



Faith
CHRISTIAN SCHOOL

Parent-Student Handbook

Revision July 2022



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 (ACSI). 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 25 churches and 15 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 us as we move forward in Him!

Mrs. Carrie Worrell, Pre-School/Elementary Principal

Mr. Aaron Fassler, Middle/High School Principal

Pastor Jon Marx, Superintendent

Table of Contents

1) Introduction to Faith Christian School	7
A. Mission Statement	7
B. General Information	7
C. Organizational Structure	7
D. Statement of Objectives	8
E. Statement of Faith	9
F. Affiliations	9
G. School History	9
2) Admissions	10
A. Admissions Policy – New Students	10
B. Returning Student Policy/Re-enrollment	10
C. Waiting List Policy	11
D. Home-school Students	11
E. Part-time Enrollment – Homeschool Students	11
3) Academic Requirements – High School	12
A. Course-load	12
B. Change of Class Schedule	12
C. Grading	12
D. High School Graduation Requirements	12
E. Testing	12
4) Grading	13
A. Grading Policy	13
B. Headmaster Online	13
C. Report Cards	13
D. Academic Probation	13
E. Honor Roll	14
F. Valedictorian and Salutatorian	14
G. Transcripts	14
5) Attendance	14
A. Attendance Procedures	14
B. Tardies	15
C. Truancy	15
D. Family Vacations during the school-year	15
6) Curriculum	16
A. General	16
B. Dual Enrollment	16
C. Advanced Level Courses	16
D. Elective Classes	16
E. Field Trips	16
F. Homework Policies	17

7) Behavior Code	17
A. General	17
B. Courtesy and Respect	17
C. Care of School Property	18
D. Food and Gum	18
E. Tobacco, Alcohol, and Drugs	18
F. Weapons	18
G. Toys/Electronic Games/Cell Phones	18
H. Laptops/Chromebooks	18
8) Discipline and Counseling	18
A. General	18
B. Elementary Building (K – 4 th)	19
C. Main Building (5 – 12 th)	19
D. Suspension	20
E. Expulsion	20
F. Denial of Re-enrollment	21
G. Student Responsibility	21
H. Substance Abuse Policy	21
9) Dress Code	21
A. Philosophy	21
B. General	21
C. Game Day Dress	22
D. Physical Education	22
E. Dress Code Violations	22
F. Elementary Dress Code	23
10) Tuition and Fees	23
A. Tuition and Fees	23
B. Financial Aid – Tuition Assistance	24
C. Remedial or Advanced Classes	24
D. Withdrawal from FCS	24
11) Extra-Curricular Activities	24
A. General Information	24
B. Student Council	25
C. Dances	25
12) Fundraising	25
A. Financial Structure	25
B. Walk-A-Thon	25
C. Booster Club	25
13) School Day/Hours	25
A. Regular School Hours	25
B. Arrival Times	26

14) Transportation/Logistics	26
A. Arrival Instructions	26
B. Automobiles	26
C. Bicycles	26
D. Car-pooling	26
E. Change of Address/Telephone Number	26
F. Closed Campus	26
G. Lockers	27
H. Lost and Found	27
I. Lunch Time	27
J. Personal Property	27
K. Remaining on School Grounds	27
L. Restrooms	27
M. Telephone	27
N. Visitors	28
15) Severe Weather/Emergency/Medical/Health	28
A. Severe Weather/Emergency Procedures	28
B. Life-threatening Situations	29
C. Illnesses at School	29
D. Insurance	29
E. Medical and Dental Appointments	29
F. Medication	29
16) Parent-Teacher Communication	29
A. Parent-Teacher Conferences	29
B. Parent-Teacher Fellowship(PTF)	29
C. Family Service Commitment	29
D. Updates and Information	30
17) Miscellaneous	30
A. Chapel	30
B. Christian Flag Salute/Pledge to the Bible	30
C. Library	30
D. Parties	30
E. Yearbooks	30

18) APPENDIX #1 – Athletics	30
A. Introduction to FCS Athletics	30
1. Athletic Vision	30
2. Athletic Mission Statement	31
3. Athletic Priorities	31
4. Athletic Goals	31
5. Athletic Organizational Structure/Chain of Command	32
6. Appeal Process to Conflict Resolution	32
7. Athletic Affiliations	33
B. Athletic Programs	33
C. Academic Eligibility	34
D. Home-school Student Participation	35
E. School Attendance and Athletic Eligibility	35
F. Behavioral Eligibility/Discipline	35
G. Suspensions/Technical Fouls/Cautions/Ejections	36
H. Booster Club	36
I. Miscellaneous	36

This Handbook Revised: 7/01/2022

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

With a Christ-centered focus, Faith Christian School, working together with the home and church, endeavors to provide students a safe, nurturing environment, on-going development of potential in Christ, academic excellence and achievement, and real-life opportunities to serve God and 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. This standard is 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 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 Principals, this pastor is the final human authority on school issues. The Principals 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 Principals.

The Principals are responsible for the daily administration/operation of the school, including athletic programs. They work closely with the Superintendent on all official school actions, including the hiring of staff. The Principals coordinate athletics, including eligibility, into the framework of other school activities. They supervise 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 principals' consent. This includes communications to the conference, other schools, and the media.

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 a 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 four primary objectives for our Christian education: spiritual, academic, physical, and social.

1. Spiritual

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 towards 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 indwelling of the 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 worldview by integrating life and studies with the Bible.

2. Academic

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) instill 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 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 towards each other as brothers and sisters in Christ, 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. His indwelling enables the Christian 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 (ACSI), which has approximately 24,000 member schools world-wide representing over 5.5 million students. FCS also registers with the Illinois State Board of Education each year. Faith Christian School, as a ministry of Faith Assembly of Grand Detour, is a non-profit organization, educating students from preschool through grade twelve. All donations are tax deductible. Faith Christian School endeavors to take an inter-denominational/evangelical approach towards its staff and student body.

G. School History

- | | |
|------|---|
| 1980 | Faith Christian School founded in the educational wing of Faith Assembly 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 (current location of 5 th -12 th grade) |
| 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 of Grand Detour to Bethel Evangelical Congregational Church
- 2017 Faith Assembly Church of Grand Detour purchases and refurbishes former Grand Detour School (current location of K-4th grade)

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 Administration.
3. Applicant must want to attend school at FCS.
4. At least one parent should give evidence of Christian walk.
5. Applicant must live with parent or guardian; if student moves out, he/she may be dismissed from enrollment in FCS.
6. Applicants must agree with parents to abide by all school policies. For 5th-12th grades, both student and a parent/guardian must read the Parent-Student Handbook and sign/return the ***Signature Page***. For Kindergarten-4th grade, only a parent is required to sign.

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 1, will not be allowed to attend school until said forms are finalized. Faith Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, athletic and other school administered programs.

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

B. Returning Student Policy/Reenrollment

Since students are enrolled at FCS for one year at a time, reenrollment is necessary each year. Students are invited to reenroll 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 student's 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 reenroll 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 reenrolling at this time may reenroll during "open" enrollment, but they are not guaranteed space for the coming year. Please note, all tuition and fees for the prior school year must be current in order to re-enroll for the following school year.

C. Waiting List Policy

When classes approach being full, a waiting list will be started for each grade. Waiting list inclusion will be based upon normal admissions criteria. Once enrollment is available, parents will be expected to submit all registration and tuition fees.

D. Homeschool Student Policy

At FCS, we are happy to admit previously homeschooled 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 determine math proficiency. An 80% correct score is required.
- b. English—administer either the final exam or the last two 9-week exams from Shurley English for the appropriate grade level. 80% proficiency is required.

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 Shurley 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 of Homeschool Student

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

1. The student must be in good standing with Faith Christian School.
2. The student must register with FCS by completing registration forms and paying the applicable registration fee (\$200). Forms and fee amounts are available at the FCS office.
3. The student must agree with parents to abide by all school policies. Both student and a parent/guardian must read the Parent-Student Handbook and sign/return the **Signature Page**.
4. Students must regularly attend chapel at FCS (at least two times/month) or participate in the school's annual achievement testing process. The registration fee includes the fee for this testing.
5. The tuition fees for the 2022-2023 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.

Part-time tuition fees are subject to yearly increase.

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 exempt from this upon written approval by the parents/guardian 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. Standardized testing will be given to all students (K-11th grade) 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 American College Test (ACT) will be given to juniors and seniors at area high schools or community colleges.

Contact the Guidance Counselor for further information. **For the 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

Headmaster Online is an online grading system designed to allow parents to check their student's 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 ADES, the Headmaster Online system. It is the parents' responsibility to check student's progress and grades.

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. Quarterly report 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. From each teacher, students on probation will receive a weekly summary of grades and an acknowledgment of whether all homework has been completed.

Students in grades 9th - 12th, who on their semester grades maintain less than a 1.4 grade point average 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. Also, 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. 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.

G. Transcripts

FCS will gladly provide official transcripts to students and alumni. The first three transcripts are free; additional transcripts cost \$5.00 each. All tuition and fees 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 the reason for the absence must be turned in on the day the student returns to school.

Numerous absences may affect a student's grade. Excessive absences are 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. **Excessive absences 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:

This is an absence other than above, approved by parent, provided the parent has notified the school office. In the case of a parental-excused absence, students are allowed the same amount of days to make up work as they were absent.

3. Unexcused:

If a parent fails to notify the school office by 9:00 a.m., the student's absence is deemed unexcused. Administration will make every attempt to contact parents 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.

4. Prearranged:

Prearranged Absence Forms are to be used for all planned absences and may be obtained at the school office.

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

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 the 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 10:00 a.m., 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 missed will 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 six tardy points per quarter. An excused tardy is one point, and an unexcused tardy is two points. Once a student has accumulated 6 tardy points, he or she will receive a lunch detention (LD) after the next tardy, whether it is excused or unexcused. LDs will be assigned for each additional tardy thereafter. See Section 8C for progression of detentions.

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 Prearranged Absence form at least one week prior to absence. Students will not be given homework in advance. 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 three class days, he or she will have three 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, English Language Arts, Mathematics, Science, History, Foreign Language, Keyboarding, Computer, Physical Education, Music and Art. FCS chooses from the best publishers including BJU Press, Purposeful Design, Shurley English, Positive Action, Summit Ministries and 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. 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(es) desired, including FCS departure and arrival times, must be included in the written request. The Guidance Counselor will 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. Classes may take one field trip per semester. Additional trips will be approved by the building Principal. Parents must complete a **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. **School policy requires that parents volunteering to transport students must have a 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 (or booster seat, if applicable).**

Since parents are donating their time and transportation, students should show appreciation for their generosity. 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 detention 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 15-30 minutes of homework each night. Grades 3-6 should have 30-60 minutes of daily homework. Grades 7-12 will average between 1-2 hours of daily homework. Due to Wednesday evening church activities, teachers will assign limited homework on that day.

For excused absences, 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 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 students and staff, others 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, vaping and alcohol, since these habit-forming substances are harmful to my body (I Corinthians 3:16, 17).
6. I will exhibit Christian standards of courtesy and kindness.
7. I will refrain from having inappropriate physical contact with others.
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 in a closed, clear container. 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 (including vaping), 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. Any toys brought to school which disrupt play or learning may be confiscated by the principals or teachers.

H. Laptops/Chromebooks

7th-12th grade students are required to have a working laptop computer and headphones/earbuds with built-in microphone for use at school every day. Headphones/earbuds are to be used at the teacher's discretion. They may not be worn in the hallway or the gym during the school day. Please see the office for minimum specification requirements for devices. FCS has a rental program for students who do not have their own device: Chromebooks—7th-8th grade; Laptops—9th-12th grade.

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 – 4th)

Clip Chart Behavior Management System

The Clip Chart system helps to reinforce positive behavior and give students an opportunity to redeem themselves if they have had a bad morning.

Good choice = Clip up one color

Bad choice = Clip down one color

Another good choice = clip up

Another bad choice = clip down

Students can go up and down throughout the day.

Going Up

Blue = “Excellent Effort”

Purple = “Way to Go”

Pink (highest level) = “Super Student!”

Going Down

Yellow = “Make Better Choices”

Orange = “Teacher’s Choice”

**Could be a student/teacher conference to set goals for behavior improvement, miss a portion of class activity, a note home, call to parents, etc.

Red = “Principal Contact”

Behavior Rewards

DAILY/WEEKLY CLASSROOM REWARDS—Each teacher will create their own reward system for students who end the day on Green or above.

Elementary students will respectfully follow the teacher’s classroom policies and procedures. They will 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 procedures above, and should seek counsel with the principal for further disciplinary action.

C. Middle School/High School (5th – 12th)

Students may be detained by teachers or administration during Activity Time, Lunch, or before/after school for reasons such as inappropriate behavior, failure to obey school rules, excessive tardiness, or unfinished homework.

1. **Lunch Detention (LD)**—The procedure for a Lunch Detention is as follows:
 - a. The teacher will notify the student of the LD and place the completed form in the supervising staff member’s box in the Teacher’s Lounge.
 - b. Both the staff member monitoring the serving of the LD and the student will sign the form. The office will keep a record of all LDs served.

- c. Skipping an LD is an automatic after-school detention.
- d. Parents can track detentions via Headmaster.

Progression of punishment within each semester is as follows:

- a. 4th and 5th LD = 30 minute after-school detention
- b. 6th LD = 45 minute after-school detention
- c. 7th LD = 60 minute after-school detention
- d. 8th LD = In-school suspension (one day), principal conference with parents
- e. 9th LD = At-home suspension (one day)
- f. 10th LD = Superintendent/Board discretion

2. **After-School Detention:** An after-school detention may be given for more serious infractions or as outlined above. Parents will be notified of all after-school detentions. Missed after-school detentions will result in a doubling of the punishment. The procedure for an after-school detention is as follows:
 - a. The office staff will notify the parent of the after-school detention (or suspension).
 - b. All after-school detentions will be served on Monday-Thursday.
3. **In-School Suspension:** After the 8th lunch detention, students will serve a one-day in-school suspension in the school office. The in-school suspension day will last from 8:10am-3:20pm. Students will remain in the office for the entire day including activity period and lunch. Classwork will be provided by the teachers.
4. **At-Home Suspension:** Assignments and tests missed during the at-home suspension will not be allowed to be made up. A zero will be given for the missed work.

NOTE: In cases of flagrant and recurring behavior problems, teachers are not limited to the procedures 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 principals. 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 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 and/or Board. 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 (including vaping), gambling, stealing, or 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 behaviorally) may not be invited back for the following school year. In such cases, it is the intent of the school to allow the student to finish the school year 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 or her 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. 1 Corinthians 6:19-20 “Do you not know that your bodies are temples 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 bodies.”
2. Romans 12:2 “Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—His good, pleasing and perfect will.”
3. I Corinthians 10:31 “So whether you eat or drink or whatever you do, do it all for the glory of God.”

B. 5th-12th Grade General Guidelines

- Clothes should be neat, clean and MODEST. No article of clothing and/or accessories may be worn that has words, symbols, or pictures, associated with alcohol, tobacco, drugs, profanity, double meanings, gang affiliation, and other products or activities deemed inappropriate by the school administration.
- Dress Code applies at **ALL** school events including the school day, sports practices and any other school-sponsored events
- No inside out clothing
- No skin showing at the waist
- No tattoos

- No body piercings for boys; ears only for girls
- 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. Hoods may not be worn inside.
- Shorts—Must be no shorter than 5 inches above the knee and fall below fingertips when arms are extended straight down at sides. Shorts may not be rolled, and bike shorts are not allowed.
- Shirts—Sleeveless shirts are allowed. Straps must be 3-inches with a snug fit under the arms. Racerback and halter shirts are not allowed.
- Skirts or dresses—No shorter than 3 inches above knee
- Pants—Pants/Jeans should be loose-fitting. Leggings, yoga pants and tight-fitting sweatpants are not allowed.
- Holes in clothing—Holes are **NOT** allowed.
- Undergarments—Undergarments may not be visible at any point throughout the day.

C. Game Day Dress

For boys: Neat Dress Pants or Dress Shorts-NO Jeans

Neat Shirt with No Writing

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

including under skirt, leggings and spandex can be worn if long top goes to tip of finger tips, NO Jeans.

Neat Shirt with No Writing

For Boys and Girls: Falconwear tops are 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.

D. Physical Education (5th-12th)

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 the parent's responsibility. Students must wear appropriate P.E. shoes and socks. If a student fails to wear the required uniform, he/she will receive a deduction in grade.

In order to participate during athletic practices (volleyball, soccer and basketball), student athletes are required to wear a PE uniform which can be ordered through the school office.

Please note—Shorts may not be rolled.

E. Dress Code Violations (5th-12th)

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. When out of compliance, the student will be required to change. Procedure for non-compliance:

1st offense—written warning

2nd offense—call to parents

3rd offense—call to parents and Detention

4th offense—conference with parents and Detention

5th offense—to be determined by Principal

Note: 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.

F. Kindergarten-4th Grade General Guidelines

- Clothes should be neat, clean and MODEST. No article of clothing and/or accessories may be worn that has words, symbols, or pictures, associated with alcohol, tobacco, drugs, profanity, double meanings, gang affiliation, and other products or activities deemed inappropriate by the school administration.
- Holes in clothing ABOVE the knee must be covered with a patch (either underneath or on top of the hole).
- No skin showing at the waist.
- Shorts must extend beyond the length of the child's fingertips when arms are straight down at his/her sides.
- Sleeveless shirts are allowed but shoulder straps must be at least 1 ½" wide, and the arm hole must fit snugly under the arm (not open down the side). No racerback- or halter-style shirts are allowed.
- Girls—skirts are to be no more than three inches above the knee. Also, girls should wear shorts under their dresses.
- No flip-flops.
- Leggings are allowed; however, the shirt must be long enough to meet the tips of the student's fingers when arms are straight down to the side (mid-thigh).
- **We encourage elementary students to wear neat, athletic-type clothing and gym shoes for comfort each day to participate in Minds-in-Motion and P.E.**
- No unnatural hair color and hair should be neat, clean and well-groomed.

G. Dress Code Violations (Kindergarten-4th Grade)

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

- 1st Offense—written warning unless the infraction is a modesty issue. If it is a modesty issue, the student will be given an appropriate shirt/shorts to wear.
- 2nd Offense—written warning
- 3rd Offense—Recess Detention
- 4th Offense—Call to parents and Recess Detention
- 5th Offense—Conference with parents

10) TUITION and FEES

A. Tuition and Fees

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

Faith Christian School receives revenue through registration and student fees, tuition, individual donations, fund-raisers, and the support of churches. We do not receive state or federal funding as the public schools do. Therefore, the listed sources of revenue are very important to us. We plan for the coming school year based upon student enrollment and known support.

School registration and student fees must be paid in their entirety regardless of the length of time a student is enrolled. A full year's tuition will be charged for any student enrolling before the end of the first quarter. Any student enrolling after the first quarter will have his/her tuition prorated quarterly based on which quarter they enroll in. Parents are required to pay all the remaining tuition payments even if the child withdraws from school before the end of the year or is expelled. Prepaid tuition and fees are nonrefundable. The only exception for termination of payments will be if the family must move out of the area. This is understood to mean outside of a reasonable commuting distance.

If fees and/or tuition are not paid within 60 days of the monthly due dates, the student(s) can be withdrawn from school. Parents may appear before the Board to appeal staying in school. If a family is terminated by the monthly payment plan service for nonpayment and later wishes to be reinstated they will be charged \$50.00 payable to the school for re-enrolling them.

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. Financial Aid – Tuition Assistance

For families in financial need, financial aid 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) EXTRACURRICULAR ACTIVITIES

A. General Information

Participation in extracurricular 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 extracurricular 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 school administration. 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
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 extracurricular 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. Secondly, 7th-12th grade students must have parental permission to attend extracurricular 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 9th-12th grade fully-registered students. Each class elects three representatives to serve on the council. The offices of president, vice president, secretary, and treasurer will be elected by the whole student body. The principal, or appointee, is the Student Council Advisor. The Student Council Advisor is responsible for setting the meeting schedule.

C. Dances

FCS is comprised of families from different churches, many of which have various viewpoints on dancing. Therefore, 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 fundraising to help meet our yearly operating needs. Currently, there is a \$125/child per quarter fundraising commitment. This money may be raised or paid directly to the school. At the end of the school year, any unmet fundraising will be invoiced to the student's account. All donations are tax-deductible.

FCS sponsors several fundraisers each year. It is important that every family help participate to make these fundraisers a success, so that the school can keep tuition costs low. Other fundraisers 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. 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. The school day schedule for grades K-12 will be as follows:

7:50 a.m.	K-4th grades students may arrive at the Elementary Building.
8:15 a.m.	K-4th grades students are considered tardy.
3:10 p.m.	K-4th grades students are dismissed for home.
7:55 a.m.	5th-12th grade students may arrive at the Middle School/High School
8:10 a.m.	Students may enter building
8:15 a.m.	Tardy Bell rings for grades 5 th -12 th grades.
3:20 p.m.	5 th -12 th grades are dismissed for home.

B. Arrival Times

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 school staff.

14) TRANSPORTATION/LOGISTICS

A. Arrival and Instructions

Elementary

The car line drop-off/pick-up will take place at the north end of the parking lot. Students can be dropped off beginning at 7:50 when a staff member is on duty. If a child needs to be walked to the door during drop-off, park in the parking lot and then walk your child up. Please do not park in the car line as this holds up the line and other cars. Also, please do not pull around cars who are still unloading/loading children. After 8:05, students will need to be walked to the north end entrance by parents. Please note: If your child needs to be picked up during the school day, please use the north end entrance.

Middle School/High School

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. At both campuses, 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. Carpooling

Carpool arrangements must be made by individual families.

E. 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.

F. 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 and approval of the school office.

Parents and/or guests may 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/Parents 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. Please note, all exterior doors are locked throughout the school day.

G. 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.

H. 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 the student's name. Articles left unclaimed will be given to a worthy cause at the end of each month.

I. Lunch Time

Each student must bring his/her own lunch each day. Lunches must be kept in lockers until the 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 three days/week at the parent's expense. Order forms will be available online at www.fcsfalcons.com prior to the beginning of each month and must be filled out, submitted and appropriate funds paid by the due date assigned.

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.

J. 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.

K. 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 pre-arranged with the school principal.

Students in Kindergarten-6th Grade 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.

L. Restrooms

Restrooms at the Middle School/High School 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 by the gym. The Kindergarten restroom is located in the classroom. 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 trash cans and by notifying the office of any restroom problems.

M. 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 child is not feeling well and feels like he or she needs to go home. Please encourage your student to be prepared at the start of each school day and for any athletic events in which they might be participating. They should have all of their homework, something to eat for lunch and any uniforms or equipment.

K-8th Cell phone use: Students are NOT allowed to use cell phones during school hours. Elementary students should turn their cell phones into their classroom teacher at the beginning of the day to be returned at the end of the school day. For students in 5th-8th grade, cell phones may be turned into the office at the start of the school day and picked up at the end of the school day or turned off and kept in the student's locker. If a student is caught with a cell phone during school hours, the first incident will result in the phone being taken away and a warning given. The second time this occurs, the phone will be taken away, and the student will be given a lunch detention. The parent will be required to pick up the student's phone from the office.

9th-12th (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 phones during their morning break and lunch time. If a student's cell phone rings or vibrates during class time, it will be confiscated, and the student will need to pick it up at the end of the day from the office. The second violation will result in the student's phone being taken away, and the student will be given a lunch detention. The parent will be required to pick up the student's phone from the office.

N. Visitors

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 will need to be made by the parents for childcare in the event that an 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. If severe weather arises, be sure to check for announcements concerning schedules and cancellations. Notifications will be given via email and Facebook. Also, 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 free, 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 assessing the seriousness of such a situation. In the current climate, schools are expected to take such threats as serious.

C. Illnesses

Please notify the office by 9:00 a.m. if your child is going to be absent. Your child must be fever-free (below 100.0) for 24 hours before returning to school, without the use of acetaminophen or ibuprofen. Also, students who are absent due to vomiting or diarrhea, must be free of those symptoms for 24 hours before returning to school. Medications that need to be administered during school hours should be given to the classroom teacher along with instructions for administering the medication. If possible, please notify the office in advance of scheduled appointments. If 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 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. At the elementary building, parents are to give the medication (in its original container) to the classroom teacher. Included must be a note from either the parent or physician indicating when and how the medication is to be administered.

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 conference at the end of the first quarter.

B. Parent-Teacher Fellowship (PTF)

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

C. Family Service Commitment

Because FCS counts on the commitment of parents to accomplish many of the needs associated with operating our school, the PTF coordinates our Family Service Commitment program. If a family is unable to serve, there is an option to opt out for \$300.

D. Updates and Information

School administration utilizes both the school website and email to communicate regularly with school families. At the Elementary, Seesaw (a free app) is also used to communicate between school and home. Parents are encouraged to check their emails regularly and also visit www.fcsfalcons.com.

17) MISCELLANEOUS

A. Chapel

Both the Elementary and Middle School/High School campuses hold chapel services each Friday. Chapel begins with praise and worship. God's Word is then shared through preachers, speakers, videos, testimonies or concerts.

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 new students who may not have memorized these 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. Reference books cannot be checked out and should not be removed from the library.

D. Parties

Classroom parties may be held at Thanksgiving, Christmas, Valentine's Day, and at the end of the school year. At the elementary, these parties will be pre-planned by room parent volunteers with help from the classroom teacher. The room parents will contact other classroom 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 Middle School and High School 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, officials, and school staff.

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 everyone involved in Faith Christian School Athletics will bring glory to God and be known by their Christian testimony, that they will have *"a different spirit and follow me (God) 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 at 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, their teammates, and their school.

- 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. Athletic 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 Principals, this pastor is the final human authority on school issues. The Principals work 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 Principals.

The Principals are 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 principals' 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 Principals. The Athletic Director will inform the Principals with regard to all plans and intentions for all teams. In the absence of an athletic director, the Principals become responsible for his/her responsibilities, although many may be delegated to others, including coaches, 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 Principals 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 Athletic 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 (9-12)
 - c. Jr. High (5-8)

2. Winter

1. Boys Basketball
 - a. Varsity (9-12)
 - b. JV (9-12)
 - c. Jr. High (5-8)
2. Girls Basketball
 - a. Varsity (9-12)
 - b. Jr. High (5-8)

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 Middle School/High School Principal.

5. Coaches and the Athletic Director may not change these rules without written approval from the Middle School/High School 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 Middle School/High School 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 Middle School/High School principal
- 5th week of ineligibility - conference includes parent(s)
- 6th week of ineligibility - player suspended from team

D. Homeschool Athletics Participation

In order for a homeschool 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 \$200 registration fee to FCS.
3. The student must be enrolled by the 5th 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. Chapel Attendance will be required for Homeschool Athletes during the season in which they are on an FCS team. Only three Chapel Absences will be allowed in any given sports season whether excused or not. On the fourth absence, players will no longer be considered eligible for the remainder of the season. If a homeschool student attends Friday school and unable to attend FCS Chapel, he/she may report attendance to weekly youth group meetings or volunteer service in a church ministry (i.e. Awana). A reporting form can be obtained from the school office.
6. The student must submit to the Middle School/High School 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 Fully-registered Students)

1. All athletes are expected to have a good attendance record, as determined by the Middle School/High School 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 seven 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 can 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 participates a tryout/practice has to have submitted a completed physical form dated after June 1 of the present school year before they can 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 with 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 three 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. Athletes may not wait after school for practice to begin or for a home game to begin. Additionally, non-athlete 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 the student's coach. Do not ever go to 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 seven 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 due to an away game or tournament, the teacher should be notified three days in advance of the date by completing a *Pre-arranged Absence Form*. For missed homework, tests, or quizzes, the same policy applies as given under "Excused Absences" (see Section 6F). 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. Change of Class – Add/Drop Form (3B)
- C. Academic Probation Form (4D)
- D. Planned Absence Form (5A)
- E. Student Sign-out Sheet (5A)
- F. Tardy Slip (5B)
- G. Admit Slip (5B)
- H. Pre-arranged Absence Form (5D)
- I. Daily Assignment Form (5D)
- J. Dual-enrollment Request Form (6B)
- K. Field Trip Permission Slip (6E)
- L. Lunch Detention (LD) Form (8C)
- M. After-School Detention Form (8C)
- N. In-school Suspension School Form (8C)
- O. Dress Code Violation Form (9E)
- P. Financial Aid Form (10B)
- Q. Driving Violation Form (14B)
- R. Student Driver Form (14B)
- S. Student Passenger Form (14B)
- T. Change of Address/Contact Information Form (14F)
- U. Student Visitor Form (14N)

Parent-Student Handbook Signature Page

FCS Code of Conduct

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 students and staff, others 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, vaping and alcohol, since these habit-forming substances are harmful to my body (I Corinthians 3:16, 17).
6. I will exhibit Christian standards of courtesy and kindness.
7. I will refrain from having inappropriate physical contact with others.
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.

By signing this, you acknowledge that you have read, understand, and are willing to adhere to the policies listed within this handbook.

Parent Signature

Date

Student Signature

Date