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## FAYETTEVILLE CHRISTIAN SCHOOL



### **ALL GUARDIANS AND STUDENTS ARE RESPONSIBLE TO KNOW AND FOLLOW THE POLICIES AND PROCEDURES OF THIS HANDBOOK.**

Our policies and procedures are based upon the principles of the Bible, more than thirty years of prayerful consideration and experience, and knowledge gleaned from other schools. Please read through the policies and procedures carefully. **If you have any questions, please discuss them with a school administrator.**

# OUR PROGRAM

## ***Our Mission Statement***

*The mission of Fayetteville Christian School is to provide an affordable Christian education based upon the Bible, enabling our students to develop Christian character, to establish a sound academic foundation for their future, and to promote the Biblical worldview. Our program is designed for families who believe in the Lord Jesus Christ and are dedicated to serving Him.*

## ***A Brief History of FCS***

In 1978, the parents of the Mission Boulevard Baptist Church became convinced of the need for their children to have a Christian education. Because most families could not afford the rates of most Christian schools, we determined to work together to provide a Christian school for our children. All teachers and staff were parents giving their time to make an affordable Christian education for their children and others in the community. In the fall of 1978, MBBC began the Mission Boulevard Baptist Church Child Development Ministry for K4, and K5. The following year we added 1st and 2nd grades.

In the summer of 1981, the church youth group and their parents requested that we have all twelve grades. Stepping out in faith that the Lord would provide teachers, we announced that we would go through high school. Qualified people volunteered to teach the classes, and we have offered K3 through 12th grades ever since.

Recognizing the need for our 7th through 12th grades to have the benefits of accreditation for transfers, scholarships, etc, we achieved accreditation through the Arkansas Nonpublic School Accreditation Association (ANSAA) in 1994.

Because God continues to call people to give their time and lives as an offering to Himself, FCS continues to provide affordable, Christian education in Northwest Arkansas.

## ***Our Philosophy***

A school's philosophy determines how it operates. Its philosophy includes its foundational concepts and guiding principles. A Christian education derives its foundational concepts and guiding principles from the Bible.

Fayetteville Christian School is based on the Biblical worldview with the traditional philosophy of education. The Bible tells of two educational institutions: the family and the church. The Lord has given parents the responsibility to train up their children (Pr. 22:6; Eph. 6:4; Dt. 6:7-8), and He has given His church the responsibility to teach His instructions (Mt. 28:19-20; Eph. 4:11-15). Operating under the auspices of the Mission Boulevard Baptist Church, FCS combines the efforts of parents and the church to provide a Christian education. Our competent Christian faculty helps parents provide their children academic instruction consistent with Christ-centered teaching received both in the home and the local church.

Fayetteville Christian School's philosophy is based upon the Biblical view of God and humanity. We recognize that God is the loving, righteous, and just ruler of the universe and that mankind, although created in the image of God, has chosen to fall into sin. Through Jesus Christ's death on the cross and His resurrection from the grave, God has provided the way for all of us to be reconciled to Him. The most important issues in life are that a person be reconciled to God through faith in Christ and that a person lives to bring others to Christ. This responsibility to lead others to Christ requires one to develop in Christian character and to promote the Biblical worldview. It causes one to strive to be a leader, standing against the pressures to do wrong, and leading others in doing what is right.

## ***Our Guiding Principles***

- Education should be God centered. Because the LORD is the Lord of all aspects of life, all subjects should be viewed from His perspective and all ideas evaluated according to his Word. His truth is integrated throughout our curriculum.

•Education should focus on character development. Christ-like character is the most important quality for anyone to develop. Our choices, and thus our experiences, result from our character. Character training is accomplished by keeping clear standards and examples of good behavior before the students. Our students are expected to maintain proper attitudes and behavior; therefore, effective supervision and discipline are practiced.

•Education should prepare a person for adult life. Whether preparing for further education or for going directly into the work environment, everyone needs a spiritual orientation based upon the Bible; a mastery of reading, writing and math skills; a functional knowledge of history; a scientific understanding of the universe; and practical living skills. Academics, athletics, and extra-curricular activities help our students develop not only knowledge but also responsibility, courtesy, discipline, confidence, initiative and other qualities they need in order to be successful adults.

•Education should be compassionately authoritarian. Because children are not born with the knowledge, skills, and character needed for adult life, they must be taught and trained. The teacher is responsible to impart knowledge and skills; therefore, the teacher must be a worthy example understanding the importance of his or her influence upon the children, and must have authority to manage the class. To receive maximum benefit from the class, our students are responsible to respectfully submit to the teacher. Our teachers lovingly, firmly, and wisely guide the students throughout the education process.

Recognizing that it is humanly impossible to fulfill these guiding principles, we rely upon the wisdom and guidance of the Bible and the Spirit of God.

Fayetteville Christian School is a team composed of our parents, students, school personnel, and the church. The school works with parents to educate their children. Our teachers and staff give their time in response to a spiritual calling to offer a Christian education that is affordable to those who are committed to a Biblically centered education for their children. **Our ultimate**

**goals are that all our students know Christ as Lord and Savior, have Christian character, and promote the Biblical worldview by their lives of service and testimony.**

### ***Our Statement of Faith***

The Mission Blvd. Baptist Church operates Fayetteville Christian School. The school adheres to the church's statement of faith. Major points of the Mission Blvd. Baptist Church statement of faith are as follows:

- The Bible is supernaturally inspired. It is the final revelation of the will of God to man; as such, it is the basis of all our beliefs. We use the Authorized King James Version as the textbook in our church and school.
- There is one living and true God, the infinite Spirit who is from everlasting to everlasting. He is omnipotent, omnipresent, and omniscient. His nature is righteous, just and loving. He is the creator and ruler of the universe, worthy of all honor, confidence, and love.
- In the unity of the Godhead there are three persons: the Father, the Son, and the Holy Spirit, all equally God, of the same nature, yet fulfilling different offices in the work of redemption. The Father represents God's authority. Jesus Christ, the virgin-born Son, is the revealer of God and sacrifice for sin. The Holy Spirit convinces men of God's truth and draws them to Christ as Savior.
- We accept the Genesis account of Creation, that God directly created man in His own image. We reject the notion that living creatures evolve into new kinds of organisms.
- God created man in innocence, yet man voluntarily disobeyed God and fell into his present sinful condition; and all mankind are now sinners by choice and under just condemnation.
- God made humans male and female as expressed in their anatomy. Marriage is God's institution uniting one man and one woman for life.

-The devil is an actual person, created as an angel, who fell through pride and now is the enemy of God and Christ and humanity.

-The Gospel is God's means of saving man from sin. The Gospel is the good news of the death, burial, and resurrection of Christ to pay for the sins of mankind. It is the Gospel of Grace by which God saves all those who will come to Him repenting of their sins and trusting Him to keep His promise to save them.

-Salvation is the free gift of God. It is given by grace through faith without any works to all who receive Christ as their Lord and Savior. All believers have God's righteousness imputed to them. They are children of God by the new birth and have everlasting life. They are also citizens of the Kingdom of Heaven, and are eternally secure in Christ.

-All Christians are responsible to live a pure, holy life, not in order to be saved, but to please Christ and to have an effective witness for Him.

-After removing believers in the Rapture, God will judge the earth in the Tribulation; and Christ will return to rule the earth for a thousand years. After the Millennial Reign of Christ, the unsaved will be judged and believers will live forever with the Lord in a New Heaven and a New Earth.

-The Church is Christ's organization to carry the Gospel to the world and to make disciples. It is an educational institution. A church is a congregation of baptized believers covenanted together to fulfill the New Testament's instructions to the churches. The New Testament church has been doing His work from the time that the Lord Jesus Christ founded it during His earthly ministry until today, and it will continue until the end of the age.

Because FCS is an educational ministry of the Mission Blvd. Baptist Church, we do teach the Bible from the historic Baptist perspective. FCS has had the privilege to have students of many faiths in our program. While we respect the right of others to hold different beliefs, FCS teaches and upholds the historic Baptist viewpoint.

# ACCREDITATION AND PERSONNEL

## ***Accreditation***

Fayetteville Christian's secondary is a fully accredited member of the Arkansas Nonpublic School Accrediting Association (ANSAA). ANSAA accreditation is recognized by the Arkansas Department of Education; and ANSAA is affiliated with the National Federation of Nonpublic School State Accrediting Associations, which is approved by the U.S. Office of Education and the Council for the Advancement and Support of Education.

FCS sought accreditation in order to validate our program, to qualify our students for scholarships, and to make transfers smoother. Reaccreditation is required every 7 years, prompting us to continually seek improvement.

## ***Personnel***

Since the school began in 1978, our faculty and staff have volunteered their time as an offering to God and a gift to the students and parents. Our teachers and staff deserve to be treated with the utmost respect by both the parents and the students.

All FCS personnel must agree to adhere to the school's educational program, demonstrate competency to fulfill their particular responsibilities in the school, and submit to the ongoing training programs of the school. Most of our teachers and staff are parents and grandparents of students in our school. The average tenure of our faculty is eleven years, and some of our teachers have been teaching at FCS for more than 30 years.

FCS administrators are members of the pastoral staff of the Mission Boulevard Baptist Church.

## ***Selection of Teachers/Staff***

All persons who desire to teach or work within our school are screened. This screening includes the following: A) Written Application- All teachers/staff seeking to work with our children

must complete and sign an application. The application will request basic information from the applicant and will inquire into previous experience with children, religious affiliation, and reference/employment information. The application will be maintained in confidence on file. B) Personal Interview- A face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position. C) Reference Checks- All applicants will provide three references. Documentation of the reference checks will be maintained in confidence on file. D) Criminal Background Check- A criminal background check is required for all teachers/staff. Before a background check is run, prospective workers will be asked to sign an authorization form allowing the school to run the check. If an individual declines to sign the authorization form, he/she will be unable to work with children.

*FCS admits students, faculty and staff of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at school. We do not discriminate on the basis of race, color, national or ethnic origin in the selection of students, faculty or staff, or in the administration of our educational policies, admissions policies, scholarships and loan programs, and athletic or other school administered programs.*

### **School Board**

The FCS school board is comprised of members of Mission Boulevard Baptist Church. The board holds open meetings at 7:00 pm on the first Monday of every other month in the school library. Parents, teachers, and administrators are invited to discuss school related issues and suggest ideas for improvement. To submit an item for the agenda, one must contact the school board president one week before the monthly meeting.

### **Parents**

Because FCS is staffed by volunteers, it is absolutely essential that parents be actively involved in helping to do the



work of the school. Examples include: teaching classes, substituting, tutoring, serving as teachers' aids, providing child care for teachers' children, making bulletin boards, supervising recesses and lunches, cleaning and repairing the buildings, and many other things. The school board, administration, and teachers regularly call upon parents to help meet the needs of the school. Parents or others who desire to meet a need should contact a teacher or administrator.

# CURRICULUM & STANDARDIZED TESTING

## ***Curriculum***

Our curriculum is implemented from K3 through 12<sup>th</sup> grades. In K3, we use the ABeka curriculum. In K4-6<sup>th</sup> grades, we use the Bob Jones Press Curriculum. The secondary utilizes curriculum from ABeka, Bob Jones Press, Alpha Omega Academy, and other sources. The secondary Bible classes are developed and taught by members of Mission Boulevard Baptist Church and overseen by its pastoral staff.

Our curriculum combines sound academic standards and educational principles with Biblical truth. **It is designed for the average student.** FCS does not offer special education, Advanced Placement (AP), International Baccalaureate (IB), or Gifted and Talented (GT) programs. Our students' performance on standardized tests confirms that our students receive a quality education.

You may view the Bob Jones Press curriculum Scope and Sequence online at: [www.bjupress.com/product/295980](http://www.bjupress.com/product/295980)

## ***Standardized Testing***

FCS administers the Stanford Achievement Test in grades 1-10. Our 11<sup>th</sup> graders take the PSAT (Preliminary Scholastic Aptitude Test), which is written by the College Board and provides the opportunity for students to be considered for the National Merit Scholarship. Our 12<sup>th</sup> graders take either the ACT or SAT, depending upon scores received on a voluntarily taken ACT from their junior year. *All standardized tests required by FCS are paid for by FCS.*

Any students wishing to enroll in dual credit courses in our partnership with Northwest Arkansas Community College needs to obtain qualifying standardized test scores to be eligible for the Early College Experience Program.

# ENROLLMENT GUIDELINES

## ***Admissions***

FCS desires to minister to as many students as possible. FCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at school. We do not discriminate on the basis of race, color, or national or ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs.

We usually accept any student who is willing and able to receive a Christian education and who is willing to conform to our academic and behavior standards both at school and elsewhere, but *FCS reserves the right to deny enrollment to any student, if the administration deems it to be in the best interest of the student or of the school.*

FCS is not a reform school. Therefore, students not conforming to the standards of the school will not be allowed to enroll, nor will they be allowed to continue enrollment in the school. Before enrolling their children, parents should review the standards of FCS carefully to ensure that the standards of the home do not conflict with the standards of the school.

To enroll in the K3 through first grades the student must be the proper age BY July 31, BEFORE August 1. In addition, children in these grade levels may need to meet certain developmental milestones.

FCS enrolls only full-time students.

FCS has an international student program. Those students must fulfill additional enrollment requirements as noted by the international student advisor.

## **General Enrollment Procedures**

1. Parents contact the school.
2. The Admissions Director or an administrator provides information about the school, its philosophy and programs.
3. Registration packet is sent via mail or accessed online.
4. Application documents are completed by the parents. Those, along with certain student records, are submitted to the school. If a child has previously been homeschooled, information regarding the local district of registration and any norm-referenced testing will need to be provided.
5. Placement testing and/or developmental screening, if deemed appropriate, is scheduled and performed. *A fee for such placement testing or screenings may be required.*
6. Documentation is reviewed and, if necessary, additional information and clarification is sought.
7. A meeting with the parents is scheduled. The student is also scheduled to interview if they are in 6<sup>th</sup>-12<sup>th</sup> grades.
8. The enrollment decision is made and communicated.
9. An official request for records is sent to all previous schools (student records must include a birth certificate, immunization records, & a social security card).
10. All applicable fees and tuition are paid.

## **Placement**

Our curriculum is designed for the average student. Students must demonstrate sufficient academic or developmental preparation to be eligible for enrollment in FCS. We use developmental surveys, previous school records, and placement tests, as appropriate, to verify academic preparation. FCS does not offer special education programs, including 504 or IEP/IAP modifications, even if a student is under such a program when transferring into the school. Parents should *not* depend upon our volunteer staff and small average class size to meet the special needs of their child(ren). FCS reserves the right to deny admission to a student based upon documented nonaverage academic or developmental ability or progress.

Transferring students who have completed the 6th grade or above in a public, private, or homeschool may be subject to placement testing. They will be placed into the grade that their transcript indicates is appropriate, unless the parents request them to repeat a prior grade. Transferring students will be admitted on a probationary status. If the new student fails multiple subjects for the first 9 weeks of the year in which they are admitted, then the administration will meet with the parents to discuss the situation. It will be the option of the administration to leave the student in the current grade, move the student to a lower grade, or request that the student transfer out of FCS.

FCS reserves the right to deny admission to any 12th grade student who may not meet the graduation requirements of the school within one academic year.

Secondary students entering FCS with deficiencies in credits must be able to complete those credits in summer school or within their class schedule prior to graduation; otherwise, the student may be placed down one grade level to allow time to make up the credits.

Students who do not show progress academically over the course of the first year of enrollment may be asked to withdraw from FCS to pursue a program to meet their needs.

Finally, FCS does not allow students to skip grade levels.

### ***Reregistration***

Once a student is admitted to FCS, the student's enrollment will be renewed each year, unless the parent(s) or the school has communicated otherwise. Reregistration paperwork, including confirmation of student information and the update of medical and financial forms, will be facilitated with a packet mailed to each family.

### ***Transfers***

FCS receives many students from public, private, and home schools, as well as international students. We also transfer students out to public and private schools. Our graduates have

enrolled in colleges and universities throughout the nation, many of them with academic scholarships. FCS diplomas are accepted by all branches of the military.

## **SCHEDULE RELATED ITEMS**

### ***Calendar***

Copies of the school calendar may be obtained from the office or from the FCS website. The calendar will reference holidays, teacher trainings, and other planned closings.

### ***Daily Schedule***

K3 and K4 hours are Tuesday, Wednesday, and Friday mornings, 8:15 to 11:30.

Kindergarten through 12<sup>th</sup> grade hours are Monday through Friday, 8:00 to 3:00.

### ***Emergency Closings***

FCS generally closes for inclement weather when Fayetteville Public Schools close, but we may close even when the public schools are in session. FCS school closings are announced via our texting program, on television stations KHOG 29 & KNWA 51, and at our website: [www.fayettevillechristianschool.com](http://www.fayettevillechristianschool.com)

### ***Other Closings***

Because FCS is a small school, extracurricular activities (such as basketball games) or extraordinary situations (such as widespread illness) may cause a large percentage of students to be absent. The administration may cancel classes, depending upon the circumstance.

### ***Early Dismissal***

FCS may be forced to dismiss early due to inclement weather. Such unplanned early dismissals will be announced via our texting program and calls will be made to the student's parents.

FCS will also have preplanned early dismissal days during the school year. First, on the first Friday of each month, students will be dismissed at 1:30 p.m. to accommodate teacher trainings.

Secondly, the FCS elementary grades will observe early dismissal times to accommodate for both Fall and Spring Parent-Teacher conferences. Please make arrangements for your child to be picked up early on any of these preplanned early dismissal days.

### ***Drop-off and Pick-up Times***

FCS CANNOT ASSUME RESPONSIBILITY FOR CHILDREN LEFT AT SCHOOL BEFORE 7:30 am OR LEFT AFTER 3:30 pm. IT IS UNDERSTOOD THAT THE SCHOOL IS RELEASED FROM RESPONSIBILITY FOR THE CHILD IF A PARENT OR DESIGNATED DRIVER FAILS TO DROP OFF OR PICK UP THEIR CHILD(REN) DURING SUPERVISED HOURS.

Parents must not bring their children to school earlier than 7:30 am. Supervision will not be provided before 7:30 am.

Parents must arrange to have their student(s) picked up from school no later than 30 minutes after class is dismissed each day. If a parent must be late picking up a child, the parent must notify the school immediately.

Any elementary students left at school longer than 30 minutes after class is dismissed will be taken to our after school care. Parents may be subject to fines for each incident.

### ***Closed Campus Policy***

FCS does not have an open campus. No students may, under any circumstances, leave the church/school property unless they have received prior permission.

Seniors may have the privilege to leave campus for lunch. Seniors' parents must sign an authorization for their senior to leave campus for lunch. To maintain this privilege, they must follow the Senior Lunch Rules, which include: checking out, specifying their destination, and checking in upon return. They may go in approved groups to approved destinations only. Their behavior must be above reproach.

Violations of any Senior Lunch Rule may result in suspension of the senior lunch privilege for one or more days or permanently, at the discretion of the administration.



***Daycare***

FCS has a paid licensed daycare program for children three (3) through five (5) years old. FCS also has a paid after school program for 1<sup>st</sup> through 6<sup>th</sup> graders. These childcare programs operate until 5:30 pm each day. There may be a late fee each day children are not picked up by 5:30 pm.

# ATTENDANCE GUIDELINES

## ***Absences***

Students' regular attendance at school is essential to their social and academic development and helps prepare them to accept the responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction, which results in higher student achievement.

The Arkansas Compulsory Attendance Law requires that "every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17) years...shall enroll and send the child to a public, private, or parochial school, or provide a home school for the child." Arkansas law requires that excessive absence standards be set by the school and that excessive absences be reported to the prosecuting attorney. Those standards are noted below. It is every parent's duty to ensure that his or her child is in class on time, each day. The administration has final authority for judging the legitimacy of any absence.

Students shall not be absent, as defined in this policy, more than 12 days in a semester. Parents are notified of student absences at each reporting period.

Whenever a student exceeds 12 unexcused absences in a semester, FCS may notify the prosecuting authority and the parent/guardian shall be subject to a civil penalty as prescribed by law.

## ***Excused Absences***

Absences are excused for the following reasons:

1. The student's illness or when attendance could jeopardize the health of other students;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;

4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Exceptional circumstances with prior approval of the administration or participation in a school event/activity;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. To participate in the election poll workers program for high school students;
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support post.
10. Absences granted, at the administration's discretion, to 17 year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades 11 and 12.
11. Absences for student excluded from school by the Arkansas Department of Health during a disease outbreak because a student has an immunization waiver or whose immunizations are not up to date.

### ***Unexcused Absences***

Absences not defined above or not having a parent/guardian contact or an accompanying note, if allowed by the administration, from the parent/guardian shall be considered unexcused.

Parents need to notify the school office at 479-442-2565 on the day of the absence or send a note upon the student's return.

Whenever a student exceeds 12 unexcused absences in one semester, FCS may notify the prosecuting authority, and the parent/guardian shall be subject to a civil penalty as prescribed by law.

Days missed due to suspension or school functions shall not count toward the allowable number of days.

Other absences which may be granted status of excused, such as family vacation, should be communicated to and approved by the administration in advance of the absence(s). Failure to notify the school regarding a student's absence may result in the classification of unexcused for that absence.

### ***Elementary Absences***

For the K5 through 6th grades, more than 12 unexcused absences, in one semester is considered excessive.

If a K5 through 6th grade student has excessive absences, the parent/guardian may be subject to a civil penalty as prescribed by law.

Upon returning to school after an absence, the parent/guardian of all K5-6th grade students must notify the office stating the reason for and the date of the absence(s). The administration has final authority for judging the legitimacy of any absence.

Parents are notified of student absences at each reporting period.

### ***Secondary Absences***

Absences in the secondary are tracked for each class period. An absence is defined by the lack of the student's presence for more than ½ of a period, regardless of the cause. Thus, if a student reports to a class 25 minutes into the period, that student is considered absent for that period. If a student is absent for 3 of the 7 class periods in the day, they are considered absent for the day.

For the 7th through 12th grades, more than 12 unexcused absences in one semester is considered excessive. Any 7th through 12th grade student with excessive absences, may be required to make up missed class time in Saturday School. When a 7th-12th grade student has more than 12 unexcused absences the parent/guardian may be subject to a civil penalty as prescribed by law.

Upon returning to school after an absence, the parent/guardian of all 7th – 12th grade students must notify the office stating the reason for and date of the absence(s). The administration has final authority for judging the legitimacy of any absence.

Students in grades 9-12, with over 12 unexcused absences in a course in a semester may not receive credit for that course or may be required to fulfill time obligations in Saturday School. If the student fails to receive credit for a sufficient number of courses and at the discretion of the administration, the student may be denied promotion or graduation. Excessive absences could also be grounds for the dismissal of a student. Parents are notified of student absences at each reporting period.

### ***Elementary Tardies***

Tardies consist of arriving to school after the bell and up to 1 hour after the tardy bell (Tardy AM) or checking out during the last hour of the school day (Tardy PM).

For the K5 through 6th grades, more than 12 total tardies in one semester is considered excessive.

At 12 tardies, a letter will be sent home and a parent/guardian meeting will be requested to create an attendance contract. Continuous tardies may result in additional interventions, school board review, or student dismissal at the administration's discretion.

### ***Secondary Tardies***

Tardies in the 7th -12th grades are tracked for each class period. More than 12 total unexcused tardies in one 9-week quarter is considered excessive. An excused tardy would be one caused by a teacher or administrator, not the student.

Any student having over 12 unexcused tardies in one 9-week quarter may be assigned detention, Saturday School, or other disciplinary actions. Continuous secondary tardies may result in additional interventions, school board review, or student dismissal at the administration's discretion.

### ***Early Check Out***

If a student needs to be checked out before the end of the school day, the parent must notify the school office regarding the departure time. Children will not be called from class until the parent is on the school grounds.

Parents/Guardians must sign out their child in the school office before leaving campus for any reason.

**ANY STUDENT WHO LEAVES SCHOOL GROUNDS FOR ANY REASON DURING THE SCHOOL DAY WITHOUT RECEIVING PERMISSION THROUGH THE OFFICE WILL BE SUBJECT TO DISCIPLINE.**

Early check out during the last hour of the school day is considered a tardy (Tardy PM). At 12 tardies (either Tardy AM or Tardy PM), a letter will be sent home and a parent/guardian meeting will be requested to create an attendance contract. Therefore, continuous early check outs can result in creating an attendance contract, school board review, or student dismissal at the administration's discretion.

# ACADEMIC GUIDELINES

## ***Assignments***

Because completing assignments is an integral part of the educational program, each teacher may assign homework. Parents should assist their children to complete their assignments in these ways:

- Help the student schedule time efficiently. For secondary grades, parents should enforce the use of the school-provided student planner.
- Provide a quiet and comfortable place for study
- Help the student be motivated to complete assignments.

Elementary students may have about an hour or so of homework, and secondary students may have around two hours. Each student is expected to complete his/her homework assignments every day; but if a child seems to spend an excessive amount of time on homework, a conference with the teacher may be in order. Because we want to encourage the children to be in church, our teachers usually assign only language, reading, and math homework on Wednesday nights. Also, major tests and projects will not be assigned for Wednesday evenings.

Students who do not complete their assignments are subject to discipline under the FCS discipline procedures. Students with incomplete assignments will receive a citation. The number of homework citations is closely monitored by the school administration. Children are responsible for completing assignments regardless of any extra-curricular activities that they may have scheduled.

## ***Make-up Work***

In the case of an UNPLANNED, NECESSARY ABSENCE (such as illness or emergencies), the student is allowed a maximum of one day per each day of absence to complete all assignments. Tests will be caught up according to the number of days a student is absent. If a student has more than 3 consecutive days of

absences, the teacher will reschedule the test at an appropriate time for that student.

**It is the students' responsibility to ensure that they make up assignments.**

In the case of any PLANNED ABSENCES (such as vacations), the parents are responsible to contact the teachers to make arrangements beforehand. *The students are expected to complete their assignments during their absence.* The teacher should be notified at least a week in advance of any planned absences so the teacher can arrange the work to be made up before or during the period of absence.

Any situation which causes a teacher to issue an "I" incomplete for a grading period must be resolved within 3 weeks (or a period of time deemed appropriate by the administration) and the grade changed; otherwise, the assignment(s) which is/are incomplete will be scored as a zero and reflected in the final grade.

### ***Academic Honesty***

Because we want the students to learn the curriculum and because we expect the students to develop in Christian character, academic honesty is absolutely essential. Cheating in any form (including plagiarism) on any assignments, quizzes, tests or projects is NOT tolerated. Anyone who cheats or helps someone cheat can expect discipline ranging from a zero on the assignment or test to an F for the course. They may also be subject to extra assignments, suspension, or expulsion.

## **FCS GRADING SCALES**

**K3 & K4 are evaluated by the following:**

O – Outstanding

S – Satisfactory

N – Needs Improvement

NI – Not Introduced



## **K5 is evaluated by the following:**

- 1 – Very Good
- 2 – Satisfactory
- 3 – Needs Improvement
- 4 – Unsatisfactory

## **Academic Grading Scale for 1<sup>st</sup> through 12<sup>th</sup> grades:**

Percentage	Letter	Description	GPA Value
90-100%	A	Excellent	4.0
80-89%	B	Above Average	3.0
70-79%	C	Average	2.0
60-69%	D	Below Average	1.0
0-59%	F	Failing	0.0
	I	Incomplete	

Conduct comment codes and grades are included on report cards, along with a legend describing each comment.

## ***GPA***

FCS uses the four point scale to compute Grade Point Average (GPA). For the purpose of GPA, physics and pre-calculus are considered honors courses and are computed on a 4.5 scale. Although students may participate as much as they want in extracurricular programs, their cumulative GPA may include only one semester credit from a specific extracurricular activity.

Class rankings are calculated only for seniors and are based on the cumulative GPA.

## ***Reporting***

Student progress reports will be sent home at the midpoint of each quarter. In addition, report cards are mailed home each quarter.

Official 7-semester transcripts will be provided to colleges, universities, military recruiters, and scholarship programs, upon request of the senior; however, neither the 8-semester official transcript nor the diploma will be released until the student's account is paid in full.

## **Promotion and Retention**

In the 1<sup>st</sup> through the 8<sup>th</sup> grades, any student receiving an F in either language or math is subject to being retained in the same grade the following year. When making the decision to promote or retain a student, the administration considers grades, information from teachers, and the needs of the student. The administration has the final say about promoting or retaining students in FCS.

In the 9<sup>th</sup> through the 12<sup>th</sup> grades, any student failing one SEMESTER of a course required for graduation must repeat that semester with a passing grade in order to receive credit for that course. ***Students may be required to repeat a course by attending FCS summer school (if offered), taking an online credit recovery class during the following year(s) before graduation, or by retaking the course in an FCS classroom during the following year(s) before graduation. It may be necessary for the student to repeat both semesters, depending on the class and the method to recover the credit. The Guidance Counselor will work with the student and family to determine the method of credit recovery.*** Additional fees may be associated with summer school or credit recovery classes. In the case of repeated classes, both semester grades will appear on the transcript and be used in the cumulative GPA calculation. The original grade will not be replaced.

FCS does not allow students to skip grade levels.

## **High School Graduation Requirements**

Twenty-two credits are required to graduate from FCS. One unit of credit is given for a course which meets for a minimum of 120 hours per year. There are two plans for graduation, the General Diploma Plan and the College Preparatory Plan. Students will be placed in the College Preparatory Plan, unless they have demonstrated an academic need to be in the General Diploma Plan.

At the discretion of the Guidance Counselor, in consultation with the teacher(s), parents, and student, a student

may be moved from the College Preparatory Plan to the General Diploma Plan or vice versa.

All students are required to complete their graduation requirements before they are considered eligible to participate in commencement, and all students are expected to have their account fully paid before they graduate from FCS.

### ***FCS General Diploma Plan***

Under our General Diploma Plan, which meets the requirements of ANSAA and the Arkansas Department of Education for high school graduation, the following credits are required for graduation:

- 4 Bible (transfer students are not required to make up prior years of Bible credit)
- 4 English
- ½ Oral Communication
- 4 Math (at minimum, Algebra A & B; Geometry A & B)
- 3 Science (including Physical Science and Biology)
- 3 Social Studies (World History, American History, ½ Civics and ½ Economics)
- ½ Physical Education
- ½ Health
- ½ Fine Arts
- ½ Keyboarding & ½ Word Processing (transfer student may test out of this requirement)
- 1 Computer Applications
- 1 Life Management

### ***FCS College Preparatory Plan***

Our College Preparatory Plan meets the requirements of ANSAA and the Arkansas Department of Education, providing the core curriculum requirements generally required for entrance into colleges and universities. Students wishing to qualify for admittance to selective universities or to be considered for

particular scholarship programs should consult with the Guidance Counselor regarding those requirements.

In addition to the General Diploma Plan requirements,

- Amend the Math requirement to 4 credits from Algebra 1, Algebra 2, Geometry, & another advanced math course
- Increase the Science requirement to 4 credits (Physical Science, Biology, Chemistry, & Physics)
- Add 2 credits Foreign Language (two years of the same language – some transfer students may need to retake some foreign language classes)

### ***Dual Enrollment Courses***

By partnering with Northwest Arkansas Community College, FCS offers college credit classes on our campus via the internet. To qualify for these classes students must have appropriate standardized test scores and be admitted to the Early College Experience program as established by NWACC. Additionally, dual credit courses do not replace the already established FCS classes outlined in the FCS College Preparatory Plan and daily schedule.

### ***Standard Curriculum***

FCS has a standard schedule for the secondary. The standard schedule includes required classes and student elective options. 9-12 grade students may select from dual credit classes, online elective classes, or extracurricular activities. ***All FCS students take a Bible course every year.*** All students, including seniors, must attend all class periods of the day.

### ***Dropping a High School Course***

All secondary students' schedules are based upon the requirements for graduation AND the need for a well-rounded education; therefore, FCS requires students to complete some courses which may not be listed as graduation requirements. In the case of extreme hardship, a student may be permitted to drop a course, provided that the parents, the teacher, and the guidance

counselor are in agreement AND that the class is not required for graduation.

Dropping a dual credit class or online course must fall under the established guidelines of those partnered organizations.

### ***Honors***

FCS acknowledges Honor Roll students each quarter for the 1<sup>st</sup> through 12<sup>th</sup> grades. To be qualified for the Honor Roll a student must maintain A's and B's in all of their classes/subjects.

To graduate with honors from high school, a student must have a cumulative GPA of at least 3.0. To graduate with high honors, a student must be in the College Preparatory Plan and have a weighted cumulative GPA of at least 3.5. Honors graduates are determined by their 8 semester transcript.

The FCS Valedictorian and Salutatorian are chosen by the administration based upon Christian character and cumulative GPA. In addition, they must have attended FCS for a minimum of two full years. Any student expelled from High School becomes ineligible for these honors.

### ***Student Service Programs***

In addition to fulfilling their academic and extracurricular duties, ALL STUDENTS ARE EXPECTED TO HELP SCHOOL PERSONNEL IN CLEANING AND MAINTAINING THE FACILITIES. This duty helps keep our facilities clean, develops in the students a sense of responsibility to care for their surroundings, and teaches them skills which they will use throughout their lives. Occasionally we call upon students to help with special projects, and we may assign scheduled duties to our 7th-12th grade students as approved by a school administrator. Students may be asked to work in any area, including the school cafeteria. *Parents should contact an administrator if they wish to appeal their student's involvement in such school services.*

Community service days may be scheduled so students can participate in charitable activities. These service days are required and will be announced in advance.

### ***School Library***

The FCS library has a large selection of materials for students' research, projects, and recreational reading and viewing. The library schedule of hours is posted on the library door. Materials may be checked out for two weeks. There is a 10¢ per day fine for overdue books and a 50¢ per day fine for overdue videos. Students who do not pay their library fines are subject to discipline.

### ***Guidance Services***

The guidance counselor is available to secondary students and their parents for assistance in gaining entrance to colleges, universities, the military, and the job force. One-on-one appointments are encouraged and may be made.

Although our school does not offer special education programs, FCS does partner with the Fayetteville Public School system to provide some services, such as Title I, speech therapy and testing services. Any parent, teacher, or administrator may suggest the need for services by contacting the guidance counselor, who would determine whether to initiate an official request for services to the public school system. After the request for services, and any testing or interviews which must take place for adequate evaluation, a conference with the parents, teacher(s), guidance counselor, and public school personnel is held to determine what, if any, actions will be taken.

### ***Academic Probation***

Academic Probation is incurred when a student's semester GPA falls below 1.5 on a 4.0 scale. FCS cannot meet the academic needs of every student. If a student fails to bring his or her GPA up to at least a 1.5 by the following semester, he or she may be subject to removal from FCS. ***Students on academic probation***

***may not be given excused absences if they miss classes for non-emergency situations***, at the administration's discretion. There may be other individual requirements as the administration deems necessary.

# EXTRACURRICULAR ACTIVITIES

## ***Opportunities***

The following activities may be available for students at FCS. This list is not all-inclusive, and particular activities are offered only when the student body shows interest AND a qualified individual volunteers to organize the events.

- Various High School elective classes made available online
- School Yearbook
- Class officers (for 9<sup>th</sup>-12<sup>th</sup> grades, includes president, vice president, and secretary/treasurer)
- Athletics (including basketball, track, ect.)
- Homecoming Court (when applicable)
- FCS & Regional Science Fair
- Regional & State ACTM Math Competition
- Band and/or Choir
- Small Group Chapel Leaders
- Secondary Chaplain

## ***Eligibility***

Students with an average below 2.0 or with any D's or F's for the previous 9-weeks may not be eligible to participate in any extracurricular activities. Additional qualifications may apply.

Class officers are self-nominated, reviewed by administration, and elected by their class. Students with a suspension within the prior academic year are not eligible to serve as class officers.

The FCS Homecoming Court is chosen from candidates nominated for their good behavior by the high school personnel, then elected by the high school student body.

## ***Sportsmanship***

ALL FCS students, coaches, and fans are expected to practice good sportsmanship at all times by being positive and encouraging. It is the purpose of FCS extracurricular activities to develop students in Christian character and testimony.



# EXPECTATIONS & DISCIPLINE PROCEDURES

## ***Student Expectations Policy***

Character development, a major part of the FCS program, includes clear expectations and effective discipline. Teachers, parents, administrators, and students are all on the FCS team whose goal is to train the students in Christian character; therefore, we must all work together to achieve this goal.

The purpose of discipline is to train a child to learn to have a proper attitude and proper behavior. A major factor in effective discipline is consistency. Unmet student expectations must be dealt with. Misconduct requires consequences unpleasant enough that the child will choose to obey the rule rather than to receive the punishment, yet discipline should never be cruel or belittling. FCS seeks to do what is effective with each individual; however, when dealing with children in a group setting, it is necessary to have common standards of conduct and consequences.

## **FCS Student Expectations**

### ***Students will respect themselves by:***

1. Fulfilling their daily responsibilities.
2. Coming to class(es) prepared and ready for learning.
3. Being truthful and practicing academic honesty.
4. Faithfully attending and participating in class(es).
5. Keeping their supplies organized and in order.

### ***Students will respect staff by:***

1. Obeying all FCS personnel.
2. Addressing FCS personnel with a title of respect such as: Brother, Mr., Sir, Mrs., Miss, or Ma'am.
3. Paying close attention to their teachers, their studies, and their assignments.
4. Waiting for permission to talk and speaking at appropriate times.

5. Remaining seated or in the proper location.
6. Refraining from touching teacher's desks and/or supplies.

***Students will respect others by:***

1. Valuing the rights and belongings of others.
2. Refraining from fighting, wrestling, bullying, intimidating, gossiping or other potentially harmful actions.
3. Refraining from bad language and rude noises.
4. Refraining from public displays of affection or other physical contact that is inappropriate.

***General School Rules***

1. Respect the property of the school and other people. Willful defacing or destruction of any property, and/or stealing is not tolerated. Guardians will be required to pay a fee for any damages caused by their child(ren).
2. Do not vandalize school property or mark on the walls, or desks, including the teachers' desks, etc.
3. Do not write, or high-light, in any books that are school property.
4. Do not chew gum at school.
5. Do not eat in a classroom-without permission from a teacher or administrator.
6. Clear water bottles containing non-flavored water are allowed.
7. In the cafeteria, use good manners, visit quietly, and clean up after yourself.
8. During lunch time, students must be in the cafeteria, picnic area, or activity gym – under adult supervision. Students should NOT be in the classrooms, hallways, the sanctuary, behind the building(s), or in the parking lots without adult supervision during lunch.
9. Before school, students must be in the activity gym, hallways, or cafeteria – under adult supervision. Students may enter classrooms when the door is unlocked and the teacher is present.

10. After school, elementary students must be in the activity gym for dismissal or with an adult. Jr. and Sr. High students must be in the hallways, cafeteria, or the picnic area – under adult supervision.
11. Do not be “off limits” without permission.
12. Keep our school clean, orderly and free from clutter.
13. Move quietly from place to place. No loud talking, yelling or running in the hallways is allowed.
14. Do not touch the thermostats or close or cover any vents.
15. Keep backpacks and supplies in designated areas during the school day.
16. Obey all fire and safety rules.
17. Bicycles cannot be ridden during school hours.
18. Student electronic devices must be turned in to the appropriate location between the times of 8am and 3pm.
19. Real or toy weapons (for example, guns and knives), fireworks, skateboards, skates, roller blades, or other items that may cause personal injury are prohibited.
20. Unless an administrator authorizes it, pets are not allowed at school.
21. Any materials (including pictures, books, and music) promoting anti-Biblical philosophies, morals, etc. are not permitted on school grounds or at any school function.
22. Any questionable items will not be allowed on school grounds or at any school activities at any time; and they may be taken and kept by the administration.
23. In addition to our general school rules, FCS requires that our students, at school or elsewhere, maintain Christian standards of courtesy, kindness, morality and honesty; and that they refrain from swearing, indecent language, tobacco, alcoholic beverages, illegal drugs, immoral social events, sexual misconduct; and ungodly movies, videos, music, games, etc. which are characterized by such things as sensuality, the occult, profanity, rebellion, disrespect and gratuitous violence.

Our rule regarding behavior when not at school is extremely important because we do not want our students to be hypocrites, practicing Christian standards of behavior at school and then practicing ungodly behavior elsewhere. Additionally, students who are exposed to immorality outside the school will, in most cases, bring it into the school.

## **FCS Discipline Procedures**

### ***Classification of Offenses***

These classifications provide possible guidelines for discipline and are not meant to be all-inclusive. To help ensure consistency in dealing with violations of school rules, offenses are classified as follows:

***Class 1 Offenses:*** Class 1 offenses may include the following:

1. Distracting other students, or any conduct or behavior which is disruptive to the orderly educational process.
2. Violations of rules concerning gum, candy, or food.
3. Gambling. Participation in games of chance for money or things of value.
4. Non-conformity to dress code.
5. Inappropriate public displays of affection or physical contact.
6. Incomplete or missing homework.
7. Failure to bring proper materials to class.
8. Failure to pay library fines.
9. Being “off limits,” such as in the upper parking lot, behind the buildings, or in the woods during any school hours, and unauthorized occupancy either on or off campus.
10. Generating rumors.
11. Any other violation which a staff or the administration deems to fall into this category.

***Class 1 Consequences:*** The FCS staff who determined that a student committed a Class 1 offense will issue the student a citation. The citation is initialed by both the staff member and the

student and is sent home to assure parental communication. It should be signed by the guardian and returned to the staff who issued it at school on the following day. A copy of the citation is also turned in to the office for recording, electronic reporting, and filing in the student's permanent record.

In addition to issuing a citation, FCS personnel may also add written assignment(s), removal of privileges, lunch detention(s), removal from class, or make a referral to an administrator.

Generally, a student is expected to follow the teacher's preference in discipline as noted above. For repetitive behavioral citations, the student may be assigned more significant consequences. Substantive repetitively cited behavior may be escalated to a Class 2 offense.

If a student is on Behavioral Probation Status, any Class 1 offense may be treated as a Class 2 offense, thus resulting in possible suspension.

***Class 2 Offenses:*** Class 2 offences may include the following:

1. Chronic or extreme violation of any Class 1 offense.
2. Defiance to authority. Any verbal or non-verbal refusal to comply with a lawful directive or order of a teacher, administrator or any other school staff member or official.
3. Intentionally providing false information to another student or to a school official. Generating rumors, or boasting of misbehavior (even if the behavior did not occur); withholding or concealing information regarding student misconduct; hindering or failing to cooperate in an investigation into possible student misbehavior.
4. Failure to report to the school office when sent by a school official.
5. Possession or use of any kind of tobacco or other inappropriate substance.
6. Intimidating, bullying, or assaulting a student.
7. Fighting.

8. Any intentional or unintentional behavior that endangers another person.
9. Use of any obscene expressions (verbal, written, or gestures)
10. Inciting student misbehavior.
11. Malicious mischief.
12. Unauthorized absence from school or class.
13. Cheating of any kind (including plagiarism) on any assignment, test, or project.
14. Forgery, including forging parents' signature.
15. Inappropriate public displays of affection or physical contact.
16. Unjustified activation of a fire extinguisher or fire alarm system.
17. Possession of and/or igniting fireworks.
18. Violating Christian standards of conduct as defined in the "General School Rules".
19. Any other offense that the administration may deem to fall into this category.

***Class 2 Consequences:*** These offenses may result in a student's being assigned multiple lunch detentions, Saturday school, placed on Behavioral Probation, or being suspended from school for a minimum of one complete day up to a maximum of ten days. If a student is already on Behavioral Probation Status, any Class 2 offenses may be treated as a Class 3 offense, thus possibly resulting in expulsion.

***Class 3 Offenses:*** Class 3 offences may include the following:

1. Use or transfer of illegal drugs or alcoholic beverages by any student at any time. FCS has a zero tolerance regarding drugs and alcohol. Students may be subject to random drug testing.
2. Arson. Intentionally or unintentionally setting fire to any school property including trash cans.
3. Obscene communication: any verbal, written, gestures, etc. toward or about a teacher, administrator, or any other school official.
4. Cyberbullying

5. Assault upon a teacher, administrator, or other school official.
6. Assault upon a student.
7. Vandalism.
8. Possession of any kind of weapon, actual or perceived.
9. Theft.
10. Arrest.
11. Repeated or extreme cheating of any kind (including plagiarism) on any assignment, test, or project.
12. Possession of stolen property.
13. Possession or distribution of any kind of pornographic material. (Written, auditory, visual, etc.)
14. Sexual misconduct, at the definition of the administration.
15. Stubborn, unmanageable conduct. FCS reserves the right to remove from school any student whose attitude or behavior appears to be contrary to the school's philosophy, even though the student may not have violated a particular school rule.
16. Any other offense that the administration may deem to fall into this category.

***Class 3 Consequences:*** Any Class 3 offense may result in the student being suspended or expelled from school. Students may reapply for the following academic year, but reapplying for admission does not guarantee readmission. Legal action may also be taken for most Class 3 offenses.

### ***Removal From Class***

Any FCS personnel may remove any student from any class or activity at any time that the authority feels that the child's presence is in any way hindering the educational process. Administration may choose to permanently remove any student from a class if deemed appropriate.

### ***Lunch Detention***

Lunch detention is assigned to secondary students at the teacher's or administrator's discretion for the next possible day

following the offense. The teacher copy is used by the office to alert the lunch detention monitor of the expected students.

Students use their parental signed copy of the citation to go to the front of the lunch line and take a maximum of 10 minutes to eat their lunch. They then report to the detention room and do the assignment noted by the teacher. If no assignment was specified, the student will be required to sit quietly without talking. Lunch detention lasts 20 minutes and ends 5 minutes before 6<sup>th</sup> period.

Students tardy to or absent from lunch detention may be subject to additional days of lunch detention or Saturday School.

### ***Saturday School***

Saturday school is assigned with the approval of an administrator. It begins at 8:00 am and dismisses at 12:00 noon. Saturday School is assigned within two weeks of the offense.

Saturday school may be assigned for the purpose of making up seat time for excessively absent or tardy students or for the violation of Class 2 or Class 3 offenses, as deemed appropriate by the administration.

Students in Saturday School will be required to complete a written assignment dealing with the cause of their disciplinary action. After completion of that assignment, the student is expected to work on FCS academic assignments for the entire time. No talking is allowed. No breaks are allowed, except for restroom breaks.

Students tardy to or absent from Saturday School are subject to an additional Saturday School assignment or suspension.

### ***Behavioral Probation***

Behavioral Probation can be incurred at the discretion of the administration when a student commits a Class 2 offense. Behavioral Probation Status lasts for 90 school days, and it carries over to the following school year. Any student on behavioral probation is subject to having a Class 1 offense treated as a Class



2 offense, and any Class 2 offense may result in the student's expulsion from school.

### ***Suspension***

Suspension occurs when a student is removed from school for a minimum of one complete school day or a maximum of ten school days. When a student is suspended from school the number of days of the suspension will be counted in the student's total absences. ***Make-up work, quizzes and tests, during the time of suspension, must be completed by the student.*** It is the parents' or student's responsibility to contact teacher(s) to get their assignments. Although they may be permitted to attend practices, students suspended from school may not attend games or participate in competitions.

***Students suspended from school are not permitted on school property unless they are under the constant supervision of their parents or a school official.***

### ***Expulsion***

Expulsion is removal from enrollment for a minimum of 90 calendar days. Students may re-apply for admission, but reapplying for admission does not guarantee readmission to the school. The administration has authority to expel a student from school at the administrator's discretion, for any reason the administration deems necessary. When a student is expelled from school, he will receive whatever his grade average is in each subject up to the date of his removal from school. He may not receive credit for any further exams or assignments. Students who have been expelled from school are not permitted on school property.

### ***Discipline Agreement***

When parents enroll their children at FCS, they must sign one of the School Discipline Agreements. The Standard Agreement authorizes the school to use corporal punishment according to the school's corporal punishment procedures stated

above. The Alternate Request states the reason that the parents do not want the school to use corporal discipline on the student, and it requires the parent to arrive within an hour of notification to discipline their child. It is imperative that parents trust and support the school in its efforts to properly manage student behavior. If the student's behavior remains consistently unsatisfactory, or the parent does not abide by the "Alternate Request Guidelines", the parent must withdraw the child from the school.

Once a Discipline Agreement is in place for a student, that agreement will be in effect until the child withdraws or graduates from FCS, unless the administration is otherwise notified and a new Discipline Agreement is put in place.

### ***Corporal Punishment***

If a parent has authorized the school to administer corporal punishment, the following specifications are followed.

Only administrators are authorized to administer corporal punishment with the witness of another adult.

Due process is observed before giving swats. The particular misbehavior that the student has committed is stated and the student is allowed to confess fault. If the student does not confess fault, but the official is convinced that the student is guilty, then swats will be administered. If there is reasonable doubt as to guilt, the administration may investigate the matter further.

Only the approved instruments may be used to administer corporal punishment. Students are swatted on the posterior or on the palm of the hand. The maximum number of swats a student may receive in an incident is five. Male staff do not swat female students.

Parental notification is not required before corporal punishment is administered. Although it is not required, we make every effort to notify the parent as soon as possible. The parents are notified after the incident if they have specifically requested to be notified.

# DRESS CODE GUIDELINES & PROCEDURES

## ***Dress Code Policy***

The FCS dress code is based upon the parent's and the school's desires to help our students reflect Christian character. We want our students to look neat and modest in order to encourage a sense of appropriate dress and to promote school unity.

We realize that it is not possible to address every single garment or accessory within a dress code. ***This dress code tells what the students are authorized to wear.*** Garments or accessories contrary to or outside this dress code may result in discipline. Administration does have liberty to address items not covered specifically in these guidelines. Any questions can be addressed to the administration.

## ***General Guidelines for Girls***

**Style:** The choice of tops and bottoms for any day's outfit should take into consideration the style and color of each piece, making sure they coordinate. Purposeful clashing is not allowed.

Oversized or undersized items are not acceptable.

**Hair:** Girls' hair must be a naturally occurring color, neat, clean, groomed, and out of their eyes. Girls may not wear hats in the building.

**Accessories:** Girls may not have more than 2 earrings per ear at school. No other body piercings are acceptable.

**Appropriateness:** Sloppy or inappropriate appearance is not permitted.

## **K3 –K4 Girls Daily Dress Code**

**Skirts:** K3 – K4 grade girls may wear loose-fitting dresses, jumpers, skirts, or split skirts. Girls in the K3 – K5 must have hemlines that come to the top of their knees. To maintain modesty on the playground, we recommend that the girls wear spandex style shorts under their skirts.

Shirts/Blouses: K3 – K4 grade girls may wear blouses that are loose fitting and modestly cut at the neckline.

Pants: K3 – K4 girls may wear loose-fitting pants or jeans.

Shorts: K3 – K4 girls may wear knee length, shorts or skorts appropriate for school.

Shoes and Socks: K3 – K4 girls must wear flat coordinating shoes.

Shoes need to be closed-in toes for safety. Socks also need to be coordinated with the child's outfit.

### **K5 – 12th Grade Girls Daily Dress Code**

Skirts: K5 – 12<sup>th</sup> grade girls may wear loose-fitting uniform-style jumpers or skirts. Hemlines must be *below their knees* when standing. To maintain modesty on the playground, we recommend that the elementary girls wear spandex style shorts under their jumpers and skirts. Girls must wear their skirts with the top of the skirt at the natural waist-line, not across the hips. If a skirt has belt loops, the girl needs to wear a belt. During cold weather, leggings may be worn under the girls' skirts.

*NOTE: The school recommends that parents buy skirts that are longer than required to accommodate for growth during the school year.*

Pants: K5 – 12<sup>th</sup> grade girls may wear loose-fitting, uniform-style khaki, black, or navy pants OR loose-fitting, uniform-style khaki, black, or navy capris. Pants must be worn on the outside of any shoes or boots. For modesty, if a girl wears pants/capris, her top needs to cover her hips.

Shorts: Girls may wear loose fitting, knee length, uniform-style khaki, black, or navy shorts appropriate for school.

Shirts/Blouses: K5 – 12<sup>th</sup> girls may wear loose-fitting, solid colored, opaque (non-see through), buttoned up the front blouses with collars OR loose-fitting, solid colored, traditional style polo shirts with sleeves extending to the middle of the upper arm. No white blouses/shirts are permitted. In addition, no long sleeve shirts may be worn under a short sleeve shirts/blouses.

Shoes and Socks: K5 – 12<sup>th</sup> grade girls need to wear shoes and socks that are coordinated with their outfits. The shoes need to be closed-in, front and back. Pants may not be tucked into boots. Jackets and Coats: The only outer garments permitted in classes are solid color sweaters or official school jackets/hoodies. FCS jackets/hoodies may be ordered through the school.

### **Girls (All Grades) Casual Day Dress Code**

**Tops:** Girls may wear a loose-fitting FCS, or Christian themed, tee shirt or solid-colored sweatshirt. For modesty, if a girl wears pants, her top needs to cover her hips.

**Slacks:** Girls may wear loose fitting jeans. No “skinny jeans” are allowed.

**Shorts:** If shorts have been authorized by the administration for a particular activity they must be loose fitting knee length shorts appropriate for school.

*NOTE: All other items must conform to the Daily Dress Code.*

### ***General Guidelines for Boys***

**Hair:** Boys’ hair must be neat, clean, groomed and out of their eyes. Hair must be cut so it does not touch the eyebrows, the ears, or the collar. Extreme hairstyles are not permitted. Facial hair must be trimmed and neat.

**Accessories:** Boys may not wear earrings or have other body piercings. Boys may not wear necklaces or hats in the building.

**Appropriateness:** Sloppy or inappropriate appearance is not permitted.

### **K3 – K5 Boys Daily Dress Code**

**Pants:** K3 – K4 boys must wear nice looking, properly fitting jeans or slacks.

**Shorts:** K3 – K4 boys may wear knee length shorts appropriate for school.

**Shirts:** K3 – K4 boys may wear solid color tee shirts, button up the front shirts, or polo style shirts with long or short sleeves. Shirts must be buttoned to at least one button from the collar.

Shoes: Boys must wear closed-in shoes or boots.

***K5 - 12<sup>th</sup> Grade Boys Daily Dress Code***

Pants: K5 – 12th grade boys may wear solid-colored khaki, navy, or black uniform-style slacks OR traditional style jeans. No baggy jeans or “skinny jeans” are allowed. All pants must be worn at the waist with a belt.

Shorts: Only K5 – 6th grade boys may wear full, knee length, uniform-style khaki, black, or navy shorts appropriate for school. 7th -12th grade boys may not wear shorts.

Shirts: K5 – 12th grade boys may wear loose-fitting, solid colored, standard-style, button-up the front shirts with collars OR loose-fitting, solid colored, opaque (not see-through), standard-style polo shirts. Long or short sleeves are acceptable and must be tucked in. Shirts must be buttoned to at least one button from the collar. No long sleeve shirts may be worn under a short sleeve shirt.

Shoes: K5 – 12th grade boys need to wear shoes and socks that are coordinated with their outfits. The shoes need to be closed-in, front and back.

Jackets and Coats: The only outer garments permitted in classes are solid color sweaters or official school jackets/hoodies. FCS jackets/hoodies may be ordered through the school.

***Boys (All Grades) Casual Day Dress Code***

Shirts: Boys may wear a loose-fitting FCS, or Christian themed, tee shirt or solid-colored sweatshirt.

Pants: Boys may wear traditional style jeans. No baggy jeans or “skinny jeans” are allowed. They need to wear a belt and the pants must be worn at the waist.

Shorts: If shorts have been authorized by the administration for a particular activity, they must be full, knee-length, loose-fitting shorts, or as specified by the administration.

*NOTE: All other items must conform to the Daily Dress Code.*

# PARENT-SCHOOL RELATIONS

Fayetteville Christian School understands the importance of involving parents. In fact, parents and the school are on the same team in the training of the children. We all have the same goal for the children, and that is to develop the children in Christian character and establish a sound academic foundation for their future. This is accomplished only when there is mutual respect, communication, and cooperation between parents and teachers.

We encourage parents to GET ACQUAINTED WITH THEIR CHILD'S TEACHERS, learn the teachers' plans for the class, and discover what they can do to help the teacher.

## ***Custody***

When there is a custodial parent and a non-custodial parent, FCS always defers to the custodial parent's preference. To maintain a peaceful, secure environment, FCS reserves the right to prohibit or regulate any person's visitation at the school or at school events. FCS is responsible to copy non-custodial parents on grade reports, unless all parental rights have been removed by court order. Custodial parents will be asked to provide custodial documents and contact information regarding the non-custodial parent.

## ***Problem Solving Procedure***

If something happens in which a parent has questions or disagrees with school personnel, parents and students must seek to resolve the situation. Gossiping or sowing discord, whether by parents or by students, can result in a student's dismissal from school.

**Parents must respect the teachers and communicate that respect to their children.** All our teachers are here in response to the Lord's leading in their lives; all of them are giving up other things because they feel the importance of providing a Godly education for our children. Although they are not perfect, our

teachers are worthy of our respect. **Parents should never speak negatively about our teachers in the presence of children.**

***For minor issues***

- The parent should discuss the matter with the staff member involved in the situation. For this purpose, the parent should set up an appointment with the staff member through the appropriate office or contact the teacher directly. It is not appropriate for a parent to discuss concerns in the presence of other students. Any discussion should be had in a confidential fashion.
- If the problem must be addressed during school hours or before the particular staff member is available, the parent may discuss the matter with an administrator.
- If the problem is not resolved by discussing it with the person involved, the parent should contact an administrator.
- If the administration does not handle the problem to the parent's satisfaction, the parent should contact the school board president to include the issue on the agenda of the next school board meeting.

***For major issues***

- The parent should contact the administration to explain the situation. The administrator may call for a meeting with the parties involved to resolve the situation.
- If the administrator does not handle the problem to the parent's satisfaction, the parent should contact the superintendent to discuss the matter.
- If both levels of administration do not conclude the matter to the parent's satisfaction, the parent should contact the school board president to include the issue on the agenda of the next school board meeting.
- If the matter is not resolved at the school board level, the parents will need to enroll their student(s) elsewhere.



All parents and students are required to follow this Problem Solving Procedure. Failure on the part of a parent or a student to follow the Problem Solving Procedure may result in the student's being removed from FCS.

### ***Finances***

Because we strive to keep expenses and tuition as low as possible, it is absolutely essential that all our families faithfully fulfill their financial responsibilities to the school.

The Registration fee is non-refundable as indicated within the financial agreement.

In addition, the FCS book fees are nonrefundable. For your convenience, families may have book fees calculated into the monthly tuition payment plan, the semester tuition payment plan, or paid in full. The payment plan a family selects for their book fees MUST also match the tuition payment plan selected.

Book fees do not represent the true cost of a student's books for the year – they are an average for the books required in the average number of classes, spread over 2 or 3 years of book usage. If a student loses a book or renders it unusable, the replacement book will be billed at true cost.

Tuition may be paid monthly (Option 1), by semester (Option 2), or paid in full (Option 3). If a family elects to pay using Option 1, payment is due on the 1<sup>st</sup> of each month. If a family elects to pay using Option 2, payment is due at the end of August and January for the upcoming semester. The payment option selected will apply for the entire school year. Regardless of the payment option selected, after the 15<sup>th</sup> of each month, a \$10 late fee will be assessed on those accounts with an unpaid amount due. All students are expected to have their account paid-in-full before they graduate from FCS. *Parents must immediately report any change of address or change of custody.* All financial transactions will be recorded on the parent accounting family record. ACH drafts and other forms of payment can be established by the school with any party in or out of the custodial parent accounting family. Billing statements will be emailed to

the responsible parent’s email address monthly and mailed to the custodial family address quarterly.

FCS is a not-for-profit organization and gladly accepts donations. Upon the receipt of any donations made directly to FCS, the Treasurer will record the donation at the time of deposit. The Treasurer will then produce a letter of acknowledgement to the donor.

### ***Debt Collection Policy***

All student accounts are expected to have a fully paid balance at the end of each grading quarter. The grading quarters end at the end of the months of October, December, March, and May. The Fayetteville Christian School Board’s Finance Committee (hereafter “the Committee”) will take responsibility for implementing policy regarding unpaid, past-due student accounts.

A letter of notice will be sent in care of the student’s name to the address of the financially responsible party on record at the time of registration notifying of the current status of the student’s account. Within a seven day period from the date of the letter of notification, the financially responsible party must notify the school of their decision to take one of the following actions:

1. make payment in full of the past-due balance, or
2. make an initial payment and submit paperwork for automatic draft of pending payments, or
3. schedule a meeting with the Committee to develop a plan for resolution of the past-due balance. *Note that the financially responsible party must provide a statement of financial status to the Committee for review.*

The Committee will choose to place a student with an unpaid, past-due balance in one of the following levels of financial probation. Note: a penalty may be associated with each level.

### Level One Financial Probation

- Student has an unpaid, past-due balance; has made an initial payment; has provided information for automatic draft of future payments, or
- Student has an unpaid, past-due balance; has met with the Committee; has agreed to a repayment plan developed in consultation with the Committee.

Penalty: none

### Level Two Financial Probation

- Student has an unpaid, past-due balance; automatic draft payment fails, or
- Student has an unpaid, past-due balance; has begun a repayment plan developed in consultation with the Committee, but fails to adhere to agreed plan without notice for any reason.

Penalty: Financially responsible party will be given 30 days from notice of infraction to rectify the situation and avoid student suspension.

### Level Three Financial Probation

- Student has an unpaid, past-due balance after 30 days of Level Two Financial Probation.

Financially responsible party will be given 10 days from notice of failure to resolve their financial debt to the Fayetteville Christian Schools.

### Level Four Financial Probation

- Student has an unpaid, past-due balance after 10 days of Level Three Financial Probation.

Penalty: Student will be unenrolled for the next semester. Those wishing to reenroll after financial expulsion must make appropriate payment arrangements with the Finance Committee and the required back payments must be received before the student can attend classes. FCS reserves the right to refer student accounts to external collection agencies in the name of the responsible party.

The Fayetteville Christian School Board's Finance Committee will be open to discuss questions about financial policy or changes in student account status.

# SAFETY & HEALTH

## Safety

### ***Safety Policy***

Fayetteville Christian School seeks to provide a safe and secure environment for the children who participate in our school. By implementing safe practices, our goal is to protect the children of FCS from incidents of misconduct or inappropriate behavior while also protecting our teachers and staff.

### ***Safety Features***

FCS works to provide a safe learning environment for the children enrolled here. In order to supervise the student body, a video camera/recording system monitors the grounds and is reviewed. In addition, members of the administration tour the grounds and buildings regularly, and teachers maintain order within the classrooms.

A magnetic door locking system has been installed on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> buildings, allowing for quick exit during emergencies, but limiting entrance to those with electronic keys or those who seek admittance through the main doors at the elementary building. We require all visitors to enter and check in through the main entrance of the elementary building.

### ***Drills***

In the event of a tornado, students move to designated locations as determined by the building they are in at the time. Students assume the tornado position and remain quiet at all times until an administrator announces the “all clear”.

In the event of an actual fire or a fire alarm sounding, students proceed in an orderly fashion, accompanied by their teacher, to predetermined meeting areas for each class. The teacher takes roll to ensure that all students have exited the building. Students return to class when an administrator announces the “all clear”.

Lockdown drills are practiced to prepare for emergency situations. During those times, the intercom system will be used to announce a general lockdown. Students assume positions as trained by the teacher and remain quiet until the administration announces the “all clear”.

### ***Driving Standards***

For safety and the overall effective operation of the school, it is necessary that all drivers carefully observe and obey all regulations concerning dropping off and picking up children. A map showing the procedure for picking up children is provided at orientation and in the office.

*All students who drive to school must register their car in the school office and provide a copy of their driver’s license and proof of insurance.* They must park their cars in the upper parking lot. **Students may not return to their cars during the school day without permission.** Students are expected to drive safely; any unsafe driving may result in loss of the privilege to drive to school or other disciplinary measures.

Driver’s Attendance Forms: Parents or students may contact the school counselor to request a completed form, which will be given to the student during the school year or arranged for pick up during the summer. Please note that the forms expire on January 10<sup>th</sup> and June 10<sup>th</sup>, per the Arkansas State Police. According to state law, the Driver’s License Attendance Verification form may not be issued for students with less than a 2.0 GPA, so the GPA will be verified by FCS personnel.

### **Health**

FCS wants to ensure the good health of all its students. The school nurse keeps current medical files, including immunizations, on all students. FCS is required to have a copy of immunization records or an exemption letter before a child can attend classes. The Arkansas State Board of Health Rules and Regulations states, that “no child shall be admitted to a public or private school of this state who has not been immunized”...”as

evidenced by an immunization record from a licensed physician or a public health department acknowledging the immunization...Every child must have received all of the vaccines, be in-process of receiving needed doses, show proof that they have a letter from the Arkansas Department of Health approving serology as proof of immunity, or applied for an exemption for those vaccines he/she has not received in order to continue attendance in a public or private school.” In accordance with state law, **if a parent does not validate that their child’s immunizations are current or provide an official letter of exemption, the student could be suspended from school.** Generally, the state requires that all students be in compliance by October 1<sup>st</sup>.

Chronic conditions such as diabetes, allergies (especially extreme allergies), and other conditions requiring medications must be on file with the nurse.

***Students should not report to school who have had any of these symptoms within the past 24 hours: fever over 100.5 degrees, vomiting, or diarrhea. Students should also be kept at home who have cloudy drainage or a persistent cough.***

Children who become ill or hurt at school are brought to the office. If a child is in much discomfort, the parent is called and asked to take the child home. In the meantime, everything is done for the child’s comfort and welfare.

FCS requests that parents schedule all doctor appointments outside of school hours. However, if a parent must schedule a doctor appointment during school hours, a doctor’s note verifying the appointment is required.

FCS administers vision, hearing, and scoliosis screening to its students.

FCS reserves the right to test students for drug use.

FCS school officials, counselors, and teachers are **mandated by law** to report suspected child abuse or neglect.

***First Aid***

In the case of small, superficial abrasions and cuts, the injury is cleaned gently and bandaged by a school official. Students are not permitted to help themselves to first aid materials.

There is an AED (defibrillator) in the school's main office for use during emergencies. Many FCS staff members have been certified in general first aid and CPR.

***Medication***

Students cannot keep medication with them. All medication brought from home must be given to the school nurse who will administer it as prescribed. The school nurse keeps on hand standard medications which may be administered to students who have parental permission to receive the medication. This authorization is given on the Medical Release Form.



# TECHNOLOGY

## ***Electronic devices***

No student, regardless of age, is permitted to have any electronic devices, including cell phones, iPods, iPads, etc with them, in their belongings, or in their locker during the school day. Students should power off their cell phones and turn them in to the appropriate location at the beginning of the school day (8am) and retrieve them after the final bell. Secondary students will turn in any electronic devices to our school office. Elementary students will turn in any electronic devices to their teacher. Students may check for messages only during lunch.

If any FCS personnel finds ***any electronic device*** in the possession of a student or anywhere on school property except for the appropriate school location or inside a student's vehicle, the device will be confiscated and held by the Administration. At such offense, a citation will be issued and the parent will be required to come to the school to retrieve the electronic device. In addition to these actions, a \$25 penalty must be paid before the item will be returned to the parent.

International students may receive an exception for translators, at the discretion of the International Student Advisor.

FCS is not responsible for any lost or stolen electronic devices.

## ***Acceptable Use Policy***

Fayetteville Christian School (FCS) has as part of its mission “to provide an affordable Christian education...to establish a sound academic foundation for [our students’] future.” As part of that mission, the FCS Technology Department has implemented policies and procedures surrounding the use of electronic devices to ensure their use in a responsible and lawful manner. FCS expects all faculty, students, and staff to use the school’s computers and networks for the intended purposes of education, research, and administration. Use of FCS resources is a privilege

that may be revoked for violation of these policies and procedures.

All computers and network authorization remain under the control, custody, and supervision of the FCS Technology Department.

### Educational Purpose

1. FCS Technology has been established for the limited educational purpose of supervised classroom activities. Generally, the FCS Technology Department offers Keyboarding, Word Processing, and Business Computer Application classes to secondary students, and periods of classroom-related research opportunities for elementary and secondary grade levels.

2. FCS Technology has not been established as a public access service or a public forum. FCS has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in FCS Student Handbook and the law in your use of FCS Technology.

3. You may not use FCS Technology for commercial purposes. You may not offer, provide, or purchase products or services through the use of FCS Technology. The purchase of products or services via the internet is strictly limited to the FCS administrators and faculty and staff of FCS.

4. You may not use FCS Technology for political lobbying. However, you may use the system to respectfully and appropriately communicate with elected representatives and to express your opinion on political issues.

5. You are not allowed to download or install any software, add ons, apps, etc without authorization from the FCS Computer Systems Administrator or FCS Network Advisor.

### Student Internet Access

1. Students may have limited, supervised access to Internet World Wide Web information resources through the FCS computer lab.

2. All students will have access only while under the supervision of an FCS Computer Lab monitor, which may include administrators, staff, or faculty.

3. Students may have individual e-mail accounts, at the request of their teacher and ONLY with the approval of their parent or guardian.

4. Student's parent(s) or custodial guardian can withdraw their approval for any access or privilege at any time.

### Unacceptable Uses

The following uses of FCS Technology are considered unacceptable:

#### 1. Posting Personal Information

a. You will not post personally identifiable information about yourself or others. Personal contact information includes your social security number, addresses (personal, school, or work), telephone numbers (home, work, school, or cellular), financial information (credit or debit card numbers), etc. Do not use your (or another's) real last name or any information which would allow a person to be located without direct permission from FCS Technology personnel.

b. You will not agree to meet with someone you have met online without your parent or guardian's approval.

c. You will promptly disclose to your teacher or other school personnel any message you receive that is inappropriate or makes you feel uncomfortable.

#### 2. Illegal Activities

a. You will not attempt to gain unauthorized access to FCS Technology or to any other computer system through FCS Technology or go beyond your authorized access. This includes attempting to login to an unauthorized computer or use an FCS Office computer, an FCS Teacher's computer, another person's account or access another

person's files. These actions are illegal, even if only for the purposes of "browsing".

b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. You will not use FCS Technology to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of any person, posting and/or browsing inappropriate content, posting and/or browsing details or situations that involve inappropriate content, etc.

d. Any use which violates state or federal law relating to trespass, copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

### 3. Breach of System Security

a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. Never use another's account or password. You should log off the network when you cannot monitor the use of your machine.

b. You will immediately notify a teacher or the system administrator if you become aware of a possible security problem. Do not attempt to locate security issues, as this may be construed as illegal activity.

### 4. Inappropriate Language

a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

#### 5. Lack of Respect for Privacy

- a. You will not re-post a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

#### 6. Disrespecting Resource Limits.

- a. You will use FCS Technology only for educational activities.
- b. You will not post or email chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
- c. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

#### 7. Plagiarism and Copyright Infringement

- a. You will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
- b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately

reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law is complex, so ask your teacher if you have specific questions.

#### 8. Inappropriately Accessing Material

a. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for children and minors. Even though filters are in place, they are an imperfect means of blocking access to inappropriate material.

b. FCS will utilize filtering software or other technologies to prevent students from accessing materials/sites that are obscene, contain child pornography, or could be harmful to minors.

c. You will not use FCS Technology to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for subjects that may be considered as hate literature if the purpose of your access is to conduct research and both your teacher and parent or guardian have approved.

d. If you mistakenly access inappropriate information, you should immediately tell your teacher or another faculty or staff member. This will protect you against a claim that you have intentionally violated this Policy.

e. Your parents should instruct you if they would prefer to restrict your network and data access further. The school fully expects that you will follow your parent's instructions in this matter.

## Your Rights

1. Free Speech: Your right to free speech applies to your communication on the Internet. FCS Technology is considered a limited forum, similar to the school newsletter or yearbook, and therefore the School may restrict your speech for valid educational reasons. Within reason, freedom of speech and access to educational information will be honored.
  
2. Search and Seizure.
  - a. You should expect only limited privacy in the contents of your personal files on the School system. The situation is similar to the rights you have in the privacy of your desk or locker.
  - b. Routine maintenance and monitoring of FCS Technology may lead to discovery that you have violated this Policy, the FCS Student Handbook, or the law.
  - c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the FCS Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation. If this requires FCS Technology to monitor, inspect, copy, or review files maintained on district computer or networks, FCS reserves the right to do so. All information garnered shall be and remain the property of FCS and no user shall have any expectation of privacy regarding such materials.
  - d. Your parents have the right at any time to request to see the contents of your files.
  
3. Due Process
  - a. The School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through FCS Technology.
  - b. In the event there is a claim that you have violated this Policy or the FCS Student Handbook, in your use of the FCS Technology, you will be provided with a written notice of

the suspected violation and an opportunity to present an explanation to a school administrator.

c. If the violation also involves a violation of other provisions of the FCS Student Handbook, it will be handled in a manner described in the FCS Student Handbook.

Additional restrictions may be placed on your use of FCS Technology.

### Limitation of Liability

The School makes no guarantee that the functions or the services provided by or through the School system will be error-free or without defect. The School will not be responsible for any damage you may suffer, including but not limited to, financial loss, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system or be liable for any claims or demands against system users by another party.

### Agreement

As stated in the handbook, your enrollment at FCS indicates your and your parents' agreement to all policies and procedures of the school, unless a written request for exemption is made within 30 days of the first day of class.



## MISCELLANEOUS

### ***School Lunch Program***

School lunches are available for a nominal fee. Students at FCS may bring their lunches from home, but they may not order out lunches. FCS reserves the right not to serve lunches to students with an outstanding lunchroom balance. No one may purchase food or drinks from the vending machines when the cafeteria is serving meals. Restricted hours are posted on the machines. Any violators will have their purchases confiscated with no refund.

In addition, FCS is part of the National School Lunch Program (NSLP). Applications for free or reduced lunches are available in the lunchroom or in the school office. The NSLP operates within the USDA. The USDA is an equal opportunity provider and employer.

### ***Transportation***

FCS does not offer busing service from and to the school for regular attendance. However, transportation is provided for extracurricular activities. This transportation may be in staff personal vehicles, a school van, or a school bus. Students are expected to follow all safety regulations. They are also to be respectful, quiet, and orderly in loading, unloading, and sitting when on board the vehicle, whether in motion or not.

### ***Field Trips***

Field trips are an integral part of the educational program, even if the trip is primarily recreational. Students are expected to attend all field trips. *Parents grant permission for their children to go on field trips as planned by FCS by their enrollment in the school.* Teachers notify the parents of any field trips in advance and let them know of any special needs the children or class may have in regards to the field trip.

### ***Holidays, Special Events, & Fundraisers***

FCS enjoys celebrating holidays, but we want them to have the proper emphasis. We do not decorate for or celebrate Halloween. We do observe Christmas to honor the birth of Christ; but we do not have the students exchange gifts or decorate with Santa Claus. Elementary grades may enjoy Valentine's Day as a day of friendship, but we do not encourage Valentine's Day in our secondary in order to discourage the boyfriend-girlfriend emphasis. Easter is observed to honor the resurrection of Christ. FCS has programs to celebrate Christmas, Easter, graduation and other special events.

Birthdays are an important time for children. The parents of pre-school and elementary students may wish to bring cupcakes or other simple refreshments on their child's birthday, but arrangements must be made in advance with the teacher. The refreshments may be shared with the class during recess or snack time. Secondary classes may not be interrupted for birthdays; special arrangements may be made with the cafeteria or gifts may be left in the office to be delivered at breaks or lunch time.

School sponsored fundraisers may also occur from time to time. Any fundraising must be pre-approved by a school administrator.

### ***Telephone Use***

Parent-student communication should be made prior to the school day. The office phones are the business phones of the church and school. Students are NOT ALLOWED to use the office phone except in emergencies and under adult supervision. Unless there is an emergency, our busy office staff may not be able to take messages to the students.

### ***School Pictures***

Individual and class school pictures are taken in the fall and spring of the year through LifeTouch. Parents are notified in advance of the date with an explanation of costs and options.

Retakes are made if a technical problem with the photograph makes it necessary to do so.

### ***Student Records and Directory Information***

The information in the students' school records is the property of the custodial parents. Access to those records must be granted to any parent who has not had their parental privileges revoked by a court order. Parents may request to view their student's file, and an appointment must be held for that purpose within 45 days. Any information held in the file may be appealed by the parent, but administration has the final determination in what remains. The school may not necessarily provide a copy of information in the file.

FCS has an online student information system and may allow parents login access to see particular information regarding their child(ren)'s behavior or academic progress.

Some personally identifiable academic and/or directory information may be shared with others during the course of school. If parents do not want their child's information to be shared in the following ways, *the parent must notify the school in writing within 30 days of their child's enrollment date.*

FCS teachers may have students help grade one another's assignments or take roll or lunch count. The school may publicly release minimal student information such as: name, age, city of residence, grade in school, a photograph of the student, rank, standardized test scores, or academic achievements. Pictures of students may also appear on a school related website. Some teachers may post information or photos about their class activities on their FaceBook page.

### ***Visitors***

Custodial parents are welcome to visit the school. The *custodial parent* must approve any other visitors of their children. A listing of approved visitors should be provided to the office to keep on file. ALL VISITORS are required to make prior arrangements with the elementary or high school office in

advance so that custodial parent approval may be verified.

To maintain a peaceful, secure environment, FCS reserves the right to prohibit or regulate any person's visitation at the school or at school events.

Students may bring or invite guests to school only if they have the custodial parent's authorization and an administrator's PRIOR permission. Any student visitors must conform to the school's rules, including the dress code.

**All visitors must go to the office upon arrival to check in.**

### ***Property Policies***

To enforce our rules and to ensure the safety of our students, school officials may require students to display items on their persons or in their belongings, including their pockets, purses, backpacks, lockers, vehicles, etc. If a student refuses to cooperate, he or she will be subject to expulsion from FCS. Lockers are considered school property and may be searched by staff without permission of the student.

### ***Lost and Found***

Children tend to leave many items such as books, clothing, and lunch boxes at school. For your convenience, we provide a lost and found container at the school. However, we do periodically dispose of all items in the lost and found box. Parents should write their child's name on all their child's possessions so those items may be returned.

### ***In Appreciation***

In conclusion to this handbook, the entire FCS staff would like to say “Thank you!” to all who entrust the education and care of their children to us. Our ministry here is our gift to the Lord, and we hope that our service is an encouragement to you and your children. Our prayer is that the students of FCS come to know the Lord Jesus Christ as their Savior and grow in their relationship with Him.

### **Handbook Agreement**

Your child’s enrollment at Fayetteville Christian School is your statement of agreement with all applicable policies and procedures of FCS, unless you submit in writing a specific exemption request within 30 days from the first day of school. If such a request is made, the administration will meet with you to determine the viable options in the particular situation. Outcomes may include: the student being exempted from the policy, a compromise to the policy for that student or the student body, or the student being transferred to another school.

