



**Faith**  
CHRISTIAN SCHOOL

# **Faith Christian School**

## **Parent-Student Handbook**

**2017-2018**

**Revision 8-23-2016**

*Dear Parents,*

*We are excited that you have made one of the most rewarding decisions a Christian can make for his or her child - to enroll your student(s) in a Christian school. Christian education pays great dividends in this life and for eternity!*

*FCS is a member of the Association of Christian Schools International. About 800,000 children from grades K-12 are enrolled in ACSI member schools throughout North America and at least 92 countries worldwide. While FCS is a ministry of Faith Assembly Church, we endeavor to make it a school where any born-again, Bible-believing Christian can send his/her child to receive an education with a Biblical worldview. We have created a “community school” environment, where students and staff from over 30 churches and 16 communities can feel comfortable. We believe God has blessed our vision.*

*A few things which distinguish us as a “Christian” school are:*

- 1) **Biblical foundation.** We believe the Bible is God’s revealed truth, and everything in life must be seen through His eyes. Reality, truth and knowledge come from God. Jeremiah spoke of prophets who rejected “the word of the Lord” and asked the rhetorical question, “What wisdom can they have?”*
- 2) **The integration of education with Biblical/Christian values.** We do not simply add Bible as a separate study. The entire curriculum is permeated with God’s Word & Christian values.*
- 3) **Christian people.** We select staff that not only know Jesus Christ as Savior, but also endeavor to be models of Christ-likeness to others..*

*Although we believe the Bible clearly gives parents the primary responsibility for the education of their children, we wish to assist you, by serving with special training and expertise to help you fulfill your Biblically-mandated obligation. Please keep in touch, as on-going communication and a growing relationship are essential for all of us. And please pray for us daily.*

*May God continue to bless and grow us!*

*Mrs. Linda Foster, Principal  
Pastor Jon Marx, Superintendent*

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**This Handbook Revised: 8/23/2016**

**THE ADMINISTRATION RESERVES THE RIGHT TO MAKE ANY CHANGES TO THIS MANUAL AS SITUATIONS ARISE, CONDITIONS WARRANT, OR AS NEEDED. PARENTS, STUDENTS, AND STAFF WILL BE INFORMED OF ALL HANDBOOK CHANGES.**

# 1) INTRODUCTION TO FAITH CHRISTIAN SCHOOL

## **A. Mission Statement**

Faith Christian School partners with Christian parents to provide their children an education with a Biblical worldview and to help students grow in Christ. This partnership helps foster spiritual development and instills the vision and practice of a Christian worldview in academics, character and service to others.

## **B. General Information**

We desire for Faith Christian School(FCS) students to be known by their positive Christian testimony for the Lord Jesus Christ. The standard which should operate in their lives is that expressed by the Apostle Paul:

*"And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him." (Col. 3:17) and "Do you not know that your body is the temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own, you were bought at a price, therefore honor God with your body. "(I Cor. 6:19-20)*

It is the prayer of the staff at FCS that the enrollment of your student in our school is for a CHRISTIAN education, and that this can never take second place in our minds and goals. One seldom finds happier young people than those who are able to submit themselves to persons that the Lord has placed in authority over them. Young people, who come desiring both a good education and spiritual training, are very happy here. Those who fail to understand the purpose for which FCS exists often resent the way the school tries to "run their lives." Therefore, it is necessary that each student who enrolls in FCS wants to be here and understands our "Christian" goals.

FCS cannot accomplish its purpose without the cooperation of parents in regard to the guidelines established for appearance and conduct. Therefore it is imperative that parents support the school rules and regulations as explained in this handbook. We have asked that both the students and their parents sign and return the Acknowledgment sheet at the end of this handbook, acknowledging that they have read the information contained herein and pledging their support to uphold these regulations with regard to the school.

Faith Christian School(FCS) is dedicated to training young people who are willing to give their best to the service of our Lord in any of the variety of walks of life to which He may call them. Our rules are not designed to produce a group of people who are all alike, and it is fully recognizable that spiritual growth is never the result of superimposed rules. Some of our rules and practices are necessary simply for the smooth and efficient operation of the school. Others are guidelines to Christian conduct and glorifying our Lord. Still others are for the purpose of character training, forming good habits, and rounding out one's education. It is hoped that all students will be led by the working of the Holy Spirit within their hearts to live with and be obedient to these rules and practices.

## **C. Organizational Structure**

Faith Christian School is a ministry of Faith Assembly Church of Grand Detour. The pastor and the church board of Faith Assembly are the official governing body of Faith Christian School. It is this body which is responsible for broad policy-making for the school and ultimately controls its operation. The official chain of command is this:

**The Superintendent** of the school is the Pastor of Faith Assembly of Grand Detour, and he is the head shepherd of all school activities. Although he considers advice from the School Board and Principal, this

pastor is the final human authority on school issues. The Principal works closely with the Superintendent for hiring of staff and any official action taken by the school.

**The School Board** is responsible for approving all policies and programs governing Faith Christian School. Since the school is an official ministry of Faith Assembly of Grand Detour, the Church Board is the School Board, and shall take into consideration input from the from the Principal and School Advisory Group(SAG).

**The Principal** is responsible for the daily administration/operation of the school, including athletic programs. He/she works closely with the Superintendent on all official school actions, including the hiring of staff. The Principal coordinates athletics, including eligibility, into the framework of other school activities. He/she supervises the Athletic Director(and coaches if the Athletic Director position is vacant). No formal actions can be taken by the Athletic Director, coaches, or parents on the school's behalf, without the principal's consent. This includes communications to the conference, other schools, and the media.

**The School Advisory Group** is a group of volunteer parents, teachers and community leaders who operate under a school board approved charter to assist with school functions in an advisory capacity.

**Note:** It is the philosophy of Faith Christian School that, should a problem arise, an individual should first approach the other person with whom the problem exists(in accordance with Matthew 18:15). If the problem is not resolved, the individual should then go to the Principal. Any unresolved problems, suggestions, or comments that a person may wish to submit to the pastor and church board should be sent in writing to **Senior Pastor and the Church Board**, Faith Assembly, 7571 South Ridge Road, Dixon, IL 61021. The pastor and church board meet once each month, and the meetings are not open to the public unless with prior approval by the Pastor.

#### **D. Statement of Objectives**

We have 4 primary objectives for our Christian education: spiritual; academic, physical, and social.

##### **1. Spiritual**

Spiritual growth is an important objective in the educational philosophy at Faith Christian School. To encourage spiritual growth, faculty/staff will strive to help the students: 1) understand the Bible as God's inspired Word and to develop an attitude of love and respect toward it; 2) know God the Father in all His love as a person who is holy and just, yet concerned about the student's welfare; 3) accept Jesus Christ as their personal Savior, and then allow the in-dwelling Holy Spirit to teach, guide, and direct them in their spiritual growth; 4) discern God's will for their lives; and 5) develop a Christian world-view by integrating life and studies with the Bible.

##### **2. Academic**

Academic growth is also an important objective. To stimulate each student to their fullest capabilities, our faculty/staff will strive to: 1) provide an education fully-integrated with Biblical principles; 2) prepare a foundation upon which the student may build their quest for education; 3) develop resourcefulness within each student; 4) engender an appreciation of fine arts; and 5) prepare the student for high school graduation and higher education, should the student desire.

##### **3. Physical**

In promoting physical development, our faculty and staff will strive to help the student: 1) develop and



maintain physical fitness to the highest degree of their capability; 2) develop the skills, knowledge, desire, and judgment necessary to participate in a variety of physical activities; 3) develop a competitive spirit that strives to win fairly and accept defeat graciously; 4) promote physical fitness, good health habits, and the wise use of the body as the temple of God; 5) develop a responsibility for doing everything for the glory of the Lord, recognizing physical skills as a talent from God to be used for His glory; and 6) develop physical self-discipline so that the mind and body work together.

#### **4. Social**

To aid in the student's social development, faculty and staff will strive to: 1) help the student develop his or her personality based on a proper understanding and acceptance of himself as a unique individual created in the image of God; 2) experience wholesome relationships among peers and those in authority, by promoting Christian fellowship through involvement in social activities; 3) promote an understanding of time as a God given commodity; 4) develop proper attitudes in the boy-girl relationship; 5) cultivate proper Biblical attitudes towards materialism; 6) develop a realistic and Biblical view of life and work; and 7) cultivate a forgiving spirit.

**A solid bond between the home and the school is necessary in order to accomplish the end results in Christian education. In seeking to develop a sound relationship with parents, the administration, faculty, and staff will strive to cooperate closely with parents in every phase of the student's development, but especially as it relates to the school's programs.**

#### **E. Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15, 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons - Father, Son, and Holy Spirit (Gen 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of the Father (Mark 16:19) and His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, John 5:24, Romans 3:23, Ephesians 2:8-10, Titus 3:5)
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29),
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).

#### **F. Affiliation**

Faith Christian School(FCS) is a member of the Association of Christian Schools International, which has

approximately 4,000 member schools representing over 800,000 students. FCS also registers with the Illinois State Board of Education each year. Faith Christian School, as a ministry of Faith Assembly Church, is a non-profit organization, educating students from preschool through grade twelve. Since FCS is a ministry of Faith Assembly Church, all donations are tax deductible. Faith Christian School endeavors to take an inter-denominational/evangelical approach toward its staff and student body.

## **G. School History**

- 1980 -Faith Christian School founded in the educational wing of Faith Assembly Church of Grand Detour(Preschool - Grade 8)
- 1983 -Junior high school moved from Faith Assembly to Bethel Evangelical Congregational Church to join Bethel Christian High School
- 1985 -Faith Assembly builds a 20,800 square foot facility
- 1986 -Faith Christian School dedicated. Junior high from Bethel Christian High School re-joined kindergarten through grade 6 in the new facility.
- 1988 -Faith Christian School receives Bethel Christian High School in Grand Detour.
- 1990 -Preschool moved from Faith Assembly Church in Grand Detour to Bethel Evangelical Congregational Church.

## **2) ADMISSIONS**

### **A. Admissions Policy – new students**

Applications for admission may be obtained from the school office. Admission criteria include:

1. applicant should have maintained a "C" grade average in their previous school
2. applicant must have a good citizenship and behavior record as determined by Principal
3. applicant must want to attend school at FCS
4. at least one parent must give evidence of Christian walk
5. applicant must live with parent or guardian; if student moves out, he/she will be dismissed from enrollment in FCS
6. applicants must agree with parents to abide by all school policies. Both student and a parent/guardian must read and sign the *Signature Page* of the Parent-Student Handbook.
7. applicants entering 7<sup>th</sup> – 12<sup>th</sup> grades must also sign the *FCS Christian Commitment Statement*.

In addition, each child must have a physical examination by a licensed physician and submit a completed medical form, if they are being enrolled in K, 5th, or 9th grades. Students whose registration forms, transcripts and health forms are not completed and returned by October 1st will not be allowed to attend school until said forms are finalized. With regard to admission, Faith Christian School does not discriminate on the basis of race, color, national or ethnic origin, or gender.

**Siblings:** to have priority over other new applicants, applications for siblings of current students must be made during **early registration**.

### **B. Returning Student Policy/Re-enrollment**

Since students are enrolled at FCS for one year at-a-time, re-enrollment is necessary each year. Students are invited to re-enroll if they support the spiritual and academic mission of the school. Students who are not supportive will be counseled during the school year and their parents may be asked to seek an educational setting that more appropriately meets their needs and interests. In addition, a student deficient in any of the 2A admissions criteria above may not be allowed to return to school the following year.

Returning families should re-enroll their students by completing registration forms and the stated deposit amount by the specified date on enrollment. Completion of the enrollment form and paid deposit will

secure a space for the next school year, if all academic, behavioral, spiritual, and financial criteria continue to be met. Students not re-enrolling at this time may re-enroll during “open” enrollment, but they are not guaranteed space for the coming year.

### **C. Applicant Pool Policy**

When classes approach being full, an applicant pool will be started for each grade. Acceptance to the pool will be based upon normal admissions criteria. Once enrollment is available, parents will be expected to submit all registration and tuition fees.

### **D. Home-school Student Policy**

At FCS we are happy to admit previously-home-schooled students. Because it is important to have the student placed at the appropriate academic/grade level, we use the following protocol:

#### **1. Entering 1st - 9th grades**

- a. Math: administer the last 3 tests for that grade to demonstrate math proficiency. An 80% correct is required.
- b. English: administer either the final exam or the last two 9-week exams from Shurrley English for the appropriate grade. 80% proficiency required.
- c. Stanford Achievement Test (SAT)
  - 1) Administer the achieved grade level
  - 2) Administer the self scoring section (includes two tests in reading and two in math)
  - 3) A stanine of 6 (middle average) is required to show proficiency to enter the next grade level.

#### **2. Entering 10th - 12th grades**

- a. Documentation is required for the high school curriculum used, courses completed and grades earned. Proficiency may be verified by use of textbook and test review or by taking a proficiency test.
- b. Math: administer last tests as above.
- c. English: administer Shurrley English semester exams as above.
- d. Provide test score from Standardized testing  
A stanine of 6 (middle average) is required to show proficiency to enter the next grade level.

**Note:** While we do value the input of the family, final placement must be at the discretion of FCS Administration.

### **E. Part-Time Enrollment – Home-school Student**

In order for a home-school student to attend classes on a part-time basis, the following must be met:

1. The student must have previously attended or have future plans to attend full-time.
2. The student must be in good standing with Faith Christian School.
3. The student must register with FCS by completing registration forms and paying the applicable registration fee. Forms and fees amounts are available at the FCS office.
4. The student must agree with parents to abide by all school policies. Both student and a parent/guardian must read and sign the **FCS Signature Page** of the Parent-Student Handbook.
5. Students entering 7<sup>th</sup> – 12<sup>th</sup> grades must also sign the **FCS Christian Commitment Statement**.
6. Students must participate in the school’s annual achievement testing process. The registration fee includes the fee for this testing.
7. The student must regularly attend chapel at FCS (minimum 2 chapels per month).
8. The tuition fees for the 2006-2007 school year will be as follows:  
- Class meeting 5 days per week: \$600.00 per class

- Class meeting 3 days per week: \$500.00 per class
- Class meeting 2 days per week or less: \$300.00 per class

In addition, the student will be required to pay all class costs, including textbooks, field trips, or class project supplies. Enrollment will be on a first-come, first-serve basis, with full-time students receiving the first spaces in classes.

### **3) ACADEMIC REQUIREMENTS – High School**

#### **A. Course-load**

High-school students must carry a full load academically, which consists of a minimum 3.50 credits per semester. Seniors with sufficient credits to graduate may be exempted from this upon written approval by the parents and principal.

#### **B. Change of Class Schedule**

If a high-school student needs to change his/her schedule(i.e. add/drop a class), the approval of parents, teachers and principal must be obtained on the **FCS Add/Drop Form**, and the change must be completed within the first two weeks of the semester(or date set by principal). No changes will be permitted after the first two weeks of a semester.

#### **C. Grading**

Students with an incomplete on their report card will have two weeks from the end of the quarter to complete any missing assignments or tests. If the make-up work is not completed by the end of the two weeks, the student will be given a zero on those missing assignments or tests.

Final exams may be administered in double class periods at the end of each semester. Semester grades will be calculated as such: each quarter grade(40%) and semester exam(20%). Exceptions to this must be approved by the Principal.

If a student fails an FCS high-school class, the student will meet with the principal and class teacher to determine the requirements to make-up the class. After completing the required remedial work, the student will still need to pass the semester exam for the failed class in order to receive credit for that class.

#### **D. High-school Graduation Requirements**

Students who graduate from Faith Christian School meet or exceed state guidelines and college/university entrance requirements for most post-secondary institutions. Class listing and credit requirement information is available through the principal.

#### **E. Testing**

FCS administers and/or encourages several standardized tests for its high school students:

1. Stanford Achievement Test(S.A.T.) will be given to all students in the spring of each year. Because this testing helps indicate the academic strengths and weakness of FCS, this testing is required for all students.
2. The Preliminary Scholastic Aptitude Test(PSAT) will be given in the fall to any high-school student who wishes to practice for the SAT. Students who desire to qualify for the National Merit Scholarship Program must take the PSAT during their junior year.
3. The Scholastic Aptitude Test(SAT) will be given to juniors and seniors at Dixon High School.
4. The American College Test(ACT) will be given to juniors and seniors at area high-schools or community colleges.

**Registration and study information for standardized tests can be obtained through the school office. For the SAT or ACT test, the FCS school code is #141614.4) GRADING**

### **A. Grading Policy**

FCS grades student on a scale as follows:

4.49	A+	100
4.0	A	94-99
3.5	A-	93
3.49	B+	92
3.0	B	85-91
2.5	B-	84
2.49	C+	83
2.0	C	76-82
1.5	C-	75
1.49	D+	74
1.0	D	68-73
.50	D-	67
0	F	66 or below

I	INCOMPLETE
U	UNSATISFACTORY
S	SATISFACTORY
N	NEEDS IMPROVEMENT

### **B. Headmaster Online – online grading and information system**

Headmaster Online is an online grading system designed to allow parents to check their students' academic progress and find updates on school closings, field trips and other miscellaneous information. A system upload is performed three times each week by the office staff. Each family will be given a code to access the Headmaster Online system. It is the parents responsibility to check student's progress and gr

### **C. Report Cards**

Report cards are issued quarterly. Students/parents have two weeks after issuance to appeal a grade. After that time, a grade is considered permanent.

**High School:** Only semester grades are considered "permanent" and enter grade point average calculation. Quarter grades cards are meant to be a formal report of progress for that quarter. See Section 3C.

### **D. Academic Probation**

Students in grades 7-12 who receive less than a "C" average GPA in any quarter will be placed on Academic Probation for the following quarter. Students on probation will receive from each teacher a weekly summary of grades and an acknowledgment of whether all homework has been completed.

Students in grades 9<sup>th</sup> - 12<sup>th</sup> who on their semester grades, maintain less than a 1.4 grade point or have more than two "F" grades, may not be allowed to return to FCS the following semester. The Principal will make this determination.

Students on academic probation will be ineligible for extra-curricular activities, including athletic teams. See **Appendix #1 - Athletics** for additional information. In addition, academic probation students may not miss school in order to be a spectator at a sports activity.

### **E. Honor Roll**

The FCS student Honor Roll will be published each quarter. To be eligible for the honor roll a student must:

1. Maintain a "B" average
2. Have no D, F, or Incomplete grades for that quarter
3. Have no more than three tardies for the quarter
4. Be a student in good standing(as determined by school administration)

Honor Roll recognition will be as follows:

- Superior 4.0 or higher average
- High 3.5-3.99 average
- Honor 3.0-3.49 average

The final decision as to which students qualify for honor roll shall rest with administration.

### **F. Valedictorian and Salutatorian**

To qualify for Valedictorian or Salutatorian, a graduating student must have accumulated a 3.5 or above grade point average. The graduate with the highest grade point average shall be named Valedictorian, and the student with the next highest grade point average shall be named Salutatorian. Many colleges give special scholarships for students that are Valedictorian or Salutatorian.

### **G. Transcripts**

FCS will gladly provide official transcripts to students and alumni. The first 3 transcripts are free; additional transcripts cost \$5.00 each. All monies due to FCS must be paid in full before transcripts will be released.

## **5) ATTENDANCE**

## **A. Attendance Procedures**

Each student is expected to be in attendance every day school is in session. If unplanned circumstances make it necessary for a student to be absent, a parent must call the school office by 9:00 a.m. to communicate the reason for the absence. If the student is absent for a full day or more, a written note, stating

Numerous absences may affect a student's grade. In addition, "**Excessive Absences**" defined as 10 or more times per semester for classes that meet 5 times a week, 6 or more times per semester for classes that meet 3 times a week, or 5 or more times per semester for classes that meet 2 times a week or less may affect continued enrollment.

### **Types of Absences:**

#### **1. Excused:**

- Student's illness or injury
- Student's doctor or dental appointment
- Funeral of relative or close family friend

#### **2. Parental-Excused:**

- An absence other than above, approved by parent, provided the parent has notified the school office. In the case of parental-excused absence, students have the same amount of days to make up work as the student was absent.

**3. Unexcused:** - parent fails to notify the school office by 9am. If parents fail to notify office of absence, we will make every attempt to contact parent to verify that they are aware of the student not being at school. In order for this absence to be considered excused, a note **MUST** be sent to school stating the date and reason for absence when the student returns. If a student is absent 3 or more days due to an illness, a doctor's note is also required.

Homework: Assignments/class work missed during an unexcused absence is due immediately upon return. In some cases of "unexcused" absences (including some types of "parental-excused" absences, students may not be allowed to make up missed school work. Please also see the "Homework" section(6F) of this handbook.

Prearranged Absence Forms are to be used for all planned absences and may be obtained at the school office. All assignments due during the absence must be completed before leaving, unless. Exceptions will be at a teacher's discretion.

Leaving Early: Since FCS is a closed campus, once a student has arrived at school, he/she is not allowed to leave the campus without the prior written permission of a parent, then signed off by all affected teachers and office staff the day of leaving early.

Prior to the end of the school day, parents (or other parent-approved adults) may only pick up a student at the school office. **Do not go directly to a student's classroom.** Students must complete the Student Sign-out Sheet. FCS staff reserves the right to refuse permission for a student to leave with an unapproved person.

## **B. Tardies**

1. It is important for students to arrive on time each day. If a student is late(whether excused or unexcused),

he/she must go the office for a **Tardy Slip**. This slip is required to gain entry to the classroom.

2. To be an “excused” tardy, a note or prior call from a parent to the school office is required.
3. If a student arrives on school grounds after 10 am without a note or prior call from parents, the office will issue an **Admit Slip**. Since the student is also considered **truant**, all classwork and tests receive a zero.
4. Additionally, it is also important for students to be on time for all classes during the school day. Tardy to class will be handled by the teacher as a discipline issue.
5. If a student is detained by a teacher and thus late for his next class, the student needs to obtain an “excused” tardy slip to show upon admittance to the next class.
6. Students will be allowed 6 tardy points per quarter. An excused tardy is 1 point, and unexcused tardy is 2 points. Once a student has accumulated 6 tardy points he or she will receive a lunch detention for the next tardy, whether it is excused or unexcused. Lunch detentions will be assigned for each additional tardy thereafter. Lunch detentions build up to before-school detentions and after 8 lunch detentions the students will be required to attend a Saturday School.

### **C. Truancy**

Students who miss classes without permission are truant. Truancy is a serious matter and may be punished with detention and/or suspension. Recurring truancies will result in the student being expelled from school.

### **D. Family Vacations during the School-year**

Families are strongly encouraged to plan vacations when school is not in session. If you take a vacation while school is in session, you must fill out a **Planned Absence** form at least one week prior to absence. Students will not be given homework in advance. Teachers will fill out a **Daily Assignment** form for each day the student is absent. When the student returns to school, he or she will have the same amount of class days they were absent to make up his or her work. For example, if a student is gone for 3 class days, he or she will have 3 class days to turn in his or her work.

## **6) CURRICULUM**

### **A. General Information**

FCS takes pride in its low pupil/teacher ratio, as this provides enhanced classroom and individual instruction. Subjects taught include: Bible, Language(spelling and grammar), Reading, Mathematics, Science, History, Spanish, Keyboarding, Computer, Physical Education, Music, Music labs, and Art. FCS chooses from the best publishers, including ABeka, Bob Jones, Purposeful Design, Shurrley English, Saxon. Students at FCS meet or exceed all State of Illinois graduation requirements.

### **B. Dual Enrollment Policy**

Dual Enrollment is the opportunity for high-school students to take electives outside of Faith Christian School and receive credit from both institutions. The course must be taken from a qualified agency which is certified to give academic credit. If FCS offers the class desired for dual enrollment, that class must be taken at FCS. Since dual enrollment courses cannot be taken in place of an FCS required high-school class, they will be considered an “elective” if taken. No reduction in FCS tuition will be given.

Dual Enrollment classes must have prior written approval from the FCS Guidance Counselor. Parents must submit a written request to the school guidance counselor for consideration. The schedule of the class(s) desired, including FCS departure and arrival times, must be included in the written request. The guidance



counselor should get the classes approved by the principal.

Dual Enrollment classes will not interfere with regularly-scheduled FCS classes. In addition, students must be present at FCS when they are not scheduled for classes at the dual enrollment campus. All exceptions must be approved by the FCS Principal. Students tardy or absent from FCS classes at other than approved times will be considered truant.

### **C. Advanced-level Course Policy**

Advanced-level Courses in the FCS curriculum may be taken, if qualified prerequisites have been completed beforehand. Students who desire to take Advanced-level Courses must receive approval from both the applicable FCS teacher and Principal. Please see school office for availability.

### **D. Elective Classes**

Students taking elective classes at FCS which are not part of the regular curriculum are required to pay the costs of these materials and textbooks. Students must take a minimum of 3.25/3.50 credits per semester, including their core courses.

### **E. Field Trips**

Teachers may arrange field trips to enhance a course of study. Students in grades 2<sup>nd</sup> – 8<sup>th</sup> may take one field trip per semester. Additional trips may be approval by the Principal. Parents must complete **Field Trip Permission Slip** for each trip before a student is allowed to participate.

Teachers may contact parents to help provide transportation for the class. Board policy requires that parents volunteering to transport students must have valid and current driver's license and insurance coverage. Copies of these must be submitted to the school office prior to driving. All students in vehicles must have their own properly fastened seat belt.

Since parents are donating their time and transportation, students should show appreciation for their generosity. No “boom boxes” or “walk-man” type electronics are allowed on field trips. In order to set a proper example and to avoid music that may be deemed inappropriate by others, all drivers and students are encouraged to play or listen to Christian music

### **F. Homework Policies**

Class assignments and homework are an integral part of each student's educational experience and responsibility. It is extremely important that all assignments be completed. Teachers may assign a Lunch Detention(LD) for incomplete or missing homework. Detained students should work on their homework.

As a general rule, kindergarten homework will be given only occasionally. Grades 1-2 should have an average of 15-45 minutes of homework each night. Grades 3-6 should have 30-60 minutes of daily homework. Grades 7-12 will average between 1-3 hours of daily homework. Due to Wednesday evening church activities, teachers will assign limited homework on that day.

For illness or emergencies, students have the same number of days of the **excused absence** to make up their homework. Beyond that, the teacher has the prerogative of either giving a zero or reducing the grade by 10% per day late.

## **7) BEHAVIOR CODE**

## **A. General Information**

For the sake of our Christian testimony, all students are expected to behave with humility and modesty. In addition, students are to joyfully abide by all school rules. The **FCS CODE OF CONDUCT** for students is as follows, re-appears on the Signature Page of this handbook, and must be agreed upon in writing by each student:

1. I will respect the authority of my parents, teachers, and school administration, and I will govern my attitude, words, and behavior accordingly. (Ephesians 6:1-3)
2. I will have a positive attitude toward school policies.
3. I will refrain from the following destructive uses of my tongue: (Proverbs 21:23)  
-swearing/profanity (including use of the Lord's name in vain), vulgarity, offensive slang, gossiping, mockery(disrespectful talk about those in authority, the church, or Scriptural principles)
4. I will not lie, cheat, or steal.
5. I will refrain at all times from the use of drugs, tobacco, and alcohol, since these habit-forming substances that are injurious to my body (I Corinthians 3:16, 17).
6. I will joyfully exhibit Christian standards of courtesy and kindness.
7. I will refrain from having physical contact with other students.
8. I will abide by my teacher's classroom rules.
9. I will agree to lovingly confront patterns of sin exhibited by a fellow classmate.

Jesus said in John 14:15, "*If you love me, keep my commandments.*" Our conduct speaks volumes about our spiritual growth.

## **B. Courtesy and Respect**

So that Faith Christian School students continue to hold an honorable reputation in our community, it is expected that students show proper courtesy and respect to all adults, visitors, and students, both on and off school grounds.

## **C. Care of School Property**

FCS is God's school, and therefore should be kept looking its very best at all times. We are proud of FCS, and all students should show respect for the Lord's facility by keeping the buildings and campus grounds in the very best condition. Student responsibilities include:

1. Depositing all waste paper and trash in appropriate canisters.
2. Avoiding marking on desks, walls or floors.
3. Keeping feet off furniture.
4. Taking care of all school equipment.

## **D. Food and Gum**

Students are not allowed to eat or drink in the classrooms or hallways. Water is allowed at the teacher's discretion. Teachers may arrange with the principal and parents to have refreshments for parties or special occasions. Students are not to have or chew gum at school during the normal school day.

## **E. Tobacco, Alcohol, and Drugs**

Students must not smoke or use tobacco, use illegal/non-prescribed drugs in any form, drink alcoholic beverages at any time, nor bring any of these onto school property. The State of Illinois prohibits illegal drugs or look-alike drugs on school premises.

## **F. Weapons**

Guns, knives of any kind, firearms, live ammunition, fire crackers, laser pointers, or weapons of any description are not allowed on school grounds. The school staff will confiscate any and all such items, and

will not return them. This also includes the childish use of water guns, darts, and pin darts. In addition, any toys that are fake weapons or are designed for "play fighting" are not allowed. The State of Illinois prohibits any weapons or look-alike weapons on school campuses. Students in grades 6-12 may be suspended for violation of this policy. Elementary students will be subject to possible suspension or other consequences, as determined by the principal.

### **G. Toys/Electronic Games/Electronic Equipment**

Electronic equipment, games, toys, radios or other such items are prohibited inside the school building at FCS. This includes but is not limited to IPOD's, mp3 players, ect. Any toys brought to school which disrupt play or learning may be prohibited by the principal or teachers. Students staying for sports are not allowed to use electronic devices while waiting for practice.

### **H. Laptops**

Student's personal laptops will be allowed in some cases with permission from principal for FSC class or on-line classes that they are taking. This must be arranged in advance and students must check their laptops in to office when not being used for class.

## **8) DISCIPLINE and COUNSELING**

### **A. General**

Faith Christian School endeavors to support parents in the training of their children. It is with this sense of immense responsibility that FCS follows scriptural standards of discipline:

*Proverbs 13:24*

*Proverbs 22:15*

*Proverbs 19:18*

*Proverbs 23:13*

### **B. Elementary Building (K – 4<sup>th</sup>):**

Each classroom teacher is responsible for classroom discipline, which may include: tallies, loss of privileges, missed recess, theme writing, and detention. The tally system at FCS is a classroom discipline method for students in grades K-4. Each student starts the day with zero tallies, and is given one tally for each behavior outlined as unacceptable by the classroom teacher. The following are examples of unacceptable behaviors:

- Homework not done (or homework notebook not signed)
- Out of order
- Work not done
- Intentional disobedience
- Attitude lacking
- Courtesy lacking
- Talking

The discipline procedure for tallies each day is as follows:

- 1<sup>st</sup> tally – warning from teacher
- 2<sup>nd</sup> tally – stern warning from teacher

- 3<sup>rd</sup> tally – lose next recess privilege
- 4<sup>th</sup> tally – report to principal, phone call to parents, lose next recess privilege
- 5<sup>th</sup> tally – report to principal; consequences determined at that time

Elementary Students should respectfully follow the teacher’s classroom policies and procedures. They should respect the teacher and their fellow classmates.

Should students be referred to the Principal for further disciplinary action, administrative options include: detention; phone call to parents; and suspension. Recurring discipline problems can be grounds for further suspension, possible expulsion, and/or the right to deny re-admission to the school.

**NOTE:** in cases of flagrant or recurring behavior problems, teachers are not limited to the procedure above, and should seek counsel with the principal for further disciplinary action.

**C. Main Building (5 – 12<sup>th</sup>)**

Students may be detained by teachers or administration during recess, lunch, or after school for reasons such as inappropriate behavior, failure to obey school rules, excessive tardiness, or unfinished homework.

**1. Activity Detention(AD)** An AD may be given for infractions. The procedure for a Activity Detention is as follows:

- a. The teacher will notify the student of the AD, complete and place the form in the supervising staff member’s box in the Teacher’s Lounge.
- b. Both the staff member monitoring the serving of the AD and the student will sign the form. The office will keep a record of all AD served

**Note:** 5<sup>th</sup> – 8<sup>th</sup> grade - The completed AD form will be sent home in the student’s test packet the Monday after the AD has been served.

- c. Skipping an LD is an automatic Before-school Detention

Progression of punishment within each semester is as follows:

- a. 4<sup>th</sup> and 5<sup>th</sup> AD = 30 minute Before-school Detention
- b. 6<sup>th</sup> AD = 45 minute Before-school Detention
- c. 7<sup>th</sup> AD = 60 minute Before-school Detention
- d. 8<sup>th</sup> AD = Saturday School
- e. 9<sup>th</sup> and 10<sup>th</sup> AD = serve LD, Principal conference with parents
- f. 11<sup>th</sup> AD = Saturday School

**2. Before-school Detention:** A Before-school Detention may be given for more serious infractions or as outlined above. Parents will be notified of all Before-school Detentions. Missed Before-school Detentions will result in a doubling of the punishment. The procedure for a Before-school Detention is as follows:

- a. The office staff will mail a notice of the Before-school (or Saturday School or Principal Conference) directly to the Parent.
- b. All Before-school detentions will be served on Tuesday or Thursday.

**3. Saturday School:** After the 8<sup>th</sup> Activity Detention, students will have to come to Saturday School from 8:00am-12:00pm. The student will then have 2 additional Activity Detentions (9<sup>th</sup> and 10<sup>th</sup>) before they will receive their second Saturday School. If a student receives a second Saturday School, the parent will be required to pay the staff. In addition, if 2 staff members cannot be secured to supervise Saturday School, the parent will have to stay at school with the student.

**NOTE:** In cases of flagrant and recurring behavior problems, teachers are not limited to the procedure above, and should seek counsel with the Principal for further disciplinary action. A student who receives an excessive number of detentions may be suspended from school. A student who continues to disregard

school rules will be expelled.

#### **D. Suspension**

Students may be suspended for intentional violations of school rules, excessive assignments to detention, cheating, profanity, dishonesty, or at the decision of the school Principal. A suspended student will not be allowed to make up missed schoolwork or tests. The Principal shall determine the length and type (in-school or out-of-school) of suspension. Suspension is a serious matter and may lead to expulsion from school. If a student has had two or more out-of-school suspensions, the School Board may be asked to consider the advisability of allowing that student to continue at FCS.

#### **E. Expulsion**

Students may be expelled for constant/flagrant infractions, lack of regard for the conduct items listed in this handbook, or at the decision of the school principal. In addition, the following are justification for expulsion whether occurring on or off-campus: immorality; possession of obscene material; possession of, arranging sales of, taking, or being under the influence of alcoholic beverages and/or illegal/non-prescribed drugs; smoking, gambling, stealing, destruction of school property.

#### **F. Denial of Re-enrollment**

Since attendance at FCS is a privilege, those students whom the administration feels are not responding to the school program(either academically or behavioral) may not be invited back for the following school year. In such cases, the student will be allowed to finish the school year without being expelled, but will not be allowed to return the following August.

#### **G. Student Responsibility**

Encouraging one another to live out the Christian faith is the responsibility of every Christian. Holding each other accountable, with love as our motive, is a critical part of this responsibility(Matthew 5:22-24, Matthew 18:15-17, Galatians 6:1-2, and Matthew 7:1-5). When a student sees another student engaging in activities which are not in keeping with a Christian testimony, the first student should go to the fellow student privately and endeavor to correct the wrong and make restitution. If the second student does not mend his ways, the situation should be brought to the attention of someone with more authority (administrator, teacher, or coach). That authority should then approach the student to try to bring about repentance and restitution and/or resolve the conflict.

#### **H. Substance Abuse and Testing Policy**

If a student is suspected of using an illegal drug, abusive use of prescribed medication or non-prescription medication, or use of alcohol, the administration reserves the right to have this student tested for substance abuse. If the substance abuse test returns positive, the student will be expelled from FCS. The school administration reserves the right at any time to conduct testing for substance abuse.

### **9) DRESS CODE**

#### **A. Philosophy**

The purpose of the FCS Dress Code is to assist our students in developing modesty, cleanliness, a Christian

testimony, and an attitude of respect toward themselves and others. We often express our modesty and the intentions of our heart in how we dress. In addition, the way we dress often affects our self-esteem, behavior, and relationships with others. As each student demonstrates concern for his/her appearance, the entire student body will benefit and the testimony of the school will be a positive one to our community. The following scriptures establish the principles which govern our approach to the Dress Code at FCS.

1. I Timothy 2:9 tells women to dress modestly.
2. Deuteronomy 22:5 gives us the principle of distinction in clothing for men and women.
3. Romans 14:21 admonishes us not to allow our behavior to cause others to sin.
4. I Corinthians 10:31 encourages us to glorify God in all things.

### **B. General Guidelines**

Clothes should be neat, clean and MODEST

No holes in clothing

No sleeveless

No inside out

No skin showing at the waist

No tattoos

No unnatural hair color and hair should be neat, clean, and well groomed

No facial hair

Hats may not be worn during the school day.

Shorts:

Athletics shorts must have at least a 5 inch inseam.

Shorts for school dress must have at least a 6 inch inseam.

Skirts or dresses- No shorter than 3 inches above knee.

### **B. Game Day/Chapel Dress**

For boys: Neat Dress Pants-NO Jeans

Neat Shirt with No Writing

For Girls: Neat Dress Pants, Gauchos, Skirts or Dresses-No Shorter than 3 inches above knee including

Under skirt, leggings and spandex can be worn if long top goes to mid-thigh, NO Jeans.

Neat Shirt with No Writing

For Boys and Girls: On Non-Chapel Home Games Falconwear top allowed with dress pants

We ask that parents, staff, coaches, and students respect and abide by these rules to help bring integrity to our Christian testimony.

### **C. Physical Education (5<sup>th</sup>-12<sup>th</sup>)**

A uniform is required for P.E. class:

An order form for P.E. uniforms will be provided at registration. The cost of the uniform is parent responsibility. Students must wear appropriate P.E. shoes and socks (teacher's discretion). Student not wearing required uniform will receive a deduction in grade.

### **F. Dress Code Violations (5<sup>th</sup>-12<sup>th</sup>)**

The final interpretation and enforcement of the Dress Code is entrusted to the Principal. Any exceptions to the Dress Code requires pre-approval by the Principal. Procedure for non-compliance:

- 1<sup>st</sup> offense – written warning unless the infraction is a modesty issue. Student will be given a choice to call parent or wear a robe
- 2<sup>nd</sup> offense – given robe/gown to wear or call parents
- 3<sup>rd</sup> offense – robe/gown to wear, call to parents and Activity Detention
- 4<sup>th</sup> offense – robe/gown to wear, conference with parents and Activity Detention
- 5<sup>th</sup> offense – to be determined by Principal

No Chapel/Game Day Dress

- 1<sup>st</sup> offense – written warning (*Dress Code Violation* form)
- 2<sup>nd</sup> offense – Lunch Detention
- 3<sup>rd</sup> offense – 2 Lunch Detentions.

**Extra-curricular Activities** – Dress Code standards apply. While it is difficult to monitor, we ask students respect the dress code at all school activities. This includes both home and away. Please remember we are representing Jesus Christ and our school wherever we are. If seen by staff, coaches, etc. at school events with inappropriate clothing it will be addressed.

ELEMENTARY DRESS CODE

**Elementary Girls:** No flip-flops. Please be mindful of the length of shorts and skirts. Shorts should extend beyond the length of the child’s fingertips when her arms are at her sides. Skirts should be no more than 3 inches above the knee. Girls should wear shorts under their dresses for recess.

**Elementary Boys:** No flip-flop

**P.E. Dress:**

Students should wear comfortable athletic clothing on PE days. They should either wear athletic shoes, or have them at school to change into

We encourage elementary students to wear neat athletic type clothing for comfort each day to participate in our daily Minds In Motion Maze.

**10) TUITION and FEES**

**A. Tuition and Fees**

Tuition and registration fees are listed in the current "TUITION AND FEES" brochure. Other fees include: 1) a per-student fundraising commitment(see Section 12) and 2) mandatory volunteering (see Section 16C).

Once a child is enrolled at FCS and the school-year begins, the parent’s financial commitment continues for the rest of the semester, even if the student leaves or is expelled from the school. The only exception which allows pro-ration of tuition is if the family must move out of the area.

Regarding late enrollment, students who enroll before the end of 1st quarter will be charged the full tuition rate. Students enrolled after the end of the 1st quarter will be charged a prorated tuition rate.

Field trips, athletics, and other programs have additional costs which will be assessed(and are due) at the

time a student becomes involved in the activity.

### **B. Scholarships – Tuition Assistance**

For families in financial need, scholarship application forms are available in the school office.

### **C. Remedial or Advanced Classes**

Parents of students in remedial or advanced classes will be asked to cover any costs for additional curriculum needed for those classes. This will be in addition to the regular tuition.

### **D. Withdrawal from FCS**

To withdraw a student from school, parents must complete an FCS Withdrawal Form as early as possible in order to ensure a smooth transition. If anticipating a move, parents are requested to keep the school informed. All school property must be returned, tuition paid up-to-date, and a withdrawal form signed by the parent and returned to the school office before any records can be processed to the student's new school.

## **11) EXTRA-CURRICULAR ACTIVITIES**

### **A. General Information**

Participation in extra-curricular activities, including athletics, is a privilege earned by strong academic grades and the display of a proper Christian character. Students on academic probation are ineligible for extra-curricular activities. Students may also be declared ineligible for improper behavior at school, at a game, or in the community. The length of disciplinary ineligibility will be determined by the Principal. Disciplinary ineligibility is regarded the same as academic ineligibility.

The following rules apply to both ACSI and non-ACSI games, tournaments, playoffs and other student activities. Eligibility rules apply to players, student council members, yearbook staff and managers. To maintain eligibility, a student must:

1. Maintain a 2.0 grade average (based on a 4-point scale)
2. Have no “F” grade point average in any class
3. Have no more than one “D” grade point average in any class
4. Maintain a full class-load

Students ineligible for extra-curricular activities will be notified by the school office. Coaches and/or applicable staff will be given a list of ineligible students each week.

Elementary students(K-6th) are not permitted to attend after-school activities unless their parents are in attendance or prior arrangements have been made for another parent to be responsible for that student. Secondary students must have parental permission to attend extra-curricular activities, and prior to the event must have secured a ride home. All FCS Conduct and Dress Code rules remain in effect during these activities, regardless of the location of the activity.

### **B. Student Council**

The Student Council is a planning committee for secondary students. The secondary student body elects four officers plus a representative for each grade level of high school. The Principal, or appointee, is the Student Council Advisor. The Student Council Advisor is responsible for setting the meeting schedule.

### **C. Dances**

Due to the variety of positions on dancing that the churches our school represents have, it is the policy of Faith Christian School not to sponsor dances.

## **12) FUNDRAISING**



### **A. Financial Structure**

Since tuition alone does not entirely cover school operating costs, FCS is dependent upon other fees and fund-raising to help meet our yearly operating needs. For capital expenditures, we rely solely upon donations. Therefore parents are encouraged to make tax-deductible contributions over and above tuition costs, as able.

Currently, there is a \$100 per child per quarter fundraising commitment. This money may be raised or paid directly to the school.

FCS sponsors several fund-raisers each year. The main fundraisers are: 1) the Walk-a-Thon, 2) World's Finest Chocolate and 3) the Spring Support Social. It is important that every family help participate to make these fund-raisers a success, so that the school can keep tuition costs low. Other fund-raisers may be held by the Booster Club or Parent-Teacher Fellowship(PTF).

### **B. Walk-a-thon**

FCS sponsors a Walk-A-Thon each year. Students and parents are encouraged to participate by collecting pledges from friends, relatives and local businesses, as the Walk-A-Thon's success is essential to the progress of the school. Families who do not attend our school may also participate in support of FCS.

### **C. Spring Support Social**

FCS holds an Annual Support Social as a fund-raiser in the spring of each year. The Support Social is a time for families and friends to promote the school and raise valuable financial support which is needed to help underwrite the high cost of tuition and everyday expenses.

### **D. Booster Club**

FCS has an active Booster Club, which provides encouragement and financial support to our FCS athletic teams. For information about Booster Club activities, parents may contact our school office

## **13) SCHOOL-DAY SCHEDULE**

### **A. Regular School Hours**

Students will receive a daily/weekly class schedule at the start of school. School-day times for grades K-12 will be as follows:

7:50 a.m.	K-4th grade students may arrive at the Elementary Building
8:00 a.m.	K-4th grade students may enter the building
3:10 p.m.	K-4th grade dismissal
7:55 a.m.	5th-12th grade students may arrive at the Main Building and enter building
8:15 a.m.	Tardy Bell for grades 5th-12th
3:20 p.m.	5th-12th grade dismissal

### **B. Arrival Times**

Elementary Building students may not arrive before 7:50 a.m. and may not enter the school building until 8:00a.m. Main Building students may not arrive before 7:55 a.m. and may enter the school building at that time. During severe weather, students will be permitted to wait inside the building at arrival. If a student

must arrive before these times, it is necessary for the parent to arrange for supervision with the principal. Depending on circumstances, there may be a cost. Except for special arrangements, FCS does not provide before or after-school care for students.

## **14) TRANSPORTATION/LOGISTICS**

### **A. Arrival and Instructions**

#### Elementary Building

The morning and afternoon pick up procedure is to enter on gravel driveway by the playground, circle through the upper parking lot and church canopy, pick up students at the south, lower entrance and then exit on side street. Please follow this traffic pattern at all times. Parents who need to park may do so in the upper, church parking lot. Students will wait in classrooms for their transportation. If your student is not ready and you are at the front of the line, you will be asked to circle around to the back of the line.

#### Main School Building

All students are to be dropped off and picked up at the rear of the school building and are not to loiter in the parking lot. Students are not to be entering or exiting vehicles from the parking lot unless they are accompanied by their parent or are the driver of the vehicle. Students are not allowed to exit building through the front entrance without DIRECT supervision of parents.

Dismissal- All students MUST remain in gym until they are dismissed by supervising staff.

### **B. Student Automobiles**

Students must have a valid driver's license and submit a *Student Driver Form* to drive a vehicle to school. A new form must be submitted each fall and turned in to the school office. The automobile must be parked in the assigned student parking area. Driving violations will be recorded on the *Driving Violation* form. Consequences for any misuse of a motor vehicle will be determined by the Principal and may result in a loss of the student's driving privilege at school. Parents should encourage their driving age students to bring all items needed for the day in from their cars before the start of the school day. They will not be allowed to go to their cars during the school day to retrieve forgotten items. Student drivers will only be allowed to transport other students to and from school if the *Student Passenger Form* is signed by all applicable parents.

### **C. Bicycles**

Students may ride bicycles to school. Bikes should be parked and locked at the back of the building. After arriving at school, students must leave the bicycle area and are not to return until school is dismissed for the day. Bicycles may not be ridden on the school grounds at any other times.

### **D. Buzz Book**

The "Buzz Book" is a directory of FCS teachers and families and is printed near the beginning of each school-year. The "Monday Note" will communicate any updates.

### **E. Car-pooling**

Car-pool arrangements must be made by individual families.

### **F. Change of Address/Telephone Number**

Since the school must have up-to-date information in case of emergency, a *Change of Contact Information Form* must be completed for any changes of address, telephone number, parent work location/schedule, or emergency contact persons.

### **G. Closed Campus**

Since FCS is a closed campus, once a student has arrived at school, he/she is not allowed to leave the campus without the prior written permission of a parent, then signed off by all affected teachers and office staff the day of leaving early.

Parents and/or guests may then only pick up a student (prior to the end of the school day) at the school office. **Do not go directly to the student's classroom.** Students must complete the **Student Sign-out Sheet**. The Principal/staff reserves the right to refuse permission for a student to leave with an unauthorized person.

### **H. Lockers**

Lockers will be assigned to all students and should be kept neat and clean. All belongings and extra clothing should be kept in lockers. Food and drink should never be left in a locker after the end of a school day. Student belongings may not be left in the hall or on top of lockers. The school is not responsible for loss of belongings. The administration reserves the right to search all lockers.

### **I. Lost and Found**

Any article found on the school grounds should be turned in to the school office. Inquiries for lost property must not be made during class-time. Parents/students should label belongings with student name. Articles left unclaimed will be given to a worthy cause at the end of each month.

### **J. Lunch Time**

Each student must bring his/her own lunch each day. Lunches must be kept in lockers until lunch period. All food/drinks are to be eaten at lunch tables. Food or drink (except water) may not be consumed in the hallways. Fun lunch is available 3 days a week at parent's expense. An order form will be sent home at the beginning of each month and must be filled out and return with the appropriate funds.

Elementary-building students are to remain in the lunch area until dismissed by a lunch supervisor. They will then be directed to the appropriate recreation area.

### **K. Personal Property**

Students should respect the personal property of others. In addition, they must assume sole responsibility for the loss or damage of any school property issued to them or any personal property belonging to them. The school will endeavor to protect all such properties, but cannot assume liability for them.

### **L. Remaining on School Grounds after School**

Students are not to remain on the school grounds after school is dismissed, unless involved in a supervised activity authorized by the school or unless pre-arranged with school principal.

Elementary students (K-6th) are not permitted to attend after-school activities unless their parents are in attendance or prior arrangements have been made for another parent to be responsible for that student. All FCS Conduct and Dress Code rules remain in effect during these activities, regardless of the location of the activity.

### **M. Restrooms**

Restrooms in the main school building are located in the locker rooms at the end of the secondary wing and in the south hallway near the offices. Elementary restrooms are located upstairs between the classrooms, and in the lower level of the church. Food and drinks are not to be taken into the restrooms. Students are to help keep the restrooms neat and clean by throwing all trash into the cans and by notifying the office of any

restroom problems.

#### **N. Telephone**

The school office telephone is to be used by staff only for school purposes. We will call home on your student's behalf if your student is not feeling well and feels like he or she needs to go home. Each student is allowed 2 phone calls during the school year for forgotten items. After 2 calls, they will NOT be allowed any more calls.

Please encourage your student to be prepared at the start of each school day and for any athletic events they might be participating in. They should have all of their homework, something to eat for lunch and any uniforms or equipment.

**K-8<sup>th</sup> Cell phone use:** Students are NOT allowed to use cell phones during school hours. Cell phones need to be turned in to the office at the start of the school day and picked up at the end of the school day. If a student is caught with a cell phone during school hours, it will be taken away and the student will be given an activity detention. A parent will need to pay \$10.00 to get the cell phone back.

**9<sup>th</sup>-12<sup>th</sup> (High School) Cell phone use:** High School students are allowed to carry their cell phones. They should be silenced during class time. Students are allowed to use their cell phone during activity time and lunch time. If a student's cell phone rings or vibrates during class time, it will be confiscated and student will need to pay \$10.00 to get their cell phone back.

#### **O. Visitors**

Adult visitors are always welcome on the FCS campus. All visitors, including friends and alumni students, may only visit FCS campus after receiving principal approval. This approval should be requested prior to the day of the visit. On the day of the visit, visitors must then check in at the school office and may not leave the lobby area without staff approval.

Prospective students and out-of-town friends/relatives of an enrolled student may visit FCS for one class day. A Student Visitor Form must be completed at least two days in advance and approved by the Principal and all affected teachers. If approved, the visitor must check in at the school office on arrival. Student visitors must adhere to all FCS rules, including dress code.

### **5) SEVERE WEATHER/EMERGENCY/MEDICAL/HEALTH**

#### **A. Emergency Procedures**

School officials have a legal and moral, responsibility to plan for the maximum safety and welfare of students and staff during school hours. Fire and disaster drills are an integral part of each classroom and are planned to occur three times per school year.

In the event of an actual emergency, FCS has specific plans to cover contingencies. Depending on the nature of the emergency, school operational changes might be one of the following:

1. Early school dismissal.
2. Evacuation to a safer site.
3. School closed.
4. Extended school care here at school.

Since parents often are not at home during the school day, arrangements should be made for childcare in the event that early dismissal from school is necessary. Parents should assume responsibility to inform their child as well as the adult responsible for child-care when they will not be home.

If an emergency exists, parents are requested not to disrupt planned procedures by calling the school or by driving to school to pick up children, unless requested to do so. Radio broadcasts and other means will be utilized to provide information to the community. If severe weather arises, be sure to check for announcements concerning schedules and cancellations. Radio announcements will be on WLLT (107.7

FM .Television announcements will be made on WTVO (Channel 17 Rockford). Online announcements will be posted on Headmaster Online, and a TEXT ALERT will be sent out to all families who are signed up for this service. Since Text Alert is the fastest and easiest way to pass on information, parents are strongly encouraged to sign up for this helpful service.

### **B. Life-Threatening Situations**

Any time a student makes a life-threatening statement or action, as determined by the Administration, either one or both of the following actions will be taken.

1. An authority (third party) will conduct an interview with the student.
2. The Ogle County Sheriff's Department will be asked to investigate the incident.

The position of the school is to lean toward the side of student safety in accessing the seriousness of such a situation. In the current climate, schools are expected to take such threats as serious.

### **C. Illnesses at School**

If at any time during the school day a student feels too ill to remain in class, he/she should ask the teacher for permission to go to the school office. If necessary for the student to go home, the office will make arrangements by telephone with the parents. Under no circumstances is a student allowed to leave the school grounds without permission from the school office.

### **D. Insurance**

FCS does not carry medical insurance coverage on our students. In case of an accident, the parents' insurance company should be notified.

### **E. Medical and Dental Appointments**

Effort should be made to schedule appointments outside of regular school hours. If necessary to schedule during the school day, students must bring a note from home, receive administration permission to leave, check out at the office, and check back in at the office upon return to school.

### **F. Medication**

Students will be given all medication by office staff. This distribution will be documented by the applicable staff member with the time, date and the student's initials or signature. Parents must bring any medication to the office in its original container. Included must be a note from either the parent or physician indicating when and how the medication is to be administered. In addition, all prescription medication must be accompanied by a note from the physician stating that it must be taken during the day for the student's welfare.

## **16) PARENT-TEACHER COMMUNICATION**

### **A. Parent-Teacher Conferences**

A parent or a teacher may initiate a parent-teacher conference at any time, to help monitor the academic or behavioral progress of any student. In addition, parents are strongly encouraged to attend the two parent-teacher conferences at the end of the first and third quarters. Report cards will be handed out at these conferences.

### **B. Parent-Teacher Fellowship(PTF)**

FCS has an excellent group of parents who devote numerous hours to their school. All parents are asked to participate in our PTF. Parents will be contacted at the beginning of the school year regarding areas of service.

### **C. Mandatory Volunteering**

Because FCS counts on the commitment of parents to accomplish many of the needs associated with operating our school, the PTF coordinates our Mandatory Volunteering program. Each family has a \$200

annual commitment, which may be met by fulfilling designated volunteer positions or paid for instead.

#### **D. Weekly Bulletin**

FCS publishes a Weekly Bulletin each Monday when school is in session. These bulletins are sent home with the students to communicate important information and activities. Parents are encouraged to check with their children each Monday to be sure a weekly letter has arrived.

### **17) ADMINISTRATIVE/MISCELLANEOUS/OTHER**

#### **A. Chapel**

Chapel for grades K-4 is scheduled for each Friday at the elementary building. Chapel for grades 5-12 are scheduled for each Friday at the main school building. Each service begins with praise and worship. God's Word is then shared through preachers, speakers, videos, testimonies or concerts. Students dress up on chapel days to set aside the day as a special time to worship and learn about the Lord.

#### **B. Christian Flag Salute and Pledge to the Bible**

In addition to pledging our allegiance to the American flag, our students also pledge allegiance to the Christian flag and the Bible. For those new students who may not have memorized those pledges, they are as follows:

**Christian Flag Salute:** I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again with life and liberty for all who believe.

**Pledge to the Bible:** I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path; I will hide its words in my heart that I might not sin against God.

#### **C. Library**

Students may check out books from the school library. Damaged or lost books must be replaced by the student. Replacement cost will include the price of the book plus a \$5.00 handling fee. Reference books cannot be checked out and should not be removed from the library.

#### **D. Parties**

Classroom parties may be held at Christmas, Valentine's Day, and at the end of the school year. These parties will be pre-planned by the teacher, with the help of room mothers, who will contact parents to help and/or furnish refreshments, etc.

#### **E. Yearbooks**

A yearbook is compiled annually by our yearbook staff. Orders are taken before the end of the school year. Prices vary from year to year.

## 18) APPENDIX #1 - ATHLETICS

### A. Introduction to FCS Athletics

#### 1. FCS Athletics Vision

*To partner with the Christian family to offer a Christ-centered, Biblically-directed athletics program that instills the Christian vision and practice of excellence in athletics, academics, character, and service to others.*

FCS offers an athletic program for both junior and senior high boys and girls. It is our intent to train students to take care of their bodies, improve their physical skills, and learn to cooperate as a team. In addition, we intend for them to experience the opportunity to compete against other schools, thus enabling them to share their faith and sportsmanship. All FCS Conduct and Dress Code rules remain in effect during these activities(including games and practices), regardless of the location of the activity.

#### We pray that God will give us:

**Athletes** who genuinely love God and desire to represent Him through a humble, teachable, and selfless spirit.

**Coaches** who love their athletes and strive to nurture them in physical and spiritual development and college recruiting exposure; and who also represent Christ's character and humility in relationships with parents, athletes, coaches, and officials

**Parents** who support and pray for all coaches, who respect a coach's decision, even if they don't agree, who are more concerned about their athlete's character than his/her playing time or potential for a scholarship, and who give their time to help support athletics.

**FCS Administration** that is organized and enthusiastic about its athletic teams, that is consistent in enforcing regulations and guidelines, that communicates well with parents, and that models the FCS Athletic Vision in order to bring glory to God.

It's our prayer that God would have this testimony about the people in Faith Christian School Athletics, that they have *"a different spirit and follow me wholeheartedly."*

#### 2. FCS Athletics Mission Statement

To glorify God by both instilling in and demonstrating through our staff and athletes, our passion for the integrity, character, and person of Jesus Christ within the arena of athletics, while maintaining our commitment to the spirit of competition, sound fundamental skills, and disciplined teamwork. (Col. 3:23-24) - *"Whatever you do, work at it with all your heart, as working for the Lord, and not for men, since you know that you will receive an inheritance from the Lord as a reward.*

### **3. FCS Athletics Priorities:**

**Priority #1:** *Glorify God with the talent he has given us, while keeping an eternal perspective.*

**Priority #2:** *Unify the “people” in the program.*

**Priority #3:** *Play with a passion that wins love and loves to win.*

### **4. FCS Athletics Goals**

- 1) To represent the person of Jesus Christ and His character in a genuine manner in the spirit and arena of athletic competition.
- 2) To develop athletes who are playing for the glory of God, with disciplined and self-controlled attitudes, and with passion out of a love for God, their coach, and their teammates, etc.
- 3) To encourage and strengthen coaches while providing them the opportunity to grow in the knowledge and grace of Jesus Christ becoming more and more conformed to His image.
- 4) To challenge our athletes to excel in all phases of their lives; respect and love for parents and family, commitment to academics, relationships with friends, and daily improvement in their athletic skill.
- 5) To teach our athletes the positive benefits and value of life-long physical fitness, training and competition as a means to care for God's temple - our bodies.
- 6) To teach our athletes about character growth and maturity and how they are affected by the experiences of winning, losing, and competition in general.

### **5. Organizational Structure/Chain of Command**

Faith Christian School is a ministry of the Faith Assembly Church of Grand Detour. The pastor and the church board of Faith Assembly are the official governing body of Faith Christian School. It is this body which is responsible for broad policy-making for the school and ultimately controls its operation. The official chain of command is this:

**The Superintendent** of the school is the Pastor of Faith Assembly of Grand Detour, and he is the head shepherd of all school activities. Although he considers advice from the School Board and Principal, this pastor is the final human authority on school issues. The Principal works closely with the Superintendent for hiring of staff and any official action taken by the school.

**The School Board** is responsible for approving all policies and programs governing Faith Christian School. Since the school is an official ministry of Faith Assembly of Grand Detour, the Church Board is the School Board, and shall take into consideration input from the Principal and School Advisory Group(SAG).



**The Principal** is responsible for the daily administration/operation of the school, including athletics. He/she coordinates athletics, including eligibility, into the framework of other school activities. He/she supervises the Athletic Director (and coaches if the Athletic Director position is vacant). No formal actions can be taken by the Athletic Director, coaches, or parents on the school's behalf, without the principal's consent, including communications to the conference, other schools, and the media.

**The Athletic Director** is responsible for the administration and supervision of the athletic program and reports directly to the Principal. The Athletic Director will inform the Principal with regard to all plans and intentions for all teams. In the absence of an athletic director, the Principal becomes responsible for his/her responsibilities, although many may be delegated to others, including coaches, School Advisory Group, staff and other volunteers. It is in the school's best interest to designate an individual as Athletic Director and considers this a high priority.

**The Head Varsity Coaches, Head Junior Varsity Coach, Head Junior High Coaches, and Assistant Coaches:** Head Varsity coaches are considered stewards of the entire sport/program they oversee. Every coach, including varsity, is directly accountable to the Athletic Director (or Principal in the vacancy of the AD). All JV, Junior High, and assistant coaches take their strategic direction and lead from the particular Head Varsity Coach in their sport.

## **6. The Appeal Process to Conflict Resolution**

### **"THE MATTHEW 18 PRINCIPLE"**

*"If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over, if he will not listen, take one or two others along so that every matter may be established by the testimony of two or three witnesses".*

(Matthew 18: 15-16)

If there is a problem (real or perceived) with something a particular coach or parent does or says, please go directly to that person and with an attitude of appeal, seek to understand from their perspective what actually was said or occurred. Often times, it is a misunderstanding of some sort that can be quickly clarified and taken care of. If the answer you receive is not satisfactory, or you feel that the person was unresponsive to you, then contact the next person in the chain of command and arrange a meeting with the person in question.

## **7. FCS Athletics Affiliations**

### **NICC - (NORTHERN ILLINOIS CHRISTIAN CONFERENCE)**

Faith Christian School is a member of the Northern Illinois Christian Conference, which is comprised of independent, private Christian schools in the Northern Illinois area. All members abide by conference schedules, by-laws, rules, and regulations including the NICC Constitution adopted May 11, 2002.

### **ACSI - (ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL)**

Faith Christian School also participates in ACSI Athletic Tournaments.

## **B. Athletic Programs**

### **1. Fall**

1. Boys Soccer(7-12)
2. Girls Volleyball
  - a. Varsity(9-12)
  - b. JV(8-11)
  - c. Jr. High(5-8)

### **2. Winter**

1. Boys Basketball
  - a. Varsity(9-12)
  - b. Jr. High(6-8)
2. Girls Basketball
  - a. Varsity(9-12)
  - b. Jr. High(6-8)

### **3. Spring**

1. Girls Soccer(7-12)

**NOTE: Moving Athletes up to next level of play:** As necessary, lower grade levels may be invited to participate in order to provide the necessary number of participants to field a team. This will be the decision of the Head Coach, in consultation with the Athletic Director, Principal and applicable parents.

## **C. Academic Eligibility**

1. Participation in athletics is a privilege earned by strong academic grades consistent attendance, and the proper display of Christian character/behavior. Poor performance in any of these areas may qualify a student for “Athletic Ineligibility”. If a student is athletically ineligible, the student:
  - a. may not participate in games
  - b. must sit on bench in game day dress for home games
  - c. may not travel with team to away games
  - d. may attend practice at the decision of both Head Coach and parents
2. Students with poor academics may be declared **Athletically Ineligible**. The following rules apply to both ACSI and non-ACSI games, tournaments, playoffs and other student activities. To maintain academic eligibility, a student must:
  - a. Maintain a 2.0 grade point average (based on a 4-point scale)
  - b. Have no “F” grade point average in any class
  - c. Have no more than one “D” grade point average in any class
  - d. Maintain a full class-load. Seniors with sufficient credits to graduate may be exempted from this upon written approval by the parents and principal.

3. Students on academic probation are automatically athletically ineligible for the period of the academic probation. This period is one quarter, per Section 4D – Academic Probation.
4. Students may also be declared athletically ineligible for improper behavior at school, at a game, or in the community. The length of this ineligibility will be determined by the Principal.
5. Coaches and the Athletic Director may not change these rules without written approval from the Principal. The Principal is the final authority in areas of eligibility.

### **Ineligibility Procedures and Rules**

1. Once a semester begins, the student's eligibility will be checked weekly on Monday. Ineligible students are restricted according to 18C1 above for that week of ineligibility.
2. Coaches will receive a list of eligible/ineligible students. Coaches should confirm with the ineligible student their status. Each coach is responsible for receiving the weekly ineligible student list. The playing of an ineligible student may require the forfeiture of any game that student played in.
3. The previous week's grade in a class will substitute for an academic incomplete.
4. Grades computed on the last day of school before Christmas or Spring breaks will be used to determine eligibility over the break.

### **Additional Soccer and Volleyball Ineligibility Rules**

If a student is declared ineligible for the following number of weeks(not necessarily consecutive) in any season, the following apply:

- 2nd week of ineligibility – student conference with principal
- 3rd week of ineligibility - conference includes parent(s)
- 4th week of ineligibility - player suspended from team

### **3. Additional Basketball Ineligibility Rules**

Since the basketball season covers a longer period of time and is split between two semesters, ineligibility extends two weeks prior to suspension. If a student is declared ineligible for the following number of weeks(not necessarily consecutive) in any season, the following apply:

- 4th week of ineligibility – student conference with principal
- 5th week of ineligibility - conference includes parent(s)
- 6th week of ineligibility - player suspended from team

### **D. Home-school Athletics Participation**

In order for a home-school student to participate on a FCS athletic team, the following must be met:

1. The student must be in good standing with our school and/or have a good citizenship record.
2. The student must register with FCS and pay a \$150.00 registration fee to FCS.
3. The student must be enrolled by the 5<sup>th</sup> calendar day of the school's grading period.
4. The student must also pay the applicable sports athletic fee. Checks are to be made payable to the FCS Booster Club. There is no annual maximum on fees.
4. The student must abide by all rules as stated in this entire **Parent-Student Handbook**.
5. All 7<sup>th</sup> – 12<sup>th</sup> grade students must sign a **Christian Commitment Form**.
6. The student must participate in our annual achievement testing process. The \$150.00 registration fee

includes the cost of this achievement test OR attend weekly chapels.

7. The student must submit to the Principal, on the first school day of each week, grades for each subject taken for the previous week. If the test grades have not been submitted by this day, the student will be considered ineligible for the week.

### **E. School Attendance and Athletic Participation (For Full-time Students)**

1. All athletes are expected to have a good attendance record, as determined by Principal.
2. All athletes must be in class for a minimum of 1/2 of the school day on the day of a game or practice in order to participate that afternoon or evening. Thus, athletes must be in school by the beginning of 4th hour until the end of the day, or, at school at the beginning of the day and not leaving school before the completion of 3rd hour. Any absence must be "excused".
3. All exceptions must be pre-arranged and approved by the Principal.
4. Athletes returning late from a game will not be excused for any tardiness or from assignments/tests given the following day. The "Midnight Rule", which may allow a specified tardiness when arriving back to campus after midnight, must be approved in advance by the Principal.

### **F. Behavioral Eligibility/Discipline**

Faith Christian School believes that both positive and negative discipline is a vital part of life and training. Paul spoke of "training" and disciplining the body. Any time an athlete breaks training, team or school rules during athletic events, the coach has the obligation to discipline that athlete. The following guidelines will assist in the fair and effective handling of discipline:

1. Each athlete is subject to school rules like any other student and will not be shown favoritism or special treatment. Each athlete who is late for practice, even if for other parental or school discipline reasons, will be subject to that Head Coach's regular discipline for tardy athletes. An athlete made to stay for disciplinary reasons after school on a game or practice day must arrange for their own transportation.
2. Any athlete who flagrantly violates an FCS rule (fighting, cursing, blatant disrespect toward any adult) or who remains unresponsive to disciplinary action taken by a coach, will be referred to the Athletic Director and Principal for discipline at the highest level. Parents will be contacted and dismissal from the team will be a consideration. The Athletic Director and Principal reserve the right to assist any coach in a disciplinary matter with an athlete.

### **G. Suspensions/Technical Fouls/Cautions/Ejections**

1. Any athlete receiving a school suspension, for any reason, will be athletically ineligible and will not be allowed to play in any games scheduled within the school suspension period. Two school suspensions are grounds for dismissal from the team at the discretion of the Principal.
2. Any athlete receiving a conduct technical foul in basketball, a caution (yellow card) in soccer, or a caution (yellow card) in volleyball, will be removed from that game/match and will remain out of that game/match for a time determined by the Head Coach.

3. Any athlete receiving two technical fouls in one basketball game, or an ejection (red card) in soccer or volleyball, will automatically receive an **athletic suspension** which suspends an athlete from game participation for the following 7 days. The Head Coach is responsible for informing the Principal if this occurs.

4. Any athlete displaying a negative response toward officials and/or coaches can receive a **game(s) suspension**, as determined by the coach, Athletic Director, or Principal.

5. Any athlete receiving two or more athletic or game suspensions will be considered for dismissal from the team by the Athletic Director and Principal.

6. Any athlete continuing to display an attitude or behavior contrary to the philosophy of the FCS Athletic Program be removed from the team at any time at the discretion of the Principal, Athletic Director or Head Coach.

All decisions regarding dismissal from team or suspension from games will be reviewed by coach, athletic director and principal.

## **H. Booster Club**

FCS has an active Booster Club which provides encouragement and financial support to our athletic teams. Parents may contact our school office for more information.

## **I. Miscellaneous**

### **1. School Colors/Mascot**

The FCS school colors are royal-blue and white. Royal-blue represents heaven, our destination. White reminds us that our sins have been washed away and our hearts are now as white as snow. Our school mascot is the falcon.

### **2. Physical Exams**

Each athlete that comes out for a tryout/practice has to have submitted a completed physical form dated after June 1 of the present school year, before they participate in any Faith Christian School practice.

### **3. Hold Harmless Agreements**

Each athlete must complete a **Student Passenger Form** before they are permitted to ride with another Faith Christian School student in their car to practice and/or a game/match.

### **4. Quitting a Team**

a. Athletes may not quit any team/squad once the season has begun. The only exception is if due to injury, illness, or personal reasons which are approved after a meeting by the Athletic Director, coach, and parents.

b. Athletes who quit a team without approval will be barred from participating in all FCS athletic programs for the remainder of the school year.

c. Athletes who quit a team in a hostile manner will be barred from participating in all FCS athletic programs for 12 full months

In any of these 3 events, the principal and AD should be informed. If there are any extenuating circumstances and further consideration is needed, the principal, AD and coach will work together to resolve and make adjustments to consequences.

## **5. After School Supervision**

After school supervision is not provided so athletes may not wait after school for practice to begin, or for a home game to begin. Additionally, students may not wait after school for a home game to begin. Adult supervision by a parent or faculty member must be arranged in advance and the office notified in writing of these arrangements. This is also discussed in the Liability section on page 21.

## **6. Injuries**

All injuries requiring medical attention should be reported to your coach. Do not ever attend a hospital emergency room after a game without a coach or your parents present to give authorization for treatment

## **7. Uniform Check-In**

All uniforms must be turned in to the assigned place within 7 school days of season's end or by the announced deadline by the Athletic Director, or you will be billed a late fee equal to the cost of the uniform. No exceptions.

## **8. Working Athletes**

Because of the demanding schedules of our athletic teams and the responsibility of each athlete to maintain high academic integrity, athletes are discouraged from getting outside jobs in season. If however there are working conflicts, the athlete is expected to communicate well in advance with their coach about the conflict and come to an acceptable agreement. However, the coach is not held responsible for reduced playing time, as a result of the absence of the athlete for work reasons.

## **9. Class-work and Exam Makeup.**

If an athlete will miss a class, the teachers should be notified 3 days in advance of the date by completing a **Pre-arranged Absence Form**. Homework must be completed and turned in for the classes they will be missing ahead of time. Tests or quizzes must also be completed before leaving the school or arrangements made with the teacher. If tests and quizzes are to be completed before leaving the school, the same opportunity for review material should be provided to both athletes and other students alike. If the **pre-arranged absence form** is not used, make-up work will not be allowed.

**19) APPENDIX #2 – Forms**

- A. Parent-Student Handbook Signature Page (2A)
- B. Junior High/Senior High Christian Commitment (2A)
- C. Change of Class – Add/Drop Form (3B)
- D. Academic Probation Form (4D)
- E. Planned Absence Form (5A)
- F. Student Sign-out Sheet (5A)
- G. Tardy Slip (5B)
- H. Admit Slip (5B)
- I. Planned Absence Form (5D)
- J. Daily Assignment Form (5D)
- K. Dual-enrollment Request Form (6B)
- L. Field Trip Permission Slip (6E)
- M. Tally Slip (8B)
- N. Lunch Detention(LD) Form (8C)
- O. Before-School Detention Form (8C)
- P. Saturday School Form (8C)
- Q. Suspension Form (8D)
- R. Dress Code Violation Form (9F)
- S. Student Withdrawal Form (10C)
- T. Driving Violation Form (14B)
- U. Student Driver Form (14B)
- V. Car Pass (14B)
- W. Student Passenger Form (14B)
- X. Change of Address/Contact Information Form (14F)
- Y. Student Visitor Form (14O)