



Parent & Student Handbook

Updated: 07/12/2018
801 Seymour Rd.
Bear, DE 19701

Phone: 302-328-7404
Fax: 302-328-0190
Email: fcsknights@gmail.com

(Revised 2018)

Table of Contents

Philosophy of Christian Education.....	3
Standards of Conduct.....	3-4
Non-Discrimination Policy.....	4
Statement of Faith.....	4-5
Parent's Code.....	5-6
General Information.....	6
Drop Off/Pick Up Procedure.....	7
Parent Teacher Conference.....	8
Admission Procedure.....	8-10
Financial Policy.....	9-10
Scholastic Standards & Procedures.....	10-14
Summer School.....	13-14
Sports Policy.....	14
Infirmary Policy.....	15-16
Lateness, Early Dismissals, & Absences.....	17-18
Emergency Dismissals and Closings.....	18-19
State of Emergency & Fire Drill Evacuation.....	19
Rules and Regulations (Disciplinary Policy).....	19-22
Lost and Found.....	22
Visitor Policy.....	22-23
Field Trips.....	23
Cell Phone Use.....	23
Driving Regulations.....	23
Dress Code.....	24-26
School Books and Daily Supplies.....	26-27

Philosophy of Fairwinds Christian School

Fairwinds Christian School's philosophy is based upon the Word of God. The primary objective and purpose of the school is to train the student in the way of life presented in the Scriptures while giving them a good general education.

Since the primary reason for the existence of the school is a spiritual ministry, evangelistic efforts are made to bring all students to the saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of God's Word.

The academic program, through traditional approach, is developed to provide students with the best possible program of studies. We emphasize the mastery of the fundamental blocks of material necessary for satisfactory achievement and stress the acquisition of facts and concepts in the various areas of study, leading to the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage and expect each student to do their best. We believe that the traditional system of education educates the mind and builds character. It encourages competition and teaches the value of living under a free enterprise system of government.

Character training is an important element in Fairwinds Christian School. We believe that the heart of character training is obedience (deciding to do right), which will eventually cultivate an inner self-discipline, and is essential to the emotional, physical, social, and spiritual well being of the student. The teacher is the authority in the classroom. Discipline is administered firmly but fairly. To love God, to do what's right, patriotism, and to always measure one's attitudes against the principles laid out in the Scriptures are characteristics we strive to instill in each student, thus equipping him for his role in God's plan for his life and for his proper place in society.

Standards of Conduct for Fairwinds Christian School

Fairwinds Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from sinful activities.

Fairwinds Christian School must, therefore, provide an environment conducive to the spiritual growth and development of young people. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All student activities and conduct must be subordinated to biblical standards.

These are the expectations for all FCS staff and students – whether at home, school or elsewhere:

1. To refrain from participating in worldly activities such as swearing or indecent language; body piercing or tattoos; smoking, possession or use of alcoholic beverages, drugs or tobacco; involvement in the occult; gambling; stealing; dancing; pornography; premarital sex,

- homosexuality, wearing of certain apparel that would support the gay, lesbian or homosexual lifestyles, transgender or other perverted lifestyles; involvement in rock-style music, rap, etc
2. To refrain from harassment, bullying, fighting, violence, or threats of any kind regardless of provocation; public disruptions; promoting division or a divisive spirit through words, symbols, pictures, writing, flags, banners, slogans, gang related items, or any divisive activism.
 3. To maintain Christian standards in courtesy, kindness, honesty, morality, and dress.

Staff and students are expected to abide by these standards throughout their enrollment, whether at home, school or elsewhere and regardless of whether or not school is in session. Staff or students found to be out of compliance or harmony with Fairwinds Christian School's Standards of Conduct will be subject to administrative withdrawal.

Fairwinds Christian School has open enrollment and therefore some of our students may not be Christians; however, our desire is to see all our students become Christians. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by these Standards of Conduct and maintain Christian standards. Attendance at Fairwinds Christian School is a privilege, not a right.

NON-DISCRIMINATION POLICY: Fairwinds Christian School admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students in the school. FCS does not discriminate on the basis of race, color, gender (given by God at birth), and national or ethnic origin in administration of educational policies, admissions policies, scholarship and loan programs, athletic, and other school – administered programs. FCS does not discriminate on the basis of race, color, gender (given by God at birth), and national or ethnic origin in its employment of staff/faculty, paid and or voluntary.

Doctrinal Statement of Fairwinds Christian School

- We believe in the verbal inspiration and authority of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages. *Students must use the King James Bible in school and for all school activities when a Bible is needed.*
- We believe in God the Father, God the Son, and God the Holy Spirit. (Deuteronomy 6:4; Matthew 28:19; I Corinthians 8:6; John 1:1,14; Colossians 2:9; I John 5:7-8)
- We believe in the Deity and Virgin Birth of Jesus Christ. (John 1:1-3; Colossians 1:15-16; John 10:30; 17:11,22 / Genesis 3:15; Isaiah 7:14; Matthew 1:23; Luke 1:26-35)
- We believe that salvation is "by grace" plus nothing, and minus nothing. The conditions to salvation are repentance and faith in Jesus Christ. (Romans 3:24; Ephesians 2:5,8-9; 2 Timothy 1:9)
- We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ. (Romans 3:20,24,28; 5:1)
- We believe in the visible, personal, and premillennial return of Jesus Christ. (I Corinthians 15:20-23, 51-52; I Thessalonians 4:16-18)

- We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost. (John 14:1-6; 2 Corinthians 5:8; Revelation 21:2,3 / Luke 16:23; Matthew 8:12; Mark 9:43-48; Revelation 20:15)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)
- We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

PARENTS’ CODE

- We affirm we will pray daily for the faculty and students of Fairwinds Christian School. Prayer maximizes character development and learning in the Christian school.
- We will attend school functions as needed. Student performance is better when he/she knows that both of his/her parents love each other, love him, love his/her siblings and care deeply about his/her schooling.
- We accept the challenge to “train up a child in the way he should go” and do state that this training will be carried on in the home. We also place our trust in the Christian school to extend that training more completely.
- We affirm that our child will bring to the school a heritage of Christian Culture. We promise that the home will provide a secure haven of safety, free from the influences that we recognize as harmful.
- We affirm that if, for any reason, our child does not respond favorable to the school, we will not try to change the school to fit his/her needs, but will quietly withdraw. (Six weeks is adequate for most students. The one who has not adjusted by the end of twelve weeks should be withdrawn.)
- We affirm that we will plant honor and respect for the administration, faculty, and staff in the hearts of our child/children.
- We affirm our loyal support to the school through praying for its program, giving to its school extension funds, as we are able, and by paying the tuition payments regularly and on time.
- We invest authority in the school to discipline our child as necessary. We understand that disciplinary actions such as time out, restricting activities, writing assignments, demerits, detentions, and or suspensions, will be used.
- We understand that assessments will be made to cover damage to school property (including window damage, abuse to books, light fixture and ceiling tile damage, etc.)

- We agree to pay the tuition according to the arrangements that shall be made and to conclude all required payments on or before the last day of school. Report cards will be withheld if required payments are not made in full (records will not be forwarded if a balance is due.)

General Information

Fairwinds Christian School is a private Christian school. Pastor E. L. Britton founded it in September of 1971. It was established to teach spiritual and academic standards to the student willing to cooperate and allow the teachers to mold their lives. Our program offers a strong base for students in each subject and elective. Fairwind’s Christian School’s Elementary Program starts at the elementary level with a Pre-Kindergarten three-year-old program and goes through 5th grade. Junior high is from 6th-8th grade. Senior high is from 9th-12th grade.

Faculty

The teachers on the faculty at Fairwinds Christian School are carefully selected on the basis of their education, experience, ability, and integrity. The most outstanding characteristics of the teachers at the school are an unselfish dedication to Christian education, a true love for children, and a sincere devotion to the Lord Jesus Christ.

Facilities

The school is owned and operated by Fairwinds Baptist Church and is, therefore, privileged to use all of its facilities as needed

Affiliation and Accreditation

Fairwinds Christian School is a ministry of Fairwinds Baptist Church. Fairwinds Christian School is a member of the American Association of Christian schools (AACCS).

School Hours

6:30 AM	Before-Care begins
8:05 AM	School begins for high school.
8:15 AM	School begins for elementary.
2:45 PM	School day <i>ends</i> for elementary
2:55 PM	School day ends for high school
6:00 PM	After-Care ends. (Based on normal schedule – see calendar)

Drop off and Pick Up Procedure

Morning Drop Off: 8:00 am – 8:15 am

The cafeteria will have a welcome center for parents dropping off their students in the cafeteria.

1. Parents of primary students in PK3, PK4 and K5 may walk their student to their room with a Primary Pass. The Primary Pass is given to the primary teacher or aide when arriving to the classroom.
2. At 8:15 am the cafeteria is shut down and all traffic goes through the office entrance. Parents of primary students may walk their student to the classroom after stopping by the office for a pass.
3. Parents of students in 1st-12th are not allowed access past the welcome center to go to their student's teacher. If a parent would like to see the teacher then the person at the desk must call up to the teacher to see if they are available. (Appointments are preferred).
4. If a parent would like to go to the office than the staff member must radio the office that a parent is coming and give them an Office Pass. This pass is then given to the secretary when arriving at the office.

After 8:15 am

1. The doors of the cafeteria will be closed and locked and the cafeteria shut down at 8:15 am.
2. Students arriving after 8:15 am are to come into the school through the front office.

Afternoon Pick Up: 2:45 pm – 3:10 pm

1. Parents of Primary students in PK3 & PK4 will come through cafeteria doors and receive a Primary Pass to pick up their student. Passes must be given to primary teacher or aide.
2. Parents of K5 & 1st grade students are to pick up their student through elementary doors and exit through the same doors. Do **NOT** go through gym when there is class going on.
3. Parents desiring to speak to a teacher (in any grade) need a Teacher's Pass. Before getting this pass the parent is to be asked if they have an appointment with the teacher. If they do, radio the teacher and see if they are ready for the parent. If they do not have an appointment, radio the teacher and see if they are able to meet. To proceed to the teacher a Teacher's Pass must be given and the parent is to turn that in to the teacher at their meeting.

NEW: the gym is off limits to parents during gym class (2:10 pm – 2:55 pm). Staff doing door duty must help ensure parents do NOT walk through gym during gym class.

Lunch Program

FCS offers special order lunches on Wednesdays and Fridays (meals to be announced). The cafeteria will offer on Mondays, Tuesdays and Thursdays a variety of snacks, hot pockets, Mac and Cheese, chicken sandwiches, etc and a variety of drinks. Microwaves are available in the cafeteria to assist students in lunch preparations.

Parent Teacher Conferences

From time to time, a teacher or the principal may feel the need to have a conference with the parents of a student. Also, a parent may request a conference. These conferences, however, ***must be scheduled***. It is strongly recommended that if a potential problem exists, that a parent will meet with the teacher **first** and then if the parent or teacher feels the problem is not resolved, then a meeting with both parties and either the level supervisor or the principal can be scheduled. **Parents cannot visit a teacher to discuss a problem while that teacher is teaching a class. No parent is permitted to visit a teacher's classroom without first checking in at the main office to pick up a visitor's pass and obtain permission from the principal.**

Extended Care

All students from Pre-K3 to 6th grade are required to be in the extended care. Students, dropped off before 7:50 a.m., are required to attend the Before Care. Students that are not picked up by 3:10 p.m. will be placed in the After Care program. **The safety and well being of each student at Fairwinds Christian School is very important to the staff and administration.**

Late pickup Fees

Families will be charged \$10 every 15 minutes when their student is not picked up from school by dismissal time **when there is no after care**. During days there **is after care** and a student is not picked up by 6:00 p.m. on full days and 3:00 p.m. on half days, families will be charged \$10 every 15 minutes.

Admission Procedure

PreKindergarten 3, 4 & Kindergarten

1. Read the student handbook
2. Students must be bathroom trained. No Diapers or Pull-Ups on Students.
3. Students going into Pre K3 must be three (3) years old by the 1st of September
3. Students going into Pre K4 must be four (4) years old by the 1st of September.
4. Students going into Kindergarten must be five (5) years old by the 1st of September or have successfully completed a Pre K4 program.
5. Submit application with registration fee. (Registration fee is nonrefundable)
6. A current physical, birth certificate, and immunization record must be on file with the school before a student will be allowed to attend class.

1st Grade to 5th Grade

1. Read the student handbook
2. Submit application with registration. (Registration fee is non-refundable)
3. A current physical, birth certificate, and immunization record must be on file with the

school before a student can attend class.

4. If possible, the latest report card should be brought to the interview.

6th Grade to 12th Grade

1. Read the student handbook and discuss it with your child
2. Students in 7th-12th must interview with the principal before enrolling in FCS
3. The *student must be willing to submit* to the rules and regulations of FCS with a good spirit.
4. Submit application with registration. (Registration fee is non-refundable)
5. A current physical, birth certificate and immunization record must be on file with the school before a student can attend class.
6. We must receive transcripts from previous school.

Re-enrollment Information

Re-enrollment information, including the tuition rates for the coming year, is available in February. You may re-enroll your child anytime after February 1st.

Financial Policy

Tuition at Fairwinds Christian School may be paid yearly or in ten (10) installments. Our monthly schedule runs from August to May and tuition is due on the first day of the month. It will be considered late after the seventh of each month. Any payment made after the date will be charged a \$15.00 late fee. All school fees are included in the first tuition payment due on August 1st. A schedule of current tuition rates, After Care and Before Care fees, and book fees will be supplied upon request.

Tuition must be paid promptly. If your account falls into arrears one (1) month, your child will not be permitted to attend class until payment arrangements have been made. All accounts must be current prior to receiving records, report cards, etc....

Before Care and After Care can either be paid as a contracted fee or a daily rate. The contracted fee is for parents who need to leave their child or children before or after school hours on a regular basis. The After Care and Before Care contracted rates can either be paid yearly or can be broken into ten (10) installments. The contracted rate includes the fee for After Care half days. The installments must be paid at the first of each month beginning in August and ending in May.

The daily rate is for parents who need to have their child or children attend extended care on a periodic basis. There is an additional daily rate fee for half days. Parents who use the daily rate system will be billed twice a month and the payment is due upon receipt.

The curriculum fee covers consumable books and the rental of all non-consumable books. The consumable books belong to the student. The non-consumable books are the property of FCS and are only rented by the student. All non-consumable books must be covered and maintained in good condition. *The student will be charged a fee for the purchase of a new book if the book is lost, stolen or returned in less than good condition.*

Once registration of a student has been paid, the registration fee is **not** refundable. Any gift is welcome and will be wisely used at Fairwinds Christian School. All checks are to be made out to Fairwinds Christian School and if mailed, sent to the address listed below:

Fairwinds Christian School
801 Seymour Rd.
Bear, DE 19701

Withdrawing a Student

When withdrawing a student from Fairwinds Christian School the procedures below must be followed:

1. Notify in writing the school office and include the last day your child will be in attendance.
2. Any scheduled payment during the school year will be forfeited. There is no prorating of tuition payments during a month. Tuition is due in full for the entire month in which the withdrawal is made.
2. No records will be forwarded to the new school until all bills have been paid in full.

Scholastic Standards & Procedures

Homework

We believe that homework is vital to the student's academic development. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects.

Homework assignments will not be excessively long, but every student will have homework to do most evenings. Homework assignments are given in the Pre-kindergarten four and the Kindergarten classes when they begin reading and writing.

Homework assignments given out to high school students will be fair and in accordance with the class course load. There may also be long term homework assignments. These could include but are not limited to: research papers, science projects, history reports, etc. These assignments may require the student to visit a library for additional research purposes.

- All assignments must be completed on time and finished properly. The only acceptable excuses are student's illness or an emergency which needs to be explained in a written note by the student's parent.
- No homework is to go home on Wednesday nights to be finished for Thursday.
- No homework is to go home on days we have special church or school functions (e.g.: Christmas & Spring Drama, Science Fair...)
- If a student has an *excused absence*, they will have a given time period from the teacher to make up their assignments. (If a question should arise pertaining to this, please talk to the level supervisor. If they need clarification they may bring it to the Principal.)
- Students who are absent are responsible to get the assignment missed. This is not the responsibility of the teacher. We encourage all our parents and students to take advantage of our school management program (Renweb) to aid in information for homework, assignments, tests, etc.
- If a student has an *unexcused absence*, they will still need to do the assignment but will only receive up to a 50% as a grade for the homework, quiz, test, etc. Failure to make up the work in the prescribed time will result in a 0%.

- No homework/assignments will be given on Wednesday that would be due Thursday. This is so our students and their families may attend the mid-week church service/prayer meeting.

The grading scale for homework is as follows:

1. Up to a 100% on the day it's due.
2. Up to a 70% if one day late.
3. 0% if not turned in after one day.

We live in a world of deadlines and if we keep moving the deadline, our students will learn poor character and a poor work ethic. In adhering to a due date with a consequence for missing it, we teach organization, expected obedience, goal orientation, and many more noble qualities that FCS students need to be successful in society and in ministry.

Tests & Quizzes

Tests for most subjects will be announced in advance of the date set for the test. The student needs to study some of the material each night leading up to the test. Reviewing the material each night before a test will improve long-term memory. Quizzes can either be assigned several days in advance or at the discretion of the teacher. These quizzes are given on material read or discussed in class. Quizzes do not require prior notification.

Grading

Grades are based on academic achievement from a student's homework, tests, quizzes, projects, or a combination of these. The following is a list of our grading system:

93-100 A	85-92 B	77-84 C	70-76 D	Below 70 F
----------	---------	---------	---------	------------

Midterm and Final Exam

Students in 9th-12th grade take mid-term and Final exams. These exams will each count 1/10th of the final grade.

Marking Period 1	20%
Marking Period 2	20%
Mid-term Exam	10%
Marking Period 3	20%
Marking Period 4	20%
Final Exam	10%
Total	100%

Exemption from finals

A student in 9th-12th who carries an “A” average (every quarter and at least a 90% on the midterm) in a particular subject up till the final, may be exempt from taking the final in that particular subject.

Highschool Graduation Requirements are as follows:

25 Total Credits

<i>Math</i> – 4 credits	Algebra I Geometry Algebra II Pre-Calculus or Applied Math
<i>History</i> – 4 credits	Geography World History U.S. History Government/Economics
<i>English</i> – 4 credits	English 9 English 10 English 11 English 12
<i>Science</i> – 3 credits	Physical Science Biology Chemistry
<i>Bible</i> – 4 credits	Bible 9 Bible 10 Bible 11 Bible 12
<i>Physical Education</i> – 1 credit	Boys/Girls gym
<i>Health</i> – ½ credit	Health class
<i>Spanish</i> – 2 credits	Spanish I Spanish II
<i>Speech</i> – ½ credit	Speech 12
<i>Electives</i> – 2 credits	(see office for elective list)

VAL/SAL Requirements

- Must have a minimum GPA of 3.75
- Required classes must be taken including:
 - *Pre-Calculus
 - *Physics
 - *Spanish III
- Transfer students will receive equitable rating
- ACT/SAT scores can be considered as a tie-breaker for determining the VAL/SAL
- Winner of Pastor's Award or 12th grade Christian Character Award could be designated as speaker at graduation if no one qualifies for VAL/SAL

Reports of Academic Progress

There are four marking periods in a school year. Each marking period is broken into nine weeks. Approximately four and one half weeks into the marking period a progress report will be sent home to grades K5 through twelfth. Progress reports are designed to give the parents an evaluation of their child's work performance for the first half of the marking period. At the end of the nine week period a report card will be sent home.

Report Cards

Every quarter a report card is sent home via the student. It is a permanent record of the student's grades for that quarter or marking period.

Honor Roll is earned by achieving one of the listed four levels of academic achievement:

4.0	<i>Distinguished Honor Roll</i>
3.75-3.99	<i>Gold Honor Roll</i>
3.50-3.74	<i>Green Honor Roll</i>
3.25-3.49	<i>White Honor Roll</i>

Summer School

The year end grade on a student's report card determines if the student has passed or failed a specific subject. If the student has failed one major subject (no more than two major subjects), the student is required to attend a sixty hour summer school program per subject in order to advance to the next grade level. If the student has failed a minor subject, the student is not required to attend a summer school program, it is only recommended. If the student has failed **more** than two major

subjects, the student will be retained and will not be allowed to advance to the next grade level at Fairwinds Christian School. Students must have an average of at least **60% in the failed subject** to be eligible for summer school.

FCS will offer summer school, on campus, for students in 1st-8th who meet the above criteria. Students in 9th-12th, who qualify for summer school, will need to find a ***certified credit recovery program*** to make up the credits they did not receive for that academic year. ***The certified credit recovery program*** must send the grades to the school office directly. This will ensure the integrity of the grades and remove any suspicion that the grades have been compromised in any way.

All summer school grades must be turned in to the school office by the 2nd Friday of August. Summer school grades will average in with the rest of the year's grades as follows: **Summer school will count as one-third and the school year will count as two-thirds.**

Sports

Grades 5th-12th can participate in interscholastic sports at FCS. The sports for the boys include soccer and basketball. The sports for the girls include volleyball, basketball, cheerleading and soccer. Participation in these sports is dependent upon the following:

1. team selection
2. sports physical form signed by a doctor
3. must maintain school academic policies guidelines for participation.

Sports Report Card Probation

1. A student must have a cumulative average of 2.0 to participate in all extracurricular school activities.
2. A student whose cumulative average of all major subjects is below a 2.0 will not be allowed to practice or play beginning the first day after report card distribution until the next progress report is issued.
3. Any student involved in our sports program must keep their grades in good standing. Grades will be monitored on a weekly basis for our athletes.
4. If a student's grade drops to a "F" they will not be permitted to play in any games until their grades go up by the next report period (progress reports/report cards). We believe that sports play an important part but will not be put above academics or behavior.
5. Students are not to miss school following a game unless providentially hindered. If it is determined that a student misses school after a game for an unexcused reason, then that student will be placed on probation and if it occurs again, then that student will be ineligible to play the next game. If the pattern continues then that student will be ineligible to play till the next report period (progress report or report card) and or may be removed from the team all together.
6. Students who play sports will be expected to maintain their homework/assignments and come prepared to school for quizzes and tests just as the rest of the student body.

Infirmary Policy

At no time is a student permitted to carry medication on their person. All medicine, including aspirin and vitamins, must be turned into the school office upon arrival to school. Any student who is required to take prescribed medication during regular school hours should comply with the school regulations. The office must have the name of the drug, dosage, time interval the medication is to be taken, and diagnosis or reason the medication is to be given. The office will only administer medication when a letter of request is on file. The medication should be brought to school in an appropriately labeled container. Send only what you want the child given so that the bottle does not have to go back and forth between home and school.

If your child needs any type of emergency medicine to remain at school during the school year for asthma, bee stings, nervous conditions, etc., please be sure that the office receives these immediately and that they are properly labeled in the original bottle/container.

Please make sure that the office has your current home/cell phone and work phone number. This is extremely important in case of an emergency.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL SICK. We will call you to come and get your child if your student throws up and or is running a fever. If your child should become ill while at school and the office deems it necessary for the child to go home, someone must come to the school and transport the child home.

According to the State of Delaware law, all immunizations must be up to date. We require that a current immunization card be filled out on each child every September. If there is not an immunization record in your child's file then you may be asked to withdraw your child until a current immunization record has been completed. This is required by the Health Department of the State of Delaware.

The following is the schedule of immunizations for children in the State of Delaware:

		2 Months	4 Months	6 Months	15 Months	18 Months	4-6 Months	EVERY Years	10 Years
Diphtheria									
Tetanus	DTP	√	√	√	√		√		
Pertussis									
Polio*	OPV	√	√		√		√		
Measles*									
Mumps*	MMR					√	√		
Rubella*									
Tetanus- Diphtheria Booster	Adult Td								√
Haemophilus*									
Influenzae (type b)	Hib	√	√	√	√				
Chicken Pox Vaccination*									

- Required for school attendance
 - **All new students entering Fairwinds Christian School are required to have a current physical.**
 - **New students who do not have all their academic and medical information turned in to the school office, are not considered enrolled and will not be able to start school at FCS till everything is turned in.**

Physicals

Any **new students** entering Fairwinds Christian School must have a physical form submitted to the office before the school year begins. If a new student registers after the school year has begun, they are permitted a one month grace period for returning the physical form to the office. Students participating in athletics must have a physical each year before practicing or participation in any interscholastic sports activity. All students must use the school form for sports physicals.

Injuries

If a student is involved in an injury on school property during school hours, or during a school sponsored trip or activity, the injury must be reported immediately to the teacher and the school office.

If treatment is necessary for the injury, a copy of the bill must be submitted to the school office for insurance purposes. The school provides accident insurance for all students, the cost for which is included in the registration fee paid upon enrollment. This is a “secondary insurance”, which means that the family’s personal coverage is to be used first. If the total amount is not covered by the family’s primary policy, the school insurance is applied to the unpaid part of the bill.

If the student’s family does not have insurance, then it is the parent’s responsibility to make sure that the billing medical office will accept the reasonable and fair amount issued by the Maksin Management Corp, the “secondary insurance”. Any amount over the amount offered by the Maksin Management Corp for a particular medical bill is the sole responsibility of the parents or guardians of the student.

Secondary Insurance

Part of the registration fee is used to pay for secondary insurance for the student. The secondary insurance covers students during school related activities, only. It only covers the part of the medical bill that is not covered by the student’s primary health insurance carrier.

A claim form from the office will need to be filled out. The claim form must be turned into the office no later than ninety days after the day of the injury. Also, medical treatment must begin no later than ninety days from the day of the injury. The claim form will be submitted to the Maksin Management Corporation.

Any school related injury not covered by a primary health insurance carrier must follow the same procedure as above. However, the Maksin Management Corp. will only cover medical bills that are reasonable and fair. Any medical bill above the limit allowed by the Maksin Management Corp. will be the total responsibility of the parent or guardian.

Lateness, Early Dismissals, & Absences

Lateness

If a student has not reported to their designated homeroom by 8:05 AM for 6th-12th and 8:15am for PK3-5th, they are late. If a student does not have a viable reason for being late (obtain the *reasons for being late* slip from the office), the lateness will be considered unexcused. We hope that because you are paying for a quality education you will make every effort to bring your child to school on time.

A letter of notification will be sent home when a student has reached 15 unexcused tardies for the year. A copy of the letter will be placed in their file. Once a student has reached 20 unexcused tardies, the parent will be required to come to the school for a meeting before the student can return. Every three consecutive unexcused tardies in a quarter, students in 6th-12th will receive a “Tardy Detention”. A “Tardy Detention” will be on Wednesdays after school for 40 minutes. This is a work detention. **Consequences for unexcused tardies will be issued twice a quarter, once at progress reports and the other at report cards.**

Early Dismissals

If it is necessary to pick up your child before the end of the school day, please notify the office in writing or through email. The note must include the name of the person who is coming to pick up the student and at what time they will arrive. All parents, relatives, friends, etc. coming in to pick up the child for an early dismissal must report to the school office and may be asked to provide identification. No one is allowed to go to a classroom without prior notification. **If there is no phone call or note and we do not know who the person is that has come to pick up a student, we will not allow the student to leave until we have contacted a parent.**

Students in 9th-12th receive credits for their courses which are necessary for graduation. If a student is consistently pulled from a certain class, then an investigation will take place to see if the student has enough days present in that class to be eligible for the credit. If the student does not have enough days present, then they will need to repeat that class.

Absences

When a student is absent from school we must have a note written by the parents and submitted to the school office when the child returns to school. If there is no note or the reason is not excusable, then the absence will be considered unexcused.

A student must be present 85% of the 180 days we are in attendance at school. This means that a student may not be absent any more than 27 days out of a 180-day school year. Students that are frequently absent from school will be counseled by the principal and **may not be promoted** if they exceed the 27 days.

Attendance must be properly excused in accordance with the **State School Attendance Rules and Regulations and Title 14, Chapter 27 of the Delaware Code.**

Excuses recognized as valid for 'necessary and legal absences; are as follows:

1. Legal business
2. Observance of a religious holiday
3. Remedial health treatment
4. Illness of a child
5. Contagious disease in the household
6. Death in the immediate family or of a close friend
7. Pre-arranged college or university visit
8. Emergency situations as determined by a school principal/administrator

A doctor's note may be required for a student that is frequently absent from school.

Traveler's Policy

If a family will need to be away from school for a significant period (longer than one week), the school is to be notified at least one month in advance. This will allow the teacher and administration time to prepare materials for the student to continue their education while away.

The reason for leaving must be submitted in writing (email is acceptable) to the office for administrative approval at least one month prior to leaving.

Reasons for leaving that will be considered for approval are: emergency situations, death in the family and seasonal job transfer. It is understood that in some emergency situations, parents will not be able to give a month's notice. In these situations, the parent, teacher and administration will work together in devising a beneficial plan.

Pre-K students will be charged \$50 a month to hold their spot (no more than two months with approval). After two months the seat will open to the next family on the waiting list.

K5-12th students will continue to pay the monthly tuition rate while away. All accounts must be up to date prior to leaving.

The teacher will meet with the parents and go over the necessary workload and parental academic responsibilities prior to the family leaving. This will include the teaching lessons, student assignments, quizzes, tests, and the material return procedure (email, fax, mailing). If the workload is not completed and returned as assigned, the student may be in jeopardy of not being promoted to the next grade. This will be determined by the teacher and administration.

If a family leaves without approval and the student misses more than 27 days (total for the year), the student will not be promoted to the next grade.

Emergency Dismissals and Closings

In the event that the school is closed or will close early because of a weather related or other type of emergency, the school will announce, via a radio station, the emergency information.

PLEASE, DO NOT CALL THE SCHOOL.

The following is a list of radio stations on which we announce emergency information:

- WDEL (1150 AM)
- WILM (1450 AM)
- WJBR (99.5 FM).

Also, the following television stations will have announcements concerning school closings:

WCAU-TV (Channel 10)

WPVI-TV (Channel 6)

KYW-TV (Channel 3).

The school answering machine will supply, as current as possible, any information concerning school closings or delays.

The school website www.fairwindsbaptist.com and Ren Web will contain current school information.

State of Emergency and Fire Drill Evacuation

When the Governor declares a “State of Emergency”, all government offices and schools are closed. School days that are declared as “State of Emergency” are counted as part of the regular school calendar..

If a “State of Emergency” is declared during the school day, the students will be directed, by the teachers, to orderly take seated positions in the gymnasium. If travel is possible, we ask that all parents come to pick up their child/children as soon as possible. Please do not contact the school. An out-of-state contact number for a relative or close friend would facilitate contact of instate families if phone lines were to be congested with overusage.

Fire drills occur once a month during the school year beginning in September and ending in May. All students are required to leave the main facility and stay with their teacher at a distance from the building to allow emergency personnel to enter the building. In the event a real fire should break out in the school facilities, we will notify the parents and or guardians. We ask that parents do not call the school in the event of a real emergency.

Code drills occur at least quarterly and prepare students how to act in the event of a possible threat inside or outside.

Rules and Regulations

Fairwinds Christian School retains the right to make changes, amendments, and corrections to the rules and policies of the school at any time.

We feel that it is important that our policies regarding dress and behavior be consistent. We recognize that keeping these standards does not necessarily indicate one’s spiritual condition; however, how one reacts to these standards may say much about one’s spiritual maturity.

Discipline

To correct a student’s unacceptable behavior, disciplinary actions will be instituted. This is Biblical: Proverbs 3:11-12; Romans 13:1-7; Hebrews 12:5-13

Discipline is vital to our school for the following reasons:

1. Quality education, which is our aim, can only be achieved in an orderly, well structured environment.
2. The school and home discipline must agree if there is to be harmony between the two. (Proverbs 13:24; 19:18; 22:6; 23:13,14; 29:15,17)
3. Various forms of disciplinary action will be administered for elementary. The classroom teacher may use the following in class deterrents (some of these only apply to a specific

grade; see teacher for further specific disciplinary action): Smiley faces, Tallies, time outs, taking away recess time or gym time or having the child write out Bible verses pertaining to their situation.

4. Various forms of discipline will be administered to the 6th-12th grades depending upon the nature of the offense. The students may receive demerits, writing detentions, removal from extra-curricular activities, cleaning detentions or suspensions.

Further disciplinary action may include suspension, detention (where applicable), parental intervention, or expulsion. These disciplinary actions require the teacher or the administration to contact the parent. The following are some reasons why we will contact the parents:

- (1) Having constant problems with the student (receiving more than ten Tallies or having more than ten Smilies taken away within a week), (2) hitting the teacher or a fellow student, (3) stealing, (4) class disruption, (5) disrespectful to school staff (6) directly disobeying a teacher's request, (7) kicking and throwing themselves on the floor, (8) lying, (9) biting, (10) cheating (11) homework and school work continuously not finished, (12) bringing in, writing, or showing lewd and offensive material, (13) writing or using foul/inappropriate language, (14) making verbal aggressive threats to a teacher or fellow student.

If disciplinary problems persist, then a meeting will be held between the parents, the teacher, the principal, and the child. **If the problems continue following the conference, then the parents will be contacted and asked to remove their child from the school.**

The administration of the school wishes to make every effort to acclimate the children to the school. **However, the school reserves the right to permanently dismiss a child from school if the first offense is serious enough to warrant such action. Consistent disobedience, disrespect and or negative aggressive behavior will result in a student's dismissal from FCS regardless of the grade.**

Suspensions

All students who receive suspensions will be assigned a suspension date. We understand that in some homes both parents work, however, once a student is issued a suspension it must be carried out within 48 hours. During suspension the student is not allowed to attend school or be on school grounds. The student will receive a "0" in all subjects that the student had an assignment, quiz, or test until these are made up at which time the student may receive up to a 50%. The make up time will be determined by the level supervisor who may confer with the teacher (not past the quarter mark). The student may be suspended for accumulated demerits as outlined in the demerit system. Also, the administration reserves the right to supersede the demerit system and assign a suspension for an infraction depending upon the circumstances.

Detentions

A letter will be sent home to the parents of any student scheduled for a detention. This letter will include the date of the detention and the nature of the offense. On the day of the detention the student is required to stay after school from 3:05 - 3:50. It is the student's responsibility to report to the assigned classroom and or teacher for their detention by 3:05. **If the student fails to report or is**

late to their detention, then two additional detention dates will be assigned. If a student fails to attend or is late to those detention dates, then the student will be automatically suspended.

Student Conduct

There are certain general rules which are always in effect and failure to obey them constitutes a serious offense.

1. Students are to assume a subordinate attitude toward the teachers and other members of the staff. Disobedience or disrespect toward staff **will not be tolerated**.
2. Students should be courteous and polite to other students. Quarreling or fighting can lead to serious consequences. Students are encouraged not to retaliate, but rather to report incidents of inappropriate contact to a member of the school staff.
3. Students should give their undivided attention to the classroom instructor. They should make sure that they are ready for the day by coming to class prepared.
4. Students should respect the property of the school, teachers and other students. Students are not allowed in other student's lockers, bags, etc. Student's are not allowed to sit behind a teacher's desk.

Things Which Should Not Be Brought To School or any school activity or school sponsored trip

1. Chewing gum. Chewing gum is not allowed on campus.
2. Matches, cigarette lighters, any materials that might produce a fire or spark.
3. Knives or other dangerous articles.
4. Media/gaming devices, video games, etc.
5. Comic books and magazines.
6. Laser pointers or any other device that would cause a distraction.
7. Weapons of any kind (toy or real)
8. Card games and or board games unless approved by the principal

All of the above or any items that are determined by the teacher or administration as harmful, questionable, offensive, etc. will be confiscated by the office or teacher.

A Student Will Be Asked To Withdraw From Fairwinds Christian School For The Following Reasons:

- Demerit Accumulation
- Use or Possession of Alcohol, Tobacco, or Drugs On or Off Campus.
- Immorality
- Possession of Pornographic or Obscene Material on Campus.
- ◆ When It Is Evident That A Student Or His/Her Parents Is Not In Harmony With The Overall Program Or Purpose Of Fairwinds Christian School.
- ◆ When a student is a continual discipline issue and the principal/administration feels it is in the best interest of the school to have the student withdrawn.

Demerit Accumulation Within Each Marking Period

Accumulative Total Of 6: A letter is sent home to the parents.

Accumulative Total Of 10: A letter is sent home to the parents. The student will be required to serve a detention. Detentions are served during the week 3:05 - 3:50.

Accumulative Total Of 14: A letter is sent home to the parents. The student will receive one day, at home suspension.

Accumulative Total Of 20: A letter is sent home to the parents. The student will receive a two day at home suspension. A mandatory conference between the principal, student, and parents is a requirement before the student may return to school. Pending previous behavioral incidents, the parents may be asked to withdraw their child from the school. If a student is granted permission to stay after a two day suspension, then that student will be placed on disciplinary probation. While on probation, if a student receives a behavior detention or suspension they will be dismissed from FCS.

A student may be placed on disciplinary probation before being suspended for two days if the principal/administration feels a probation is warranted. Normal probation requirements will be in effect and the consequences will be the same.

The administration of the school wishes to make every effort to acclimate the children to the school. However, the school reserves the right to permanently dismiss a child from school if the first offense is serious enough to warrant such action.

Lost and Found

Items that are found lying around will be placed in the Lost and Found department. Students should check the lost and found daily if they are missing any item. Students in 6th-12th who have items in the Lost and Found continually may end up with a “*work*” detention each time.

Visitors

A current student of Fairwinds Christian School may invite another child to our school under the following conditions:

1. The student of Fairwinds wishing to bring in a visitor must bring a note at least one day in advance of the visitors arrival.
2. The visitor must be a potential student at Fairwinds Christian School.
3. The visitor must follow our dress code guidelines.
4. The visitor is to act courteous and not be disruptive in class.
5. The visitor must stay with the student that had invited them.
6. All visitors must sign in at the office when they enter the school and receive a visitors pass and must sign out when leaving for the day.
7. Visitors will not be allowed to visit on days when there is SAT testing, midterms and or finals taking place.

8. Alumni who wish to visit may do so as long as they notify the office before coming and follow the same rules as other visitors.

Field Trips

Throughout the school year students will take field trips with their class and teacher. Parents are welcomed to attend (at their cost) and may ride the bus if there is adequate room. Parents will be expected to follow FCS standards of dress and behavior.

We do ask that parents follow the deadline for all field trip payments as once the deadline ends we may not be able to secure your child's place for the trip.

When enrolling your student, you will sign a field trip waiver/permission slip. This will give FCS staff permission to take your child on school sponsored trips and allow us to obtain professional medical help if needed while out on the trip should you not be able to be reached.

Field Trips and Before Care

When there is a field trip that will be leaving during "arrival time" for students, we ask that all those going on the field trip (parents, students and staff) report to the gymnasium keeping cafeteria free to receive students for school. Dismissal to load buses for these types of field trips will happen through elementary wing doors.

CELL PHONES

Cell phones may not be used during the regular school day. They may be used before and after school provided that the student is not involved in a scheduled school activity at that time or in Extended Care (unless permission is given). Cell phones used improperly will be confiscated and will be returned to the student's parents/guardians only.

If a student violates the cell phone policy the following will take place:

First violation: cell phone is confiscated and student must pick it up after school

Second violation: cell phone is confiscated and student's parent must pick it up

Third violation: cell phone is confiscated and student's parent must come in and meet with the principal when picking up the phone. Student's phone privilege will be suspended and they will not be able to have their phone in school.

Students are not allowed to wear phone-watches.

DRIVING REGULATIONS

The following are guidelines for student drivers:

Students must exhibit responsibility and respect for authority.

Student must adhere to speed limit on and off campus and obey all traffic signs and lights.

Parents sign a waiver accepting any and all responsibility for their child and vehicle.

Students are not to take other students with them (unless they are family). If the conditions are violated, the principal reserves the right to revoke the driving privilege.

Walking/Riding a Bike

If a student will be walking to and or from school to go home or if they will be riding a bike, than the parent will need to provide the office written permission to go into the student's file.

Dress Code

All students are expected to dress neatly and modestly at all times in accordance with the Christian testimony of Fairwinds Christian School. The following guidelines do not attempt to embrace every conceivable situation in the realm of dress. Anything not mentioned that the administration considers inappropriate, may not be worn.

IMPORTANT: Students who do not wear the correct uniform will be sent home.

The standard of dress at Fairwinds Christian School is designed to reflect modesty, neatness, and appropriateness. It is also designed to contribute to a distinctive Christian education and promote an effective learning environment.

Modesty can be defined as making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.

1 Corinthians 6:19-20

"What? know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own? For ye are bought with a price: therefore glorify God in your body, and in your spirit, which are God's."

1 Corinthians 10:31

"Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God."

All students in PK3-12th grades are required to wear uniforms from Rush Uniform. Rush Uniform is a local company located at 101 Harrison Ave. in Wilmington Manor, New Castle, DE 19720. The phone number for Rush Uniform is 302-328-5444. You may order uniforms by going directly to the store or order online at Rushuniform.com When you go to the website, you will easily be able to see the items for our school by choosing Fairwinds Christian School from the "Shop Your School" drop down box. All students may wear athletic shoes.

Male Uniforms

Boys in PK3-4th grade will wear black uniform pants and a yellow polo shirt (short or long sleeve) with the school logo. Pants and shirts must be from Rush Uniform.

Boys in 5th-12th grade will wear black uniform pants and a hunter green polo shirt (short or long sleeve) with the school logo. Pants and shirts must be from Rush Uniform.

Male students are to wear solid black or white socks with their uniform.

Male students in 1st to 12th are expected to wear a solid black dress belt each day with their pants. Shirts must be tucked in at all times.

Hair (male students)

All male students' hair should be neatly trimmed and combed at all times. The length of the hair must not touch the collar of the shirt and be neatly trimmed around the ears (not touching). The height of the hair should not exceed 1½ inches from off the head. Hair should be at least one inch above the eyebrows. Sideburns must be neatly trimmed and should not extend below the ear lobe. Male students must keep a clean-shaven face. Male students are not allowed to color their hair. Man Buns, Mohawks, one side shaved only, and other questionable hair styles or cuts are not permitted. If you believe your child's haircut could be considered questionable, please check with the principal **before** getting the hair cut or styled.

Female Uniforms

PK3-4th grade girls will wear plaid jumpers and a yellow polo shirt (short or long sleeve). Jumpers and shirts must be from Rush Uniform. **Jumpers must reach below the knee.**

Girls in 5th-12th grade will wear plaid skirts from with a hunter green polo shirt (short or long sleeve) with the school logo. Skirts and shirts must be from Rush Uniform. **Skirts must reach below the knee.** Only the top button can be unbuttoned on the polo shirt. Tops and skirts should not be tight or form fitting. All clothing must be modest.

Female students are to wear solid white or black socks, knee highs, stockings, tights or leggings.

Dress code for sports banquets, awards night and other special events:

All dresses and skirts must be below the knee and all slits must not be any higher than the middle of the knee. All clothing should not be tight or low cut. **Violating the dress code during a school activity is suspension worthy.**

Dress code for athletic events:

Loose fitting jeans, jogging pants, sweatpants, and pants are acceptable for students and also staff. All leggings, tights, or stretch pants may only be worn under dress code approved skirt or dress and not by itself.

Hair: Female students can only color their hair a ***natural color** (*a regular color given by God at birth). If the principal/administration feels the hair color is not natural, then the student must remove the color. It is recommended that if a certain color is questionable, then the principal/administration should be asked first. This also goes for wigs, weaves and extensions. All hair is to remain out of student's eyes.

Shoes:

Flip flops, sandals, open-toe and high heel shoes are deemed unsafe for regular in-school use. Therefore, students are not to wear them **in** school.

*Boots can only be worn to and from school but not **in** school.

*Winter boots may be worn from November 1st through February 28th in school.

Under shirts/T-shirts: All students

Under shirts are not mandatory, however, all under shirts for male and female students must be *white, black* or may be their *activity shirt*. **Under shirts cannot come past the sleeve of the uniform shirt and the bottom must be tucked in.**

Accessories: Female students

1. All necklaces must be worn under the uniform shirt.

2. Earrings must be no bigger than a quarter (no more than one earring per ear).
3. No more than two rings per hand.
4. No more than one bracelet.
5. No clothing accessories can be added to the uniform (i.e. scarves, shrugs, wraps, non-uniform belt, etc).

Accessories: Male students

1. No necklaces are permitted either under or over the uniform shirt.
2. Male students are not permitted to wear earrings or bracelets.
3. No clothing accessories can be added to the uniform.

No hoodies, sweatshirts or unapproved jackets will be worn in the classroom. (Senior sweaters and F.C.S. sports jackets will be permitted).

Sweaters: *All students*

Black pull-over or cardigan style sweaters from Rush Uniform may be worn over the required school uniform.

Activity Uniform: All students must purchase an activity outfit (yellow activity shirt and plain black sweatpants) through the school office. These outfits will be worn on field trips and special outings/events. Students wearing shorts to gym class must purchase them through the school office as well.

Gym Uniforms: All students in 4th-12th grade taking Physical Education are required to wear a Fairwinds gym uniform. Gym uniforms are purchased through the school office.

The dress code for sports banquets, awards night and other special events is to follow the FCS standard.

Special Event Guidelines

Follow asterisked items for Boys and Girls as delineated in Boys and Girls Dress Code

Boys

- ◆ All boys, including escorts of girls, must be clean-shaven.
- ◆ All boys, including escorts of girls, must have a neat well trimmed haircut in accordance with FCS policy as stated in the dress code information. *
- ◆ All boys, including escorts of girls, must wear a coordinating suit and tie combination.
- ◆ All boys, including escorts of girls, are not permitted to wear ear rings, nose rings, tongue rings, or any other inappropriate jewelry not permitted by FCS policy as stated in the dress code information. *

Girls

- ◆ Any young man, including escorts of girls, that attend an event and are not in accordance with any of the above items, will be asked to leave.
- ◆ All ladies attending must meet dress code for girls. *
- ◆ All escorts must follow boy's dress code information. *

- ◆ All girls must have dresses or skirts that come below the knee
- ◆ All dresses must have a shoulder support for the dress
- ◆ All dresses must be approved by the assigned lady staff member

Parents

We ask that parents adhere to the school dress code (modest apparel) when visiting the school and or attending field trips. However, any field trips and visits to the school where parents will be in the building for a lengthy period of time must follow dress code. Also, if you smoke please do not do so on school grounds. We ask that the parents be the example they need to be to the students by following our dress code and code of conduct.

Please do not call to speak to your child nor ask your child to leave class to call you during the school day unless it is an emergency. We will be glad to relay a message to your child in a non-emergency situation. Please do not call or text your child's cell phone during school, instead, please call the office

School Books and Daily Supplies

All soft back books are the property of the student and may not need a protective covering, unless the teacher deems it necessary. However, **all hardback books** supplied by the school are **required to be covered** by the student with a removable protective covering. The **student is responsible for maintaining the cover** on books that are required to be covered.

Any book required for the daily curriculum must have the name of the student placed inside of the front cover. Any daily curriculum book lost, stolen or damaged must be repurchased from the school office. The retail value of the book will be charged.

All **hardback books** may **not** be **written in** or highlighted. Any damaged book must be reported immediately to the teacher. If the student damaged the book, then it will be the responsibility of the student to purchase another book.

All **hardback books** must be **returned to the school office** before students can receive their final report cards. Any books damaged, marked in, lost or stolen must be paid for before the student can receive their final report card from the school.

All students are required to maintain a personal supply of **pens and or pencils**, notebook paper, notebooks, and or folders for organization (*see teachers list per grade*).

All students in grades 7-12 should have a lock placed on their locker by the end of the first week of school. The teacher will maintain a database that includes the combinations for all students in his/her homeroom or an extra key is to be given to the teacher in case the student's copy is lost. It is extremely unlikely that an item can be stolen or lost if placed in a locked locker.

Disclaimer: *We understand that there may be events and circumstances that are unforeseen. We reserve the right to amend as needed and will, to the best of our ability, inform parents/guardians accordingly.*

