any other electronic devices are not to be used while at school. Consequences are listed below.

### **GRADES 9-12**

Cell phones and personal electronic devices may not be used from bell to bell during class time, study hall, chapels, or assemblies, and must be turned off and out of sight. On occasion, a teacher may allow the use of these devices for educational purposes in the classroom or other activities. In order to protect student privacy, they may not be used in bathrooms or locker rooms. These devices may be used in the hallways between classes and during breaks if necessary. Use of these devices during a student's break time may be restricted for individuals by the administration if such use interferes with a positive school environment. Consequences are listed below.

#### **Consequences for failure to comply:**

1. First offense: device is confiscated and student will be reminded of the reasons for the policy and item will be returned at the end of the day; parents will be notified.
2. Second offense: device is confiscated and student will bring the item to the office at the beginning of the day and pick it up at the end of the day for five consecutive school days; parent/guardian will be notified.
3. Third offense: consequences will be determined on a case-by-case basis by the Administrator.

## **CENSORSHIP**

The library staff screens all library items. Student textbooks are reviewed by the faculty and approved by the Education Committee for purchase. Teachers are expected to review all films, music, websites, and images, etc. before distributing to or sharing with students. In academic lessons (i.e. black history, Spanish, social studies) the teacher may require students to review or learn from books, music, videos, etc. (i.e. slavery songs, songs of the Spanish alphabet, the State Capitols Song) that may not be religious in nature, but are part of the curriculum. If you have concerns about any books, music, films, etc. used by the school, please visit with the teacher. If grievances are not satisfied, please see "Due Process"

## **CHAPELS/SINGING/ALL SCHOOL BIBLE STUDY**

These activities are a time set aside for the faculty and students to come together for singing, prayer, and activities that apply God's Word to our lives. Psalm 34:3, "O magnify the Lord with me, and let us exalt his name together." Students' behavior should be reverent, attentive, and for public events, they should dress respectfully. Students should bring a Psalter and KJV Bible with them to chapel. Chapel exercises are held regularly; each teacher must take a turn leading a chapel each school year. Teachers may invite ministers and seminary students to speak if they choose not to speak themselves. Others speakers require Board or Administrator approval prior to speaking. Monday mornings, the entire school body will gather for singing and devotions at the start of the day. Each year an appropriate Bible theme will be chosen by the staff and students will gather to study elements of the scripture text and apply it to their daily lives followed by activities and singing. Typically the older students will help lead these all school Bible studies.

## **CHEATING**

FCS aims to equip students for higher education and all of life by preparing them to demonstrate a commitment to integrity and truth. We, therefore, hold students to the Biblical standard of honesty in all of their academic endeavors. Cheating is viewed as a violation of the 8th commandment, "Thou shalt not steal." Cheating includes using other student's work or answers on assignments or tests, or any other means that does not clearly reflect the actual knowledge, abilities, or work of the student. The possession of "cheat sheets" whether actually used or not, is interpreted as cheating. Plagiarism, which is the use of another's words or ideas as your own without giving credit to the source, is considered cheating. Students must be careful to properly reference all written or electronic resources that are used. All students knowingly involved, whether as helpers, givers of information, or as receivers, will be treated equally. The teacher will determine the academic consequences for any cheating, which may include a failing grade, and will contact the parents. Any second offense will be dealt with severely and may include loss of credit for the course and/or suspension.

## **CHILD ABUSE AND NEGLECT REPORTING**

Wisconsin State Statute Section 48.981, states that all school personnel have a legal responsibility to report suspected child abuse, sexual abuse, or neglect to the Administrator, who will then notify appropriate county social services or law enforcement agency. By law, school personnel shall not contact the child's parents or family in advance of making a report to authorities to determine the cause of any suspected abuse or neglect upon initial suspicion of same. The involved agency may contact, observe or interview a child at school without permission from the child's parent, guardian, or legal custodian as necessary to determine if a child is in need of protection or services. School staff will not make such a reporting until they have reported their concern to the Administrator and come to an agreement that abuse has taken or is taking place. In the event that the situation involves the Administrator, the staff member should contact and work with the Board President to come to an agreement that abuse has taken or is taking place. In this very serious and legally narrow area, we must remember what the law of God states, "Let every soul be subject unto the higher powers. For there is no power but of God: the powers that be are ordained of God. Whosoever therefore resisteth the power, resisteth the ordinance of God: and they that resist shall receive to themselves damnation. For rulers are not a terror to good works, but to the evil. Wilt thou then not be afraid of the power? do that which is good, and thou shalt have praise of the same." Romans 13:1-3.

## **CLASS RINGS**

Students will be given the opportunity to order a class ring. The school will try to facilitate this each year. Otherwise students may also purchase and design rings independently of the school.

## **CLASSROOM DIVISIONS**

The K-8 students are divided into 5 rooms at this time. K, 1<sup>st</sup> & 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup>, and 7<sup>th</sup> & 8<sup>th</sup>. The Education Committee may recommend changes to this set-up at any time when they feel it best suits the needs of the students, the staff, and/or the school. High school classes may be combined as needed depending on the course, number of students enrolled, and strengths of staff members. See the Faith Christian School Courses Offered and Yearly Course Schedule for more information.

## **CLOSED CAMPUS**

Faith Christian School has a closed campus. This means that a student is not allowed to leave the school grounds without specific permission during the school day. Students may not be excused to leave for lunch unless they are picked up and/or accompanied by a parent.

# COLLEGE RECOMMENDATION AND DISCLOSURE

Colleges and universities often require and review written recommendations from schools on behalf of the students who apply for admission to their institutions. The confidential school recommendation written by the staff for the student discusses not only the student's academic experience, but also his or her broad participation in and contributions to the school community throughout their school career. The recommendation can include descriptions of qualities like leadership, character, and citizenship, and often includes specific examples and anecdotes offered by faculty members and administrators.

In light of the expectation of colleges and universities to be notified by high schools of serious disciplinary actions taken against student applicants and in honoring the importance of relationships with colleges and universities, Faith Christian School will as a matter of policy, report to colleges and universities when requested or necessary, any disciplinary actions taken during the high school years that result in a student's suspension or expulsion from the school. The confidential school recommendation may include the nature of the incident(s) and the disciplinary actions(s) taken. Students are expected to reply fully, thoroughly, and honestly to questions from colleges regarding disciplinary matters and should provide to the Administrator a copy of any and all written statements that they send to colleges disclosing their disciplinary infraction(s).

## CONDUCT POLICY

Every member of the Faith Christian School student body is expected to use good judgment in evaluating appropriate behavior as a member of a Christian school community. Therefore the attitudes, speech, and actions displayed by students should reflect love and respect for God and others. The Board, administration, and faculty determine the policies, standards of conduct, and specific rules for FCS and may revise these during the school year. The following principles are based on God's word and guide our expectations for proper conduct required of all FCS students. Students must follow applicable conduct rules at school, on bus rides to and from school, on field trips and at all school-sponsored activities or events. It is also expected that FCS students will follow these principles in their off-campus behavior, including electronic and social network communications.

**Principle One: Love God with all thine heart. Honor God in attitude, speech and actions. (1 Tim 4:12)**

- Do not mock God or the Bible.
- Do not use the Lord's name in vain. (Ex 20:7)
- Abstain from the use of any profanity and vulgar or abusive speech or actions. (Eph 4:29)

**Principle Two: Love thy neighbor as thyself. Respect others. "As much as it is up to you, live in peace with one another." (Rom 12:18; 2 Tim 2:16, 22-23)**

- Practice courtesy, consideration, compassion, and honesty in communication and interaction with others.
- Respect the authority of all teachers and adults serving in the school setting, whether staff or volunteers.
- In respecting the privacy of the school office, Administrator's office, or teacher workroom, any student who would like to speak with a faculty or staff member should politely knock and wait in the hallway and for the office they should enter and wait respectfully in the waiting area.
- Avoid backtalk and communication (written, verbal or non-verbal) that is disrespectful or intimidating.
- Respect fellow classmates and members of the student body. Every person has the right to remain free from personal intimidation or physical, verbal or psychological harassment from fellow students. Intimidation includes such actions as name-calling, teasing, isolating, harassing or bullying another. Engaging in these kinds of behavior will result in disciplinary action or mediation and a plan for reconciliation.
- Be honest and respectful of one another on the playground, in the hallway, bathrooms, and other areas when they may not be constant direct supervision by a teacher or staff member.

- Respect school property and the property of other students and school employees. Destruction or vandalism is a serious offense. Students may be required to clean, fix, or pay for the damage caused.

### **MISCONDUCT OUTSIDE OF SCHOOL**

Students who attend Faith Christian School are expected to exhibit behavior which sheds good light on the school at all times. Misconduct outside of school is defined as behavior that is either in blatant contradiction of the standards of a Christian life or is deemed to have an adverse affect on the school and others in the school. Examples include but are not limited to: sexual misconduct, substance abuse, abortion, theft, damage to property of the school or school personnel, repeated harassment, or hosting parties where substances are abused. In these situations it is important for the Board, parents, and school personnel to pray and work together to lift up our children in their time of great need and call them to task when they stray from a Biblical walk. It is also imperative that all parties follow the guidelines of Matthew 18.

If the school or Administrator deems that a student's behavior is harmful to the student, the school, or other students, they may, in consultation with the Board President and parents, suspend the student until the Education Committee and/or School Board can meet and assess the situation. In such cases the Education Committee and/or School Board, in consultation with the parents of the student and the Administrator, will determine an appropriate course of action that may include restitution, probation, suspension, or expulsion. The school also will not impede the parents, church, or law enforcement from carrying out their responsibilities in such matters. The Board may also restrict the student from participating in extracurricular activities. If the student is expelled, they may be reinstated if the Board is convinced of their remorse or if evidence comes to light that exonerates the student. In every case, parents and students have the right of appeal to the Board, but the Board decisions are final (see "Due Process").

## **CONFERENCES**

An atmosphere of cooperation and trust must exist between home and school. Regular communication between parents and teachers is essential. One means for establishing this atmosphere is the parent-teacher conference. It provides an opportunity for evaluating the student's development and progress. The total effectiveness of the conference depends on the active participation of both parties. Conferences can be held anytime the parents or teacher feels they are necessary and/or beneficial. Scheduled conferences are arranged in the fall and spring for all parents. Teachers are available by appointment before or after the school day, and would welcome the opportunity to visit with you about any concerns you may have about the education your child is receiving.

## **DETENTION**

Detentions must be served after school (3:05 p.m. – 3:45 p.m.) of the day that it was assigned to the student or before school (7:30 a.m. – 8:10 a.m.) the morning after it was assigned. Transportation, employment concerns, and extra-curricular activities are not valid excuses for missing a detention. The teacher or the Administrator reserves the right to specify the specific time that it must be served. Parents will be notified of all detentions served. During the detention time students will sit in seats assigned by the teacher and they will not be allowed to socialize, sleep or eat without permission. Students are to bring in schoolwork to the detention room. Any student tardy for detention may receive an additional detention period. Any student skipping detention will receive an assignment to Saturday School. One detention per year will be flexible in that it can be served within a two-day period. Otherwise, all detentions are mandatory, regardless of work or after-school schedule.

## DISCIPLINE

All parents who enroll their children in Faith Christian School express agreement at the time of registration with the school policy regarding discipline. The root word for discipline is disciple. All of us and our children are constantly growing in reflecting the love of Jesus Christ as His disciples. The Bible calls us to model Christ-like behavior for our children and nurture them gently in the faith. The teachers bear God-given authority over the students as they stand in the place of the parents and are to be honored by the students with all respect and obedience, according to the Fifth Commandment of God's law (Exodus 20:13; Heidelberg Catechism, Lord's Day 39). Although we recognize parents as the God-appointed authority in the lives of their children, the teachers are the extensions of that authority. Parents are expected to uphold the authority of the teachers in the exercise of biblical Christian discipline. In view of this God-established relationship, the teacher will inform the parents if serious problems arise, and explain present and potential measures of discipline. The Board reserves the right to refuse admission to, suspend, or expel for a period of time, any student whose conduct or influence fails to conform with the biblical principles of the school, or its rules and regulations. Please see the "Due Process" guidelines for those who disagree with any disciplinary actions.

### **THE EXERCISE OF DISCIPLINE**

Our children have depraved natures that occasion sin (Psalm 51:5). Therefore discipline is necessary as a means of correction and instruction. The exercise of discipline by Christians is done out of the principle of love, with the purpose of showing the seriousness of sin before the Holy God, and seeking the repentance and proper behavior and attitude of the sinner. The degree of the corrective measure should correspond with the degree of the offense, with the first measure being that of reproof or admonition. As Scripture requires, the teacher is authorized to spank a child when warranted. (Proverbs 13:24; 19:18; 29:15). If such should become necessary, another teacher will be called in to witness the discipline and the parents will be notified and give approval prior to the spanking. This spanking will take place by means of a stick or paddle administered to the backside of the student, and will be accompanied by counseling and instruction according to biblical principles.

## DISCOVERY CENTER

Discovery Center services are available to help the teachers meet some of the special academic needs of our children. Our Discovery Room is a branch of Elim Christian Services, an education organization located in Palos Heights, Illinois, that works with schools throughout the United States. Faith Christian School has hired its own Discovery Center teacher on a part-time basis to provide remediation and assessment. Our Discovery Center instructor works with the teachers and Elim's Discovery Network Services program to help students get the opportunities needed to achieve their highest God-given potential. Testing and special instruction is given under the supervision of Elim.

FCS also has access to special testing and therapy services via the public school district. When students appear to need special services, the teacher and/or parents can direct the district to test the student for emotional, physical, speech, auditory and visual, and learning disabilities. The staff will notify parents for consultation on intervention services.

Students that have special learning needs require documentation before they begin high school and the staff reviews these documents periodically. Special accommodations are made in different classes pending the needs of the child. Students may also need organizational skill sessions until significant organizational skill improvement is noticeable. Parents and teachers are encouraged to keep in touch with each other especially when problems develop. If you feel that your child needs some one on one instruction or special help, please contact your child's teacher or the Administrator. The Discovery Center is different from the Special Education program; if your child has special needs beyond academic support, please refer to the "Special Education" section.

## DISMISSAL

A student leaving school for an authorized reason may not leave without first alerting and getting permission from their teacher. Students will not be dismissed by teachers from school during the school day to walk home or walk to appointments. Parents or another adult must pick up their children at school and transport them to their appointments or to home.

## DOG INSPECTIONS

Faith Christian School reserves the right to use canines trained for drug, alcohol, explosive detection, and detection of other contraband while accompanied by law enforcement officers for purposes of exploratory sniffing of the outside of storage areas, backpacks, vehicles parked in school approved parking lots, and any other areas of school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists. These searches will be at the discretion of the Administrator and Board. Canines will be used when: (1) there is a reasonable suspicion that controlled substances, contraband, or explosives may be hidden in the building, (2) there is a reasonable suspicion that controlled substances, contraband, or explosives, may be hidden in vehicles parked on school property or on property used by the school, or (3) there is a belief that a random preventive search will be beneficial to the ongoing drug, contraband, or explosives prevention efforts of the school. Canine searches may be used without prior notification to students or school personnel. Students will be restricted to classrooms and kept out of hallways while canine searches are being conducted. In the event of a “hit”, the storage area, vehicle, backpack, etc. will be searched further.

## DRESS CODE

The clothes children wear to school must reflect Christian values and the demands of God’s word that we dress in a way which shows decency and moderation.

*“Whose adorning let it not be that outward adorning of plaiting the hair, and of wearing of gold, or of putting on of apparel; but let it be the hidden man of the heart, in that which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price.” I Peter 3:3-4.*

*“In like manner also, that women adorn themselves in modest apparel, with shamefacedness and sobriety; not with broided hair, or gold, or pearls, or costly array; but (which becometh women professing godliness) with good works.” I Tim. 2:9-10.*

*“What? know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God’s.” I Cor. 6:19-20.*

How we dress reveals much about our attitude toward God, others, ourselves, towards our peers, and those in authority. Because our bodies are temples of the Holy Spirit, our dress should reflect that we believe this and want to confess this concerning ourselves. Although parents are primarily responsible for the dress of their individual children, the school uses the standards of God’s word and reserves the right to determine dress standards in the school and at school functions. Our appearance is an important part of this in each and every school activity in which we are involved. To that end, we require neat, modest, and appropriate attire suitable to an academic setting.

Clothing that is distracting, attention getting, or which promotes themes in conflict with our Christian values may not be worn. Our dress can suggest that we are aligned with a Christian worldview or a secular worldview. If we desire to represent a Christian worldview, we will dress in a way that appropriately reflects Jesus Christ’s presence in our lives. Wherever we are, we represent Faith Christian School. More importantly,

we represent Jesus Christ. “Now then we are ambassadors for Christ, as though God did beseech you by us: we pray you in Christ’s stead, be ye reconciled to God.” II Cor. 5:20.

The intent of the dress code is to encourage in students the idea that the appearance of a person may affect the personal judgment others make of them. All though some violations may be up to the staff’s discretion, they are asked to use Christian wisdom in these matters. Teachers are expected to report dress code violations to the administrator and they will counsel the student and inform the parents. When the student’s dress does not follow these guidelines, parents will be informed by a note home and must sign and return the form. If necessary, the student will be asked to change into or cover themselves with appropriate clothing from the supply of extra clothes kept at school. Parents may also be called to bring appropriate clothing for the child. Leniency may be given to the dress code on some fun/dress-up days.

## **GENERAL PRINCIPLES**

### **Clothing:**

1. Shirts must cover the shoulders.
2. Shorts following the “Finger Tip” rule are allowed. This means that when your child is standing up straight with his/her hands at their sides, the shorts must be long enough that they extend beyond the fingertips.
3. Skirts and dresses must be knee length. Kindergarteners through 2<sup>nd</sup> grade girls are asked to wear shorts under their dresses.
4. Pants and shorts must be worn around the natural waist. Undergarments must not be seen.
5. No tight, form fitting dresses, shirts, pants, yoga or spandex pants, leggings, shorts, or skirts are allowed without an additional layer over them.
6. Shirts, tops, sweaters or blouses may not be revealing (i.e. exposed skin of the midriff, low-cut, see-through, form fitting, loose-sleeved or loose fitting as to expose chest or undergarment).
7. No sundresses, tank tops, or sundress style tops (open back or spaghetti straps). A tank top can act as a layer; it can’t be worn on its own.
8. Sloppy, baggy, torn, or unkempt clothing is not allowed.
9. Clothing advertising alcohol, tobacco, music groups, radio stations, new age symbols, etc. is prohibited.

### **Footwear:**

10. Students must have separate indoor and outdoor footwear (grade school only).
11. Outdoor footwear must be a shoe that cover the toes, have full backs, and enable students to participate in P.E. and safely play at recess and during other outdoor activities.
12. Indoor footwear may be shoes, crocs, flip-flops, and/or sandals.
13. Students must wear socks at all times.

### **Other Dress guidelines:**

14. Hats, caps, bandanas, or sunglasses may not be worn indoors.
15. No unnatural hair color will be allowed.
16. Chapel attire should show the proper respect. Please save your best school clothes for these occasions.
17. Body piercing jewelry, other than earrings worn by girls, may not be worn during school hours or at school functions.
18. Work clothes and uniforms worn for work are not permitted.
19. No tattoos may be displayed.
20. Beards or mustaches are permitted when neatly trimmed and groomed and kept to a length of 1 inch or less.

## **DROP AND ADD POLICY**

High school courses may be dropped only during the first five weeks of a semester. Classes dropped after the fifth week will be recorded as an F, unless the Education Committee approves of another solution. Student, parent, teacher, and principal must sign all drop forms. A course dropped during the first two weeks may be replaced by signing up for another course, if one is available, unless the Education Committee approves another solution. If another course is signed up for, the student is responsible for working with the instructor to make up any work missed during the first week or two.

## **DRUG EDUCATION**

Drug and alcohol education is part of the prescribed health curriculum for high school students. DARE is a community-financed, annual program provided to the fifth grade class through the Randolph Police Dept. This program is focused largely on decision-making. High school health classes will also cover materials related to drugs.

## **DUE PROCESS AND PROPER APPEAL**

All complaints/concerns are encouraged to be resolved following the principles of Matthew 18 where we are encouraged to go privately to the other person in humility and love seeking a solution. In all instances, we prefer that the parties meet in person. Success is greatly enhanced when a solution is sought closest to the problem with as few people involved as possible. If a student or parent has a disagreement with a punishment, policy, or activity of a teacher, coach, activity advisor, or staff member, they are to take the grievance to that individual. If satisfaction is not reached, the parent is to inform the individual that they will contact the Administrator. If satisfaction with the Administrator still cannot be attained, the parent is to inform the Administrator that they will contact the Board President to set up an appointment with the Education Committee. The teacher and parent(s) will be contacted by the Education Committee and allowed to appear before the committee on the matter. Finally, the matter will be referred to the Board. The decision of the Board is to be final on the matter. It is imperative that all parties follow the guidelines of Matthew 18.

## **EMERGENCIES**

Please check in the appendix of this handbook for our Emergency Policies and Plans.

## **EQUIPMENT USE**

No chairs, tables, or any school equipment shall be removed from the school without permission from the Administrator or the Board. Teachers have the expectation that materials and equipment will be there daily for use in their lessons and activities. Borrowing items from school carries the weight of replacement even in the instance of accidental destruction or loss of such items. Office supplies are for the use of teachers and staff for instruction. Parents and students must purchase their own supplies for school projects or make arrangements with the Administrator to reimburse for supplies used.

## **EXAMS**

Exams will be given near or at the end of the second and fourth quarter in December and May respectively. Exam days for high school students are half days. Students will take exams in each appropriate course in which they are enrolled. At the end of the second semester, seniors may be excused from a final exam in any course where they have maintained a grade of B+ or better. In the judgment of the faculty and with the approval of the Administrator, students may be excused from taking a semester exam in rare cases. For any disagreement, please see the Due Process Policy.

## EXTRA-CURRICULAR ACTIVITY POLICY

Extra-curricular activities are fundamental component of any educational program. They may help the students to mature intellectually, spiritually, emotionally, and physically. The design of such activities helps students in learning to become part of a community where individual abilities are needed, developed, and blended to reach a unified goal. These activities also provide opportunities for students to rejoice in the unique perspectives of life dedicated to Christ-like service. Finally, we desire that these activities may help students recognize the importance of individual commitment and dedication as it relates to the achievements of the greater community.

These policies are meant to cover all extracurricular activities associated with Faith Christian School. These may include but are not limited to: athletics, clubs, class trip, field trips, and other school related activities. The privilege of participating in extra-curricular programs is extended to all students, providing they are willing to assume certain responsibilities. A student's greatest responsibility is to glorify their Heavenly Father as well as be a credit to the school, his or her family, and the community, as they represent Christ. First and foremost students must remember that at all times they bear the name Christian. It is the duty and responsibility of all Christians to let their light shine and show by their behavior that they are children of God. From *The Church that Echoed* by Rev. Haak, SB Vol. 91, No. 14:

*I Thess. 1:8 "For from you sounded out the word of the Lord not only in Macedonia and Achaia, but also in every place your faith to Godward is spread abroad; so that we need not to speak any thing." Usually we think of evangelism or witnessing in terms of special activities: going door-to-door with tracts, or holding special classes. These are good and profitable. But these activities are not first and are not most important. The Word of God teaches us that the spiritual condition of the congregation is most clearly seen in the witness that the congregation gives to the community. Our witness does not begin when we go forth in various activities. But it begins in how we live together as fellow believers in the church, and how we stand towards the Word of God. Jesus said, "Ye are the salt of the earth." But a church that loses its salt, its savor, is good for nothing. You see, we leave a witness before we go out, before we speak. In all that we do and at all times, we leave a witness. It is not a question of whether or not we witness. It is a question of what kind of witness we leave. And everyone plays a part in this, as members of the church: children, youth, adults—all the members of the church. Witnessing is, first in the way of living a sanctified life, a holy life together in the church, under the Word of God, obeying that Word of God.*

### CORPORATE RESPONSIBILITY

Students and team members have a corporate responsibility to the school, student body, teammates, coaches and greater community represented by the school. If a team member is suspended, he/she has let down the coach, and much work and planning is lost. Team members are responsible to fellow students. They represent the student body both on and off the playing field. They should be a credit to them at all times. Team members, coaches, spectators, and chaperones all represent Faith Christian School. The members of the Board, the faculty, the parents, the students and other supporters of FCS ought not be embarrassed by the behavior of these school representatives. The privilege of participation in extra-curricular activities will be withheld if the student, coach, spectators, parents, or chaperone does not conduct themselves in a cooperative and appropriate manner at all times during the school day; at, to, and from activities; at practices; and in all of life. We expect the following:

1. Reflect the nature of Christ in all that you do. "But ye are a chosen generation, a royal priesthood, an holy nation, a peculiar people; that ye should shew forth the praises of him who hath called you out of darkness into his marvellous light:" I Peter 2:9.
2. Be respectful of all in authority. "Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you." Heb. 13:17.

3. All students should make a special effort to conduct themselves in a sportsmanlike manner. Respect must be shown toward the coaches, officials, opposing team members and coaches, spectators, tour guides, chaperones, and the public in general. Insubordination will not be tolerated. “For I say, through the grace given unto me, to every man that is among you, not to think of himself more highly than he ought to think; but to think soberly, according as God hath dealt to every man the measure of faith.” Romans 12:3.
4. For athletic events, students must show a sportsmanlike attitude before, during, and after the game. Victories and losses should be taken graciously.
5. Demonstrate responsibility for being part of an activity by helping out, cleaning up, and being helpful to those organizing practices, games, outings, and events.
6. A student must be in school at least half of the day of an event or practice in order to participate unless excused for a dentist or doctor appointment, funeral, or other valid reason accepted by the Administrator.
7. A student must be at all practices unless they notify the coach or Administrator of their absence and the reason.

### **ACADEMIC ELIGIBILITY**

1. Any student receiving a failing grade on his/her report card or averaging below a C in all classes, will be suspended from participation in extracurricular activities for three weeks. If at the end of the three weeks he/she is passing in all subjects and averaging a C or above in all classes, the student will be allowed to resume participation.
2. If during a marking period a student is averaging a failing grade, he/she will be suspended from participation until the grade becomes a passing grade. To resume participation, the student must get each teacher to sign and verify a form that he/she is doing satisfactory work.
3. If a student receives an incomplete on a report card or a progress report, he/she will be suspended from extracurricular activities until all work is satisfactorily completed.
4. Schoolwork or assignments that are not completed for three consecutive days may prevent a student from participating in the next practice or event. All work must be made up and all new assignments current before the student can return to his/her team.
5. Participants in fall activities must meet eligibility requirements during the final six-weeks of the previous school year to be eligible at the beginning of the season for the fall activity. (The beginning of the fall season coincides with the first event of the season.)
6. Any staff member may request in writing to the Administrator that a student be screened for academic eligibility. RCS students will follow the RCS Extracurricular Policies when playing on FCS teams.

### **DUE PROCESS**

Any questions regarding this policy or its application can be brought to the Administrator, the Education Committee, and the School Board, in that order. See the “Due Process” guidelines in this Handbook.

### **BEHAVIOR OF TEAM MEMBERS AT EVENTS**

1. If another event is in progress, the inactive students should watch and encourage those who are participating.
2. Team members should be neatly dressed at the event. If a pre-activity uniform is issued, it should be worn at all events and kept in good condition.
3. If no uniform is required, team members are expected to wear dress clothes. Failure to dress properly will result in suspension from that event.

### **COACHES & LEADERS**

Coaches will be selected from parents, teachers, or church members. The Board has final say in who they will approve to coach/lead the students. Coaches/leaders shall make sure that all students follow the student behavior guidelines of the Extra-Curricular Activity Policy. Coaches/leaders shall also ensure that school is secured after practices and events. Coaches/leaders shall also make sure that all team members have been picked up or that they will be picked up and are safe in school before leaving them after any event or practice.

Other duties will include but are not limited to: organizing events and activities; finding officials for all activities; ordering, distributing, and collecting team uniforms; maintaining all equipment and ensuring school is left in an orderly manner after practices and events; seeking approval on costs through Administrator and Board; and making sure that all playing surfaces/equipment are prepared.

### **EQUIPMENT**

Each student is responsible for the proper care and safekeeping of the equipment issued to him or her. The student responsible for the item must pay for lost, damaged, or stolen items. Equipment must be returned at the end of the season/event. All school issued uniforms are property of the school and should only be worn for those events unless the coaches/leaders give special permission for additional situations.

### **FEES**

Each activity has its own type of fee. Some costs for athletics, clubs, or other events are onetime costs while others are on going. The Board shall be informed of such costs and fees and will determine on a case by case basis of whether the school will help cover those costs and fees or whether the participants will cover the costs and fees. These fees cover expenses the school incurs in operating these activities. Students whose parent's coach/lead are exempt from any fee.

### **MEDICAL, PHYSICALS, & CONCUSSIONS**

For 9<sup>th</sup>-12<sup>th</sup> grade students involved in athletics, physicals are required for participation in sport activities using the WIAA physical form. For 5<sup>th</sup>-8<sup>th</sup> grade students in athletics, physical are encouraged. The completed examination form, signed by the physician, should be sent to the School Office before school begins and before the student is allowed to participate. Parents should inform their doctor of this fact so that the doctor can check for any health related problems that may arise while playing or practicing. By Wisconsin state statute, coaches, parents, and players must read and sign a form demonstrating that they understand what a concussion is, the effects of concussions, and their responsibilities if a concussion is suspected before any participation. If a student is suspected of sustaining a head injury or concussion, the student will not be allowed to participate in any activity until the parents have submitted a written clearance to participate by a doctor.

### **PROHIBITED SUBSTANCE USE**

Students involved in extra-curricular activities should be full-time abstainers. (This includes the summer and any time during the school year.) Possession and/or use of tobacco products, alcohol, and illegal drugs is strictly forbidden for our participants. "Know ye not that ye are the temple of God, and that the Spirit of God dwelleth in you? If any man defile the temple of God, him shall God destroy; for the temple of God is holy, which temple ye are." I Cor. 3:16-17. These rules also apply to those who may not use the substance, but provide access to others. Students in attendance at parties where alcohol and/or drugs are present must leave the premises immediately. Those who remain at a party where drugs and/or alcohol are being used illegally may be subject to the same discipline as those who are partaking. In addition to the following discipline, the "Conduct Policy" will also apply if necessary in such situations.

#### **Discipline:**

1. Discipline for the first violation of the rule will be immediate and automatic suspension from the activity in which he/she is participating. For athletics, suspension will be for 1/3 of the games or competitive events. Other activities will be on a case by case basis. Unless the coaches, Board, or administration deems otherwise, students must still practice with the team while they are suspended from games or competitive events to encourage the student to fellowship with their teammates. If the student is not participating in an activity at the time of the violation he/she will be suspended for at least 1/3 of the games or competitive events of the first activity in which he/she will participate following the violation.
2. Second time offenders are suspended from activities for 1 full year from the violation date.
3. Third time offenders forfeit all privileges of extra-curricular participation at FCS.

### **TRANSPORTATION**

Whenever group transportation is used, all students, managers, chaperones, leaders, and coaches are expected to be on board. Unless special arrangements are made with group leaders and the Administration, spectators and parents will not ride the team bus. Everyone on the bus is required to sit according to the instructions of the coaches/group leader. Use of electronic devices will be at the discretion of the coach/leader and they may

set forth specific guidelines that fall within the “Technology Guidelines” of FCS. By special permission and with proper communication, a student may ride with his/her parents. When groups/teams travel by personal vehicle, it is the team members’ duty to find and coordinate rides with the coaches, and to act responsibly either as drivers or riders. All drivers, adults and students alike, must provide a copy of their proof of auto insurance to the Faith Christian School office before the first time they drive.

### **VULGAR LANGUAGE AND PROFANITY**

Use of vulgar language or profanity in a practice or an activity will not be tolerated. “Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.” Ephesians 4:29. In addition to the following discipline for team members, coaches, parents, spectators, and all others, the “Conduct Policy” will also apply to students in such situations.

#### **Discipline:**

1. Immediate dismissal from the practice or game/event. Additional punishment may follow.
2. Additional punishment and dismissal from the team/group may follow if this misbehavior is repeated.
3. In some situations, a suspension may apply to the next event/game if this rule is violated during an activity and the violation is brought to the attention of coaches and/or administration after the conclusion of the event/game.

### **WAIVER & RELEASE**

For most events, parents’ signatures on the Faith Christian School Registration Form releases and discharges the school, its individual members, volunteers, or agents on their behalf from all claims, demands, damages, actions or cause of actions on account of any and all injuries to person or property or both that may be sustained. This signature also provides permission for students to participate in any an all school related activities, field trips, and extra-curricular activities. However, in some situations, parents may be requested to provide their signature on an additional release form.

### **CURRENT EXTRA-CURRICULAR OPPORTUNITIES**

Teachers and staff prepare extra-curricular opportunities such as class trip, field trips, and other school related activities. Other extra-curricular opportunities that may not be part of the regular curriculum follow:

#### **First Lego League**

The FLL Team can have a maximum of 10 students participate. Students must be in grades 4-8. Older students and returning team members will be given first consideration for the team. Team members must also demonstrate a commitment to hard work and participation. Team members must be independent workers from time to time. Fees for this activity are covered by the Ladies School Circle. Each team member will cover team shirt costs. The FLL Team begins to meet a couple of weeks before school begins and activities usually run through December but in some instances may run through February.

#### **Grades 5-8 FCS/RCS Combined Athletics**

Students in grades 6-8 from both Randolph Christian School and Faith Christian School will be invited to play on the athletic teams at FCS and RCS. If low numbers warrant it, 5th graders from the host school will be asked first, followed by 5th graders from the other school. Each school Administrator will communicate with the coaches of their team well before any sport starts to determine if they have enough participants for that season. If the coach believes they will have enough participants, the Administrator of either school should contact the other to let them know they have enough players at this time. While all players will not play an equal amount of time, playing time will be given to the best of the coach’s ability. Players from both schools are eligible for all games and tournaments. Following are some guidelines regarding player participation:

#### **Basketball**

RCS hosts.

*B-team basketball:* Open to 6th and 7th graders from both schools. If numbers are short, open to RCS 5th graders, then FCS 5<sup>th</sup> graders. Playing time will be a “shared time” game with players playing “roughly half ” in terms of minutes played. This would assure all 6th and 7th graders of substantial minutes in a game.

*A-team basketball:* Open to 7th and 8th graders from both schools, and possibly a talented 6th grader or two. 7th graders could still play on both squads, however, there would be no guaranteed amount of playing time on the A team. Coaches do their best to get all players in a game during each game, although sometimes game situations would not help to make a positive experience for the player.

### **Soccer**

FCS hosts.

Coaches will find opportunities for every player to play in each game. Equal playing time is not guaranteed, but efforts for everyone to play should be made.

### **Volleyball**

RCS hosts.

*B-team volleyball:* Open to 6th and 7th graders from both schools. If numbers are short, open to RCS 5th graders, then FCS 5<sup>th</sup> graders. Everyone plays in each match. Each player will receive time to gain skills on the court, based on the coach's discretion. *A-team volleyball:* Open to grades 7 and 8 from both schools. Everyone plays in the match, not necessarily in every game, coaches may use their discretion.

## **FAREWELL DINNER**

A senior Farewell Dinner sponsored by the junior class under the direction of students, parents, and faculty will be held each year. The banquet will include all FCS high school students and the teaching staff and will consist of a dinner and organized activities. This dinner should be held in the spring in either late April or May. Monies to cover the cost of this event should be raised through fundraising by the junior class.

## **FIELD TRIPS/OUTINGS**

Field trips are recommended by the faculty and Administration and approved by the Board. They are developed in light of the curricular objectives of FCS. Chaperones and drivers may be needed to assist the teacher in whatever capacity needed. Concerns about the approval of certain field trips should be brought to the Administrator. The Ladies School Circle will cover costs over \$6. Students participating in field trips and outings must adhere to the Extra-Curricular Policy.

## **FEES**

Fees assessments may be made for but are not limited to Music, Physical Education, Technology, Science, field trips, class trips, and extra-curricular activities.

## **FINES**

Money collected from student fines will be applied to the Student Activity Fund of school unless there are damages that the fine will need to cover.

## FUNDRAISING

To support the school program and to supplement the funds raised by the Board through regular means – dues, tuition, donations, endowments, and fundraisers – money is raised by other school organizations, i.e. the Ladies’ School Circle, the graduating class, etc. The Board is responsible for the financial direction of the Society and the school. It promotes the financial needs directly through the work of the Finance Committee. All fundraising efforts and opportunities promoting and/or using the name of Faith Christian School must first be brought to the attention of the Administrator and the Board and require subsequent Board approval. The Board should be informed of major changes and/or cancelations made to Board directed fundraising. These include the FCS Auction, Hostess Supper, and SmartShop.

### 8TH GRADE

The 8th grade class raises money each year for the Student Activity Fund through a breakfast, singspiration, the sale of the yearbook and yearbook ads, and yard work. Money earned by the class is used as a class memorial gift to school, for Board-approved projects, for the publication of the school yearbook, for class excursions, and for the 7<sup>th</sup>-8<sup>th</sup>-grade class trip. The Administrator and school secretary are responsible for the funds. The Administrator reports to the Board all activities involving use of the Student Activity Fund. Class gifts from this fund to the school receive the approval of the Board before purchase. Each graduating class is required to leave a minimum balance of \$200 for the next year’s class. Projects involving the students in fundraising or involving the use of school time must be approved by the Board.

### HIGH SCHOOL

At this time, the junior class and their parents should organize and hold fundraiser(s) each year to help cover the eventual cost of the Farewell Dinner and its activities.

## GUIDANCE PROGRAM

In our Guidance Program we wish to be of service to our students in their personal needs, their social relationships, their academic needs, their post-high vocation, their career, and their educational planning. The Counselor meets individually every year with each student to go over test results and future class schedules. We at school also wish to better know each student’s needs through conferences, questionnaires, testing, etc. The guidance counselor, teachers, and Administrator are most willing to listen and help. Students and parents may feel free, at any time, to contact the counselor for a conference or the counselor may wish to schedule a conference with the student. The school may also refer students or their families to other professional services or the pastor if the need arises.

## GRADE POINT AVERAGE

G.P.A. will be calculated on the basis of grades received in all subjects and programs from 9th-12th grades. Grades are calculated using the 4.0 grading scale.

### G.P.A. 4.0 Scale

|           |           |           |           |          |
|-----------|-----------|-----------|-----------|----------|
| A = 4.00  | B+ = 3.33 | C+ = 2.33 | D+ = 1.33 | E = 0.00 |
| A- = 3.67 | B = 3.00  | C = 2.00  | D = 1.00  |          |
|           | B- = 2.67 | C- = 1.67 | D- = 0.67 |          |

# GRADUATION REQUIREMENTS

High school graduation requires 23 credits, with a passing grade in all required courses. Graduation will occur once each year. Diplomas will be awarded at this time to all students who have met the requirements. Appropriate certificates will be awarded to special students who do not meet graduation requirements. All freshman to juniors must be continuously enrolled in at least six courses for credit. Seniors must be enrolled for five courses for credit.

## ALTERNATIVE EDUCATION POLICY

This policy applies to students who are seeking alternative credit options to their education that they cannot obtain at Faith Christian School. This may be credit through online courses, online AP courses, courses from other institutions, or independent study opportunities. The following guidelines apply to all students interested in alternative education for credit:

1. This opportunity is only open to juniors and seniors unless a special exemption is made by the Education Committee and approved by the Board.
2. All FCS graduation requirements and courses are being followed.
3. Parents and student must submit a signed, written request to the Education Committee via the Administrator for approval no later than one month before the semester begins. The Education Committee will consider each request individually. Those courses must at minimum meet these requirements:
  - a. The course does not interfere with the FCS schedule.
  - b. The course is a graded credit course.
  - c. The course is not offered by FCS during that semester.
4. The student must be enrolled in at least 6 courses between FCS and the other institution each semester. The only exception is for seniors. Seniors may only need to be enrolled in a minimum of 5.
5. All expenses incurred are the student's/parents' responsibility.
6. For off campus opportunities, transportation will not be provided by the school.
7. Determination of whether the course grades will be figured into the student's GPA will be on a case by case basis and expressed ahead of time by the Education Committee when it gives it approval for the course.
8. The student/parents are responsible for obtaining transcripts/grades and seeing to it that the FCS office receives them. At the end of each quarter, the student's grade in the online courses will be documented on their FCS report card.

## INDEPENDENT STUDIES PROGRAM (FOR CREDIT)

For our Independent Study Program, we commit to instilling in students the knowledge, skills, attitudes, and Godliness which will enable them to thrive within a chosen professional field and to differentiate themselves in a challenging and competitive environment. It is a program that has the expressed mission of providing authentic profession-based educational opportunities. Students who desire to participate in the independent studies program must demonstrate a desire to work in a project and problem-based real work environment. This program is for students who express a specific goal of preparing for college and/or a chosen profession. Because this program is an independent opportunity, these students must be self-motivated individuals who have an honest desire for learning and enjoy being actively involved in their education. Independent study opportunities are markedly different from the high school classroom setting and thus impose unique demands on the student. Because these students will be integrated into the local professional community; attendance, behavior, and academic standing with FCS takes on an even greater importance. Students' behavior reflects on the FCS and collectively creates and molds the program's future reputation and standing in the community. Should a student's professional behavior while doing an independent study or at FCS not meet the expectations of this program or our school, the student's immediate participation in the study may be terminated and they may not be allowed to participate in future independent studies in subsequent school semesters. Demonstration of professional skills is part of an independent study student's grades. Therefore, student knowledge, skills, and professional character will be graded using a variety of authentic assessments

(see examples bulleted below) in a performance review approach. Although such authentic assessments will compose the majority of a student's grade, some content and skills may be assessed using traditional educational assessments as well. Detailed grading information for each independent study will be determined before the beginning of the semester by FCS and the field supervisor/employer and will follow the FCS grading policy. Assessments may be formative and/or summative such as:

- Grading rubrics
- Portfolio assessments
- Written work
- Peer assessments
- Self assessments
- Presentations
- Design reviews
- Mentor assessments
- Design/idea books
- Project/work journals
- Posting results of student project work online
- Student reflections
- FCS teacher and/or Administrator provided assessments
- Professional skills assessment (includes attendance and dress codes)

In addition to these requirements and the guidelines listed above under the Alternative Education Policy, the following requirements also apply to our Independent Studies Program:

1. This privilege will be suspended if the student does not maintain satisfactory grades (2.0 GPA and no E's) in all courses being taken at FCS.
2. The potential employer (field supervisor) has met with the Administrator to understand the expectations they will be required to fulfill as part of this program.
3. Once approval is given for the independent study, students and parents will meet with the Administrator, FCS Staff, and their employer (field supervisor) at least 2 weeks before the start of the semester to review the guidelines and expectations as well as set goals for the student that they will abide by throughout the independent study. A tentative schedule for meetings between the employer (field supervisor), student, and FCS staff to review goals throughout the following school year will also be set at that time.

## **HALLWAY & BATHROOM BEHAVIOR**

“And let us consider one another to provoke unto love and to good works:” Heb. 10:24. Student activity in the hallway is governed by these guidelines: walk in the hall, do not loiter in the hall or in the ball room, use bathrooms for their intended use, avoid excessive noise in the hall, eat snacks at your desk or outside, don't bounce or throw balls in hall, and use language that is pleasing to your Heavenly Father.

## **HARASSMENT & BULLYING POLICY**

“These six things doth the Lord hate: yea, seven are an abomination unto him: a proud look, a lying tongue, and hands that shed innocent blood, an heart that deviseth wicked imaginations, feet that be swift in running to mischief, a false witness that speaketh lies, and he that soweth discord among brethren.” Prov. 6:16-19.

As it is a guiding principle for God's people that we should “Love our neighbor as ourselves”, no type of harassment (physical, verbal, emotional, sexual, etc.) will be allowed in our school whether initiated by student, staff, volunteers in school, or anyone on school property. This policy applies whether it happens at any school function or school-sponsored activity, off school property, during non-school hours, or online or in person. This type of activity is against state and school policy. Harassment or bullying will not be allowed based on age, color, creed, national origin, race, religion, marital status, gender, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, personal performance, familial status, or any other difference. Although individuals may exhibit differences that result from sin and the effects of sin, harassment and bullying are not the scriptural means of addressing these differences or other issues and will not be tolerated. “Now we exhort you, brethren, warn them that are unruly, comfort the feeble-minded, support the weak, be patient toward all men.” I Thess. 5:14. Any infraction will be dealt with according to biblical principles. Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward another which is based on any actual or perceived trait or

characteristic of the individual defined above, and/or creates an objectively hostile environment that places the individual in reasonable fear of harm to their person or property, has a substantially detrimental effect on their physical or mental health, or has the effect of substantially interfering with their ability to participate or benefit from the services, activities, or privileges provided by the school, or fails to show love towards the neighbor.

### **INVESTIGATION**

Suspected incidents of bullying and harassment will be given serious consideration and thoroughly and promptly investigated by the Administrator or another designee and then referred to the Education Committee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy. Reports of harassment and subsequent investigations will be handled discreetly and confidentially to avoid embarrassment of the person making the report or a person who may be unjustly accused.

### **CONSEQUENCES FOR VIOLATORS**

Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action; in some instances, this may include contacting law enforcement. Initial consequences may be enforced by the Administrator but must be reported to the Education Committee. Subsequent consequences will be handed down by the Education Committee and must be reported to the Board. Those not in agreement with the findings of the Administrator and Education Committee are to follow the Due Process guidelines.

### **SEXUAL HARASSMENT**

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments or innuendo in person or via electronic device.

#### **Reporting**

If an individual has concerns about the nature of any conduct or physical contact by an adult employed by this school, by a fellow student, or by a member of the public, or that makes them feel uncomfortable, the individual should immediately report this concern to an Administrator or counselor, as well as discuss this concern with their parents or guardians. Students may report to a teacher, the Administrator, a parent, a pastor, or a counselor. Teachers should report an offense to their Administrator, or if it is the Administrator he or she is reporting, to the Board President. Other individuals should report to either the Administrator or Board President. The Administrator and/or Board President is responsible for receiving reports and implementing the Harassment Policy. It should be understood that in some cases schools are required by law to report sexual harassment to the appropriate social agency that protects the rights of individuals in such cases. Because of the gravity of reporting to a social agency, an individual should first seek advice/agreement about reporting with the Administrator, the Board President, another Board member, or a pastor before reporting it. Those not in agreement with the findings of the Administrator and Education Committee are to follow the Due Process guidelines.

## **HOMEWORK**

“And whatsoever ye do, do it heartily, as to the Lord, and not unto men.” Col. 3:23. The purpose of homework is preparation, review, practice, and reinforcement. Homework is intended as an extension of what happens in the classroom. It is not intended as a punishment or busy work. Homework encourages academic pursuits independent of the teacher. Homework increases with the grade levels and will be necessary much of the time, especially for tests or projects. Teachers will effectively communicate their homework policies to students and parents. Teachers should make their homework policies available to parents. A general rule for grades 6-12 is that there will be no more than two major tests on a given day, except at the end of a marking period. We acknowledge that students have different levels of ability which also may lead to different times required to complete homework. Generally in the 5<sup>th</sup>-8<sup>th</sup> grades and high school, one to two hours of homework a night may be an average for many students; for the K-4<sup>th</sup> grades, 30-60 minutes may be average. Parents should know what homework, tests, and projects the students have been

assigned by checking the teacher's weekly memo, student's assignment notebook, or digital assignment reporting. Students in grades 7<sup>th</sup>-12<sup>th</sup> are expected to be responsible for keeping track of their own assignments. It is recommended that parents help the student plan a time for homework. There should be a regular time and regular place for homework in an environment that lends itself to study. Parents should be available to help the students with homework as needed. It is a student's responsibility to know their assignments and make sure they understand all aspects of the assignments and each afternoon before leaving school, students should make sure they have all books and materials needed for a given night's work. Please communicate with staff members when your child is struggling with homework. Remember that your child's "full-time job" during these years is to be a student first, and priority should be directed toward their studies. "The soul of the sluggard desireth, and hath nothing; but the soul of the diligent shall be made fat." Prov. 13:4.

## HOT LUNCH/DONUTS

Hot Lunch is planned by the Ladies School Circle and served every other Wednesday. Please coordinate with your hot lunch partner and have a menu submitted to the school secretary one week prior to the scheduled date in order that the menu can be printed in the Wednesday memo. Hot Lunch should be ready by 11:30 am in order to serve the lower grades first to ease the line congestion. The food choice listed on the calendar is only a suggestion and may be changed if you prefer. If your scheduled week does not work for you, please switch with another person. It is preferred that food prepared for hot lunch is donated, but it is an option to charge items at the Randolph Piggly Wiggly. Please give the receipts to the Ladies School Circle treasurer for reimbursement. On Wednesdays when a hot lunch is not served, pizza or hot dogs will be served alternately. Pizza from Pizza Ranch is also served once a month on Fridays. Students are allowed two slices of pizza. Consider pizza or hot dogs a substitute for a sandwich on those days and please pack your child enough other items to supplement their lunch. Glazer donuts from Kwik Trip are served every other Monday at first recess. Please see your school calendar for exact dates and possible hot lunch menus. Teachers keep track of which students take hot lunch, pizza, hot dogs, and donuts. These records are collected quarterly by the school secretary and bills sent home with the children.

## ICE RINK

Parents graciously attempt to create an ice rink near to school each year for the enjoyment of the students throughout the winter. The Ladies School Circle pays for the tarp each year and FCS bears the cost for the water. Throughout the years, FCS has acquired a variety of ice skates. Students who do not have access to their own skates are allowed to borrow these skates. Students may also bring their own skates. The ice rink may be used by our families throughout the week and on weekends provided they help care for the maintenance of the ice rink, put all materials away, and check that the building is secured when they leave.

## IMMUNIZATION

Immunization records are kept on every student according to State guidelines. State immunization reports are sent to Madison in October. The Administration will exclude a child from attending school who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions including the necessary Immunization Assessment Program forms to provide for preventable infectious disease control. Parents who refuse to get their children immunized must file the proper paperwork with the School Office.

## INFECTIOUS/COMMUNICABLE DISEASE CONTROL

Due to the communal nature of school and the close interaction daily between students, illnesses and diseases can spread from one individual to another. Children with head lice, chicken pox, strep throat, impetigo and pink eye **MUST** be kept at home. Parents **MUST** notify the school when these diseases are identified in their child(ren) out of respect for others so that other parents can watch for them in their children. After the child

has been isolated for the necessary period of time and proper medical guidelines have been followed, he/she may return to school. Whenever these diseases are detected at school the teacher will contact the parent. In addition, the following statements are also applicable in regards to the flu, common cold, and other similar ailments:

1. Sending a sick and contagious child to school inherently puts other children and families at risk of spreading the illness. Parents should be on the side of caution before sending a child to school who may have flu like symptoms, is running a temperature, or demonstrates other communicable sicknesses. Please make sure a proper period of time has passed and medications have had time to begin working before returning the child to school.
2. Working with children inherently brings exposure to coughs, colds, and germs. Teachers must be sensitive to the fact that students will enter their classroom with coughs, runny noses, allergies, and the common cold and students need not be sent home for these regular and incurable ailments unless they render the student unable to function in the classroom.
3. Mothers who work outside of the home must make themselves or another adult available to pick up and care for the child in the instance the child becomes sick at school.
4. Faith Christian School will work cooperatively with local, county, state, and federal agencies to enforce and adhere to the State Health Codes for prevention, control, and containment of infectious diseases in the school. In some instances, the Administrator, in conjunction with the Board, may decide to close school to help contain the spread of a contagious disease.
5. The Administration may exclude students and/or personnel from school who are suspected or diagnosed with an infectious disease, or whose exposure to an infectious disease may threaten the well-being of that individual.
6. High school students who drive and become ill once at school must first report the illness to a teacher or the office. They may not leave the building without permission. A parent or guardian will be contacted in reference to the student's illness and arrangements can then be made for the student to leave school.

## INJURIES

Whenever a student becomes injured at school, first aid is given to the child and parents are notified of the injury and the treatment given. In the case of a more serious injury that requires treatment by medical professionals, 911 may be called; parents will be notified of this status. For all other serious injuries that require treatment by medical professional but do not warrant a 911 call, parents will be notified and will be requested to arrange for treatment. Parents should keep an up-to-date emergency number on file at the school. When parents are not available, the emergency information provided at registration will be used. FCS has staff personnel who are regularly trained in first aid and CPR techniques.

## INSURANCE

The school has purchased insurance from an insurance provider that provides coverage for our school building, its contents, workman's compensation, coverage for volunteer and hired drivers to and from school events, and an umbrella policy. Please check with the office for more information and claim forms.

## IPADS

This 1:1 technology initiative in grades K-8 at FCS will require the disbursement of a single iPad to every student in those grades.

### RECEIVING YOUR IPAD

iPads will be distributed each fall on the first day of school. Students are responsible for bringing their iPad to all classes, unless specifically instructed not to do so by their teacher. Student iPad's will be labeled in the manner specified by the school. iPads can be identified by a record of the serial number.

### **Accessories**

Students will have an Otterbox case, Bluetooth keyboard, earphones, and stylus assigned to them to help them work with and protect the iPad. These are considered school property and are expected to be brought to school each day. Students are expected to respect this property, properly care and maintain it, and inform a teacher if any problem or defect arises with the accessories.

### **RETURNING YOUR IPAD**

iPads will be returned during the final week of school so that they can be checked for serviceability. Students who withdraw or terminate enrollment at FCS for any reason must return their individual school iPad on the date of termination. If a student fails to return the iPad at the end of the school year or upon termination of enrollment at FCS, the student or parents will pay the replacement cost of the iPad, or, if applicable, any insurance deductible.

### **PURCHASING YOUR OWN IPAD**

Parents may purchase their own iPad for the student or buy an iPad from school that is assigned to their child. When parents purchase their own iPad, these minimum requirements must be met: 32 GB or larger, it must have a camera (iPad 2 or newer and all iPad minis), and purchase a protective case and earphones. iPads owned by families will still need to be synced to school's iTunes account so that school related video, music, books, audiobooks, and photos can be transferred to the iPad for the benefit of the student. Students and parents should not connect their iPad to a home or personal computer as this may wipe out necessary student materials. Parents may purchase their child's school owned iPad from school. The cost will be figured based on the original cost of the iPad minus \$50 a year. Minimum purchase price is \$100.

### **PASSWORDS, APPLE ID, & DIGITAL STUDENT ACCOUNTS**

All students must have an Apple ID that is unique to them. In order to get an Apple ID, students will also need a Gmail account. School will then collect passwords, birthdates, usernames, parent e-mail, and all security information for each student and Apple ID to ensure the smooth use of the iPad with all downloads and to help trouble shoot and issues that arise. This information will never be shared with non-school parties and will be kept confidential but may be used by school personnel when investigating improper use of technology, harassment, or violations of Technology Acceptable Use Policy.

#### **App Store, Apps, iTunes, eBooks, Music, and iOS**

School will purchase all required apps, music, and e-books for the students. Students will be expected to keep these apps on the iPad at all times. The apps will become the property of the student and their Apple ID. No other apps should be on the iPad at anytime unless the teacher has approved them. All e-textbooks are the property of FCS. Appropriate music will be downloaded onto the music app on school owned iPads by FCS; no other music should be loaded onto the school owned iPads. When iOS updates are available, students need to update their iPad. We recommend students do this at home

#### **iPad Care & General Precautions**

The iPad is school property and all users will follow this policy and the Faith Christian School Acceptable Use Policy for technology.

- Never plug the iPad into your home or personal computer. This will cause issues with iTunes and may wipe out many of the files on the iPad.
- Do not sign in to the App Store or iTunes Store to download content onto the iPad with another Apple ID. This will usually result in the student being blocked from the iTunes store for 90 days.
- The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Do not lean on or place any items on top of the iPad as it may damage the screen.
- When carrying or storing the iPad, make sure the Otterbox cover is properly on the iPad.
- Do not place anything in the carrying case that will press against the screen.

- If technical difficulties occur or illegal software or unapproved apps are discovered on the iPad, the iPad will be wiped clean and restored from backup.

### **iPAD PROTECTION PLAN**

Faith Christian School recognizes that with the implementation of the iPad initiative there is a need to protect the investment by both FCS and the Student/Parent. The following outlines the various areas of protection:

#### **Personal, Home, or Homeowners coverage**

FCS will make parents aware of annual insurance that they can purchase if they choose to help cover loss of or damage to the iPad. Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad. Most insurance will require a rider for electronics and only provide so much coverage and possibly a higher deductible.

#### **iPad Undergoing Repair**

Loaner iPads may be issued to students when they leave their iPads for repair at FCS. There may be a delay in getting an iPad should the school not have enough to loan.

#### **Cost of Repairs**

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, water damage, inoperability, “Jailbreaking” of the iPad, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost or damaged peripheral items such as keyboards, headphones, stylus, and cables will be charged the actual replacement cost. Warranty, Accidental Damage Protection, or Faith Christian School Personal Property Insurance does not cover intentional damage of the iPads.

**Theft/Vandalism:** In cases of theft, vandalism, other criminal acts, or fire, a police or fire report must be filed by the parent or student for their personal protection coverage to take place. A copy of the police/fire report must be provided to the Administrator.

## **JANITOR**

A janitor hired by the Board does school cleaning. Cleaning is completed twice a week during the school year, twice during the summer, and on the day before any major school hosted event. Oversight for this position is through the Building Committee.

## **LADIES SCHOOL CIRCLE**

The Ladies’ School Circle is an organization “to unite the women” and to raise funds to “aid the Board financially” and meets in September, January, and April usually one week following a Board meeting. The Ladies’ School Circle sponsored fund-raising activities are under their own direction. The group works cooperatively with the Board and the Administrator in activities involving the use of the school building, the student body, the teaching staff, and the use of school time. This Society also works to bring about a closer relationship between home and school. The expenditure of the group’s funds for school needs is based upon the request and approval of the Board.

## **LIBRARY**

The library is open for use to students, teachers, parents, and friends of the school. Students are required to behave properly in the library as they would in the classroom. All books, DVDs, and other materials may be checked out for a two-week period. Students may check out these items only under their name. Items may be returned to the library cart at any time. The librarian, a teacher, or volunteer will help check out all items. The person borrowing the item is responsible for returning it. If items are overdue for a month or are missing, the parents will be notified of missing item. Students are required to pay for any items that are lost or damaged beyond what is considered normal wear. Books, DVDs, and other materials are to be replaced with the same

item or another of equal value after consultation with the librarian. At any time and with good reason, the librarian may refuse to allow a student to check out any items.

## **LAPTOPS (HIGH SCHOOL)**

Upon entering 9<sup>th</sup> grade, the freshman will receive a laptop and a protective bag. The initial cost of the laptop will be covered by school and \$100 will be recouped each year by the school to cover this cost. The student's laptop also carries a 4-year warranty that covers hardware malfunction, drops, and any catastrophic damage. Upon graduation, the student and parents become the owner of the laptop. Students are expected to care for their laptops and have them charged and ready for all classes each day. Students who leave FCS before the end of their senior year can purchase the laptop for \$100 for each year they have left in high school. For those who leave FCS and do not want to purchase the laptop, no reimbursement will be given.

### **MICROSOFT OFFICE**

Students are expected to have access to Microsoft Office for much of their school work. This will be the main word processor and spreadsheet used by students and staff. Students can obtain Microsoft Office in four ways:

1. All students will be set up with an free educational Microsoft 365 account which allows them free online access to Office products. However, this account can only be accessed when connected to the Internet. We only recommend this option if you have a strong Internet connection at home. Lack of Internet access will not be a valid excuse for not getting assignments completed.
2. Buy one license to Microsoft 365 annually for \$72. In addition to having access to Office products via the Internet, students will also have off-line access to Office products at all times. Students will always have the most up-to-date version of the program on their computer.
3. Buy five licenses to Microsoft 365 annually for \$100. For families with multiple high school students and/or who have additional computers at home that need Office, this may be a more cost effective option. In addition to having access to Office products via the Internet, students will also have off-line access to Office products at all times. Students will always have the most up-to-date version of the program on their computer.
4. Buy one stand alone license to Microsoft Office for \$150. In addition to having access to Office products via the Internet, students will also have off-line access to Office products at all times. Student will be able to receive updates as needed but if a completely Office product comes out, they will not have access to that version. However, the changes from year to year are very minimal and over a four year period shouldn't be that different.

## **LOST AND FOUND**

Articles that are lost are placed into the lost and found receptacle in the ballroom. Items will be displayed at the end of the year to be claimed by their rightful owners with all unclaimed items being donated to Bargains Galore Thrift Store. Students should report lost items to the office as soon as possible.

## **LUNCH AND BREAK TIME**

Students may use this time to relax, play, socialize, and eat. K-8th students will eat in their classroom with their teacher giving supervision unless other arrangements have been made. High school students will eat in a high school classroom, outdoors, or in another location with permission from teachers. Students may not take food or drink into the library, bathroom, or eat in the hallways. All papers and trash from lunch must be disposed of properly. Students may not leave the school property at this time without permission. FCS is a closed campus.

## MEDICATIONS

It is illegal for the school to provide aspirin, ibuprofen, or other medication without proper authorization. We strongly prefer that students take medicine at school only when absolutely necessary. Non-prescription medications (Tylenol, Ibuprofen, etc.) will be administered by the school only when parents give authorization. Students may not share any medications with another student whether it be over-the-counter or prescription medication for any reason. If students must receive medication prescribed by a doctor while at school, leave the medication (in a labeled container with printed directions) in the office or with the teacher along with written permission from a parent for the staff to oversee the taking of the medicine. If any medication is found with a student, it will be taken away and the parent called.

## MUSIC CONCERTS AND FESTIVALS

*“Praise ye the Lord. Praise God in his sanctuary: praise him in the firmament of his power.*

*Praise him for his mighty acts: praise him according to his excellent greatness.*

*Praise him with the sound of the trumpet: praise him with the psaltery and harp.*

*Praise him with the timbrel and dance: praise him with stringed instruments and organs.*

*Praise him upon the loud cymbals: praise him upon the high sounding cymbals.*

*Let every thing that hath breath praise the Lord. Praise ye the Lord.” Psalm 150.*

*“Speaking to yourselves in psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord;”  
Ephesians 5:19.*

Vocal music and instrumental music are taught to all students in grades K-12 with students often performing at various events throughout the year. All students are required to attend specific concerts determined by the staff. Students who do not attend concerts may receive an "F" for the quarter unless a valid reason for not attending was excused by the teacher, music instructor, and/or Administrator prior to the concert. The Administrator is responsible for organizing and planning the annual Faith Christian School Christmas program. The Board must first approve all music publicly performed at school-sponsored events. If parents find aspects of the program or music objectionable they must submit their reasons to the Administrator or Board in writing.

## NON-CUSTODIAL PARENT POLICY

Divorced and separated families sadly may from time to time affect Faith Christian School. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
2. A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody and such order or authorization is authenticated with a phone call.
3. If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
4. Concerning student activities that require parent consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

## OFF LIMITS AREAS

The janitor's room, supply rooms, any mechanical room, principal's office, teacher storage rooms, and teacher's lounge are off limits to students. The only exception is when students are there with permission of or in the presence of a teacher.

## ON-LINE COURSES

Throughout their FCS high school education, students may be required to take online courses when the FCS staff is unable to provide instruction in a particular course or the Board determines that an online course better fits school and student needs. All students are encouraged to take at least one on-line course as taking an online course will help students to become familiar with this type of learning as well as expand their course options beyond those offered at FCS. It also gives them the option of taking dual credit classes. The Education Committee will determine on a case-by-case basis what online companies to use subject to Board approval. Costs for all FCS required online courses that are part of the required curriculum will be borne by the school. If a student chooses to take their own online course, parents will accept financial responsibility for the cost of the course. See the Alternative Education Policy for guidelines in these situations.

## PARENTAL INVOLVEMENT

“There is one body, and one Spirit, even as ye are called in one hope of your calling; one Lord, one faith, one baptism, one God and Father of all, who is above all, and through all, and in you all.” Ephesians 4:4-6. Without unity between home and teachers, we have no school. When we are at odds with one another, we have the world. So we must be united in our work. As teachers and parents our goal is to seek the unity of God's church so that God is glorified through us. To glorify God is to reflect and shine His beauty. Both parents and teachers shine then this beauty to the children so that they too learn to reflect God. The Baptismal vows of parents' calls them to the task of education and as God works in and through parents, teachers come alongside them to help in this work. Teachers ought to be eager to hear what the parents have to say and how to work with their child and parents the same of the teachers. There is not one child in the school, but many children. So parents, teachers, and Society ought together, with the understanding that we serve not one child, realize that we serve many children. An effective Christian school needs the active and full involvement of parents in student education. Therefore, we urge parents to:

1. Attend all scheduled parent-teacher conferences to discuss student progress, participate in the various fund-raising activities, and be present at as many extra-curricular events as possible.
2. Ensure the children have enough time at home to get their schoolwork done and assist them when necessary.
3. Speak positively and be supportive of the staff, academic work, school projects, extra-curricular activities, disciplinary policies, and expectations of the school.
4. Be available and cooperative in volunteering to chaperone or help out with school and class activities, drive for field trips, or help with school workdays if asked.
5. Contact their child's teacher when concerns arise.

## PARTIES

A recognized group such as a class, student organization, parent organization, etc., must sponsor school parties. In the case of a student group, a faculty member or parents must be involved in the planning and execution of the party. A faculty member or parents is to see that the party is adequately chaperoned. Plans are to be reviewed with the Administrator before the date and time of the party is publically published and arrangements are made; this should happen preferably 5 or more days before the party. Student parties are to observe an 11:00 PM curfew unless special arrangements have been made. Student conduct and activity must at all times reflect our Christian standards and follow school guidelines. Permission to use the school building is to be granted whenever feasible, subject to the Administrator's approval.

## PHOTOCOPIES

If parents use the copy machine, school should be reimbursed. Please leave an envelop with \$ in it along with you name and the number of copies made in the secretaries mailbox in the office. The rate for photocopies is 5 cents per copy.

## PHYSICALS

We suggest that all students have physical examinations by their own physicians on a regular basis. Physical examinations are required of all new students and those in kindergarten. The completed examination form, signed by the physician, should be sent to the School Office before school begins. We encourage students in 5th-12th to have physicals before participating in athletics. Parents and students participating in athletics must sign the appropriate state concussion guideline forms.

## PHYSICAL EDUCATION

Learning gross and fine motor skills, rules of a variety of games, health and fitness, and a Christian attitude towards playing with others are the emphases of the Physical Education program at Faith Christian School. Physical education will be provided to all students in an atmosphere in which learning and Christian fellowship is emphasized over beating an opponent and being competitive. A team or group in an activity is only as good as its “weakest link”. Therefore, it ought to be the prerogative of the better students to help “raise up” the abilities of the less skilled students. All students are expected to participate unless a note from a doctor is given or parents make special arrangements with the teacher. Just as music, math, science, or other parts of the curriculum may be difficult or not a favorite for some students, we recognize that physical education may be a struggle for some students. However, just as we don’t excuse students from math, science, or music, we expect all students to attempt to participate in P.E. To keep the costs of P.E. to a minimum, often times students will be asked to take items from home to participate. This may include but is not limited to: baseball gloves, basketballs, Frisbees, ice skates & hockey sticks, etc. Students should have closed shoes for P.E. in the warm months and snow clothing (coats, hats, gloves, snow pants) for the winter months.

## PLAYGROUND

The playground can create unique and difficult situations for students. Students come from many homes where different sets of rules about play are followed. As a school is a community, students must learn that while at school and part of a group, they must abide by school guidelines on the playground as well as to work with others within in a community. “Submit yourselves to every ordinance of man for the Lord’s sake: whether it be to the king, as supreme;” I Peter 2:13. “And let us consider one another to provoke unto love and to good works: not forsaking the assembling of ourselves together, as the manner of some is; but exhorting one another: and so much the more, as ye see the day approaching.” Heb. 10:24-25. The staff have established the following guidelines to foster orderliness and safety while on the playground:

1. All games must be played by the standard rules.
2. Swing straight on swings, not side to side; do not jump off swing while swinging. Only one person on a swing at a time.
3. No standing on the merry-go-round or playing in the middle of the merry-go-round.
4. Baseballs are only to be used to play catch or “500”.
5. No tackle football, throwing each other down, or other bodily contact games are permitted on school grounds.
6. All playground equipment that has been taken out for recess must be brought back in.
7. When all students are restricted to the parking lot, an all school game is encouraged at the discretion of the supervising teacher.
8. Do not play to the area north of the school building; the church parking lot may be used only when a teacher gives permission.

9. Snowballing may only be done with consenting parties and in a designated area with direct teacher supervision; king on the mountain is not allowed.

## **PROPERTY**

“He that is faithful in that which is least is faithful also in much: and he that is unjust in the least is unjust also in much. If therefore ye have not been faithful in the unrighteous mammon, who will commit to your trust the true riches? And if ye have not been faithful in that which is another man’s, who shall give you that which is your own?” Luke 16:10-12.

### **STUDENT PERSONAL PROPERTY**

Student personal property storage areas (i.e. cubbies) are the property of Faith Christian School. Students using these areas should expect that authorized school personnel can search these school owned storage areas at any time. Students should exercise caution with leaving valuables in their storage areas as well as in vehicles. Students are responsible for keeping their storage areas clean. Pictures are limited to family and friends of the student.

### **SCHOOL PROPERTY**

Each student is responsible for schoolbooks, iPads, and all school related materials, as well as school property. The costs of vandalism and destruction of property are shared by all members of the Society. Parents are financially liable for any damage their children inflict to school property, furniture, or the personal property of other students and teachers. Students will be expected to pay for any items they lose, break, or damage because of misuse, carelessness, or negligence. Charges will be made on the basis of replacement cost as determined by the Administrator and reported to the Board. Any FCS property that is damaged or devalued due to improper conduct of a student(s) will require financial restitution for the damage or devaluation of property by the responsible person or persons. The financial restitution will be the cost of repair or the amount of devaluation as determined by an approved qualified professional. See “Due Process” for any disagreements.

## **PROSPECTIVE PARENTS**

### **SCRIPTURAL BASIS**

Because the Scriptures teach that adultery and fornication were forgiven by Jesus Christ and because Jesus Christ taught by the example of his forgiveness that fornication and adultery are no greater sins than others, we too must forgive such confessed sins. (cf. Matthew 12:31; John 8:1-11) In cases of wrongdoing in this regard, the student is expected to confess the sin in the Church. When this is done, the student can be received again into Faith Christian School. (cf. Matthew 12:31; Mark 3:28-29; Luke 13:2-5) Continued attendance at Faith Christian School is encouraged for young people, who have sinned and confessed this sin, so that they may continue to grow and develop as members of the Reformed (Protestant Reformed) Covenant community. (Luke 15:31)

### **STATEMENT OF THE POLICY**

In view of the above, it is the school’s responsibility to consider on an individual basis, the continuation of attendance by students who will be or have become parents. Such judgment shall be made on the basis of Christian concern for the welfare of each student and family involved, and for the welfare of the student body. The policy will apply equally to male and female students. The implementation of the policy will be through the Administrator and the Education Committee.

### **GUIDELINES FOR IMPLEMENTATION**

1. When the Administrator becomes aware of a pregnancy, contact will be made with the student and the parents of the student to ascertain whether the sin has been confessed in the Church. If the sin has not been confessed to the Church, the student will be suspended indefinitely.

2. The student who shows sorrow for sin through public confession to the church will be encouraged to continue his/her education at Faith Christian School.
3. Continued attendance by the student requires that he/she lives with parents or at a home approved by the parent or guardian.
4. The student will be permitted to take courses for which academic credit is given. Modification of the educational program of those involved may be allowed if counselor, Administrator, and involved faculty approve. Such students will be permitted to participate in graduation ceremonies.
5. A doctor's permission of attendance may be required if a student is taking a course that may be harmful to the mother or unborn child.
6. Male and female students involved in a premarital pregnancy are ineligible to participate in any extra-curricular activities (excluding public performances of the band and the choir because they are graded parts of the regular curriculum) during the term of the pregnancy plus two months. Following this period of time, the student(s) may be declared eligible by the administration.
7. Children of students are not to be taken to school during school hours or to activity meetings or practice sessions without permission from the Administrator.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Public displays of affections (i.e. but not limited to: hugging, kissing, inappropriate touching) that are deemed inappropriate or prolonged should be addressed by all staff members. After a first warning, students should be reported to the Administrator.

## **PUBLIC NOTICES**

Notices may be placed on the corridor bulletin board and in the weekly newsletter for clubs, other student activities, and at times for outside groups. All outside group notices must be approved by the Administrator. School announcements are posted internally and on the web site as needed.

## **RECESS**

Students must always come to school dressed appropriately for the elements, have proper footwear, and expect to play outside before school, at recess, and after school. On rainy days it will be up to the discretion of the teacher to determine when the students should go out or stay in. At 10 degrees or above, students are expected to go outside. At 9 degrees to -19 degrees wind chill, students will have the option of going outside or staying in. If the wind chill is colder than -20 degrees, the children will not be allowed out. If parents wish that a child stay in, please send a note to the teacher giving the reason why the student should be allowed to remain inside on that day.

### **TIMES**

|                           |                     |
|---------------------------|---------------------|
| AM Recess for Grades K-4: | 9:55 am - 10:10 am  |
| AM Recess for Grades 5-8: | 10:10 am - 10:25 am |
| Noon Recess:              | 11:45 am – 12:30 pm |
| PM Recess:                | 2:00 pm – 2:15 pm   |

## **REGISTRATION**

Registration is usually scheduled for a Monday evening toward the beginning of August between 7:00 and 8:00 p.m. at the school. Parents are expected to pay 10% of tuition at this date as well as any additional fees. Parents must sign their registration form, have a proof of automobile insurance, and sign a tuition and tax-exempt agreement form.

## **REPORT CARDS AND EVALUATION**

Report cards are distributed on a nine-week/quarterly basis. Report cards are sent home no later than three days after the end of the grading period. Many of the teachers also make use of an online grading application, Jupiter Grades, to keep parents up to date on their child's performance. Parents are encouraged to check these grades regularly. To access Jupiter Grades, parents should contact their child's teacher. Academic grades for high school students will be converted to GPA (see "GPA") for the purpose of determining class standing for awards, honor roll, graduation honors, and for college reporting. A grade of "D-" is the lowest passing grade. Final examinations or major projects may count up to one-fourth of the final grade.

### **INCOMPLETE**

A student who receives an "Incomplete" on his report card must take the necessary steps to have the incomplete removed within two weeks of the issuance of the report card. If work is still unfinished after that period, the incomplete will become an "E".

### **ACADEMIC GRADES**

- A: Exceptional work of outstanding quality; superior; mastery
- B: Proficient at the skill; great quality of work
- C: Progressing; they show the skills but have areas that need improvement
- D: Deficient; work was attempted but little effort was shown; poor quality; skills are not observable
- E: Unsatisfactory; minimal or no effort was given; skills are not measurable; unacceptable
- I: Incomplete; course requirements not completed

### **CITIZENSHIP EVALUATION**

S+: Above Average

S: Satisfactory

S-: Needs improvement

Citizenship evaluation reflects the faculty's sanctified attempt to evaluate a student's conduct and attitude.

## **SATURDAY SCHOOL**

The purpose of Saturday School is to help direct our students to meet the standards of responsibility, conduct, and behavior that we expect of them at Faith Christian School. Saturday School is meant to be an intermediate step between a one-hour detention and a suspension from class or school altogether. It is a means of discipline that does not deprive the student of academic participation in class. The Saturday School will operate from 8:30 a.m. to 11:30 a.m. when needed. During the session, the teacher will set up rules for the Saturday School. Students will be expected to do schoolwork or other work the entire time; students may not socialize, sleep, or eat without permission. Students who are more than 10 minutes late, do not work while in the room, or behave inappropriately may receive additional discipline and may be suspended. Transportation, employment concerns, and extra-curricular activities are not valid excuses for missing Saturday School. If a student cannot attend Saturday School for an acceptable reason, the parents are to contact the school no later than 8:15 a.m.-8:30 a.m. An unexcused absence from a Saturday School may result in a 2-day in-school suspension.

## SCHEDULE

K-6

|                       |                       |
|-----------------------|-----------------------|
| School Starts         | 8:20 a.m.             |
| Morning Recess (K-2)  | 9:55-10:10 a.m.       |
| Morning Recess (3-6)  | 10:10-10:25 a.m.      |
| Lunch and Noon Recess | 11:45 a.m.-12:30 p.m. |
| Afternoon Recess      | 2:00-2:15 p.m.        |
| School Dismisses      | 3:00 p.m.             |

7<sup>th</sup>-12<sup>th</sup>

|                                 |                        |
|---------------------------------|------------------------|
| Zero Hour                       | 7:15-8-17 a.m.         |
| Devotions                       | 8:20-8:30 a.m.         |
| 1 <sup>st</sup> Hour            | 8:33-9:14 a.m.         |
| 2 <sup>nd</sup> Hour            | 9:17-9:58 a.m.         |
| Morning Break                   | 9:58-10:08 a.m.        |
| 3 <sup>rd</sup> Hour            | 10:11-10:52 a.m.       |
| 4 <sup>th</sup> Hour            | 10:55-11:36 a.m.       |
| Lunch and Noon Break            | 11:36 a.m. -12:06 p.m. |
| 5 <sup>th</sup> Hour            | 12:09-12:50 p.m.       |
| 6 <sup>th</sup> Hour            | 12:53-1:34 p.m.        |
| 7 <sup>th</sup> Hour/Study Hall | 1:37-2:17 p.m.         |
| 8 <sup>th</sup> Hour            | 2:20-3:00 p.m.         |

## SCHOOL COMMUNICATIONS

### WEEKLY MEMO

Every Wednesday we publish a Weekly Memo which can be received electronically via email, found on the school website, or a hard copy will be sent home with your youngest enrolled child. It contains information important to everyone regarding such items as upcoming events, hot lunch menu, policy matters, program information, etc. All submissions for the Weekly Memo are due to the Secretary by 8:00 a.m. Wednesday.

### WRITER'S JOURNAL

Twice a year student work and writings will be compiled in printed form and distributed to school families and supporters. The purpose of this journal is to share the work and talents of the students.

### YEARBOOK (MEMORIES)

Each school year, students will produce the school yearbook using School Annual and will be available for purchase at a later date.

## SEMESTERS

The school year is divided into two semesters with 4 nine-week marking periods in each.

## **SEXUAL BEHAVIOR**

In the Bible, God regulates marriage, sexual behavior, and the family. God instituted marriage as a lifelong union of one man and one woman (Matthew 19:4-6). Marriage as it is defined in this way is the only proper context for sexual intimacy and the procreation of children. A person who engages in sexual conduct outside of this bond of marriage sins against his or her own body, which is the temple of the Holy Spirit (1 Corinthians 6:13, 18-20). The Bible forbids all sexual activity apart from the Biblical definition of marriage. Sexual misconduct (i.e. sexual intercourse, oral sex, “sexting”, homosexual/lesbian behavior, living together, pornography, etc.) on or off campus is a serious violation of God’s will for the Christian’s life and will be dealt with severely and may be grounds for expulsion. When required by law or circumstances dictate, appropriate government agencies may be contacted when students are involved in sexual activity. Because of the gravity of reporting such activity to a social agency, staff members should first seek advice/agreement from the Administrator, the Board President, another Board member, or a pastor before reporting it to a social agency. Those not in agreement with the findings of the Administrator, Education Committee, or Board are to follow the Due Process guidelines. Sexual misconduct that results in pregnancy will be dealt with as outlined above, under “Prospective Parent Policy.”

## **SOCIETY MEETINGS**

All confessing males belonging to Randolph PRC are encouraged to maintain membership in the Faith Christian School Society. Men who desire to join the Society should make their wishes known before the May Board meeting so that the Board can make a recommendation to the Society whether or not the applicant should be approved. An annual Society meeting will be held each year in early June; membership dues of \$50 will be collected at this time. The agenda of this meeting will generally include a budget for the upcoming year for Society approval, the names of Society members up for Board election, and any other items pertaining to the Society. By Board policy, any expenditure over 1.25% of the general budget will require majority approval at a Society meeting. Society meetings can be called at any time throughout the year and it is the expectation of the Society that members participate in person or through proxy ballot. All Society meetings must be advertised in the bulletin of Randolph PRC for two consecutive Sundays before being held and materials for the meeting must also be in the hands of Society members for one full week before the Society meeting.

## **SPECIAL EDUCATION SERVICES**

Special Education services will be made available for those students who have needs that are not just academic in nature, but whose needs affect the mind and body. It is our belief that the entire body of Christ benefits cognitively, spiritually, emotionally, and socially when Special Education students are included as much as possible with the student body of FCS. “I will praise thee; for I am fearfully and wonderfully made: marvellous are thy works; and that my soul knoweth right well. My substance was not hid from thee, when I was made in secret, and curiously wrought in the lowest parts of the earth. Thine eyes did see my substance, yet being unperfect; and in thy book all my members were written, which in continuance were fashioned, when as yet there was none of them. How precious also are thy thoughts unto me, O God! how great is the sum of them!” Psalm 139:14-17. To that end, Faith Christian School will do as much as possible to include Special Education students in the regular classroom. Special Education students may be but are not limited to those students who are diagnosed with autism, Asperger’s, and Down syndrome. When a child who fits this criteria is enrolled at FCS, the Education Committee will meet with parents, teachers, the Administrator, and other professionals to determine the best course of action to meet the needs of the student. The Special Education Board in Michigan may also be contacted to help with financial and education needs that arise.

## **SPECTATORS**

“Ye are the light of the world. A city that is set on an hill cannot be hid. Neither do men light a candle, and put it under a bushel, but on a candlestick; and it giveth light unto all that are in the house. Let your light so shine before men, that they may see your good works, and glorify your Father which is in heaven.” Matt. 5:14-16. We stand as exemplary beacons and ought to be a city on a hill. God demands we love and respect our neighbor. All spectators must observe the Harassment & Bullying Policy during such events. At such events, spectators must enter and leave the building only through the designated entrance. Parents are expected to observe and control their children at events and ensure they are creating a positive environment suitable to the event; children are not to be left unattended. For outdoor events, students should only be in the building for bathroom needs and may not take out playground equipment and recess toys. For all inside events, once students enter the building they will not be allowed back in without again paying full admission if they choose to exit the building.

### **VULGAR LANGUAGE AND PROFANITY**

Use of vulgar language or profanity at any activity will not be tolerated. “Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.” Ephesians 4:29. Use of vulgar language or profanity by any spectators will result in immediate dismissal from the event.

## **STUDENT PROMOTION**

### **REGULAR PROMOTION AND RETENTION**

Promotion is regularly based on a student’s satisfactory mastery of the requirements of their grade level. The Board, upon recommendation of the staff and Education Committee, may make retentions after consultation with the parents.

### **SPECIAL CONSIDERATION FOR PROMOTION**

Parents who desire advancement for their child in spite of lack of demonstrated competence may do so by requesting the Education Committee and Board to classify their child as a special student. The Board decision considers both the welfare of the student and that of the school. Students who are given special consideration will be regularly re-evaluated to determine if they can stay with their current class. The staff will communicate with parents of these students regularly.

### **TRANSFERS FROM NON-STANDARD PROGRAMS**

Students who are transferred without credits from non-graded or home education programs must establish competence by testing for grade equivalency. The cost of such testing by a school-approved testing service is the responsibility of the parent. Students from non-standard programs will be accepted at entry level provisionally until such time as they establish competency in the grade which they are assigned.

### **GRADUATION**

The Board awards a diploma at graduation based on satisfactory completion of the course of study and an appropriate certificate to special students who do not meet graduation requirements. See Graduation Requirements.

## **STUDENT TEACHERS**

Faith Christian School from time to time will work with colleges, universities, and other institutions to help them with the training of their students for an educational career. These student teachers are assigned to work with one or more faculty members in order to learn the daily procedures of a teacher and acquaint themselves with the teaching profession. While at Faith Christian School, they will be treated as teachers and have the same authority as any other faculty member.

## **SUBSTITUTE TEACHERS AND AIDES**

Substitute teachers and aides are approved for their services by the Administration. The Administration attempts to use certified and/or qualified substitutes as often as possible but acknowledges in our situation this may not always be possible. Substitutes are paid at a rate set by the Finance Committee. Teachers will provide necessary and meaningful information to the substitute teacher on days they are absent. Teacher aides are supplied to classroom teachers whenever the need exists. The Administration seeks volunteer aides generally, but in special situations will hire an aide. While at Faith Christian School, substitute teachers and aides will be treated as teachers and have the same authority as any other faculty member.

## **SUPPLIES**

The school will supply workbooks and textbooks. A list of other supplies students will need for the upcoming school year (paper, pencils, erasers, etc.) will be provided before August and must be purchased by the parents. Teachers will often recommend specific, high quality supplies as experience has shown that the quality of the supplies is a direct correlation to how well the supplies allow the student to be successful in producing quality work.

## **SUSPENSION & EXPULSION**

The School Board reserves the right to refuse admission to, to suspend for a period of time, or to expel from school, any student whose conduct or influence fails to conform with the biblical principles of the school, or its rules and regulations.

### **SUSPENSION FROM CLASS**

A teacher may remove a student from a class if their conduct disrupts the learning environment or interferes with the educational process. Students who are requested to leave a class must report to the Administrator immediately. Both the student and the parents will be made aware of the reasons for the removal from class. In addition, the class time and work may be made up in detention. Additional punishment may be necessary based on the attitude and sorrowfulness of the student. Failure to make up the time may result in a Saturday School.

### **SUSPENSION FROM SCHOOL**

A student may be removed from the school community in the event of serious violation of school rules. Some violations are laid out in this Handbook. Other serious offenses such as cursing, foul language, disrespect, and defiance of authority, etc., will be dealt with severely and may include suspension even though it may not be mentioned in the Handbook. The Administrator, staff member, parents, and Board President will be part of the group that determines the severity of the suspension. They will report their work immediately to the Education Committee. Both the student and the parents will be made aware of the reasons for the suspension, as well as the criteria for re-entry into a restored relationship with the rest of the school community. These suspensions may take the form of in-school or out-of-school suspensions based on the determination of the Administrator. Any student suspended from school will be referred to the Education Committee. Expulsion may be the result in cases of severe or repeated disciplinary cases. Only the Board can take such action.

## TARDIES

Promptness to class, like regular attendance, is important to success. Being prompt also shows respect for the time given us by our Heavenly Father as well as shows respect for the time of the teacher and the other students. “Go to the ant, thou sluggard; consider her ways, and be wise: Which having no guide, overseer, or ruler, Provideth her meat in the summer, and gathereth her food in the harvest. How long wilt thou sleep, O sluggard? when wilt thou arise out of thy sleep? Yet a little sleep, a little slumber, a little folding of the hands to sleep: So shall thy poverty come as one that travelleth, and thy want as an armed man.” Prov. 6:6-11. Adequate time is given between classes so that all students are able to get to class on time. The opening minutes of a class period are important in setting the tone for the class. When a student is late, classroom devotions may be missed or interrupted, or the student may miss out on important information. They are also expected to be in their seats and ready to begin at the start of each class period. Students more than 10 minutes late will be considered absent and the procedure for “Unexcused Absences“ should be followed and the absences will count against the total of 15 absences. Each student may accumulate up to 4 total tardies across the entire semester without penalty. Tardies are not classified as excused or unexcused, simply tardy; therefore it is not necessary for parents to call to excuse a student for being late. After the 4th tardy parents will be notified that the next tardy will result in a detention. Tardy numbers 5-7 will each result in a detention. 8 and more tardies will result in a Saturday School as well as a meeting between parents, Administrator, Education Committee, and any necessary staff member(s).

## TECHNOLOGY ACCEPTABLE USE

### PURPOSE

The focus of the technology at Faith Christian School is to provide tools and resources to today’s learner. Technology use for our students means they are exposed to 21<sup>st</sup> century learning. Excellence in education requires that technology be seamlessly integrated throughout the academic program. We desire to improve the quality of students’ learning and academic achievement as they develop knowledge and skills for their future mission and calling. We see that technology is becoming an increasingly critical part of the learning experience and curriculum delivery. The individual use of technology devices is one way to empower students in their learning as they prepare for high school and college as well as equip the students to use technology in a way that will benefit the church and Christ. Technology immersion does not diminish the vital role of the teacher. To the contrary, it enlarges the role of the teacher to include the directing and facilitating of learning. We are pleased to provide technology because we believe using computers and the Internet allows access to vast, diverse, and unique educational resources. Our goal in providing this service is to promote learning through information sharing, innovation, and communication as well as provide greater access to educational opportunities, formative assessments, and differentiated instruction. We hope this will improve communication and widen our sense of community by expanding the way teachers, students, and parents are able to interact with each other.

As Christians it is critical that we continue to teach students discernment and ethical use of technology. With access to technology and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the net might contain items that are illegal, defamatory, inaccurate, or potentially offensive. We use a filtering device to limit access to some sites and filter material that may be inappropriate. However, it is impossible to control all materials, and an industrious user may discover controversial information, either by accident or deliberately. We believe, however, that the benefits to students from online access outweigh the possibility that users may procure material that is not consistent with the school’s goals. The purpose of this policy is to ensure that use of technology and Internet resources is consistent with our stated mission, goals, and objectives. Technology comes from God and we are His stewards of this technology. God requires accountability in our use of this privilege. We ought to teach students discernment and the ethical use of technology. Technology brings new situations to which Christian ethics apply. If a user

violates any of these provisions, future access will be denied and/or appropriate discipline imposed. All students must obtain parental permission in order to gain access to the Internet and use technology.

## **PRIVILEGE**

The use of Faith Christian's technology resources is a privilege, not a right. The privilege of using the technology resources provided by FCS is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in Faith Christian School. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in this policy, privileges may be terminated, access to Faith Christian School's technology resources may be denied, and the appropriate disciplinary action shall be applied. The Faith Christian School Handbook shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/ expulsion for students. When applicable, law enforcement agencies may be involved.

## **RESPONSIBILITIES**

### **Parent/Guardian**

Talk to your child about Christian values and the standards that your family should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents are expected to assist the school by periodically check their child's devices for any inappropriate use and content. This would include email, music, photos, and other apps that the student downloads.

### **Monitoring and supervision**

Devices should be used in a location where use can be monitored and supervised by a parent; unsupervised use is strongly discouraged, e.g. use in a bedroom. Each student is responsible for all uses of their assigned devices. Use of the school owned devices by other family members is not allowed and students should not allow other students to borrow their device.

### **Internet access at home**

Students are welcome to access the Internet with school owned devices while away from school using a wireless connection. While internet filters provide an important level of protection, no filter program provides 100% protection. Monitoring and supervision by parents is still very important. Some wireless routers at home allow you to use "family" filters to filter Internet content.

### **School/Teacher**

The school will provide devices and needed accessories to each appropriate student and provide internet access with blocking of inappropriate materials as able. Teachers will direct and facilitate the proper use of technology as it applies to various aspects of education. Teachers will aid students in doing research and help assure student compliance of the acceptable use policy. Teachers will periodically check student's devices to check email, app downloads, music downloads, pictures, videos, and any other aspects of the device to ensure proper use. iPads, computers, and internet access are available only to students under direct supervision at Faith Christian School. School will collect and maintain all passwords, usernames, and security information for each school required student and digital student account to ensure the smooth use of technology to help trouble shoot and issues that arise. This information will never be shared with non-school parties and will be kept confidential but may be used by school personal when investigating improper use of technology, harassment, or violations of Technology Acceptable Use Policy.

### **Specific Website Student Accounts**

Some classes, curriculum, and teachers may need students to set up accounts from time to time to more fully integrate the iPad and technology into the classroom. These accounts may include but are not limited to Twitter, KidBlog, IXL, Spelling City, etc. Teachers will be expected to make parents aware of these accounts when they are created. If possible, the teachers will be expected to set up these accounts. From time to time, parents also may be needed to help set up accounts. Both parents and teachers will be expected to help maintain and oversee these accounts that they are used properly.

## Users

The term users applies to all staff, students, parents, and any others using Faith Christian School technology or internet. This applies to all individuals using computers and iPads, software, and other information resources to support learning, complete school assignments, and gain a better understanding of information technologies and their applications.

Use technology in a responsible, ethical manner, and God honoring manner. This would apply to all online communications. Users may not participate in any actions which may be considered obscene, offensive, profane, defamatory, harassing, malicious, dangerous, or threatening or otherwise intended to harass or demean recipients.

Users will be held responsible for maintaining their individual devices as well as school's and keeping them in good working order so as to not damage technology equipment. Users may not bypass the FCS web filter. Users are also asked to help FCS protect our computer system/device by contacting an administrator about any security problems they may encounter and respecting the school's technology security systems.

Users must seek permission to record or photograph other students, presentations, and activities. Users must obey general school rules concerning behavior and communication that apply to camera use.

Users should protect the privacy of their username and password from others. Users may not use passwords belonging to other users or access other student's accounts, files, or data. Users may not use anonymous and/or false communications to hide their identity. Users may not reveal personal information or images online or those of any other individual. Students must respect the registration policies of age-restricted online services (e.g., Facebook, Snapchat). Users should monitor all activity on their account(s) and if a user should receive email containing inappropriate or abusive language or if the subject matter is questionable, he/she is asked to show their teacher and/or principal.

Users may not copy or modify files or data without permission from a staff member. Users may not download files unless granted permission. Users may not use sites selling term papers, book reports and other forms of student work or share their own work with others via technology or the web.

Users must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent. Plagiarism is a violation of FCS rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Users may not perform the illegal installation or transmission of copyrighted materials or participate in any action that violates existing Board policy or public law. This may include: participation in credit card fraud, electronic forgery, vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components), or other forms of illegal behavior.

Physical or electronic tampering with computer resources is not permitted. Damaging computer systems or the FCS network, using teachers' or staff passwords, or otherwise causing harm to our technology infrastructure as perceived by the Administration will result in cancellation of privileges, and at the discretion of the Administration, possible suspension, expulsion, and/or submission to the authorities.

The use of chat rooms, video sites, messaging services, social sites and networks, sending spam, or general "surfing" the web are not allowed by students unless permission is granted to students by a teacher for a specific purpose.

Users must respect that network bandwidth, printer paper, and toner are shared and limited resources.

## **Technology Device Care & General Precautions**

Both iPads and laptops (including high school laptops until seniors graduate) are school property and all users will follow the Technology Acceptable Use Policy.

- Students are responsible for the general care of their device they have been issued by the school.
- Devices must remain free of any writing, drawing, stickers, or labels.
- Devices must never be left in a cubby, unlocked car, or any unsupervised area in or out of school such as the school grounds, hallway, etc. Any device left in these areas is in danger of being stolen.
- Devices should not be stored in a student's vehicle whether at school or at home. Exposure to extreme heat or cold may damage them.
- If using the bus, students may not take out their devices during the bus ride.
- Devices that are broken or fail to work properly must be given to the teacher for an evaluation of the equipment.
- Students are responsible for bringing their devices to school and keeping their battery charged every day. Repeated violations may result in the student having to leave the device at school.
- If students use or change a passcode, it should be written down and must be shared with their teacher. Forgetting a passcode will often require the device to be wiped clean and restored from a back up.
- Students should not stream music or any other media as it will slow down the internet bandwidth
- Inappropriate media may not be used as a screensaver or background photo. Presence of inappropriate language, alcohol, drug, or any improper pictures will result in disciplinary actions.
- Devices should always be within the protective case when carried.
- Some carrying cases can hold other objects (such as folders and workbooks), but these must be kept to a minimum to avoid placing too much pressure and weight on the screen.
- Clean the screen with a soft, dry cloth or anti-static cloth.

## **BACKUP**

Students may save work on the device, but it is recommended that students back up documents using Google Docs, iCloud, or Dropbox. The school does not accept responsibility for the loss of any software or documents deleted in case of the device being restored. Students are responsible for ensuring their documents, work, and device are backed-up from time to time. It is the student's responsibility to ensure that work is not lost due to mechanical failure, accidental deletion, or failure to use proper apps that back-up all work. Malfunctions are generally not an acceptable excuse for not submitting work.

## **INSPECTION**

Students may be selected at random to provide their iPad for inspection.

## **DISCIPLINE**

Violations of any of the standards set forth in this handbook may result application of the the following consequences, depending upon the violation:

- Discussion about incident with student(s) involved.
- Meeting with Administrator and/or Board on improving after a violation.
- Being required to leave your device at school for a period of time (ex: weekends, every night).
- Involve disciplinary according to the guidelines and Conduct Policy in the Faith Christian School Handbook.
- Paying for damage to device.

**If necessary, a student will be put under the following disciplinary steps:**

**1<sup>st</sup> offense** – Student will leave their devices at school for three weeks.

**2<sup>nd</sup> offense** – Three (3) weeks of device privilege suspension (student still responsible for all required work)

**3<sup>rd</sup> offense** – Loss of technology privileges for a length of time determined by Administration.

## TELEPHONE USE

The telephone may not be used by students except for an emergency or with permission of the staff or Administration.

## TESTING

We have a four-fold purpose for administering standardized tests each year:

1. To help students better understand their own academic strengths and weaknesses.
2. To help counselors and teachers better understand the instructional and guidance needs of individual students.
3. To help school Administrator, staff, and Education Committee better understand the strengths and weaknesses of the school curriculum.
4. To help your counselor and teachers as they attempt to give you guidance in planning for your future.

**Iowa Tests of Basic Skills:** These tests are administered to the students in grades 3-8 during January and grades 1-2 in March of each school year

**Vision-hearing screening:** Annually FCS provides basic screening of eyes and ears of elementary students. Any eyesight or hearing problems will be reported to the parents.

**Academic testing:** Students who struggle in school or have reading difficulties may be referred to the Discovery Center for further testing to be done in consultation with Elim. Parents will be notified before this testing is started.

### ACT – HIGH SCHOOL

The state of Wisconsin contracts with the ACT (American College Test) and colleges throughout the Midwest mainly use the ACT test for college entrance applications. Because of this, FCS will focus on preparing students to take the ACT. If students have a college they are interested in attending, they should find out along with their parents and counselor if the college requires an ACT or SAT (typically west coast) test. If a student learns they need to take the SAT for their college of choice, please discuss this with the school counselor.

Being prepared for the ACT is no small thing. Colleges often award scholarships and grants based on your GPA and ACT score. A few points higher on the ACT can mean thousands of more dollars in scholarship aide. Therefore, FCS will help students through their high school years in preparing them for the ACT by using the following schedule:

9<sup>th</sup> & 10<sup>th</sup> Grades: ACT Aspire Testing

Spring of 10<sup>th</sup> Grade: Pre-ACT Test

Spring of 10<sup>th</sup> Grade to Spring of 11<sup>th</sup> Grade: ACT Online Prep Course

Spring of 11<sup>th</sup> grade or summer following 11<sup>th</sup> Grade: ACT Test

## TEXTBOOKS

Faith Christian School is the sole distributor of textbooks used in the school. All books will be loaned to the students at the beginning of the course and expected back from students at the end of the course. Students will be charged the cost of the book they lose or destroy or charged for excessive wear as determined by the teacher and Administrator. Immediately upon receiving a book, students should write their name on the form on the inside front cover. Students should take care to maintain the books to ensure we get maximum use from the books.

## **TOBACCO-FREE CAMPUS**

By state law, all Faith Christian School buildings and grounds shall be tobacco free. In the interest of the students, faculty and staff, parents, and the community at large, there shall be no use or presence of tobacco on any school property. This includes student vehicles. This restriction applies at all times. This policy will be enforced at all school sponsored events and at any non-school sponsored event held on school property being rented or used free of charge. The tobacco-free environment is applicable at all events, whether indoors or outdoors. Persons failing to abide by the request shall be asked to refrain from smoking or using smokeless tobacco products. Failure to do so will result in being asked to leave the school facility or campus immediately. Signs will be placed in strategic locations for all to be aware of our smoke-free environment. For students, the first violation of this rule will result in a one-day at-school suspension from classes. The second violation within the year will be viewed as a form of deliberate insubordination and will result in a suspension from classes with further disciplinary action determined by the Education Committee.

## **TRANSCRIPTS**

The school office will send, upon request, a transcript of the high school record of any student to colleges, other institutions of learning, and prospective employers. These are provided as a service to our students and alumni at no cost.

## **TUITION**

The Board Treasurer will give regular tuition statements to parents who should make timely and regular payments. If parents have trouble fulfilling their tuition obligations or desire to make other payment arrangements, contact should be made with the Board directly or through the Treasurer. The Board must approve the special arrangements before they can be implemented. These changes must also be reported to the Finance Committee. Last year's tuition must be paid in full by registration for the following school year unless special arrangements are made that are approved by the Board. Failure on the part of the parents to comply with the above requirements may result in the Board dismissing the student(s).

## **UNLAWFUL ENTRY**

Before 7:45 a.m. and at 10:00 p.m. the school and premises are considered closed to students unless there is a school sponsored activity. Any student found unlawfully entering the building may be fined a minimum \$250 and/or may be suspended with further penalties including work requirements, additional fines, or expulsion to be determined by the Administrator along with the Education Committee. Anyone determined to be on the school roof, whether during or after school hours, may be fined \$100 and/or suspended for one day with the time to be made up in a Saturday School sessions. Fines collected will be deposited into the Student Activity Fund. Students who steal or borrow sets of keys or other devices school will pay the entire cost of replacing such keys, locks, or locking systems.

## **VISITORS**

Students may occasionally be granted permission to invite a friend or relative to school for a visit. Requests to have a student visitor must be submitted by a parent at least 1 day prior to the visit to the Administrator for approval. Student visitors who are approved will be required to adhere to all dress code and conduct policies while on campus.

## **WORK RELEASE**

Seniors may be eligible for work release if they are meeting all the graduation requirements and are on track to graduate that spring. Work release cannot interfere with the FCS schedule and students must enrolled for

at least 5 credits each semester of their senior year. Students interested in work release must submit their request in writing with their parents signature no later than one month before the semester begins to the Administrator so that the Education Committee and Board can review and make a decision regarding the request.

## **SOURCES**

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