

Fellowship Christian School

Policy Guide



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Chapter 1

School Overview

Our goal at Fellowship Christian School is to provide an education that is both educationally sound and thoroughly Christian. Our commitment is to integrate God's truth into every academic subject: to see every subject as a part of the total truth of God. Since all truth is God's truth, Christian education must deal with God and what He has revealed about Himself and His creation. We also commit to aid our students in living out God's truth in every area of their lives.

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Purposes of the Handbook

Because of the primary role of the family in a student's education, a shared involvement between the family and FCS is indispensable. Our role is to aid you—not replace you—in the overall educational process taking place in your student's life.

Therefore, the design and content of this Parent/Student Handbook has been fashioned with four purposes in mind:

- **TO INVITE** parents to play an active role in their student's education by understanding why we do what we do, by involving themselves in every way possible, and by cooperating with us to provide the best Christian education available.
- **TO INSPIRE** parents about the potential results in their student's life because of a God-centered education.
- **TO INSTRUCT** parents on how our philosophy, purpose, values, programs and policies all work together. We attempt to do nothing haphazardly; we aim at unity, consistency and integrity in all that we do.
- **TO INFORM** parents on what they need to know regarding the details of their student's education.

We hope this Parent/Student Handbook will be informative and helpful as you allow us to join with you in the privilege of providing a purposefully Christian education for your student. Guiding Principles: Purpose and Philosophy

Authority

Authority is linked to truth. Since God is both ultimate authority and ultimate truth, and since He has revealed that ultimate truth through the written Word, we commit ourselves to that Word as our final authority. Education at FCS will be pursued in line with the principles and practices of truth as laid before us in the Scriptures.

Theology

We believe these truths to be basic to the Christian faith and in keeping with a consistent theme in the Word of God for maintaining sound doctrine. (I Timothy 1:3, 10; 4:16; 6:3; II Timothy 1:13; 3:16; 4:2; Titus 1:9-11; 2:1).

Therefore, we affirm:

- The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy, and the only supreme authority in all matters of faith and conduct
- One God, eternally existent in three persons: Father, Son, and Holy Spirit
- Our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His bodily resurrection, His ascension, His mediatory work, and His personal return in power and glory
- The salvation of lost and sinful man through the shed blood of the Lord Jesus Christ by faith, apart from works, and regeneration by the Holy Spirit

- The Holy Spirit, by whose indwelling the believer is enabled to live a holy life to witness and work for the Lord Jesus Christ
- The unity in the Spirit of all believers, the church, the Body of Christ
- The resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation

Fellowship Christian School Purpose Statement

The purpose of Fellowship Christian School is to provide an education—in support of the Christian family—in which students can grow in Christian character, academic achievement, personal development and social responsibility. To help fulfill this purpose, the faculty and staff commit to model Christ and to adhere to educational integrity, accuracy and excellence. With the Scripture of the Old and New Testaments as our foundation, we seek to challenge our students to think critically from a Christian life and worldview and to prepare them to live successfully as godly men and women in the world.

Recognizing that God has blessed each student with different gifts and abilities, Fellowship Christian School respects each student as an individual and strives to help each one reach his or her potential by pursuing excellence in every area of life.

Philosophy

Because God is central in the universe and the source of all truth, education must be God-centered rather than man-centered, leading the student to see things as God sees them.

Since the Bible is the revelation of God, it is normative in the educative process. The Bible provides content of its own, is the interpreter of content drawn from other sources and guides the application of truth to the student's life. While the Bible does not speak directly to every issue or give exhaustive details on all academic disciplines, its general principles provide guidance to determine the truth or falsehood of ideas or information drawn from other sources.

God, as the source of all truth, and the Bible, as the reference point for every idea, point the student toward a Christian world and life view.

Accreditation

FCS is fully accredited by the Association of Christian Schools International, Georgia Accrediting Commission and SACS. FCS graduates are eligible to receive the State of Georgia's HOPE Scholarship.

Parental Involvement

Parental involvement is a cornerstone of FCS and an area we encourage you to take seriously. The Bible is clear that parents are ultimately responsible for their student's education. With this in mind, we aim to work in partnership with you. Like any partnership, it requires a significant commitment of time from all parties.

Expected parental involvement includes attending parent meetings and school functions, classroom help, working with small groups, substitute teaching, driving for field trips, special

skills instruction, tutoring and praying daily for your student, your student's classmates and each teacher. All parents must have a background check on file to be involved in any school activity.

Guiding Principals: People

FCS Board of Directors

Fellowship Christian School is operated under the authority of the Fellowship Christian School Board of Directors.

This board shall oversee the continuing operation of this ministry and generally oversee the school's business affairs. The responsibilities of the board shall include, but not be limited to, making policy, establishing tuition and fees, promoting Christian education in the community, and praying for the ministry of the school.

The number of directors shall be at least ten but not more than sixteen. The headmaster will serve as a non-voting member of the board.

Headmaster

The headmaster carries the responsibility for the daily functioning of the whole school. In line with the philosophy, purpose, goals, values and policies adopted by the school board, he oversees the principals, faculty, staff and any parent organizations.

The headmaster sits on the board of directors as a non-voting member while at the same time being responsible to the school board for his performance.

The headmaster is an equipper, encourager, evaluator and leader of the teachers. In many respects, they are his highest priority.

Principal

The principal, under the supervision of the headmaster, is responsible for the daily operation of his or her grade level.

The principal supervises faculty and staff, assigns duties, and manages his or her grade level.

The principal directs student-life decisions and discipline/conduct issues.

Administrative Support Team

The team assists the principal as necessary in areas of teacher supervision, student discipline, facility operation and extracurricular activities.

The team assists the principal in areas of student academics, assists the principal in guidance counseling of students and assumes additional responsibilities as designated by the principal.

Faculty

The teacher ministers under the authority and guidance of the principal. The principal is the one to whom the teacher looks first for wisdom, evaluation, correction, direction, etc.

The teacher is the model, the imparter of knowledge, the helper to the student, the inspirer, the guide, the corrector and, most importantly, the integrator of truth into the student's world and life view. In short, the teacher is the guardian (at school) of the inculcation into the student's mind of truth about God, His creation and His view of and desire for men.

The teacher is a professional in a chosen field of ministry: academically excellent, biblically competent and personally godly.

Parent Teacher Fellowships

The PTF includes all parents of students enrolled in FCS. The PTF functions under the authority of the principals.

The purpose of the PTF is to involve the parents of FCS in certain planned activities to enhance and enrich the students' school experience and to assist the faculty and staff in regular or special activities.

Parents

Parents retain the ultimate responsibility for their student's education. We strongly urge parents to support their student and the school in the educational process. All parents who volunteer in the classroom or drive for field trips must have a background check on file in the school office.

Mission Statement

Fellowship Christian School's mission is to partner with Christian parents in the education of their children in order to raise up generations of students who embrace biblical truth, strive for academic excellence, demonstrate discipline, and exhibit leadership and influence in their homes, churches, and communities.

Core Values: Program

FCS is designed and structured to assist parents in equipping and educating their children to live life in harmony with God's design and desire for them. We believe this goal will be met by concentrating on four major areas: the development of Christian character, academic achievement, personal development, and social responsibility.

These four areas comprise our core values and define the educational activities or concepts to which we are committed.

Christian Character

A balanced Christian character, molded by Jesus Christ, is our most important goal for each of our students.

Christian character involves many components: a biblical value system based upon conviction that God's Word is true; a desire to submit to the Holy Spirit's guidance in life's actions, interactions and decisions; familiarity with and desire to practice biblical character traits.

We diligently seek opportunities to effect this goal. Biblical integration in the classroom is key: making sure that truth is integrated not only with the academic subjects, but also with all other areas of the student's life. The teacher plays a crucial role, as he or she recognizes and takes advantage of a student's unexpected, teachable moments.

Fellowship Christian School has adopted an honor code to guide the students in the area of academic honesty and integrity. The Honor Code Pledge reads as follows: "I pledge to be honest while I am a student of FCS. I pledge that all academic endeavors will be the product of my own effort. I pledge to uphold the honor code by my own actions. I pledge to support the Honor Code by not condoning violations of the Honor Code."

Academic Achievement

The high priority we place on Christian character development in no way diminishes our concern for individual academic achievement. In creating us in His image, God has given each individual incredible intellectual potential, and we believe He wants us to be good stewards of this gift. We want to encourage, challenge, motivate and aid each student to work to the best of his or her ability.

Our goal is to love and accept each student with the abilities and gifts God has given him or her and to help each one reach his or her greatest potential.

Personal Development

Personal development of areas not specifically addressed in the character and academic values are also important to us at FCS. We desire to play a significant role in helping our students develop into well-rounded individuals.

We provide opportunities for physical development through physical education and athletic competition and for artistic development through our fine arts program. Leadership opportunities are offered to students in line with their interests, giving them the chance to develop leadership skills. Basic life skills, such as woodworking, home maintenance and automobile maintenance are offered to students from time to time.

In providing these opportunities for students, two very crucial concepts drive what we do. First, we believe it is our responsibility to aid each student in developing a biblical view of self: an image-bearer of God, a fallen creation, and a regenerated child of God with incredible worth, abilities and potential. Second, we strongly desire that each student grow in awareness of and commitment to personal responsibility: that as a creature, formed by God in His image, each is responsible to develop and use the gifts God has given him or her.

Social Responsibility

While we are individuals, uniquely created by God, we have been placed by God in a life environment, which, by His design, involves many and varied social interactions and responsibilities.

Interpersonal relationships within the student's family and among school peers obviously rank high on the student's list of social responsibilities. At FCS, we attempt to help students develop appropriate interactive sensitivities and skills in accordance with biblical principles.

Our social responsibilities, however, extend beyond those closest to us, for God has commissioned us to be concerned for our world. Therefore, we attempt to introduce students to a broader range of social involvement: discussions of the needs of others in the community and around the world; actual experiences meeting people outside the students' accustomed arenas of life; and exposure to missionaries and other Christians who challenge students to reach out in the name of Christ.

Finally, our social responsibility also includes understanding and exercising the duties and rights that come with being citizens of the United States of America. We hope to make students aware of the blessing we have of living in this country, so that they will be eager to assume the responsibilities that go with that blessing.

Chapter 2

General School Policies

This chapter discusses policies that affect the entire school.

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Registration/Admissions Policies

Registration

- The opening date for application is November 1st each year.
- A \$125 non-refundable application fee is required at the time of application.
- Tuition payments for the current school year must be up-to-date before current students can re-enroll for the following year. The re-registration period for current students will be announced during the second semester.

Admission

Requirements for New Students

Once the admissions office has received each of the following required documents (where applicable) the family will be contacted to schedule the family interview.

- \$125.00 Application Fee: A non-refundable fee. A one-time \$600 family fee is due upon acceptance, along with a tuition deposit of \$500.
- Admission Application: to be completed by parents-if multiple children are applying, complete the entire form for the oldest child and only “Student Information” for subsequent siblings.
- Parent Testimony: To be completed by both parents.
- Applicant Questionnaire: To be completed by each applying student (Grades 6-12 only).
- Parent Questionnaire: To be completed by parent.
- Confidential Teacher Evaluation: To be completed by an educator who has taught the student within the last year in the areas of math, English, history, science, foreign language, or Bible. Due to the heavy workload of some educators, this can take time to receive; request it early. This document must be sealed and mailed or delivered to FCS by the educator.
- Confidential Ministry Leader Evaluation: To be completed by a pastor, youth pastor, small group leader, or Sunday school teacher. Due to the schedules of some pastors, this can take time to receive; request it early. This document must be sealed and mailed or delivered to FCS by the ministry leader. (Grades 6-12 only)
- Confidential Family Evaluation: To be completed by a pastor, small group leader, or Sunday school teacher. Due to the schedules of some ministry leaders, this can take time to receive; request it early. This document must be sealed and mailed or delivered to FCS by the ministry leader.
- Authorization for Release of Records: To be filled out by the parent and delivered to current school by the parent. If you wish, you may take this form to your school and request a sealed, certified copy of your student’s transcript. This is the most expedient way to supply a transcript. FCS middle school student records will be automatically transferred.

- Immunization Records: Please verify that your student's records are up-to date.
 - GA Dept. of Human Resources-Certificate of Immunization Form 3231
 - GA Dept. of Human Resources-Certificate of ear, eye & dental From 3300-<5 years old
 - Birth Certificate (Copy is acceptable)

Requirements for Returning Students

- Returning students must complete and submit a re-registration form, along with payment of a non-refundable \$500 deposit per student
- Returning students must meet the requirements of S = Satisfactory academic work, conduct and work habits from the previous year
- Returning students must have made full payment of the previous year's tuition and fees

Home School Policy

FCS welcomes home schooled students, recognizing the significant achievements often produced in a home learning environment. The following policies apply to student transfers to FCS from a home school:

These students must follow the procedures of the regular admissions process.

The school may elect to test the student to determine if credit for a course will be given or to determine current proficiency levels or the student may successfully take a subsequent course to validate the previous home school course work. For example, a student's successfully completing Algebra II at FCS will have the home school Algebra I course validated.

The following courses will not be waived or substituted but must be taken at FCS:

- Physical Education/Health
- Fine Arts
- Laboratory science courses
- Computer Sciences

(Exceptions to this requirement would be if the home school teacher is a trained professional or is state-certified in the area in which he or she is instructing the student.)

High school credit granted will be listed on the student transcript as "home schooling."

General Policies

Final acceptance of students will be determined by the administration.

A student is expected to meet the academic standards of the school. He or she must conform to the regulations and customs of the school.

The school reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interests of the student himself or herself, his or her fellow students, or the school in general.

Statement of Non-Discrimination

Fellowship Christian School admits students of any sex, race, color, or national/ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of sex, race, color or national/ethnic origin in its hiring practices, administration of its educational policies, admissions policies, scholarship programs, athletic programs and other school-administered programs.

Financial Policies

Tuition is the primary source of funding and is the responsibility of parents. Parents and the Christian community who benefit from the school are encouraged to assist in its ministry through alternative means of funding, such as scholarships and general gift donations to the annual fund.

Budget Development

The fiscal year for FCS runs from July 1 through June 30. The headmaster is responsible for developing the FCS budget annually. The school board is the final decision-making body for the annual budget.

Registration Fee

The school requires a non-refundable tuition deposit of \$500 per student to complete the enrollment process. This deposit will be credited to the February payment. Also, a family fee of \$600 is assessed to first-time families. This fee is paid one time for each family, regardless of the number of students in the family.

Tuition Information

The school board is responsible for establishing tuition rates. These rates are reviewed annually, and the board may authorize a discount for sibling students.

Tuition is non-refundable.

If tuition is not paid in full, the school offers a twelve-month payment plan using the FACTS tuition management program. The responsible party may choose to have his or her bank account drafted on the 5th or 20th day of the month. The payments begin in June and end in May. The February payment will be lowered by the amount of the deposit. FACTS or each bank assess late fees and penalties according to their policies. If a payment is missed because of insufficient funds, then a draft will be reattempted on the 5th or 20th, whichever comes first.

Unpaid Tuition Policy

Parents whose accounts are delinquent will be unable to re-enroll their student until the account is made current. Tuition payments must remain current for the remainder of the year. If accounts become delinquent frequently, the headmaster may withhold the student from class until arrangements are made to deal with the delinquency. Grades and transcripts will not be released until all tuition is paid.

When a child enrolls at FCS, a place is reserved for the entire school year. The school makes an annual commitment to provide school resources, so an annual commitment is required of the family. Once tuition payments begin in June, the parents are obligated to pay tuition for the entire year.

Tuition balances from other private schools must be satisfied prior to enrollment date.

Financial Aid Information

Financial aid is based upon available funding and family need. Financial aid is awarded on a case-by-case basis. The amount of aid may not exceed 50% of tuition. Generally, it is less than 50%.

To make an informed determination, the applicant must apply using the FACTS grant and aid assessment program. Applications are available from the FCS accountant and may be completed in writing or online.

All applicants will be informed in writing of the decision. All information is kept strictly confidential. Families must apply for financial aid each year.

The student must remain in good standing, holding a minimum 70 numeric grade average with no discipline-related problems.

Solicitation and Sales

Students may not solicit money or sell items on campus without the school's sponsorship. Students must direct written requests to conduct sales or solicitations to the administration.

Educational Policies

Academic Standards

FCS holds to a high academic standard and desires to protect the integrity of that standard. Teachers are asked to grade in a fair but rigorous fashion. Students admitted to FCS must attempt to meet the requirements for a college preparatory diploma. Students who are struggling in a course are urged to attempt mastery of the subject even if a course must be repeated.

Biblical Integration Commitments

Each teacher has committed to do his or her best to integrate biblical content and truth into the entire scope of academic endeavor. The principal is responsible for evaluating and ensuring the integration process in each classroom.

Prayer

Teachers will begin each day with prayer. Regular opportunities will be given for students to share prayer requests and to pray together, and teachers will look for opportunities for spontaneous times of prayer. The chapel program will include time for prayer.

Curriculum

The curriculum for Fellowship Christian School is chosen because of its proven worth in teaching skills and concepts and for its integration of truth and life. Each year's curriculum materials include a blend of textbooks from both Christian and secular publishers. Course descriptions and course objectives are available in the office for review.

Emergency Procedure/Legal Consent Form

The Emergency Procedure/Legal Consent Form must be completed and returned to the school prior to the first day of school. This card will be used only when parents are not available to handle an emergency situation. It is important that the people named on the card typically be available and that the telephone numbers be current. The school must be notified immediately of any changes.

Student Health Policies

Health Form Requirements

Students enrolling in FCS for the first time must present documentation that immunization and health requirements have been met. The documentation, HRS Form 3231 or supplement 3189 should be provided and completed by a Georgia physician. We require a certificate of health screenings, form HRS 3300 which covers an eye, ear and dental exam.

No student will be allowed to attend school without this documentation.

Accident/Illness Procedures

If your student becomes ill or injured while at school, you will be contacted immediately.

If the parents cannot be reached, a designated relative or neighbor (or, in an emergency, the family physician) will be contacted.

In case of extreme emergency, and if the school is unable to contact the parents, relatives or a family physician, a doctor or hospital of the school's choosing will be contacted and asked to administer emergency aid to the student.

If a student is unable to return to class, arrangements will be made to have the student sent home per information provided on the Student Emergency Procedure Card.

First Aid

First aid supplies are available in the office for student. First aid will be administered; however, no medical treatment or medication will be given without parental approval.

Medication Policy

Students with allergies, asthma, diabetes or other conditions should have proper medication as necessary. The bottle should be labeled by the pharmacist, stating the proper dosage and full name of the medication. Parents must complete a Medical Release form, which informs the school of the medication in the student's possession, ensures that the student will use the medication appropriately, and releases the school from responsibility in relation to the use and possession of the medication. A Medical Release form must be signed and returned to the office.

Infectious Illness Policy

Students with any type of infectious illness, communicable disease, infection of the skin or eyes, head lice, etc., must receive proper treatment from a physician. **Students must be free of fever for a full 24-hour period (without the use of Tylenol or aspirin) before returning to school.** This policy exists to protect the health of all students.

Any student or employee with a communicable disease for which immunization is required by law or is available will be temporarily excluded from school while ill and during recognized periods of communicability. Students or employees with a communicable disease for which no immunization is currently available may be excluded from school while ill.

The determination of whether a student or employee diagnosed as having a form of the AIDS (Acquired Immune Deficiency Syndrome) virus will attend classes, participate in school activities or remain employed will be made on a case-by-case basis and re-evaluated from time to time by a team of appropriate medical experts and school board representatives. Such teams will be appointed by the headmaster and principal. Final determination will be made by the headmaster and principal.

In making a determination, the headmaster and principal will consider a) the physical and psychological condition of the student or employee; b) the expected type of interaction with others in the school setting; c) the impact on both the infected party and others in that setting; and d) the general welfare of the school environment. Employees or students with any form of the AIDS virus will be required to inform the headmaster as soon as they have knowledge of their diagnosis.

Non-custodial Parents

Due to the social realities of legal separation and divorce, which can affect the school's responsibility to the student, FCS has elected to observe the following guidelines in situations where a non-custodial parent wishes 1) to become involved in a school-related activity of a child; 2) to have contact with the child while at school; or 3) to take custody of the child while the child is at school.

As a general guideline, the school will not interfere or resist a non-custodial parent's involvement in school-related activities or access to the child or the child's records, unless the school is presented with a court order or a similar state/county legal document which restricts such involvement or access. Otherwise, the school will not involve itself in choosing sides between parents in conflict.

A non-custodial parent may not remove the child from the school premises unless the parent presents a written authorization signed by the custodial parent or a written court order which permits such an arrangement.

If the actions of the custodial parent(s), non-custodial parent(s) or legal guardians become disruptive to school operations, the school reserves the right to restrict access by such parent(s) or guardian(s), and to take reasonably necessary action.

In school-related activities which require parental consent, the school will recognize only the consent of the custodial parent, unless such authority is granted by court order or a comparable legal document.

It is not the intention of the school to interfere with the interaction of parent and child, but the school must adhere to the above guidelines to promote order in school operations and to serve the best interests of all students.

School Discipline

To guarantee a good social and educational climate, it is important for students to understand that acceptable behavior will be expected at all times.

Discipline will be administered when any individual's actions interfere with the right of the teachers to teach and students to learn.

Respect Code

Students should interact with adults and one another in a respectful manner. Students should treat the school building and all other school property with respect.

Substance Abuse

Student use of alcohol or other illegal drugs is incompatible with the purposes and objectives of the school, and it is detrimental to the health and well-being of the individual. Substance abuse will result in lengthy suspension or expulsion. If the student is allowed to remain at FCS, the school reserves the right to require both random drug testing and appropriate biblically based counseling by a professional affiliated with or recommended by the school. The school's discipline procedure may include legal action.

Voluntary disclosure of personal drug abuse will be taken into consideration in discipline; however, such disclosure does not guarantee mitigation of disciplinary procedures. (Voluntary disclosure does not mean coming forward after the administration, faculty, or student government has knowledge of an incident.)

The school reserves the right to question students about suspected drug/alcohol involvement. The administration retains the right to request a parent's or guardian's approval for an immediate urinalysis and/or breath test at the parent's or guardian's expense if a student is reasonably suspected of drug or alcohol abuse.

Premarital Pregnancy Policy

A student who is pregnant, married, or a parent of a child will not be allowed to attend FCS. If a student becomes pregnant, she will be asked to withdraw immediately or be placed on homebound status. A homebound student will remain a student at FCS until the end of the term and then be asked to withdraw. Young men responsible for pregnancy will be held accountable in a similar manner.

Matthew 18 Principle of Love, Correction and Good Communication

Matthew 18 provides a definite pattern to follow when resolving interpersonal problems. If a problem arises between a parent and teacher, parent and administrator, or parent and parent, the issue must be resolved quickly and prayerfully with love, patience, and forgiveness. Open communication and Christ-like relationships are two keys to developing a school environment that is positive, mature and glorifying to God. This is the Matthew 18 principle:

"If your brother sins against you, go and show him his fault, just between the two of you. If

he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two witnesses. If he refuses to listen to them, take it to the church; and if he refuses to listen to the church, treat him as you would a pagan or a tax collector."

In the event of a conflict, the following lines of authority are to be followed:

- Classroom problems should be handled between the parent and teacher primarily. If either party does not receive satisfaction, the next step will involve the principal, then the Headmaster.
- Problems with school policy, procedure, or philosophy (or even with the principal or headmaster) should be taken up with the principal, then headmaster, and then the school board if no solution is found.
- Parent to parent problems should be resolved between the persons involved, without the involvement of teachers, administrators, or (in particular) other parents.

Guidelines for Appeal Process

All questions, problems or complaints should be brought first to the teacher, coach or school employee with whom the conflict is concerned. This should be done before anyone else is involved. (A majority of problems are resolvable at this level.) Although it is easier to pick up the telephone and address the issue with the headmaster or principal, this is not consistent with the Matthew 18 principle.

If the issue is not resolved through direct contact with the person involved, then the problem should be addressed with the principal or headmaster. (Problems with the headmaster should be addressed first with the headmaster and then with the chairman of the school board if no solution is found.)

Policy on Employee and Student Dignity

We are reminded by the scriptures to set an example "in speech, in life, in love, in faith, and in purity" (I Timothy 4:12). Our lives should be characterized by holiness. (I Peter 1:15) As followers of Christ, we are to treat others as we ourselves desire to be treated.

Harassment & Bullying

"Harassment" and "bullying" consist of verbal, visual or physical conduct of a nature that denigrates or shows hostility, aversion, or denigration toward an individual because of his or her race, color, national origin, gender, disability, age or status. **FCS neither condones nor allows sexual harassment, verbal harassment, or bullying of others by anyone attending, employed by, or associated with the school.** This would include, but is not limited to, the following:

- Sexual advances
- Threatening speech or action
- Visual conduct such as leering or inappropriate gestures
- Written or graphic material that belittles or is hostile toward another person
- Epithets, slurs, or negative stereotyping
- Threatening, intimidating or hostile acts

- Graphic verbal comments about an individual's body
- Sexually degrading words used to describe an individual
- Suggestive or obscene letters, notes, or invitation
- Physical conduct such as touching, assaulting, impeding, or blocking movements

Policy and Procedure

- Any person who believes he or she has been subjected to harassment or bullying should report it immediately to an appropriate superior, i.e., the Headmaster, Principal, or guidance counselor.
- This individual files a written report with the administration as to the nature of the incident.
- The administration appoints an investigative team composed of at least one counselor and one teacher.
- The administration will advise the parents of any allegations and the procedure to be followed. The school, however, will strive to keep matters confidential, limiting information only to those directly involved.
- Following the investigative team's report, the administration will evaluate the findings and determine the validity of the complaint.
- If the complaint is substantiated, appropriate corrective measures will be taken, including, but not limited to disciplinary warning or probation, suspension or dismissal. If the complaint is not substantiated, the matter will be closed. All concerned students and parents will be advised of the results of the investigation and the determination made by the school.

Retaliation against anyone who files a complaint in good faith is strictly prohibited, even if insufficient evidence is found. Equally serious is knowingly filing a false accusation of harassment or false information related to such accusations. Anyone who knowingly files a false accusation or provides false information may be subject to discipline up to and including expulsion.

After-school Policy

Any elementary or middle school student not registered for the After School Program and whose parents arrive after 3:30 (elementary) and 3:45 (middle school) will be taken to the After School Program and late fees of \$1.00 per minute will be assessed until your student is picked up.

Chapter 3

Elementary School Policies

This chapter discusses policies that specifically affect the elementary school.

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Academics

Our grading system is designed to give you an indication of your student's performance, both academically and personally. This includes behavior, Christian character, work habits, etc.

Kindergarten – Pre-1st

The Early Elementary Department emphasizes a developmental approach to teaching that views numerical grades as inappropriate for the young child. Therefore, the following grading system is used to assess the progress of the individual child.

Homework

Homework (on a regular basis) is not believed to be developmentally appropriate for the young child. There may be occasions throughout the year when the child will be given a project to do with family members.

Meaning of Grades

- E - Exceeds expectations (indicates mastery of a skill)
- M - Meets expectations (indicates that a child is on target for his or her developmental age)
- P- Progressing towards expectations (needs more time, attention and/or focus)
- AC – Area of Concern

Teacher/Parent Conferences

Classroom conferences are held in the fall and spring. If at any other time you feel the need to talk with your child's teacher, then the following procedure should be followed. Parents are strongly encouraged to contact the FCS faculty regarding their child's spiritual, academic, and emotional progress. If a telephone conference is inadequate, please call or email the teacher at school with the request for a teacher conference. The teacher will make the necessary appointment arrangements. **Please attempt to resolve any conflict with the teacher before approaching the administration** (see the Matthew 18 principle on page 24).

1st – 2nd Grade

Homework

Homework is a necessary element in providing enrichment, re-enforcement of principles learned in class, incorporating good work habits and time-management skills, supplementing classroom learning and providing practice in needed skills. FCS recognizes the tension in family life as you attempt to balance family time, church, ministry, extracurricular activity, recreation, rest and school work. We also recognize, however, our accountability in preparing each student for the future.

If a student consistently has difficulty in completing assignments in an acceptable time frame (i.e., 20 minutes maximum each night for a second grader), the teacher and parents should consider the following possible causes:

- Too many assignments
- Insufficient time management
- Student fatigue or illness
- Amount of time spent in extracurricular activities
- Learning challenge

Students are encouraged to use time efficiently. If the student workload appears excessive, please contact the appropriate teachers and address the issue.

Homework assignments may be accessed on the FCS website. No passwords or logins are required to access homework.

Meaning of Grades

- E - Exceeds expectations (indicates mastery of a skill)
- M - Meets expectations (indicates that a child is on target for his or her developmental age)
- P- Progressing towards expectations (needs more time, attention and/or focus)
- AC – Area of Concern

Teacher/Parent Conferences

Classroom conferences are held in the fall. If at any other time you feel the need to talk with your child's teacher, then the following procedure should be followed. Parents are strongly encouraged to contact the FCS faculty regarding their child's spiritual, academic, and emotional progress. If a telephone conference is inadequate, please call or email the teacher at school with the request for a teacher conference. The teacher will make the necessary appointment arrangements. **Please attempt to resolve any conflict with the teacher before approaching the administration** (see the Matthew 18 principle on page 24).

3rd – 5th Grade

Homework

Homework is a necessary element in providing enrichment, re-enforcing principles learned in class, incorporating good work habits and time-management skills, supplementing classroom learning and providing practice in needed skills. FCS recognizes the tension in family life as you attempt to balance family time, church, ministry, extracurricular activity, recreation, rest and school work. We also recognize, however, our accountability in preparing each student for the future.

If a student experiences consistent difficulty in completing assignments in an acceptable time frame (i.e., 40 minutes maximum each night for a fourth grader), the teacher and parents should consider the following possible causes:

- Too many assignments

- Insufficient time management
- Student fatigue or illness
- Amount of time spent in extracurricular activities
- Learning challenge

Students are encouraged to use time efficiently. If the student workload appears excessive, please contact the appropriate teachers and address the issue.

Homework assignments may be accessed on the FCS website. No passwords or logins are required to access homework.

Honor Roll

FCS encourages high levels of academic proficiency but also recognizes that as image-bearers of the Creator, children have many areas of achievement that may not be readily identified in a school setting.

- Headmaster's Honor Roll - students who have earned all A's
- Principal's Honor Roll - Students who have earned all A's & B's

Meaning of Grades

100 – 90	excellent achievement in the subject or skill areas
89 – 80	good achievement in the subject or skill areas
79 – 74	acceptable level of achievement in subject or skill areas
73 – 70	inadequate level of achievement in subject or skill – improvement needed
69 or below	unsatisfactory level of achievement in subject or skill area

Grades of zero (0) may be due to incomplete work, unexcused student absence, dishonesty on a test or assignment, or administrative reasons for credit loss, such as suspension.

The academic grade is a measurement of a student's educational achievement. A numerical grade will be recorded on report cards and academic transcripts.

Teacher/Parent Conferences

Parents are strongly encouraged to contact the FCS faculty regarding their child's spiritual, academic, and emotional progress. If a telephone conference is inadequate, please call or email the teacher at school with the request for a teacher conference. The teacher will make the necessary appointment arrangements. In cases where a student is having difficulties in a number of classes, a multiple teacher/parent conference may be arranged through the school office.

Please attempt to resolve any conflict with the teacher before approaching the administration (see the Matthew 18 principle on page 24).

Tests

Students are not required to take more than the following in a single day: 2 tests, 1 test and 2 quizzes, or 4 quizzes. Students must take the first two tests that were scheduled on the test calendar. Please note that students sometimes confuse quizzes with tests.

Students with excused absences who fail to make up a test will receive an "incomplete" or "I" on the report card. Arrangement to make up a test must be made with the teacher as soon as the student returns to class. Work assigned but not completed by the closing date for the report period may result in a failing grade for the period. **Making the arrangements to complete missed work is the responsibility of the student, not the teacher.**

Report Cards

Report cards will be sent home 4 times per year. The report cards will be computer printouts and do not need to be returned to the school office.

Grades may be checked online on a daily basis to monitor student progress. No interim progress reports will be mailed.

Requests for Missed Work for Illness

Daily homework assignments are posted on RenWeb.

Standardized Testing

The standardized testing program for students provides an annual assessment of each student's progress. The tests used in these evaluations are:

- The Stanford Achievement Test 10 is given to all students in grades K-8
- The Otis-Lennon Aptitude Test (OLSAT) is given to students in grades 1, 3, 5, and 7

In addition to the above tests, the school may elect to administer personality profile and spiritual gift tests.

Athletics

The Elementary School offers an intramural program for grades Kindergarten through 5th Grade. These students will be assigned to a team with their peers. This program is designed to allow students the opportunity to gain experience in the sport of the season and to work on team-building skills. During the school year, various sports are offered.

Season	Group	Grades	Sport
Fall	Boys	K-5 th	Soccer/ Flag football
Fall	Girls	K-5 th	Soccer
Winter	Boys	K-5 th	Basketball
Winter	Girls	K-5 th	Basketball
Spring	Boys	K-3 rd	Baseball
Spring	Boys	K-5 th	Soccer
Spring	Girls	K-3 rd	Baseball
Spring	Girls	K-5 th	Soccer

All practices and games are located on the school campus.

Basketball holds 1 practice prior to the game time on Saturdays.

Soccer and Baseball hold 1 practice during the week and 1 game on Saturday.

Attendance

FCS believes that class attendance is important for academic growth and for the development of responsibility. Most subject materials are presented in a sequential manner. When a student is absent, a gap in learning can result, affecting mastery of future topics. As a result, the student may be at a disadvantage. Clarification, discussion and instruction are also lost when a student is not in class. Therefore, any unnecessary absences are to be avoided. It is also profitable for students to learn that time commitments are important. This accountability follows them throughout their lives. Promptness also allows the student time to organize himself or herself prior to the start of class. A final consideration is the effect of tardiness on classmates and teachers. Everyone is affected when the class is interrupted by a student who arrives late.

Absences

Parents/guardians and students are reminded that Georgia law requires students to be enrolled in and regularly attend school.

Parents/guardians and students are reminded that the school's yearly calendar provides sufficient vacation periods.

No student is permitted to leave campus without obtaining permission from the office and from his or her parent or guardian. An adult must sign out a student in the school office before the student can leave.

Written excuses or emails stating the reason for the absence are required for all absences. These excuses are to be turned in to the attendance office within 48 hours of the student's return to school and must state the specific reason for the absence. If excuses are not turned in to the office within 48 hours, no make-up work will be accepted, and zeros will be given until the note is received. **Phone calls are not acceptable.**

Excused Absences

The following qualify as excused absences:

- Absence due to personal illness
- Absence due to grave illness of an immediate family member
- Bereavement
- Participation in a school-sponsored event
- Absence otherwise approved by the administration

Unexcused Absences

Absences that are not specifically listed as excused are considered unexcused. When a student receives an unexcused absence, the student does not receive credit for missed assignments, tests, quizzes, homework, etc., during the days of absence. A zero is given for missed work.

Chapel Program

Chapel is held every week. **Attendance at chapel is required.**

Early Releases

Parents must come to the school office to request the release of a student from class, and they must sign out the student. A student will not be called out of class until the parent has arrived in the office. Parents and guardians are discouraged from checking students out early.

Parents/guardians are requested to arrange doctor, dental and orthodontist appointments for after-school hours. Frequent absences may affect a student's grade due to missed instructional time.

Abuse of this policy may result in a student not being invited to return to FCS. Parents are strongly discouraged from checking students out prior to dismissal just to avoid carpool. For safety and security issues as well as to help promote an orderly dismissal, parents are strongly encouraged not to meet their child(ren) at their classrooms or to ask them to meet anywhere else inside or outside of the building. This is disruptive to the child's classroom and the end-of-day procedures for the entire class.

Family Trips

Because of the importance of maintaining the integrity of the academic day, the school does not endorse absences requested for the purpose of family convenience, outside social activities, or extended vacation time. If extraordinary circumstances require such an absence, parents must submit a **written** request to the principal at least one week prior to the date(s) in question.

Pre-approved absences are granted only at the parent's request one week in advance in exceptional circumstances. This should not include family vacations. All pre-assigned class work and homework must be completed by the day the student returns to school. The student will have up to one week after returning to class to make up work assigned during his or her absence. Pre-assigned, missed tests will be made up the day the student returns to class by arrangement with the teacher.

Make-up Work Policy

Students with excused absences are allowed to make up work according to the policy as stated by the classroom teacher.

Morning Tardies

Students arriving after the tardy bell must check in at the office to receive a note admitting them to class.

After the student receives five unexcused tardies, the parents will be contacted by the school.

Behavior

Conduct

FCS aspires to guide students into effective and productive lives that reflect self-discipline and good conduct. Generally, the student body is goal-oriented, kind, thoughtful and respectful in their interactions with FCS staff and with each other. A growing Christian student senses this responsibility for self-control as a mandate from God. When the ideal of self-discipline breaks down, correctives are necessary. In harmony with Scripture, any corrective discipline will be handled in love and concern for the student's welfare as a child of God.

In certain cases of extended or gross misconduct or disobedience, a student can receive suspension or expulsion. During a period of suspension, all missed school work must be completed. Expulsion may occur for repeated incidences of misconduct or for gross misconduct or disobedience.

Colossians 3:23 "Whatever you do, work at it with all your heart, as working for the Lord, not for men."

Standard Expectations

Generally, the school expects that all students will abide by the following principles:

- Love God supremely and love one's neighbor as oneself
- Respect the person, rights and property of others
- Be honest in all matters
- Promote a positive classroom learning environment with cooperation, calmness and respect
- Follow biblical mandates by not engaging in illegal, immoral or even questionable activities on or off campus
- Meet all commitments and obligations

Since the Scriptures teach that we should conduct matters "decently and in order," FCS has established the following expectations for school conduct:

- Students may not bring onto campus or into the classroom items that are disturbing, distracting or annoying, such as water pistols, matches, noisemakers, stink bombs, etc.
- Students may not bring into the school building items that are not normally used there (e.g., electronic games, radios, disc players, toys, iPods, MP3 players, etc.)
- Books and book bags should not be left in the hallways
- No Pokémon cards or poker cards
- Food and water are permitted in the classrooms at the teacher's discretion
- Students may not lounge around on the floor, nor sleep or put their feet on tables or desks in the classroom
- Everyone is expected to help keep the campus clean by picking up paper or garbage in the hallways, classrooms and lunch areas
- Students should respect both the teacher and the other students by not talking, passing notes, grooming inappropriately, getting out of their seats, etc., during class time

The following behaviors may result in prolonged suspension or dismissal:

- Repeated violations in the previous category
- Cheating, plagiarism, dishonesty, lying
- Disrespect toward a teacher, coach, administrator or guest
- Leaving campus without permission
- Physical or verbal fighting or provoking the same
- Use of spoken or written profane, vulgar, or obscene language or gestures
- Negative attitude or negative influence upon other students

The following behaviors are considered severe and may result in a lengthy suspension or probable expulsion:

- Repeated misconduct or violation of classroom/school policy
- Open defiance of authority
- Failure to respond positively to repeated efforts at correction by the school or staff
- Any action or activity, especially of an immoral or illegal nature, on or off campus that seriously harms the name of Christ or the school's reputation in the community (such as, but not limited to stealing, vandalism, premarital sex, use or possession of alcoholic beverages, use or possession of illicit non-prescription drugs, sexual abuse, occult involvement or physical assault)
- Possession of a weapon, fireworks or dangerous articles while on campus or at school-related activities
- Being arrested or taken into custody for a felonious reason, sexual harassment or intimidation
- An habitual attitude not in harmony with the goals and spirit of the school

Off-campus Behavior

Observed off-campus behavior **at non-school events** that does not meet the standards set out in the handbook should be addressed in the following manner:

- Individuals with first-hand knowledge of activities inconsistent with the standards detailed in the handbook should go to the offending student, and if necessary, to the parents, **according to the spirit of reconciliation described in the Matthew 18 principle** of love, correction and good communication.
- Because we have entered into a covenant with one another, we hope that accordance with the **spirit** of the Matthew 18 principle will result in the **clarification and understanding** of the problem and a commitment from the family to address the issue.
- If the directly affected parties are still unreconciled on the matter after pursuing the above steps, they may contact a committee comprised of an administrator and a school board member. After investigating the issue, this committee will determine if further steps are recommended.

Classroom Discipline

Teachers are instructed to provide discipline accountability for their classes, which may take the form of after-school detention, lunch detention, extra assignments, etc., as determined by the teacher.

Dismissal Policy

Students who have been removed from school due to disciplinary reasons are not allowed on campus without the permission of the school administration. Students may re-apply to FCS one full semester after the semester in which they were dismissed.

Guideline for Student Appeal

Our children need to learn how to address grievances biblically when offended. If a student believes that he or she has been wronged by a teacher, the student should not argue with the teacher in front of others or discuss the matter with other students, but rather employ the following steps according to the spirit of Matthew 18:

1. Go to the teacher after class and respectfully ask for a time to discuss the matter privately.
2. Meet with the teacher to attempt to resolve the problem.
3. If the issue is not resolved, discuss the problem with parents and ask them to contact the teacher for discussion and clarification.
4. If the matter is still not resolved, observe the “Guidelines for Appeal” policy found on page 25.

Parents and students must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. If you find fault with a school employee, teacher, principal, headmaster, board member or another parent, please do not give Satan an opportunity by discussing the issue with other uninvolved people. This often starts rumors, gossiping and hearsay reports, which only exacerbate the problem. The good reputation of other people and the school are to be protected and promoted.

Loss of Privileges

Students who are suspended or dismissed from school may forfeit their right to receive public recognition for earned awards at awards assemblies or banquets.

Suspension

In certain cases of extended or gross misconduct or disobedience, a student can receive an in-house suspension or an out-of-school suspension. All school work missed during this process must be made up by the student, but he or she may receive a zero. This mode of discipline will be used only if all other means of correction have been ineffective. Out-of-school suspension requires that the student not be on campus at any time for any reason for the duration of the suspension. For an in-house or out-of-school suspension, participation or attendance in sporting events, extracurricular activities and evening activities is prohibited. Failure to comply with this policy will compound the period of suspension. All class work and homework must be completed for the days missed.

2010-2011 Standardized Dress Code

Elementary School

Shirts/Blouses:

- Collared shirts only. May be solid, striped or plaid. Only the top button may be unbuttoned
- FCS/Paladin logo are acceptable
- Other emblems on the front no larger than the size of a quarter
- Must be long enough to tuck in and stay tucked in
- Must be tucked in at all times
- May wear short or long sleeved solid white, black, grey, maroon or navy undershirts under a dress code shirt
- May wear solid color turtleneck

Don'ts: oversized shirts (in length or width); any shirt that does not have a collar (t-shirts); collared shirts with a revealing or low neckline; no sleeveless shirts

Pants, Shorts, Skirts, Dresses, etc.

- Solid color in appropriate size
- Colors: khaki, khaki green, navy, grey, brown, black
- Boys – pants or shorts
- Girls – pants, walking or long shorts, capris,
- Skorts, skirts and dresses – length must be no shorter than the top of the knee. Dress code solid color jumpers with collared shirts underneath are acceptable as well as polo style dresses.
- Acceptable styles include corduroy and cargo style pockets
- Must be worn at the hips or waist

Don'ts: pants with colors or designs on pockets or legs; jeans of any color, no contrast stitching or rivets; oversized pants (in length or width); oversized pockets, pants, shorts or skirts with frayed hems; cut-off shorts; any other color pants including jeans; no contrasting stitching or rivets; gym shorts or sweatpants; no plaids, no denims. No tight fitting pants.

Belts:

- Must be worn with all pants, shorts, etc. that have belt loops
- Solid color
- No lettering or decorations on belts
- Plain belt buckles only
- Must fit appropriately; extra length may not dangle from the waist

Shoes and Socks:

- Tennis shoes, dress shoes or boots (1" heel or lower). No shoes with wheels. Toes and heels must be covered
- Solid color socks, tights, pantyhose and leggings may be worn under dress code length skorts, skirts or dresses

Hair/Headwear:

- No hats in the building
- Hair color must be natural and non-distracting
- Hair length for boys must be above the eyebrows, above the lobe of the ear and off the collar in the back.

Jewelry:

- Accessories may not be distracting or disruptive
- Tattoos and body piercings (nose, eyebrows, tongue, etc.) are prohibited
- No earrings for boys
- Earrings for girls should be reasonably sized

Outerwear:

- Students may wear their choice of outerwear to school
- NO outerwear may be worn inside the building
- All outerwear must be stored in lockers

Inside Wear for Cooler Temperatures:

- Hoodies and sweatshirts must be spirit wear
- Fleece or sweaters worn inside the building must be either spirit wear, solid color or two-tone (no stripes)
- Emblems, designs, or insignias on fleeces or sweaters no larger than a 3x5 card are acceptable on front
- Proper dress code must be worn underneath

Friday Spirit Wear:

- Friday spirit wear is a privilege and not a guarantee. This privilege will be rewarded based on the students' ability to follow dress code policy during the week
- Any student who has a dress code infraction during the week will not be permitted to wear spirit wear on Friday
- Students not participating in Friday spirit wear are expected to follow the regular dress code policy

Spirit Wear:

- FCS spirit wear shirts and sweatshirts must say FCS or Paladins
- Homemade spirit shirts must be approved by an administrator in advance
- Friday spirit wear shirts must have collars, worn tucked in with a belt
- The blue FCS field trip shirt with logo would be appropriate for Friday Spirit Days
- Blue jeans that fit appropriately and do not contain any holes, rips, designs, colors, patches, or frayed edges (colors and designs may be on pockets only)

Spirit Wear Definition:

Spirit wear is defined as anything purchased from the Paladin e-store on the website; official athletic FCS team wear; approved field trip or activity shirt (must have the Paladin logo or FCS crest).

General Information

Cars and Parking

All parents, faculty and visitors park their cars on campus at their own risk. The school assumes no responsibility for damage due to theft, vandalism, accidental or malicious action of others, acts of nature, etc. Parents are expected to comply with the lower school's carpool procedures.

Closed Campus Policy

Students cannot leave campus or have unauthorized visitors during the day without administrative approval. Students who need to leave must follow the early dismissal policy.

Parents, pastors and group leaders who wish to check students out for lunch off-campus should pre-arrange this with the office. Students are not allowed to miss classes or chapel for these lunches and should return in time for class.

Emergency Problems (Fire, Tornado, etc.)

The teachers and staff know the appropriate procedures for the various types of emergency conditions. They will instruct and guide the students. Several times annually we hold emergency procedures "drills" for the major types of emergencies. If an emergency requires evacuation of the lower school building, students will be assembled in the gymnasium at the high school for reunion with parents. If the entire campus is evacuated, the reunion site will be Queen of Angels/Blessed Trinity School on Woodstock Road.

Emergency Procedure/Legal Consent Form

The Emergency Procedure/Legal Consent Form must be completed and returned to the school prior to the first day of school. This card will be used only when parents are not available to handle an emergency situation. It is important that the people named on the card typically be available and that the telephone numbers be current. The school must be notified immediately of any changes.

Hours of Operation

Students should not arrive at school prior to 7:30 a.m. unless prearranged supervision has been made.

Kindergarten K4/5

Classes: 8:00 a.m. – 12:00 p.m.

K5 Afternoon Enrichment 12:00 p.m. – 3:00 p.m.

Pre-1st – 5th Grade 8:00 a.m. – 3:00 p.m.

Wednesday 9:00 a.m. – 3:00 p.m.

6th – 12th Grade 8:00 a.m. – 3:10 p.m.

Wednesday 9:00 a.m. – 3:10 p.m.

After School Program 3:00 p.m. - 6:00 p.m.

Office Hours: 7:30 a.m. – 4:00 p.m.

Inclement Weather Closing

FCS will follow Fulton County Public Schools for school closings. When possible, local television will announce our closing. Arrangements have been made with the following stations: NBC, ABC, CBS and FOX 5. **If Fulton County schools are not in session due to a scheduled day off, check your local TV stations and school website for closing information.**

Lost and Found

All lost articles will be collected and placed in the lost and found lockers located by the elementary restrooms near the library. If clothing articles are labeled with a student's name, the student will be notified. If articles of clothing, shoes and other items are not claimed at the end of a four-week period, they will be given to a local charitable organization. Lost textbooks will be turned in to the office.

Lunchroom Procedure

FCS provides a 30-minute lunch period. Students need to bring a lunch from home or participate in the pre-order lunch option provided monthly. Microwave ovens are available and allowed for student use according to the classroom teacher.

Food and drink are not permitted in the classrooms, stairwells, hallways or bleachers. Students must remain in the designated lunch area until dismissed by the lunchroom supervisor. **Students are not permitted to leave campus for lunch unless signed out and escorted by an approved adult.**

Media Center

The FCS Media Center provides resources for student interests and assists in meeting the needs of our academic program. The library includes book collections, resource materials and periodicals. Internet access is available in the library as well.

Check-out Policies

- Kindergarten: may visit the library with a parent on Mondays only between 12:00 p.m. and 3:00 p.m.
- Pre-1st – 2nd: ONE book for 1 week from the Everybody (easy) section. Renewals are permitted one time only.
- 3rd – 5th: THREE books for 1 or 2 weeks (depending on material type). Renewals are permitted one time only. Exceptions are made for science and history projects.

Parents may accompany their child to the library between 2:50 p.m. – 3:30 p.m. Monday - Friday. At this time you may check out additional books or books from other areas.

Due to Accelerated Reader requirements, these check-out privileges may be amended.

Overdue Policy

To encourage responsibility in our students, a fine is administered for each overdue book. Students with overdue books or unpaid fines may not check out additional books until any overdue books are returned and fines are paid; absent students are expected to return books their first day back. Fines will accrue only when the Media Center is open.

Consequences for overdue books:

The fine is 10 cents/day for each overdue book. The classroom teacher will issue consequences for overdue books after the second and third notices as outlined in her discipline policy.

Lost or Damaged Books

The media center must be reimbursed in cash at the current cost of replacing the book. If a lost book is returned at a later date, money will be refunded. In the case of damaged books, the staff will make a judgment regarding the degree of damage and the fine to be imposed.

Book Selection

The media center staff attempts to select books that support the curriculum and contain wholesome language and content in keeping with the FCS philosophy of education. However, if we overlook any controversial material, please bring it to our attention.

End-of-Semester/Year Policy

The overdue policy remains in effect and usually fines are doubled each day following the due date. Outstanding library fines due to overdue or lost books will result in the withholding the student's report card.

We also have a wonderful collection of parenting books available in the Everybody Room.

Private Property

FCS is not responsible for damage to or loss of private property brought to school, including at extracurricular events or programs. Students are responsible for securing their own property in a responsible manner. The administration has the right to restrict what items are brought to school; the teacher may restrict what can be brought into the classroom.

Telephone Calls, Messages and Deliveries to Students

- Please limit your phone messages to emergencies only.
- Classes **will not** be interrupted to deliver messages except in cases of dire emergency.
- Students who need to make an emergency telephone call should use the courtesy phone by the office.

Cell phones must be kept turned off and kept in the student's book bag. If a phone or similar device is confiscated during class, it will be given to the principal, and the parent and student must meet the principal to retrieve it.

Textbooks

Textbooks for each class will be provided by the school. Students are responsible for exercising reasonable care for these books. When the books are turned in at the end of the course, they will be assessed a damage fee based upon the severity of any damage. Parents will be charged the replacement cost for lost books or books that are returned in unusable condition. Report cards/transcripts will not be released until fees are paid.

Visitors

Alumni, family members and church staff members may visit. When visitors arrive on campus, they must first check in with the school office.

Visitors must follow all school policies with regard to conduct, dress and campus rules. It is the student's responsibility to inform his or her visitors of this expectation.

Students should introduce visitors to the hosting teachers.

Unregistered guests may be asked to leave the campus. Students who have withdrawn or been suspended from FCS are not allowed campus visits.

All guests are required to adhere to school conduct, dress and policies.

FCS AFTER SCHOOL PROGRAM POLICY

Statement of Purpose

The purpose of the program is to serve the school and parents by providing FCS elementary and middle school students an adult supervised safe, comfortable, nurturing environment that promotes the physical, intellectual, emotional and social development of each student. The program will provide study/homework time, social enrichment, creative time and outdoor activities to enhance fitness.

Program Statement

The FCS After School Program is offered during the 2010-2011 school year from 3:00 P.M. until 6:00 P.M. The FCS After School Program is offered to all enrolled elementary and middle school students.

Program Goals

- To provide study/homework time.
- To provide an opportunity for free play, reading, and age appropriate games and crafts.
- To provide supervised playground time and recreational activities to enhance fitness.

Registration and Enrollment

Registration for the 2010-2011 school year will be accepted beginning in July. All of the required registration forms and the reservation calendar can be downloaded from the school website to be filled out and turned in to the elementary school office by mail or email to afterschool@fcsपालादins.org. You may also register at the Back to School Bash. There is open enrollment throughout the school year. Parents must complete and sign a **REGISTRATION** form every year. Parents are responsible for making sure that all contact and emergency information is kept current. **There will be a \$25 enrollment fee due at the time of registration.** Parents must have a completed **FCS ACTIVITY PARTICIPATION PERMISSION & RELEASE OF LIABILITY** form on file and will be required to fill out an **AFTER SCHOOL PROGRAM REGISTRATION** form, a **PICK UP AUTHORIZATION** form and an FCS Policy **STATEMENT OF AGREEMENT** form.

Program Fees

Fees will be \$18 per day, \$75 per week, or \$2,500 per year. Yearly fees may be deducted monthly through FACTS. All payments are due at the beginning of the month. Weekly and monthly reservations may be made by filling out a reservation calendar downloaded from the website and turning it in with payment to the elementary school office by the first of the month. The Drop-In rate is \$30.00 per day, or \$10 per hour with a (2 hour minimum) and is paid daily at pick-up and given directly to one of the Program Directors, Leasa Jones or Candi Jenkins. We offer a 10% discount to families who enroll multiple students. **Please DO NOT send payments with your child.** We will provide tax receipts on a yearly basis, and monthly statements upon written request. **There will be no refund made for students who are absent from the program.**

Late Payment of Program Fees

With the exception of FACTS deductions, payments are due the first of the month. **A \$5.00 late fee will be assessed for each day your payment is late.**

Returned Check Fee

Returned checks will result in a \$25.00 fee.

Drop-In Policy/Fees

Parents who wish their child/children to stay in the After School Program as a “Drop-In” last minute must send an email to both afterschool@fcspaladins.org and your child’s/children’s teacher(s) **before 2:00 P.M.** that day. The email must state the name of the person you are authorizing to pick up your child/children, and include a cell phone number for (a.) the person authorized to pick up, (b.) you the parent, (c.) and the name and phone number of an emergency contact. **Drop-In fees are \$10.00 per hour (2 hour minimum).**

Carpool/ Late Pick Up

Students not registered for the After School Program, whose parents arrive after 3:30 P.M. for (elementary) and 3:45 P.M. for (middle school) will be taken to the After School Program room where they can be picked up. Late fees of \$1.00 per minute will be assessed and are due at pick up.

Hours and Days (Days Not In Session)

The FCS After School Program hours are Monday through Friday, from **3:00 P.M. until 6:00 P.M.** The program will not operate on weekends, during holidays, breaks or vacation (i.e. Christmas Holidays, Spring Break and summer vacation). The After School Program **will not be** available on early release days or teacher workdays. **When FCS is closed for inclement weather, the FCS After School Program will not be available.**

Emergency Contact

If you need to contact your child or After School Program personnel between 3:00 P.M. and 6:00 P.M. You may call Leasa Jones (678-347-6293) or Candi Jenkins (678-595-7468).

Release of Children

Students will only be released to persons listed on the pick-up authorization form. In the event that there is a need for someone other than a previously authorized person listed on the form to pick up a student, the parent who initially registered the student in the program must send an email authorization by **2:00 P.M. on that day** to afterschool@fcspaladins.org. That email must include both the name and a contact phone number for the person who will be picking up the student. If students are not picked up by 6:10 P.M., parents will be called. If parents cannot be reached, the other authorized persons listed on the authorization form will be called to pick up the student.

Pick Up Time/Late Fee Schedule

Students must be picked up promptly at 6:00 P.M. Late fees of \$1.00 per minute will be charged beginning at 6:01 P.M.

Student Illness, Accidents or Injuries

Students with any type of infectious illness, communicable disease, infection of the skin, or head lice must receive proper treatment from a physician before participating in the After School Program. Students must be fever free for a full 24 hour period (without medication) before participating in the After School Program. If your student becomes ill or injured during the After School Program, you will be contacted immediately. If parents cannot be reached an emergency contact will be called. In the case of an extreme emergency, where the After School Program is unable to contact the parents, or emergency contacts, a doctor or hospital of the program directors' choosing will be contacted to administer emergency aid to the student. Minor injuries will be addressed by the program directors. Parents will be informed of all injuries and an injury report form will be filled out.

Personal Articles

Students should not bring any items that are not allowed in the FCS School Policy Guide. **The program will not be responsible for lost, stolen, or traded items.**

Discipline Policy

As part of Fellowship Christian School, students are expected to behave in an obedient, respectful manner at all times. The After School Program will follow the behavior and discipline policies in the FCS Lower School policy guide.

Student Life

Chapel Program

Chapel will be held every week. 1st – 5th grades will have chapel on Wednesday, 9:10-9:40 in the auditorium. K4 - Pre-1st will have chapel on Wednesday at 11:30. Parents are always welcome to attend. Chapel includes singing, prayer and a biblical message.

Attendance at chapel is required. The same attendance and tardy policies apply to chapel as to class attendance.

Field Trips

Throughout the year, each class will take trips outside the classroom to enrich the school experience. You will be notified regarding the nature of the trip and any other necessary information. Stringent transportation policies are enforced, such as wearing of seat belts, speed limit observance, age of driver, valid insurance, etc., if students are transported by a private vehicle. **When transportation is provided by the school, all participants are expected to use that school-provided transportation.** Refer to the dress code section for further information.

Ministry and Community Service

FCS is committed to engaging students actively in the education process. The biblical view of knowledge is a commitment that acts upon what is known. Believing that students should act upon what they know, students apply a biblically based curriculum with biblically based involvement.

Students should be engaged in ministry and community service projects. Students are required to participate in school-sponsored service days.

Chapter 4

Middle School Policies

This chapter discusses policies that specifically affect the middle school.

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Academics

Academic Probation

Students who fail one course or earn below a 74% in two or more courses at the end of a semester or upon entering FCS will be placed on academic probation. Students will be informed of their probationary status by letter and a meeting with a principal. If the student fails two courses for the year, the student will either be asked to make up those specific courses or another equivalent course. At this time the administration will determine if FCS is the appropriate academic setting for the student or if the student would be better served in another educational environment. Each case is handled individually. but in considering continuance in the program, the administration will evaluate the student's completion of assignments, work habits, use of time in class, attitude, ability, behavior and effort. In cases where a student may not return to FCS, the parents and student will be notified, and FCS will work with the family in effecting a transfer to another school. If the student remains at FCS, he/she will be retained on a continued probationary status. If a student fails more than two courses, the student must repeat the grade.

Ending Academic Probation:

A student must maintain a cumulative semester average of 74% and maintain a passing grade in all classes. If he/she successfully completes the criteria by the first semester meeting and is not considered by the staff to be at risk, he/she will be removed from probationary status. However, at the end of the first semester, if the student is still considered to be at risk, he/she will remain on probation for the duration of the year.

If either of the criteria is not met by the end of the first semester, the administration will determine if FCS is the appropriate academic setting for the student or if the student would be better served in another educational environment. At the end of the first semester, the student and parents will receive a letter notifying them of their child's probationary status.

Grading System

Our grading system is designed to give you, as a parent, an indication of your student's performance.

Semester grades include a semester exam, which is a percentage of the grade as determined by the teacher.

Each academic department determines uniform standards within the department as to the relative value of tests, quizzes, homework, class participation, etc.

Meaning of Grades

100 – 90	excellent achievement in the subject or skill areas
89 – 80	good achievement in the subject or skill areas
79 – 74	acceptable level of achievement in subject or skill areas
73 – 70	inadequate level of achievement in subject or skill – improvement needed
69 or below	unsatisfactory level of achievement in subject or skill area (semester courses with this average must be repeated)

Grades of zero (0) may be due to incomplete work, unexcused student absences, dishonesty on tests or assignments, or administrative reasons for credit loss, such as suspension

Grading Policy

All courses will be considered in the calculation of numeric grade average, and the rank in class will be based on a weighted 100% scale. (Advanced Placement and Honors courses are weighted 10 and 5 points higher, respectively for students' cumulative average. Individual course grades do not reflect this weighting.)

The academic grade is a measurement of a student's educational achievement. A numerical grade will be recorded on report cards and academic transcripts.

Grade Changes

Semester grades will only be changed in the following situations:

- A computational error is found
- A grade is incorrectly recorded in the grade book or report card
- A teacher's grading policy is determined to be unacceptable by the school administration
- An incomplete is changed to a completed grade

Both students and parents have the right to inquire about how a grade was determined by a teacher.

Homework

Homework is a necessary element in providing enrichment, re-enforcing principles learned in class, incorporating good work habits and time-management skills, supplementing classroom learning and providing practice in needed skills. FCS recognizes the tension in family life as you attempt to balance family time, church, ministry, extracurricular activity, recreation, rest and school work. We also recognize, however, our accountability in preparing each student for the future.

If a student experiences consistent difficulty in completing assignments in an acceptable time frame (i.e., 70 minutes maximum each night for a seventh grader), the teacher and parents should consider the following possible causes:

- Too many assignments
- Insufficient time management
- Student fatigue or illness
- Amount of time spent in extracurricular activities
- Learning challenge

Students are encouraged to use time efficiently. If the student workload appears excessive, please contact the appropriate teachers and address the issue

Homework and class assignments may be accessed through RenWeb.

Honor Roll

FCS encourages high levels of academic proficiency but also recognizes that as image-bearers of the Creator, children have many areas of achievement that may not be readily identified in a school setting.

- High Honor Roll - students who have earned 95% or above in all courses
- Honor Roll - students who have earned 90% or above in all courses

Teacher/Parent Conferences

Parents are strongly encouraged to contact the FCS faculty regarding their child's spiritual, academic, and emotional progress. If a telephone conference is inadequate, please call or email the teacher at school with the request for a teacher conference. The teacher will make the necessary appointment arrangements. In cases where a student is having difficulties in a number of classes, a combined teacher/parent conference may be arranged through the school office.

Please attempt to resolve any conflict with the teacher before approaching the administration.

Tests

Students are not required to take more than the following in a single day: 2 tests, 1 test and 2 quizzes, or 4 quizzes. Students must take the first two tests that were scheduled on the test calendar. Please note that students sometimes confuse quizzes with tests. Tests made or announced prior to a student's absence are to be made up on the day of the student's return. If a student signs in late and misses a test, they must be prepared to make up the test after school.

Making arrangements to complete missed work is the responsibility of the student, not the teacher.

Report Cards

Semester report cards may be accessed on RenWeb at the end of each semester. Report card and SAT score results will be mailed home at the end of the second semester. Grades are available to be checked on a daily basis in RenWeb in order to monitor student progress.

Work in any course which is incomplete at the end of the grading period may receive a grade of "I" for Incomplete. All such grades must be converted to regular grades during the first two weeks of the new grading period or within two weeks of the closing of school. Grades not converted will automatically be recorded as "F."

A student who fails one or two courses (for the year) must make up those or equivalent courses during the summer. Any middle school student who fails one or two courses may be allowed to progress to the next grade if he or she meets one of the following criteria:

- Attends summer school for those courses
- Receives 30 hours of tutoring in the failed courses by a certified teacher in that subject area (a verification letter must be sent to the Principal by the tutor stating that the criterion was completed)
- Completes an approved curriculum in the failed courses
- High school policy will be followed for high school classes

Any middle school student who fails more than two courses must repeat the grade. Semesters will be averaged together to determine a final grade in each course.

Requests for Missed Work for Illness

Daily homework assignments are posted on RenWeb.

Semester Examinations

At the end of each semester, students in 6th - 8th grade take examinations in most subjects. Scheduled 90-minute examinations will count for 10% of the semester grade for 7th and 8th grade and 5% of the semester grade for 6th grade.

Students who are unable to take their exams at the appointed time due to illness or a death in the immediate family should notify the office immediately. A doctor's note may be required if an illness prevents the student from taking an exam. **Students will not be permitted to take an exam earlier than scheduled. Parents should make vacation and travel plans that accommodate the exam schedule. Students will receive a "0" for an unexcused absence.**

No student will be required to take more than two exams per day. Students will be excused from campus after the completion of their exams for the day. Transportation should be arranged accordingly.

Students out of dress code will be moved to an alternate location for testing will be required to stay after exams are over to serve an afternoon detention.

Standardized Testing

The standardized testing program for students provides an annual assessment of each student's progress. The tests used in these assessments are:

- The Stanford Achievement Test 10 is given to all students in grades 6-8
- The Otis-Lennon Aptitude Test (OLSAT) is given to students in grade 7

In addition to the above tests, the school may elect to administer personality profile and spiritual gift tests.

Athletics

FCS Athletic Program

The Athletic Program at FCS seeks to develop student-athletes, build teams in selected sports and provide appropriate competition. It provides a unique forum for character development that complements the development of the student in the academic arena. Ideals such as temperance, discipline, personal sacrifice, perseverance and commitment to excellence may be nurtured in the life of each student-athlete within the context of competitive sports. The leadership of the athletic program purposes to develop these ideals by example, encouragement and exhortation, viewing athletics as one means of God's training of His children. Ultimately, the role of the athletic program is to further the mission of FCS by providing opportunity for positive life change, revealing the work of Jesus Christ to the glory of God.

Objectives

- Character Development
- The primary objective of the athletic program is to develop character within the context of athletic competition
- Skill Development
- The program structures practices to provide instruction in the fundamentals of each sport and training in skills to fully maximize the potential of each participant.
- Equal Development
- It is recognized that all athletes are not gifted equally; however, all athletes will be given an equal opportunity to further develop their abilities toward success
- Levels of Development
- Junior Varsity and Varsity levels will be offered as the school is able.
- Junior Varsity's goal is to prepare athletes to play at the Varsity level.
- Varsity's goal is to teach the skilled athlete that preparation and hard work toward common goals is the formula for success in athletic competition and life.
- Appropriate Competition
- Interscholastic competition will be appropriate to the enrollment, development and interests of the school.
- Competing with Excellence
- Competing with excellence to win is the goal of each game. Individual players are chosen to serve that primary objective. As a secondary objective, coaches seek to play as many players as possible in each game.

Behavioral Detentions and Sports

Students assigned to detentions or Saturday School are **required** to attend the assigned detention with exceptions only for illness or athletic **games**. Students are not excused from detention for sports practices.

Eligibility

To compete, the student-athlete must adhere to the following eligibility requirements:

- Before competing, the student must submit a current physical examination form signed by a physician which states that the athlete may participate in any sport offered during the current school year. Forms from the previous year are insufficient. A signed parent-permission form for athletic competition must be on file with the school office.
- The athlete must maintain a passing grade (70% or higher) in all core courses (Bible, English, history, math, science) each grading period. See the Athletic Probation Policy below for specific guidelines.

Athletes who quit one sport may not participate in any future sport until the conclusion of the season of the sport which they discontinued, unless mutually agreed upon by the head coaches of the two sports and approved by the athletic director.

Fans

It is expected that FCS fans will support their teams enthusiastically and fairly. Fans are expected to accept the rulings of officials and practice humility in victory and graciousness in defeat. Spectators or athletes who flagrantly demonstrate poor judgment or sportsmanship will be asked to leave the premises.

Gender Separation

FCS seeks to build in its students the highest moral standards and respect for biblical authority. The possibility for inappropriate physical contact between male and female students is greatly increased when both genders participate in a contact sport. FCS also believes female students are highly subject to physical harm when competing against male students in a contact sport environment.

General Information

Parents are encouraged to assist the coaches in establishing athletic booster clubs to provide equipment, uniforms, and assist with other expenses for the athletic team(s).

The coach must be notified 24 hours in advance if a student will miss a practice.

The average duration of daily practices for sports is 1½ to 2 hours.

Mascot

FCS students chose the Paladin mascot because the Paladin was a knight with a noble cause. The ideal of Christian knighthood embodies character, courage, strength, skill, chivalry, and humility. FCS athletes are expected to exhibit these characteristics while competing. The FCS athlete is expected to compete fiercely but fairly, accept the ruling of officials and to practice humility in victory and graciousness in defeat.

Multi-sport Participation Policy

FCS student-athletes are permitted to participate in more than one co-curricular athletic activity per season. All multi-sport athletes are required to choose a primary and secondary sport. When there are scheduling conflicts, the primary sport takes precedence; coaches are prohibited from penalizing the student-athlete for a missed practice. All multi-sport athletes must fulfill the same eligibility requirements as single-sport student-athletes.

Participation Requirements

Student-athletes must attend 4 full class periods to play or practice that day. Exceptions to this include a justified medical reason with a note from a doctor or a previously scheduled doctor's appointment. Extreme circumstances must be approved by the administration.

No team member may participate in more than three games during a school week.

The athletic department attempts to schedule games so that students do not miss class time. If this is not possible, athletes who leave school early are responsible for all work missed in any class. Homework assignments given during that period are due the next time the class meets. There will be no extended deadlines for athletes unless approved by the teacher, the coach and the principal.

If an overnight or out-of-town road trip becomes necessary, students should obtain their assignments in advance from their teachers.

Athletes who finish a contest after 10:45 p.m., or who do not arrive home from a contest until after midnight (assuming the student goes **straight home**), may have until the end of the first period the next day to report to school without being considered tardy.

All athletes are reminded that each individual team coach may have additional team rules not mentioned here. It is the athlete's responsibility to be familiar with and abide by these rules.

Probation Policy

An FCS athlete must maintain a passing grade (70% or higher) in all core courses (Bible, English, history, math, and science). Failure to do so makes him or her ineligible to compete in games. Eligibility will be checked at the end of each 9 weeks. If an athlete is ineligible at that time, he/she will be excluded from competing in games. It is expected that the athlete will practice with the team. If an athlete is declared ineligible, their grades will be checked at 4½ weeks and if the athlete is passing all core courses at that time, they will then be eligible for the remaining 4½ weeks. The headmaster, principal, and athletic director would review any special circumstances that may have bearing upon a student's eligibility.

Roles and Responsibilities

School Administration

Administration serves to oversee the integration of the Athletic Department into the school mission. It provides accountability for the athletic director in regard to the execution of the guiding philosophy of the athletic program. It supports the athletic director in the implementation of the philosophy with the students, parents, coaches and teachers.

Athletic Director

The athletic director is considered a member of the administrative team at FCS. As such, he fulfills faculty responsibilities and participates in leadership of the school. He is accountable to the principal and submits athletic plans for review. He is responsible for considering the academic and event schedule in his planning and for communicating athletic schedules to the faculty. He utilizes a communication system to obtain necessary academic information for player eligibility from the faculty.

As athletic director, he directs the determination of policies and program goals that develop the athletic program according to the stated philosophy. He oversees the implementation of policies and goals. He is the primary communicator of the athletic vision to the community of FCS.

As leader of the athletic department, he exemplifies the character and commitment that the program seeks to develop in the student-athlete. He exercises oversight of the coaches to maintain a consistent implementation of the athletic policy. Through direct observation of coaches during practice and games, he guides and evaluates their leadership throughout the season. He reviews all program plans, policies and written communications for each sport. He moderates disputes, hears appeals and handles discipline problems that are unable to be resolved between coaches and students or parents.

Coaches

Coaches model the character and commitment to excellence that the program seeks to develop in the student-athlete. Coaches communicate team participation guidelines and practice schedule to parents and students *prior to player evaluations* for the upcoming season.

Being under direct supervision of the athletic director, coaches must submit all plans and communications to the athletic director for review prior to release. Demonstrating commitment to the academic responsibilities of the student-athletes, coaches must communicate the expectation that students complete assignments on time, according to the school policy.

Coaches seek to develop the following in individual athletes:

- Increased confidence through encouragement
- Excellence in individual skill through sport-specific training for each player
- Full potential as a player using positive motivation

Coaches strive to build team excellence through the following:

- Fair and consistently enforcement of expectations to develop a well-disciplined team
- Progressive cultivation of unified efforts toward common goals
- Well-planned and well-organized practice sessions

Coaches seek to handle all disputes or disagreements in a Christ-honoring manner. When conflict cannot be resolved between parent or student and the coach, the coach enlists the help of the athletic director.

Parents

Parents of student-athletes must sign an agreement to follow the guidelines for team participation and practice policies and adhere to the model of Matthew 18 should disagreements arise.

Parents should commit to the student-athlete goal of continued diligence academically during the sport season and may not request changes in academic requirements or deadlines from teachers.

Parents represent the FCS community at all sporting events and should conduct their behavior using the highest standard of good sportsmanship as spectators.

Teachers

Teachers are *responsible for the development* of the student-athlete in the academic arena.

Teachers will maintain grade reports in a timely manner for access by the athletic department and provide additional information upon request. Teachers are encouraged to communicate any specific concerns to coaches or the athletic director.

Student-Athletes

Student-athletes are to be committed to the goals of the athletic department to develop personal character and athletic skill in individual athletes. Students must sign an agreement to follow the guidelines for team participation and practice schedule prior to the beginning of each season. In signing, students commit to the stated requirements and to adhere to the model of Matthew 18 should disagreements arise.

Student-athletes will commit to the following:

- To maintain Christ-honoring standards of behavior and attitude
- To respond with respect to those in authority, teammates and opponents
- To pursue their potential as individual athletes through discipline and perseverance
- To contribute to the goals of team-building at practice and unified team-playing in games
- To strive for competitive excellence and unity as a team
- To exercise diligence in academics throughout the season, remaining eligible for play
- To demonstrate good sportsmanship during games as players or as spectators

Demonstrating commitment to their academic responsibilities, student-athletes should plan for absences due to team travel by collecting assignments from teachers during the school day.

Student-athletes should adhere to the FCS handbook policies on attendance, conduct and academic requirements for eligibility.

The FCS handbook policies will be upheld and honored by the administration, athletic director, parents, teachers and student-athletes.

School-related Absences and Make-up Work: Field Trips, Sports, Performances, Competitions

Events sponsored or sanctioned by the school are considered excused absences. Homework assignments due in classes that will be missed during the absence are to be completed and turned in to the teacher or the office prior to leaving for the event. The students are responsible for getting their assignments beforehand to turn in the next class for absences due to these reasons or make arrangements for missed tests and quizzes. There will be no extended deadlines for athletes unless approved by the teacher, the coach, and the principal.

Unsportsmanlike Behavior

Athletes who exercise a pattern of poor sportsmanship face school disciplinary procedures and may be dismissed from the athletic program. Student-athletes should always remember that their work on the field or court is to be done to the glory of the Lord Jesus Christ.

Attendance

Absences

Excused Absences

Attendance is essential to a student's academic success, and students are required to attend all classes and activities during school hours. Absences (including late arrivals and early dismissals) are considered excused only for the following reasons:

- Illness
- Medical or dental appointment that cannot be scheduled outside of school hours*
- Serious illness or death of an immediate family member
- School-sponsored activities
- Religious observances

** For appointments, a note from the medical or dental office must be submitted to the school office upon the student's arrival back to school.*

Absence from school must be communicated to the office by email *before* the start of the school day on the day of the absence, stating the specific reason for the absence. Teachers will be given an absentee list at the beginning of the day, notifying them of all student absences. Failure to notify the office of an absence before the start of school will result in the absence being unexcused. Excuses by phone are not accepted. Absences for any reason not listed above will be unexcused. See below for further information on unexcused absences, pre-planned absences, and make-up work. Exceptions to this policy can only be made by the administration.

Unexcused Absences

Student absences from school for any reason not listed above will be considered unexcused. Following a student's unexcused absence, the student will receive a morning detention and a 2 point conduct infraction. The highest grade a student can receive for the work missed is 70% of the grade.

Late Arrivals

If a student is arriving late to school, the parent should email the office *before* the start of the school day with a specific excuse and an estimated time of late arrival. Phone calls are not accepted. Teachers will be notified of all late arrivals at the beginning of the day. Late arrivals are excused only for the reasons cited above with the noted documentation (*see Excused Absences*). Exceptions to this policy can only be made by the administration.

When the student arrives late to school, they must sign in at the office. In the case of appointments, a note from the medical or dental office is required with the date and time of the appointment. A student arriving late to school without a note or email of excuse will be given an unexcused absence. After signing in, the student will be given an Absence Form that must be taken to each class missed to have signed by the teacher (see Make-up Work Policy below). This form must be turned in to the

office by the end of the day. A student must be present for at least half of the class in order to be counted present for that class.

Athletes who finish a contest after 10:45 p.m., or who do not arrive home from a contest until after midnight (assuming the student goes *straight home*), may have until the end of the first period the next day to report to school.

Early Dismissals

Requests for early dismissal must be received by the office *before* the start of the school day in the form of a specific, dated parent note or email. Phone calls are not accepted. Teachers will be notified of all approved early dismissals at the beginning of the day. Students may be dismissed early only for the reasons cited above (see Excused Absences). After the start of school, any requests for early dismissal must have approval from the administration.

Students must sign out at the office before leaving campus and sign back in at the office if/when they return, or their absence will be unexcused. A student may not leave school for illness without first seeing the school nurse. Students may not leave school with anyone other than a parent unless the school has received written or emailed parent permission. Students may never leave school with other students. A student must be present at least half of a class period in order to be counted present for that class. (See Make-up Work Policy)

Pre-Planned Absences

Because of the importance of maintaining the integrity of the academic day, the school does not endorse absences requested for the purpose of family convenience, outside social activities or extended vacation time. Students are expected to be in school for the entire day on the day preceding and following an official school holiday. If extraordinary circumstances require such an absence, parents must submit a written request to the office at least ten days prior to the date in question. Pre-approved absences are granted only in exceptional circumstances. Once approved, the student will be given a form to be signed by all teachers and then returned to the office before the planned absence.

All pre-assigned projects and assignments must be turned in complete the same day the student returns to school. Pre-assigned missed tests and quizzes will be made up the day the student returns to class by arrangement with the teacher. It is the student's responsibility to get all class work and assignments *before* they leave for a pre-planned absence. The student will be given as many days as were missed to complete work assigned during the absence.

Excessive Class Absences

Students with excessive absences may jeopardize their credit for a class. The school considers 10 absences in a semester to be excessive. School-related absences are excluded from the absence total.

After 7 absences in a class, parents will receive an email warning that the student is at risk of failure due to excessive absences. Students with more than 10 absences (excused or unexcused) will be notified by email of the potential failure of the class. *Students who exceed 10 absences must submit a letter of appeal in order to receive credit for a course.* Any exceptions to this policy must have the approval of the administration.

Make-up Work Policy

Students with excused absences are allowed to make up work according to the following policy:

- Major projects and papers must be delivered to the school on the assigned date by the start of the school day if the student is unable to attend. Any exceptions are made only by a principal.
- All missed assignments, tests, and quizzes assigned prior to the absence are due and should be turned in completed on the day the student returns to school. An alternate time may be arranged with each individual teacher at the teacher's discretion.
- The student will be given as many days as were missed to complete work assigned during the absence. It is the student's responsibility to determine missed assignments and to turn in completed work within this time frame.

For all school-related absences: field trips, sports, performances, and competitions - Homework assignments due in classes that will be missed during the absence are to be completed and turned in to the teacher or the office prior to leaving for the event. The students are responsible for getting their assignments beforehand to turn in the next class for absences due to these reasons and to make arrangements for missed tests and quizzes. There will be no extended deadlines for athletes unless approved by the teacher, the coach, and the principal.

Class Tardies

If a student is tardy to a class six times in one semester (other than to first period classes, to which Morning Tardy policies apply), a morning detention will be assigned. For each additional two tardies to that class, the student will receive two detentions.

Morning Tardies

Students arriving after the tardy bell must check in at the office to receive a note admitting them to class. A student is given five tardies (excused or unexcused) per semester without consequences. At the sixth tardy, the student will receive a morning detention. Upon the eighth tardy and every two tardies following the eighth, the student will receive two morning detentions.

Athletic/Extra-curricular Participation Attendance Requirements

Students must attend at least four full class periods to be eligible to play or practice that day. Exceptions to this policy include a justified medical reason with a note from a doctor. Extreme circumstances must be approved by the administration.

Chapel Program

Chapel will be held weekly, and attendance at chapel is required. More than three absences from chapel, excused or unexcused, in a semester will result in disciplinary action.

Behavior

Conduct

FCS aspires to guide students into effective and productive lives that reflect self-discipline and good conduct. Generally, the student body is goal-oriented, kind, thoughtful and respectful in their interactions with FCS staff and with each other. A growing Christian student senses this responsibility for self-control as a mandate from God. When the ideal of self-discipline breaks down, correctives are necessary. In harmony with Scripture, any corrective discipline will be handled in love and concern for the student's welfare as a child of God.

In certain cases of extended or gross misconduct or disobedience, a student can receive suspension or expulsion. During a period of suspension, all missed school work must be completed. Expulsion may occur for repeated incidences of misconduct or for gross misconduct or disobedience.

Colossians 3:23 "Whatever you do, work at it with all your heart, as working for the Lord, not for men."

Standard Expectations

- Listen and speak respectfully
- Obey instructions the first time they are given
- Keep hands, feet, and other objects to yourself—includes play fighting
- Walk quietly; be polite and courteous as you move about the building
- Books and/or bookbags should not be left in the hallways
- Respect property (discard trash, avoid writing on or inside desks, lockers or walls, beating/kicking lockers and doors, etc.)
- Maintain decorum in the classroom (disruptive/distracting behavior and non-curricular materials are not acceptable at school)
- No food or drinks (other than water) in the building other than in the lunchroom
- Refrain from chewing gum while on campus
- Obey dress code policies
- Adhere to each teacher's individual classroom expectations

Students will be given a verbal reprimand, and a 1-2 point infraction will be recorded in the office, a copy given to the student, and a RenWeb email sent home for the following:

- Excessive talking
- Chewing gum
- Minor dress code violations
- Classroom decorum (leaning in chair, throwing objects, distracting behavior, inattentiveness, etc.)
- Hallway decorum (running, uncontrolled talking, disrespect of property, etc.)

Students will be given a verbal reprimand, and a 5-10 point infraction will be recorded in the office, a copy given to the student, and a RenWeb email sent home for the following:

- Disrespect to adults, students, and property
- Malicious or repeated disobedience
- Use of electronic devices (cell phones, iPods, MP3, games, etc.)
- Cellular phones, personal beepers and paging devices are permitted on campus but must be kept turned off (not on “silent” or on “vibrate”) and left inside lockers during school hours.
- Cell phone **finer**:
 - \$10 - 1st offense**
 - \$20 –2nd offense the parent must retrieve phone from office**
 - \$30 – 3rd offense the parent must retrieve phone from office**
- Leaving designated areas without permission, including carpool
- Lying
- Inappropriate gestures/language

Students will be given a verbal reprimand, and a 10-20 point infraction will be recorded in the office, a copy given to the student, and a RenWeb email sent home for the following:

- Fighting
- Verbal/written malice
- Physical abuse
- Cheating/plagiarism
- Inappropriate objects/materials
- Inappropriate writing/drawing
- Inappropriate physical contact
- Destruction of property
- Stealing

Activities Resulting in Possible Suspension or Dismissal

In certain cases of extended or gross misconduct or disobedience, a student can receive suspension or expulsion. Expulsion may occur for repeated incidences of misconduct or for gross misconduct or disobedience.

- Repeated violations in any category
- Cheating, plagiarism, dishonesty, lying
- Disrespect towards a teacher, coach, administrator or guest
- Leaving campus without permission
- Physical or verbal fighting or provoking the same
- Use of spoken or written profane, vulgar, or obscene language and/or gestures
- Negative attitude and/or negative influence upon other students
- Repeated misconduct or violation of classroom/school policy

- Open defiance of authority
- Failure to respond positively to repeated efforts at correction by the school or staff
- Any action or activity, especially of an immoral or illegal nature, on or off campus that seriously harms the name of Christ and/or the school's reputation in the community (such as, but not limited to stealing, vandalism, premarital sex, use or possession of alcoholic beverages, use or possession of illicit non-prescription drugs, tobacco use, sexual abuse, occult involvement, physical assault)
- Possession of a weapon, fireworks or dangerous articles while on campus or at school-related activities
- Arrest or being taken into custody for a felonious reason, sexual harassment or intimidation
- An habitual attitude not in harmony with the goals and spirit of the school.
- Inappropriate use of technology, including but not limited to, language, images, symbols used on the internet (including social networking), cell phones, or any other digital device
- Tattoos are considered extreme behavior because of the permanence and cultural associations; therefore, as a consequence, the student will receive 3-5 days of suspension and will be placed on behavioral probation for the remainder of the year

Students who are suspended or dismissed from school may forfeit their right to receive public recognition for earned awards at award assemblies or banquets.

*Students will start fresh with a clean record with the beginning of each semester.

Action to be Taken

Level One: After accumulating a total of 5 points, the student will be assigned a silent lunch with the dean of students and/or principal.

Level Two: After accumulating a total of 10 points, a letter will be sent home, detention assigned and the student will be referred to the dean of students.

Level Three: After accumulating a total of 15 points, a letter will be sent home, 2 detentions will be assigned and the student will be referred to the principal.

Level Four: After accumulating a total of 20 points, a letter will be sent home, the student will serve a minimum of a one-day suspension, and a conference will be scheduled with the principal, dean of students, and parents. Following the parent conference, the student will be removed from extracurricular activities for two weeks. Return to active status will require that no more points be accumulated during the two-week non-activity period.

Level Five: After accumulating a total of 25 points, a letter will be sent home, the student will serve a minimum of a two-day suspension, and a conference will be scheduled with the principal, dean of students, and parents. Following the parent conference, the student will be removed from extracurricular activities for two weeks. Return to active status will require that no more points be accumulated during the two-week non-activity period.

Dismissal: After accumulating a total of 30 points, a dismissal hearing will be held with the parents and administration. Participation in extracurricular activities will not be allowed.

Fellowship Christian School promotes honoring God's word and one another. While it is impossible to list every behavior that would contradict the spirit of FCS, the administration believes that the offenses noted are significant types of conduct detrimental to the standards we have established. Students found to be in lack of harmony with the ideals of Fellowship Christian School are subject to dismissal.

Behavioral Probation

Students who accumulate 20 or more conduct points at the end of a semester, or upon entering FCS have a prior history of behavior difficulties, will be placed on behavioral probation for the following semester. Students will be informed of their probationary status by letter. At the end of the probationary semester, a decision will be made on whether to remove the student from probation or make a recommendation to not allow the student to return to school the following semester.

Classroom Discipline

Teachers are instructed to provide discipline accountability for their classes, which may take the form of after-school detention, lunch detention, extra assignments, etc., as determined by the teacher.

Administrative Discipline

Based upon the accumulation of conduct points a detention may be assigned. Students assigned to detention are **required** to serve the detention at the assigned date and time; the only exception will be for illness or participation in an athletic **game**. Students will not be excused from detention for athletic practice.

All detentions will be scheduled and served before school on Wednesday mornings from 7:30-8:30 A.M. A detention notice will be given to the student with date and time the detention is to be served. Parents will be notified by email through RenWeb and will receive a hard copy in the mail.

Repeated Offenses

Upon the third and fourth conduct infraction for the same offense (for example, gum, dress code violation, etc.), the conduct points will be doubled for each offense. In the event of a major disciplinary issue the administration will determine appropriate consequences.

Off-Campus Behavior

Observed off-campus behavior **at non-school events** that does not meet the standards set out in the handbook should be addressed in the following manner:

- Individuals with first-hand knowledge of activities inconsistent with the standards detailed in the handbook should first go to the offending student, and then if necessary, to the parents, **according to the spirit of reconciliation described in the Matthew 18 principle** of love, correction and good communication.
- The school reserves the right to levy a consequence for inappropriate off-campus behavior by an FCS student.

Dismissal Policy

Students who have been removed from school due to disciplinary reasons are not allowed on campus without the permission of the school administration. Students may re-apply to FCS one full semester after the semester in which they were dismissed.

Guideline for Student Appeal

Our children need to learn how to address grievances biblically when offended. If a student believes that he or she has been wronged by a teacher, the student should not argue with the teacher in front of others or discuss the matter with other students, but rather employ the following steps according to the spirit of Matthew 18:

1. Go to the teacher after class and respectfully ask for a time to discuss the matter privately.
2. Meet with the teacher to attempt to resolve the problem.
3. If the issue is not resolved, discuss the problem with parents and ask them to contact the teacher for discussion and clarification.
4. If the matter is still not resolved, observe the “Guidelines for Appeal” policy.

Parents and students must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. **If you find fault with a school employee, teacher, principal, headmaster, board member or another parent, please refrain from discussing the issue with other people. This often results in the start of rumors, gossip and hearsay reports, which only exacerbate the problem. The good reputation of other people and the school are to be protected and promoted.**

Detention Hours

Detention will be served before school on Wednesday mornings from 7:30-8:30. A detention notice will be sent home advising parents of detention assignments. Your student will be advised of his or her assigned detention time.

Loss of Privileges

Students who are suspended or dismissed from school may forfeit their right to receive public recognition for earned awards at award assemblies or banquets.

Suspension

In certain cases of extended or gross misconduct or disobedience, a student can receive an in-school (*ISS*) suspension or an out-of-school suspension. All school work missed during suspension must be made up by the student. The highest grade a student can receive for the work done during a suspension is 70% of the grade. This mode of discipline will be used only if all other means of correction have been ineffective. Out-of-school suspension requires that the student not be on campus at any time for any reason for the duration of the suspension. For an in-school or out-of-school suspension, participation or attendance in sporting events, extracurricular activities and evening activities is prohibited. Failure to comply with this policy will compound the period of suspension. All class work and homework must be completed for the days missed.

Dress Code

2010-2011 Standardized Dress Code

Middle School

Knowing that each student is an image-bearer of God, FCS stresses modesty and neatness in appearance and dress. FCS recognizes that cultural or societal expectations are not biblical absolutes and that, while man looks at the outward appearance, God looks at the heart; nevertheless, students need to recognize the reality that appearance can influence the atmosphere of the school setting and the reaction of others.

FCS chooses to observe a standardized dress code policy. This standardized dress code policy applies at all times while the student is on the FCS campus. Students are permitted to change into other appropriate clothing for designated school activities (community service, sports, etc.).

FCS reserves the right to define such terms as appropriate, inappropriate and extreme. Some articles of clothing may not be covered under specific rules of the dress code. Those articles will come under the discretion of the faculty and administration.

Dress Code Violation Policy

Violations must be corrected before a student will be permitted to return to class. This may require a parent to bring a change of clothes to correct the violation. Class work missed during this time will need to be made up. Repeated infractions of the dress code policy may result in suspension or dismissal.

Shirts/Blouses:

- Collared shirts with only the top button unbuttoned
- Solid, plaid or striped
- Turtlenecks, solid colors only
- May have an emblem no larger than the size of a quarter, FCS Crest or Paladin Logo acceptable
- Must be long enough to tuck in and stay tucked in
- Must be tucked in at all times
- May wear a short sleeved dress code shirt over a long sleeve t-shirt or turtleneck in solid white, black, gray, maroon or navy

Don'ts: Oversized shirts (in length or width); any shirt that does not have a collar (t-shirts); collared shirts with a revealing or low neckline; sleeveless shirts, V-necks, form-fitting or tight tops; tube top, spaghetti strap or tank top shirts worn as an outside layer

Pants, Shorts, Capris, Gauchos:

- Solid color in appropriate size
- Colors: khaki, khaki green, navy, grey, brown, black
- Boys – pants or shorts
- Girls – pants, capris, gauchos, or long walking shorts (no more than 3” above the top of the knee)
- Corduroy fabric and cargo style are acceptable
- Must be worn at the hips or waist

Don'ts: Denim, jeans of any color, plaid, or any colors other than approved listed above, pants with colors or designs on pockets or legs; oversized pants (in length or width); pants or shorts with frayed hems or slits; oversized pockets; cut-off shorts; gym shorts, sweatpants, drawstrings, spandex, leggings, warm-ups, pajama pants, or any clinging / form-fitting pants

Dresses/Skirts/Skortts:

- Length must be no shorter than the top of the knee including slits and cutouts even when worn with leggings
- May have conservative patterns and colors
- Neckline of dresses must be at the base of the neck (front and back)
- Dresses must have sleeves

Don'ts: Sleeveless, strapless or v-neck; tube top, spaghetti strap or tank top shirts worn over a dress; pants worn under a dress

Belts:

- Must be worn with all pants (guys),
- Must be worn with pants with belt loops (girls)
- Solid color
- Plain belt buckles only
- Must fit appropriately; extra length may not dangle from the waist

Shoes/Socks:

Appropriate shoe styles:

- Athletic shoes
- Sandals with ankle straps (girls only)
- Dress shoes or boots with closed-toes and heels
- Socks in solid colors
- Leggings, tights, or pantyhose in solid colors and fabrics are acceptable with dress code attire (girls)

Shoe Don'ts: Flip-flops, sandals without ankle straps (girls), sandals (boys), combat boots, Crocs, Birkenstocks, house slippers, bare feet or shoes with heels higher than 2 inches

Hair/ Headwear:

- No hats in the building
- Hair color must be natural and non-distracting
- Extreme or distracting hairstyles are not allowed
- Hair length for boys must be above the eyebrows, above the lobe of the ear and off the collar in the back

Jewelry:

- Accessories may not be distracting or disruptive
- Tattoos and body piercings (nose, eyebrows, tongue, etc.) are prohibited
- No earrings for boys
- Earrings for girls should be reasonably sized

Outerwear:

- Students may wear their choice of outerwear to school
- NO outerwear may be worn inside the building
- All outerwear must be stored in lockers

Inside Wear for Cooler Temperatures:

- Hoodies and sweatshirts must be spirit wear
- Fleeeces or sweaters worn inside the building must be either spirit wear, solid color or two-tone (no stripes)
- Emblems, designs, or insignias are permitted but no bigger than a 3x5 card
- Proper dress code must be worn underneath

Friday Spirit Wear:

- Friday spirit wear is a privilege and not a guaranteed right. This privilege will be rewarded based on the students' ability to follow school policy during the week
- Any student who has received a dress code or a behavioral infraction during the week will not be permitted to wear Friday spirit wear
- Students choosing not to participate in Friday spirit wear are required to follow regular dress code policy

Spirit Wear Shirts:

- FCS spirit wear shirts and sweatshirts must say FCS or Paladins
- Homemade spirit shirts must be approved in advance by an administrator
- No PE shirts

Spirit Wear Pants:

- Blue jeans that fit appropriately and do not contain any holes, rips, designs on legs, colors, patches, frayed hems or slits, no stretch fabric or skinny jeans; colored stitching and designs on back pockets are acceptable
- Athletic shorts/pants, sweat shorts/pants are not acceptable

Spirit Wear Definition:

Spirit wear is defined as anything purchased from the Paladin e-store on the website; official athletic FCS team wear; approved field trip or activity shirt (must have the Paladin logo or FCS crest)

Field Trip Attire

This will be dictated by the teacher or sponsor in charge of the trip.

School-related Activities

Neat, casual attire may be worn at school games and other extracurricular events. Students are not permitted to wear clothing with writing that exhibit innuendoes, sexual comments or implications, alcohol or tobacco product advertisement, music groups that do not reflect a biblical lifestyle, or anything of a questionable nature.

School guidelines are also in effect during school related extracurricular activities and events (i.e., appropriate skirt or shorts lengths, avoidance of exposed-midriff styles, exposed tattoos, etc.).

Dress-down Days

The school will from time to time designate a "dress-down" day when students can wear more casual attire than the standardized dress. The guidelines under School-related Activities will be observed.

Special Event Dress Code

You can contribute to the success of FCS special events by honoring the dress guidelines. It is important that we represent our families, our school and our Lord in a worthy manner.

8th Grade Celebration

Boys

- Shirt and tie (sports jacket would be wonderful but is optional)
- Dress pants and belt
- Dress shoes and socks
- Approved hair length

Girls

- Dress, skirt and top or dress pants and top (whether wearing a dress or another top), the parameters are the coverage of a regular bra (not a strapless, etc.). This means no spaghetti straps, low back, strapless, or halter top, even if covered by a jacket or shawl).
- Wear your hair, makeup and jewelry to coordinate with your ensemble for dress, but not formal, event.
- Sandals and/or heels

For the girls, remember that being on steps or a stage can make your dress or skirt appear shorter or more revealing. Any dress or skirt must not be shorter than 3" above the knee at any point, including slits.

If you wear a skirt/top or dress pants/top, make sure that your top is long enough to cover your midriff when you reach up. Remember to check for cleavage with any movement.

Most importantly, keep in mind God's guidelines of modesty and your opportunity to be a display of godliness and beauty.

Sports Banquet

Boys

- Shirt and tie (sports jacket would be wonderful but is optional)
- Dress pants and belt
- Dress shoes and socks
- Approved hair length

Girls

- Dress, skirt and top or dress pants and top (whether wearing a dress or another top), the parameters are the coverage of a regular bra (not a strapless, etc.). This means no spaghetti straps, low back, strapless, or halter top, even if covered by a jacket or shawl).
- Wear your hair, makeup and jewelry to coordinate with your ensemble for dress, but not like a formal event.
- Sandals and/or heels

For the girls, remember that being on steps or a stage can make your dress or skirt appear shorter or more revealing. Any dress or skirt must not be shorter than 3" above the knee at any point, including slits.

If you wear a skirt/top or dress pants/top, make sure that your top is long enough to cover your midriff when you reach up. Remember to check for cleavage with any movement.

Most importantly, keep in mind God's guidelines of modesty and your opportunity to be a display of godliness and beauty.

General Information

Cars and Parking

All parents, faculty and visitors park their cars on campus at their own risk. The school assumes no responsibility for damage due to theft, vandalism, accidental or malicious action of others, acts of nature, etc. Parents are expected to comply with the school's carpool procedures.

Closed Campus Policy

We have a closed campus policy which allows only family members, alumni (meaning a graduate from FCS, not just having attended here) and spiritual leaders to visit. All visitors **must** sign in at the office first and receive a name tag. Students from other schools are not allowed to visit unless they are shadowing a student and it has been prearranged. Any student who admits a non-student into the school building will be subject to disciplinary measures.

Emergency Events (Fire, Tornado, etc.)

The teachers and staff are trained in the appropriate procedures for various types of emergency situations and will instruct and guide the students. Several times annually we hold emergency procedures "drills" and practice for major types of emergencies. If an emergency requires evacuation of the school building, students will be escorted and assembled in room 169 at the elementary school for reunion with parents. If the entire campus is evacuated, the reunion site will be Queen of Angels/Blessed Trinity School on Woodstock Road.

Activity Participation Permission, Release of Liability, and Authorization to Administer Medication Form

The Activity Participation Permission, Release of Liability and Authorization to Administer Medication Form must be completed and returned upon enrollment/re-enrollment. The emergency contact information on this form will be used only when the parents cannot be contacted to respond to an emergency situation. It is important that the emergency contacts named on this form are typically available and that the telephone numbers are kept current. The school must be notified immediately of any changes. The Activity Participation Permission, Release of Liability and Authorization to Administer Medication Form should be completed and returned the first week of school.

Hours of Operation

Students should not arrive at school prior to 7:30 a.m. unless prearranged supervision has been made.

Classes: 8:05 a.m. – 3:10 p.m. (M, T, Th, F)

Wednesday 9:05 a.m. – 3:10 p.m.

Office Hours: 7:30 a.m. – 4:00 p.m. (M, T, Th, F) W 8:30 - 4:00

Inclement Weather Closing

FCS will follow Fulton County public schools for school closings. When possible, local television will announce our closing. Arrangements have been made with the following stations: NBC, ABC, CBS and FOX 5. **If Fulton County schools are not in session due to a previously scheduled day off, check your local TV stations and the school website for up-to-date closing information.**

Lockers

All students are assigned lockers. Students may personalize lockers provided it is done in good taste. No student is permitted to go through another student's locker without that student's permission. The lockers are school property and are on loan as a convenience to the student; defacement or vandalism of lockers will result in disciplinary action.

All lockers should be kept neat and orderly. The school reserves the right to open and inspect lockers at the discretion of the administration. **Locks are required and provided by the school. A \$5.00 fee will be imposed if lost.**

Lost and Found

All lost articles will be collected and placed in MS lost and found cabinet. If clothing articles are labeled with a student's name, the student will be notified. If articles of clothing, shoes and other items are not claimed at the end of a four-week period, they will be given to a local charitable organization. Lost textbooks will be turned in to the office.

Lunchroom Procedure

FCS provides a daily lunch period. Students need to bring a lunch from home or participate in the pre-order lunch option provided monthly. Microwave ovens are available for student use. Food and drink are not permitted in the stairwells, hallways or bleachers. Students must remain in the designated lunch area until dismissed by the lunchroom supervisor. **Students are not permitted to leave campus for lunch unless signed out and escorted by an approved adult.**

Media Center

The FCS Media Center provides resources for student interests and assists in meeting the needs of our academic program. The library includes book collections, resource materials and periodicals. Internet access is available in the library as well.

The library circulation policy is as follows:

- Books may be checked out for two weeks and renewed once
- Resource material (encyclopedias, etc.) are to remain in the library unless a teacher requests the use of them in the classroom
- Periodicals may be checked out for three days
- Borrowers pay replacement plus processing costs for lost or damaged materials

- Use of the internet is restricted to adult supervision. The media specialist is available during posted hours
- Family Access to RenWeb will be blocked and report cards, test scores and requested transcripts will be held until all books and locks are returned and any assessed fines and fees are paid.

Private Property

FCS is not responsible for damage to or loss of private property brought to school, including attendance at extracurricular events or programs. Students are responsible for securing their own property in a responsible manner. The administration has the right to restrict what items are brought to school; the teacher may restrict what can be brought into the classroom.

Telephone Calls, Messages and Deliveries to Students

- Please limit your phone messages to emergencies only
- Classes will not be interrupted to deliver messages except in cases of dire emergency
- A written message will be placed on the student's locker to be retrieved between classes or at the end of the day. No follow-up will be done to make sure the student has retrieved his or her message
- Students who need to make an emergency telephone call should come to the office.

Cellular phones, personal beepers and paging devices are permitted on campus but must be **kept turned off (not on "silent" or "vibrate")**. **If a phone is confiscated during class, fines and conduct points will be given.**

Cell phone fines:

\$10 - 1st offense

\$20 – 2nd offense the parent must retrieve phone from office

\$30 – 3rd offense the parent must retrieve phone from office

Make sure that you remind your child to check with the office if you are delivering any items to them, such as lunch or sport uniforms. The office cannot personally notify each child.

Textbooks

Textbooks for each class will be issued by the school for use during the year. Students are expected to exercise reasonable care for these books. When the books they were issued are returned at the end of the year, the condition will be noted and a damage fee assessed for other than normal wear and tear. Students will be charged the current replacement cost for any books lost or for books that are returned in unusable condition. Family access to RenWeb will be blocked and report cards test scores and requested transcripts will be held until all books are returned and any assessed fines and fees are paid.

Visitors

Alumni, family members and church staff members may visit. Students and visitors should arrange these visits **in advance** with the administration. When visitors arrive on campus, they must first check in with the school office where they will be given a visitor badge that they will be required to wear while on the campus.

Visitors must follow all school policies with regard to conduct, dress and campus rules. It is the student's responsibility to inform his or her visitors of these expectations.

Students should introduce visitors to the hosting teachers.

Unregistered guests may be asked to leave the campus. Students who have withdrawn or been suspended from FCS are not allowed campus visits.

Visitors from other local schools are not permitted unless prior arrangements have been made. Any student admitting anyone other than a current FCS student into the school building will be subject to disciplinary measures.

Guests may be permitted to attend appropriate social activities provided permission is obtained from the school office at least 24 hours prior to the activity. All guests are required to adhere to school conduct, dress and policies.

Student Life

Chapel Program

Chapel is held every Thursday morning. Chapel includes singing, prayer and a biblical message. **Attendance at chapel is required. More than three absences from chapel, excused or unexcused, in a semester without a doctor's note may result in disciplinary action.** Parents are welcome at chapel.

Field Trips

Throughout the year, classes may take trips outside the classroom to enrich the school experience. You will be notified regarding the nature of the trip and any other necessary information. Stringent transportation policies are enforced, such as the wearing of seat belts, speed limit observance, age of driver, valid insurance, etc., if students are transported by private vehicle. **When transportation is provided by the school, all participants are expected to use that school-provided transportation.**

Ministry and Community Service

FCS is committed to engaging students actively in the education process. The biblical view of knowledge is a commitment that acts upon what is known. Believing that students should act upon what they know, we encourage students to apply a biblically based curriculum with biblically based involvement. Students should be engaged in ministry and community service projects. Students are required to participate in school-sponsored service days.

Chapter 5

High School Policies

This chapter discusses policies that specifically affect the high school.

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Academics

Academic Probation

Students who fail one course or earn below a 74% in two or more courses at the end of a semester or upon entering FCS will be placed on academic probation. Students will be informed of their probationary status by letter. If the student fails two courses for the year, the student will either be asked to make up those specific courses or another equivalent course. At this time the administration will determine if FCS is the appropriate academic setting for the student or if the student would be better served in another educational environment. Each case is handled individually, but in considering continuance in the program, the administration will evaluate the student's completion of assignments, work habits, use of time in class, attitude, ability, behavior and effort. In cases where a student may not return to FCS, the parents and student will be notified. If the student remains at FCS, he/she will be retained on a continued probationary status.

Ending Academic Probation:

A student must maintain a cumulative semester average of 74% and maintain a passing grade in all classes. If he/she successfully completes the criteria by the first semester meeting and is not considered by the staff to be at risk, he/she will be removed from probationary status. However, at the end of the first semester, if the student is still considered to be at risk, he/she will remain on probation for the duration of the year.

If either of the criteria is not met by the end of the first semester, the administration will determine if FCS is the appropriate academic setting for the student or if the student would be better served in another educational environment. At the end of the first semester, the student and parents will receive a letter notifying them of their child's probationary status.

Advanced Placement Exams

Students enrolled in an Advanced Placement course are required to take the Advanced Placement exam. There is a course fee of \$50 (\$75 for AP Chemistry or AP Biology) for each AP course. This fee must be paid by the first day of class. There is an additional fee from an outside vendor for this exam which must be paid prior to the date of the exam. If the student does not take the AP exam, he/she will be required to pay \$13 to return the test to the College Board and take a final exam which will be structured the same as an AP test, worth 20% of the semester grade and no exemptions. In addition, the AP designation will be removed from the transcript along with the weighted grade

All courses are subject to minimum enrollment numbers and may be cancelled if that number is not met. AP students will purchase all required textbooks, workbooks, and class materials and will keep these as their own to highlight and notate as needed. Curriculum materials need to be purchased before the first day of class.

Students should receive their AP examination results in July. Depending on the student's achievement level, the results could allow the student to receive college credit. These standards are set by each individual college.

Course Selection

Course selection for the following academic year takes place in the spring. Students will receive a schedule based on courses selected. Upon approval, a new schedule will be issued. All students in grades nine through eleven must be enrolled in a minimum of six subjects. All seniors must be enrolled in a minimum of five academic subjects. School permission must be received prior to taking any online courses. Online courses are only approved if we do not offer a specific course or there is a scheduling issue.

Enrollment in AP and honors courses requires meeting established departmental criteria and approval from department faculty. Minimum acceptable NGA standards are required for acceptance.

Course drop/add requests may only be made up through the first two weeks of the school year. No drop/add requests will be considered at the beginning of second semester, even for a one semester course. Schedule changes will only be made for academic misplacements.

All fees are non-refundable if courses are changed. Dropping a class does incur the risk that the desired alternative course may not be open. If the drop/add request is granted, all work for the new course must be completed by a date specified by the instructor.

Credit Requirements

Fellowship Christian School offers two college-preparatory diplomas based on types of courses, course load and numeric average. The numbers of required credits listed are the minimum necessary for each diploma:

Course Area	Class of 2009-2011		Class of 2012 and above	
	College Prep. Academic Diploma	College Prep. Scholar's Diploma	College Prep. Academic Diploma	College Prep. Scholar's Diploma
Bible	4	4	4	4
English	4	4	4	4
Mathematics	4(Algebra I and above)	4 (Algebra I and above)	4(Algebra I and above)	4(Algebra I and above)
Science	3	4	4	4
Social Studies	4	4	4	4
Foreign Language	2 (in the same language)	3 (in the same language)	2 (in the same language)	3 (in the same language)
Fine Arts or Technology	1	1	1	1
Physical Education	.5	.5	.5	.5

Health	.5	.5	.5	.5
Electives	1	1	0	1
AP Classes	0	2	0	3
Minimum total credits	24	26	24	26
Minimum cumulative GPA	70 (C)	80 (B)	70 (C)	80 (B)

Transfer students are required to take one credit of Bible for each year that they attend FCS. Students transferring must take a minimum of two Bible credits in order to receive the Scholar's Diploma.

Students satisfying the requirements for the Academic or Scholars diplomas will have a solid academic foundation for collegiate study. Students planning to attend a highly competitive university should take Advanced Placement and honors courses in as many subjects as possible. Colleges particularly favor students who take academic electives the junior and senior year of high school.

Grading System

Our grading system is designed to give you, as a parent, an indication of your student's performance.

Semester grades include a semester exam, which is a percentage of the grade as determined by the teacher.

Each academic department determines uniform standards within the department as to the relative value of tests, quizzes, homework, class participation, etc.

Meaning of Grades

100 – 90	excellent achievement in the subject or skill areas
89 – 80	good achievement in the subject or skill areas
79 – 74	acceptable level of achievement in subject or skill areas
73 – 70	inadequate level of achievement in subject or skill – improvement needed
69 or below	unsatisfactory level of achievement in subject or skill area (semester courses with this average must be repeated)

Grades of zero (0) may be due to incomplete work, unexcused student absences, dishonesty on tests or assignments, or administrative reasons for credit loss, such as suspension.

Grading Policy

All courses will be considered in the calculation of numeric grade average, and the rank in class will be based on a weighted 100% scale. (Advanced Placement and Honors courses are weighted

10 and 5 points higher, respectively for students' cumulative average. Individual course grades do not reflect this weighting.)

The academic grade is a measurement of a student's educational achievement. A numerical grade will be recorded on report cards and academic transcripts.

Grade Changes

Semester grades will only be changed in the following situations:

- A computational error is found
- A grade is incorrectly recorded in the grade book or report card
- A teacher's grading policy is determined to be unacceptable by the school administration
- An incomplete is changed to a completed grade.

Both students and parents have the right to inquire about how a grade was determined by a teacher.

Graduation Requirements (Accreditation)

FCS has earned accreditation status from the Georgia Accrediting Commission, SACS and ACSE. In order to receive a GAC-approved diploma from our school, a student must have earned at least 50% of his or her Carnegie units from accredited high schools (schools accredited by the Georgia Accrediting Commission, Southern Association of Colleges and Schools, or accrediting agencies from other states).

The joint enrollment program, dual enrollment, or similar programs under a different name, is offered through the public school system of Georgia. This program is not offered at FCS.

Georgia Virtual School is the program approved by the Georgia Department of Education to offer online courses to students statewide. FCS permits our students to take courses through Georgia Virtual School if it is a course we do not offer on our campus, or if it is a course we do offer but are unable to fit into the students' schedule because of a conflict. Credit for the Georgia Virtual School course will be awarded by FCS at the successful completion of the course. It is possible that a fee may be issued for taking the Georgia Virtual School course. **Administrative permission must be received prior to taking any online courses.** Online courses are only approved if we do not offer a specific course or there is a scheduling issue.

Homework

Homework is a necessary element in providing enrichment, re-enforcing principles learned in class, incorporating good work habits and time-management skills, supplementing classroom learning and providing practice in needed skills. A college-preparatory diploma requires hard work, time and discipline. FCS recognizes the tension in family life as you attempt to balance family time, church, ministry, extracurricular activity, recreation, rest and school work. We also recognize, however, our accountability in preparing each student for the future.

Students are encouraged to use their study hall time efficiently. If the student workload appears excessive, please contact the appropriate teacher and address the issue.

Homework assignments may be accessed online.

Honor Roll

FCS encourages high levels of academic proficiency but also recognizes that as image-bearers of the Creator, children have many areas of achievement that may not be readily identified in a school setting.

- High Honor Roll - students who have earned 95% or above in all courses
- Honor Roll - students who have earned 90% or above in all courses

HOPE Scholarship

FCS students who maintain a 3.0 GPA or above in Math, Science, English, Social Studies and Foreign Language courses are eligible to participate in the Georgia HOPE Scholarship Program. The GPA for the HOPE is calculated by the state and not FCS. The HOPE Scholarship program guidelines are set by the State of Georgia and may change from year to year. Parents should direct questions to the Guidance Department.

Teacher/Parent Conferences

Parents are strongly encouraged to contact the FCS faculty regarding their child's spiritual, academic, and emotional progress. If a telephone conference is inadequate, please call or email the teacher at school with the request for a teacher conference. The teacher will make the necessary appointment arrangements. In cases where a student is having difficulties in a number of classes, a multiple teacher/parent conference may be arranged through the school office.

Please attempt to resolve any conflict with the teacher before approaching the administration.

Report Cards

Report cards may be accessed on the RenWeb website at the end of each semester. Grades may be checked online on a daily basis to monitor student progress.

Technology/Laptop Computer Policy

The purpose of all electronic resources is to support the school's educational mission. Applying information and technology skills is an integral part of teaching and learning at FCS. Students are expected to follow the requirements of the honor code and the code of conduct with regard to technology use.

The student assumes complete responsibility for the use and safety of their personal laptop computer, releasing the school from any liability. Because of the limited number of electrical outlets in classrooms, it may not be possible for multiple students to use laptops at the same time. Any use of the laptop computer for anything other than educational purposes will result in suspension from bringing personal laptops to school.

Requests for Missed Work for Illness

Daily homework assignments are posted on Renweb.

Semester Examinations

At the end of each semester, students take examinations in most subjects. These examinations count a percentage of the course grade as stated in the syllabus.

Seniors may exempt only 1 exam 1st semester and any exam second semester providing that a 90% average has been maintained through the exam check report date and that the student does not have more than 7 absences, excused or unexcused, from that class.

Students who are unable to take their exams at the appointed time due to illness or a death in the immediate family should notify the office immediately. A doctor's note may be required if an illness prevented the student from taking the exam. **Students will not be permitted to take an exam earlier than scheduled. Parents should make vacation and travel plans that accommodate the exam schedule. No exceptions will be made. Students will receive "0".**

No student will be required to take more than two exams per day. Students will be excused from campus after the completion of their exams for the day. Transportation should be arranged accordingly.

Students not in proper dress code will be moved to an alternate location for testing and receive the Saturday-school consequence to be served the same afternoon.

Standardized Testing

The standardized testing program for students provides an annual assessment of each student's progress. The tests used in these evaluations are:

- The PLAN (pre-ACT test) - Grade 9 and Grade 10
- PSAT/NMSQT (Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test) – Grade 10 and Grade 11

In addition to the above tests, the school may elect to administer personality profile and spiritual gift tests.

Juniors and seniors are urged to take the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT) at least two times before January of their senior year. All testing results are available and distributed to the parents. Parents and students usually are invited to a conference to discuss the PLAN and the PSAT results, to help students prepare for the College Board exams (SAT and ACT).

Tests

Students in 9th and 10th grade are not required to take more than two tests per day. Students in 11th and 12th grade are not required to take more than three tests per day. Please note that students sometimes confuse quizzes with tests. There is no restriction on the number of quizzes in a given day.

Students with excused absences who fail to make up tests will receive an "incomplete" or "I". Arrangement to make up a test must be made with the teacher as soon as the student returns to class after an absence. Work assigned but not completed by the closing date for the report period may result in a failing grade for the period. **Making the arrangements to complete missed work is the responsibility of the student, not the teacher.**

Valedictorian and Salutatorian Policy

The valedictorian and salutatorian shall be determined on a 100 percent numeric average scale. To be eligible for these honors, a student must have attended FCS for all four semesters of the junior and senior years. The valedictorian and salutatorian at FCS must not only meet the highest academic standards in their senior class, but they must also reflect a lifestyle in keeping with biblical principles and adhere to the school's conduct code.

Attendance

Absences

Excused Absences

Attendance is essential to a student's academic success, and students are required to attend all classes, activities, retreats, and field trips during school hours. Absences (including late arrivals and early dismissals) are considered excused only for the following reasons:

- Illness
- Medical or dental appointment that cannot be scheduled outside of school hours*
- Serious illness or death of an immediate family member
- Court appearance
- College visits (see 'College Visits' below)
- School-sponsored activities
- Religious observances
- Drivers License (half day only)

** For appointments, a note from the medical or dental office must be submitted to the school office upon the student's arrival back to school.*

Absence from school must be communicated to the office by email *before* the start of the school day on the day of the absence, stating the specific reason for the absence. Teachers will be given an absentee list at the beginning of the day, notifying them of all student absences. Failure to notify the office of an absence before the start of school will result in the absence being unexcused. Excuses by phone are not accepted. Absences for any reason not listed above will be unexcused. See below for further information on unexcused absences, pre-planned absences, and make-up work. Any exceptions to this policy are to be made only by the administration.

Unexcused Absences

Student absences from school for any reason not listed above will be considered unexcused. Following a student's first unexcused absence, the student will receive a morning detention and a 2 point conduct reduction. For every unexcused absence following the first, the student will receive a Saturday-school detention, a \$30 fine, and a 3 point conduct reduction. Any class work missed (assignment/project/quiz/test) due to an unexcused absence must be made up within 24 hours. Examples of unexcused absences include: vacation, shopping, oversleeping, travel, personal errands, hairdresser appointments, and trips home for forgotten items.

Late Arrivals

If a student is arriving late to school, the parent should email the office *before* the start of the school day with a specific excuse and an estimated time of late arrival. Phone calls are not accepted. Teachers will be notified of all late arrivals at the beginning of the day. Late arrivals are excused only for the reasons cited above (see Excused Absences). Any exceptions are to be made only by the administration.

When the student arrives late to school, they must sign in at the office. In the case of appointments, a note from the medical or dental office is required. A student arriving late to school without a note or email of excuse will be given an unexcused absence. After signing in, the student will be given an Absence Form that must be taken to each class missed to have signed by the teacher (see Make-up Work Policy below). This form must be turned in to the office by the end of the day. A student must be present for at least half of the class in order to be counted present for that class.

Athletes who finish a contest after 10:45 p.m., or who do not arrive home from a contest until after midnight (assuming the student goes *straight home*), may have until the end of the first period the next day to report to school.

Early Dismissals

Requests for early dismissal must be received by the office *before* the start of the school day in the form of a specific, dated parent note or email. Phone calls are not accepted. Teachers will be notified of all approved early dismissals at the beginning of the day. Students may be dismissed early only for the reasons cited above (see Excused Absences). After the start of school, any requests for early dismissal must have approval from the administration.

Students must sign out at the office before leaving campus and sign back in at the office if/when they return, or their absence will be unexcused. A student may not leave school for illness without first seeing the school nurse. Students may not leave school with anyone other than a parent unless the school has received written or emailed parent permission. Students may never leave school with other students. A student must be present at least half of a class period in order to be counted present for that class. (See Make-up Work Policy)

Pre-planned Absences

Because of the importance of maintaining the integrity of the academic day, the school does not endorse absences requested for the purpose of family convenience, outside social activities or extended vacation time. Students are expected to be in school for the entire day on the day preceding and following an official school holiday. If extraordinary circumstances require such an absence, parents must submit a written request to the office at least ten days prior to the date in question. Pre-approved absences are granted only in exceptional circumstances. Once approved, the student will be given a form to be signed by all teachers and then returned to the office before the planned absence.

All pre-assigned projects and assignments must be completed by the day the student returns to school. Pre-assigned missed tests and quizzes will be made up the day the student returns to class by arrangement with the teacher. It is the student's responsibility to get assignments *before* they leave on a pre-planned absence. The student will be given as many days as were missed to complete work assigned during the absence.

College Visits

Juniors and seniors are allowed three school days for college visits each year. Parents must submit a note or email of request to the office five days in advance stating the college that will be visited and the date requested. College Visits will not be counted as absences if the visit was approved and the student turns in a *College Visit Form* (found on the school website) upon their arrival back to school, signed by the college admissions office and stamped with the official college seal. Any form turned in later than 48 hours after the visit will not be accepted and will be counted as an absence. No college visits may be scheduled for the month of May, or during retreat or senior class trip. If there is reason to believe that a college has already been chosen, or the student has no serious interest in attending it, permission to miss school will not be granted. (See Make-up Work Policy)

Excessive Class Absences

Students who are absent an excessive amount of time may jeopardize their credit for a class. The school considers absences of 10% or more to be excessive (10 days in a semester). School-related absences and College Visits are excluded from the absence total.

After 7 absences in a class, parents will receive an email warning that the student is at risk of failure due to excessive absences. Students with more than 10 absences (excused or unexcused) will be notified by email of the potential failure of the class. *Students who exceed 10 absences must submit a letter of appeal in order to receive credit for a course.* Any exceptions to this policy must have the approval of the administration.

Make-up Work Policy

Students with excused absences are allowed to make up work according to the following policy:

- Major projects and papers must be delivered to the school on the assigned date by the start of the school day if the student is unable to attend. Any exceptions are made only by a principal.
- All missed assignments, tests, and quizzes assigned prior to the absence should be completed on the day the student returns to school. An alternate time may be arranged with each individual teacher at the teacher's discretion.
- The student will be given as many days as were missed to complete work assigned during the absence. It is the student's responsibility to determine missed assignments and to turn in completed work within this time frame.

The above requirements also apply to all school-related absences including field trips, sports, college visits, performances, and competitions. **All assigned work must be given to the teacher prior to leaving campus.**

Class Tardies

If a student is tardy to classes four times in a semester (other than to first period classes, to which Morning Tardy policies apply), a morning detention will be assigned. For each additional two tardies to classes, the student will receive a Saturday school detention, a \$30 fine, and a 3 point conduct reduction. Consequences will result from an accumulation of class tardies in all classes.

Morning Tardies

Students arriving after the tardy bell must check in at the office to receive a note admitting them to class. A student is given five unexcused tardies per semester without consequences. At the sixth tardy, the student will receive a morning detention.

Upon the eighth tardy and every two tardies following the eighth, the student will receive a Saturday school detention, a \$30 fine, and a 3 point conduct reduction.

Athletic/Extra-curricular Participation Attendance Requirements

Students must attend at least four full class periods to play or practice that day. Exceptions to this policy include a justified medical reason with a note from a doctor. Extreme circumstances must be approved by the administration.

Chapel Program

Chapel will be held weekly, and attendance at chapel is required. More than three absences from chapel, excused or unexcused, in a semester will result in disciplinary action.

Senior Guidelines

Seniors with more than 7 absences (excused or unexcused) in any particular class will lose the privilege of exempting the final exam.

Failure to attend senior trip will result in unexcused absences.

Seniors are permitted late arrivals and early dismissals as a senior privilege if a study hall falls during the first or last period of the day with signed parental permission on file. Seniors with study halls before or after lunch are allowed to leave for lunch with signed parental permission on file. Seniors are required to sign in and out of the office when leaving campus or risk losing these privileges.

Behavior

Conduct

FCS aspires to guide students into effective and productive lives that reflect self-discipline and good conduct. Generally, the student body is goal-oriented, kind, thoughtful and respectful in their interactions with FCS staff and with each other. A growing Christian student senses this responsibility for self-control as a mandate from God. When the ideal of self-discipline breaks down, correctives are necessary. In harmony with Scripture, any corrective discipline will be handled in love and concern for the student's welfare as a child of God.

In certain cases of extended or gross misconduct or disobedience, a student can receive suspension or expulsion. During a period of suspension, all missed school work must be completed, but the student will receive a zero for all assignments, quizzes and tests during that period. Expulsion may occur for repeated incidences of misconduct or for gross misconduct or disobedience. Colossians 3:23 "Whatever you do, work at it with all your heart, as working for the Lord, not for men."

Generally, the school expects that all students will abide by the following principles:

- Love God supremely, and love one's neighbor as oneself.
- Respect the person, rights and property of others.
- Be honest in all matters.
- Promote a positive classroom learning environment with cooperation, calmness, and respect.
- Follow biblical mandates by abstaining from illegal, immoral or even questionable activities on or off campus.
- Meet all commitments and obligations.

Basic Conduct Expectations

After each five conduct points a student receives, consequences will ensue. Students with a conduct grade at or below a 79 is considered to be at risk.

- Students may not bring onto campus or into the classroom items that are disturbing or distracting or annoying, such as water pistols, matches, noisemakers, stink bombs, etc.
- Students may not bring into the school building items that are not normally used there (e.g., electronic games, radios, disc players, toys, iPods, etc.).
- Cellular phones, personal beepers and paging devices are permitted on campus but must be kept **turned off (not on "silent" or on "vibrate") during school hours.**
- **Cell phone fines:**
 - \$10 - 1st offense**
 - \$20 - 2nd offense the parent must retrieve phone from office.**
 - \$30 - 3rd offense the parent must retrieve phone from office.**
- Books and/or book bags should not be left in the hallways or on top of lockers.
- No food or drink (except water) is permitted in the hallways or any undesignated area.
- Students may not lounge around on the floor, sleep or put their feet on tables/desks in the classroom.

- Everyone should help keep the campus clean by picking up paper or garbage in the hallways, classrooms and lunch areas.
- Students should respect both the teacher and the other students by being attentive in class; they should avoid passing notes, grooming inappropriately, getting out of their seats, etc., during class time.

Activities Resulting in Possible Suspension or Dismissal

In certain cases of extended or gross misconduct or disobedience, a student can receive suspension or expulsion. Expulsion may occur for repeated incidences of misconduct or for gross misconduct or disobedience.

- Repeated violations in the previous category
- Cheating, plagiarism, dishonesty, lying
- Disrespect towards a teacher, coach, administrator or guest
- Leaving campus without permission
- Physical or verbal fighting or provoking the same
- Use of spoken or written profane, vulgar, or obscene language and/or gestures
- Negative attitude and/or negative influence upon other students
- Repeated misconduct or violation of classroom/school policy
- Open defiance of authority
- Failure to respond positively to repeated efforts at correction by the school or staff
- Any action or activity, especially of an immoral or illegal nature, on or off campus that seriously harms the name of Christ and/or the school's reputation in the community (such as, but not limited to stealing, vandalism, premarital sex, use or possession of alcoholic beverages, use or possession of illicit non-prescription drugs, tobacco use, sexual abuse, occult involvement, physical assault)
- Possession of a weapon, fireworks or dangerous articles while on campus or at school-related activities
- Arrest or being taken into custody for a felonious reason, sexual harassment or intimidation
- An habitual attitude not in harmony with the goals and spirit of the school.
- Inappropriate use of technology, including but not limited to, language, images, symbols used on the internet (including social networking), cell phones, or any other digital device.
- Tattoos are considered extreme behavior because of the permanence and cultural associations; therefore, as a consequence, the student will receive 3-5 days of suspension and placed on behavioral probation for the remainder of the year.

Students who are suspended or dismissed from school may forfeit their rights to receive public recognition for earned awards at awards assemblies or banquets. Club or organization officers may be removed from office, depending on the offense.

Behavioral Probation

Students whose conduct grade falls below 80% at the end of a semester, or upon entering FCS have a prior history of behavior difficulties, will be placed on behavior probation for the following semester. Students will be informed of their probationary status by letter. At the end of the probationary semester, an evaluation will be made to remove the student from probation or recommendation not to allow the student to return to school the following semester.

Classroom Discipline

Teachers are instructed to provide discipline accountability for their classes, which may take the form of after-school detention, lunch detention, extra assignments, etc., as determined by the teacher.

Administrative Discipline

Based upon conduct grades, detentions and/or Saturday Schools may be assigned. Students assigned to detentions or Saturday Schools are **required** to attend the assigned detention, with exceptions only for illness or athletic **games**. Students are not excused from detention for sports practices.

Detention hours will be served before school on Wednesday from 7:30-8:30. A form will be given to the student with date and time of detention. Parents will be notified by RenWeb e-mail.

Repeated Offenses

Upon the third and fourth conduct reduction for the same offense (for example, gum, dress code violation, etc.), the conduct point reduction will be doubled for the offense; a detention assigned for the fourth and fifth offense, and a Saturday-school detention and 3-point conduct reduction for the sixth offense. An additional Saturday-school detention will be assigned for every repetition thereafter. In the event of a major disciplinary issue, the administration will determine appropriate consequences.

Saturday-school Detention

Students serving Saturday-school detention will be issued a form. Saturday-school detention will meet from 9:00 a.m. – 12:00 a.m. in a designated location. Students must come dressed in dress code attire. In addition, the student must bring a \$30.00 fee to be paid to the teacher or supervisor. Failure to serve an assigned Saturday-school detention will result in two Saturday-school detentions. Students arriving late (after 8:15 a.m.) will be required to pay an additional \$10.00. After 9:30, the student will be required to serve a second Saturday school.

In-School Suspension/Out-of-School Suspension

In certain cases of extended or gross misconduct or disobedience, a student can receive an in-school suspension (ISS) or an out-of-school suspension (OSS). Except for tests or projects, all work missed will receive “0”. Tests must be taken during ISS.

Out-of-school suspension requires that the student not be on campus at any time for any reason for the duration of the suspension. For an in-house or out-of-school suspension, participation or attendance in sporting events, extracurricular activities and evening activities is prohibited. Failure to comply with this policy will compound the period of suspension. Students who are suspended or dismissed from school may forfeit their rights to receive public recognition for earned awards at awards assemblies or banquets. Club or organization officers may be removed from office, depending on the offense.

An out-of-school suspension will result in an **automatic reduction of the student’s semester grade amounting to one grade point.**

Off-campus Behavior

Observed off-campus behavior **at non-school events** that does not meet the standards set out in the handbook should be addressed in the following manner:

- Individuals with first-hand knowledge of activities inconsistent with the standards detailed in the handbook should go to the offending student, and if necessary, to the parents, **according to the spirit of reconciliation described in the Matthew 18 principle** of love, correction and good communication.
- Because we have entered into a covenant with one another, we hope that accordance with the **spirit** of the Matthew 18 principle will result in the **clarification and understanding** of the problem and a commitment from the family to address the issue.
- The school reserves the right to levy a consequence for inappropriate off-campus behavior by an FCS student.

Dismissal Policy

Students who have been removed from school due to disciplinary reasons are not allowed on campus without the permission of the school administration. Students may re-apply to FCS one full semester after the semester in which they were dismissed.

Guideline for Student Appeal

Our children need to learn how to address grievances biblically when offended. If a student believes that he or she has been wronged by a teacher, the student should not argue with the teacher in front of others or discuss the matter with other students, but rather employ the following steps according to the spirit of Matthew 18:

1. Go to the teacher after class and respectfully ask for a time to discuss the matter privately.
2. Meet with the teacher to attempt to resolve the problem.
3. If the issue is not resolved, discuss the problem with parents and ask them to contact the teacher for discussion and clarification.
4. If the matter is still not resolved, observe the “Guidelines for Appeal” policy.

Parents and students must agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. If you find fault with a school employee, teacher, Principal, Headmaster, Board member or another parent, please do not give Satan an opportunity by discussing the issue with other uninvolved people. This often starts rumors, gossiping and hearsay reports, which only exacerbate the problem. The good reputation of other people and the school are to be protected and promoted.

2010-2011 Standardized Dress Code

High School

Shirts/Blouses:

- Collared shirts/blouses only with up to 2 buttons unbuttoned
- FCS crest, Paladin logo or other emblems no larger than 3x5 are acceptable on shirt front
- Must be long enough to tuck in and stay tucked in (guys)
- Must be tucked in at all times (guys)
- May wear short or long sleeved solid undershirt under a dress code shirt: white, black, grey, maroon or navy only
- May wear solid color turtleneck

Don'ts: oversized shirts (in length or width); any shirt that does not have a collar (t-shirts); collared shirts with a revealing or low neckline; sleeveless, strapless or v-neck shirts; form-fitting or tight tops; tie-dye; no outside layering of tube tops, spaghetti straps or tank tops

Pants:

- Solid color in appropriate size
- Colors: khaki, khaki green, navy, grey, brown, black
- Boys – pants or shorts
- Girls – pants, walking shorts or long shorts (no shorter than 3” above the knee) , capris
- Corduroy fabric and cargo style are acceptable
- Must be worn at the hips or waist

Don'ts: pants with colors or designs on pockets or legs; jeans of any color, no contrast stitching or rivets; oversized pants (in length or width); oversized pockets, pants or shorts with frayed hems; cut-off shorts; any other color pants; gym shorts, sweatpants; no plaids or denim; no tight fitting pants

Dresses/Skirts/Skorts:

- Length must be no shorter than the top of the knee, even when worn with leggings
- May have patterns and colors
- Neckline of dresses must be at the base of the neck (front and back)
- Dresses must have sleeves

Don'ts: sleeveless, strapless, v-neck, tie-dye; no outside layering of tube top, spaghetti straps or tank tops

Belts:

- Must be worn with all pants (guys)
- Must be worn with pants that have belt loops (girls)

Shoes/Leg wear:

- Appropriate styles: athletic shoes; dress shoes; boots; sandals (single thong sandals must be leather)
- Leggings acceptable under dress code length dresses, skirts, skorts

Don'ts: flip-flops, slides and shoes with heels higher than 2 ½ inches

Hair/Headwear:

- No hats in the building
- Hair color must be natural and non-distracting
- Hair length for boys must be above the eyebrows, above the ear lobe and off the collar in the back

Jewelry:

- Accessories may not be distracting or disruptive
- Tattoos and body piercings (nose, eyebrows, tongue, etc.) are prohibited
- No earrings for boys
- Earrings for girls should be reasonably sized

Outerwear:

- Students may wear their choice of outerwear to school
- NO outerwear may be worn inside the building
- All outerwear must be stored in lockers

Inside Wear for Cooler Temperatures:

- Hoodies and sweatshirts must be spirit wear
- Fleeeces or sweaters worn inside the building must be either spirit wear, solid color or two- tone (no stripes)
- Emblems, designs, or insignias on fleeces or sweaters no larger than 3x5 are acceptable on front
- Proper dress code must be worn underneath

Friday Spirit Wear:

- Friday spirit wear is a privilege and not a guarantee. This privilege will be rewarded based on the students' ability to follow school policy during the week
- Any student who has a dress code infraction during the week will not be permitted to wear spirit wear on Friday
- Students choosing not to participate in Friday spirit wear are required to follow the regular dress code policy

Spirit Wear Shirts:

- FCS spirit wear shirts and sweatshirts must say FCS or Paladins
- Spirit activity shirts from high school activities only

Spirit Wear Pants:

- Blue jeans that fit appropriately and do not contain any holes, rips, designs, colors, patches, or frayed edges (color and designs may be on pockets only)
- Athletic shorts/pants, sweat shorts/pants are not acceptable

Spirit Wear Definition:

Spirit wear is defined as anything purchased from the Paladin e-store on the website; official athletic FCS team wear; approved field trip or activity shirt (must have the Paladin logo or FCS crest)

Dress Code Violation Policy

Violations must be corrected before a student will be permitted to return to class. Work missed during this time will need to be made up. Parents may need to bring a change of clothes to correct the violation. Continued infractions of the dress code policy may result in suspension or dismissal.

Field Trip Attire

This will be dictated by the teacher or sponsor in charge of event.

School-related Activities

Neat, casual attire may be worn at school games and other extracurricular events. Students are not permitted to wear clothing with writing that exhibits innuendoes, sexual comments or implications, alcohol or tobacco product advertisement, music groups that do not reflect a biblical lifestyle, or anything of a questionable nature.

Other school guidelines are also in effect during extracurricular events (i.e., appropriate skirt or shorts lengths, avoidance of exposed-midriff styles, exposed tattoos, etc.).

Dress-down Days

The school will from time to time designate a "dress-down" day when students can wear more casual attire than the standardized dress. The guidelines under School-related Activities will be observed.

Special Events Dress Code

You can contribute to the success of FCS special events by honoring the dress guidelines. It is important that we represent our families, our school and our Lord in a worthy manner.

Baccalaureate

Dresses must meet school standards for length and modesty. The dresses must be all white. Spaghetti straps and strapless are permitted but no low-cut or backless dresses

Spring Formal

Boys

- Neat appearance
- Coat, tie, and dress pants, or suit, or tuxedo

Girls

- Semi-formal or formal dress
- Modest and in good taste
- Cleavage must be appropriately covered
- Strapless dresses and sweetheart necklines allowed but no plunging v-necklines
- Dresses should not expose the legs more than 3" above the knee by length or slit, or be backless
- Undergarments must be concealed
- No cut outs in the dress

Must meet these standards to be admitted to the prom

Homecoming

Boys

- Dressy casual clothing – dress pants and shirt
- No formal attire
- No jeans

Girls

- Dressy casual clothing – pants outfits and dresses (spaghetti straps and strapless are allowed)
- No jeans
- No evening wear (semi-formal or formal attire, cocktail dresses)
- Skirt length should follow regular dress code guidelines

Sports Banquet

To be determined by the Athletic Director

General Information

Cars and Parking

Students who drive to school must have a valid drivers' license, a signed parental consent form on file in the school office, and be in good disciplinary standing. The parking area closest to the school entrance and along the center island is reserved for school employees and visitors. All drivers must have a parking permit displayed in the car window and park in their assigned space. Students parking in the employee or visitor parking lot will be fined \$25.00 and will be called out of class to move their vehicle.

Habitual parking violations may result in loss of driving privileges.

The speed limit while on campus is 15 mph. **(Please watch for young children at the lower school.)** Students will receive one warning for violating the speed limit or driving recklessly or improperly while on campus. The next violation will result in one-week parking privilege suspension and a parent conference. Further violations may result in parking privilege revocation for the remainder of the semester.

Other than when arriving and departing from school, students are not allowed in the parking lot during the academic day without the express permission of the office. Students who need to go to their cars during the school day must obtain a parking lot pass from the office. (Cars are not be used as a locker or storage area for books, lunches, or personal belongings to be retrieved during the school day.)

Under no circumstances are students permitted to leave campus in their cars before the end of the class day without specific permission from the office.

Car radios, CD players, etc. are to be kept at low volume until the student leaves the campus.

All students, parents, faculty and visitors park their cars on campus at their own risk. The school assumes no responsibility for damage due to theft, vandalism, accidental or malicious action of others, acts of nature, etc.

Closed Campus Policy

We have a closed campus policy which allows only family members, alumni (meaning a graduate from FCS, not just having attended here) and spiritual leaders to visit and they **must** sign in at the office first and receive a name tag. Students from other schools are not allowed to visit unless they are shadowing a student and it has been prearranged. Any student admitting a non-student into the school building will be subject to disciplinary measures.

Emergency Problems (Fire, Tornado, etc.)

The teachers and staff know the appropriate procedures for the various types of emergency conditions. They will instruct and guide the students. Several times annually we hold emergency procedures "drills" for the major types of emergencies. If an emergency requires evacuation of the high school building, students will be assembled in room 169 at the lower school for reunion with parents. If the entire campus is evacuated, the reunion site will be Queen of Angels/Blessed Trinity School on Woodstock Road.

Emergency Procedure/Legal Consent Form (Enrollment Registration Form) and Activity Participation and Release Form

The Emergency Procedure/Legal Consent Form (Re-enrollment) must be completed and returned upon enrollment/re-enrollment. This card will be used only when parents are not available to handle an emergency situation. It is important that the people named on the card typically be available and that the telephone numbers be current. The school must be notified immediately of any changes. The Activity Participation and Release Form should be completed and returned the first week of school.

Hours of Operation

Students should not arrive at school prior to 7:30 a.m. unless prearranged supervision has been made.

Classes:	8:00 a.m. – 3:10 p.m. (M, T, Th, F)
Wednesday	9:00 a.m. – 3:10 p.m.
Office Hours:	7:30 a.m. – 4:00 p.m. (M, T, Th, F) W 8:30-4:00

Inclement Weather Closing

FCS will follow Fulton County Public Schools for school closings. When possible, local television will announce our closing. Arrangements have been made with the following stations: NBC, ABC, CBS and FOX 5. **If Fulton County schools are not in session due to a scheduled day off, check your local TV stations and school website for closing information.**

Lockers

All students are assigned lockers. Students may personalize lockers provided it is done in good taste. No student is permitted to go through another student's locker without that person's permission. The lockers are school property and are on loan as a convenience to the student; defacement or vandalism of lockers will result in disciplinary action.

All lockers should be kept neat and orderly. The school reserves the right to open and inspect lockers at the discretion of the administration. **Locks will be provided to students upon request. If locks are not returned, there will be a \$5.00 fee assessed. Report cards will not be released until this fee is paid.**

Lost and Found

All lost articles will be collected and placed in the concession area of the gym. If clothing articles are labeled with a student's name, the student will be notified. If articles of clothing, shoes and other items are not claimed at the end of a four-week period, they will be given to a local charitable organization. Lost textbooks will be turned in to the office.

Lunchroom Procedure

FCS provides a daily lunch period. Students need to bring a lunch from home or participate in the pre-order lunch option provided monthly. Microwave ovens are available for student use.

Food and drink are not permitted in the stairwells, hallways or bleachers. Students must remain in the designated lunch area until dismissed by the lunchroom supervisor. **Students are not permitted to leave campus for lunch unless signed out and escorted by an approved adult.**

Media Center

The FCS Media Center provides resources for student interests and assists in meeting the needs of our academic program. The library includes book collections, resource materials and periodicals. Internet access is available in the library as well.

The library circulation policy is as follows:

- Books may be checked out for two weeks and renewed once.
- Resource material (encyclopedias, etc.) are to remain in the library unless a teacher requests the use of them in the classroom.
- Periodicals may be checked out for three days.
- Borrowers pay replacement plus processing costs for lost or damaged materials.
- Use of the Internet is restricted to adult supervision. The Media Specialist is available during posted hours.
- Transcripts will be held until all books are returned and fines/fees paid.

Private Property

FCS is not responsible for damage to or loss of private property brought to school, including at extracurricular events or programs. Students are responsible for securing their own property in a responsible manner. The Administration has the right to restrict what items are brought to school; the teacher may restrict what can be brought into the classroom.

Telephone Calls, Messages and Deliveries to Students

- Please limit your phone messages to emergencies only.
- Classes will not be interrupted to deliver messages except in cases of dire emergency.
- A written message will be placed on the classroom door to be retrieved at the end of the period. No follow-up will be done to make sure the student has retrieved his or her message.
- Students who need to make an emergency telephone call should use the courtesy phone in the office. Students may use the telephone during their free time or with a teacher's permission during class hours.

Cellular phones, personal beepers and paging devices are permitted on campus but must be **kept turned off (not on “silent” or “vibrate”)**. **If a phone is confiscated during class, fines and conduct points will be given.**

➤ **Cell phone fines:**

\$10 - 1st offense

\$20 – 2nd offense the parent must retrieve phone from office

\$30 – 3rd offense the parent must retrieve phone from office

Make sure that your child knows to check with the office if you are delivering any items to them, such as lunch. The office cannot personally notify each child.

Textbooks

Textbooks for each class will be provided by the school. Students are expected to exercise reasonable care for these books. When the books are turned in at the end of the course, they will be assessed a damage fee for damage other than a normal wear and tear. Students will be charged the replacement cost for lost books or books that are returned in unusable condition or a fee for damage beyond normal use. All fees for damaged or lost books must be paid before students take their final exams. Transcripts will not be released until fees are paid. AP students will independently purchase all required textbooks, workbooks and class materials.

Visitors

Alumni, family members and church staff members may visit. Students and visitors should arrange these visits **in advance** with the administration. When visitors arrive on campus, they must first check in with the school office and wear a visitor badge.

Visitors must follow all school policies with regard to conduct, dress and campus rules. It is the student’s responsibility to inform his or her visitors of this expectation.

Students should introduce visitors to the hosting teachers.

Unregistered guests may be asked to leave the campus. Students who have withdrawn or been suspended from FCS are not allowed campus visits.

Visitors from other local schools are not permitted unless prior arrangements have been made.

Any student admitting anyone other than a current FCS student into the school building will be subject to disciplinary measures.

Guests may be permitted to attend appropriate social activities provided permission is obtained from the school office at least 24 hours prior to the activity. All guests are required to adhere to school conduct, dress and policies.

Student Life

Beta Club

Beta Club is a national service organization whose purpose is to develop the character of its members, provide opportunities for service in the school and local community and promote patriotism and good citizenship in the school community. Membership is by invitation, requiring a minimum numeric grade average of 80%. Eligible students must complete an application, obtain two teacher recommendations and commit to ten hours of service each semester.

Chapel Program

Chapel is held every Thursday morning. Chapel includes singing, prayer and a biblical message. **Attendance at chapel is required. More than three absences from chapel, excused or unexcused, in a semester without a doctor's note may result in disciplinary action.** Parents are welcomed at chapel.

Field Trips

Throughout the year, classes may take trips outside the classroom to enrich the school experience. You will be notified regarding the nature of the trip and any other necessary information. Stringent transportation policies are enforced, such as the wearing of seat belts, speed limit observance, age of driver, valid insurance, etc., if students are transported by private vehicle. **When transportation is provided by the school, all participants are expected to use that school-provided transportation.**

Junior/Senior Formal

All juniors and seniors and their underclassman dates will be dismissed at midday on Formal day. Students who plan to attend the formal must be in school until officially dismissed. The formal will be sponsored by the junior class. The theme, location and event details will be announced by the junior class during the school year. Prior approval of all activities must be obtained from the administration before the announcement of such details. Refer to the Dress Code section for further information.

Ministry and Community Service

We desire to encourage students to serve in many ways. Our community service program is called "Go" and offers a practical way for the students to serve both the church and the community. **The program requires the student to fulfill 20 service hours per year to graduate to the next grade or from the school.**

This is the requirement, but the spirit and core motivation is to bring glory to God, encourage a heart of service, and to do good to many through creative and alternative service opportunities. If we are to fulfill the commands of Christ and the admonitions of Paul and James, we must "go" out and serve. Loving our neighbor, coming alongside the "least of these", building up the Body of Christ, being not only a hearer of the Word, but also a doer of the Word compels us to action.

National Honor Society

The National Honor Society is a national organization that gives guidelines to each chapter regarding member selection. Four characteristics form the basis for the society: scholarship, character, service, and leadership.

The following process is used to determine who is eligible to become a member of National Honor Society:

- A list of all sophomores, juniors, and seniors with a NGA of at least 92% for all courses completed is made. This is the initial qualification for membership, and after this step, scholarship is not considered.
- These students receive the application form and the teacher recommendation forms. The deadline for applications is announced.
- It is the student's responsibility to complete the application and turn the recommendation forms over to their teachers and coaches.
- When the announced deadline arrives, the forms are collected. Unless there are extremely mitigating circumstances, any student who does not meet the deadline will be automatically disqualified. When the teacher forms are collected, if a student's forms are missing, then that student will not be considered for membership. It is the student's responsibility to get the forms to the teachers promptly so that the teacher can evaluate them.
- The chapter advisor will then put the numerical information from the recommendations into a spreadsheet to determine the average values for each item for each student.
- The faculty council will convene to examine the numerical information and the student applications. Any student who has all 4s and 5s on the numerical evaluation and has participated in at least two service projects will be accepted. If a student has a few ratings in the 3.5-3.9 range, then the faculty council will discuss the merits of that individual's membership in the NHS. The final decision for any students that require a discussion will be made by a secret ballot vote.
- The students selected will be notified. A formal invitation to an induction ceremony will be mailed to each family.
- Additional information will be provided to parents whose student is not selected for membership, should the parents request it.

ATHLETIC POLICY will be provided in a separate manual by the athletic director.