



# **Handbook**

*2019-2020*

*Fayetteville Street Christian School*

## **"Advice to Parents"**

*By: Dr. Ardell Jacquot, Christian Educator*

After over thirty years of teaching in Christian schools, Dr. Jacquot has put together a list of educational "DOs" and "DON'Ts" for parents in order to help them in training their children.

### **"DOs"**

- Do be a concerned parent who is interested in your child's spiritual, social, and intellectual development. Keep in touch with the teacher.
- Do pray for the teacher every day. The teacher is molding your most prized possession.
- Do realize that the teacher will make some mistakes just as you have made mistakes with your own child. No one is perfect.
- Do let your child take some of the knocks that come to him. You cannot run interference throughout his life.
- Do feel free to talk to the teacher. Remember your child is one of many in a class. Let the teacher know you are on his/her side.
- Do be sincere, appreciative and complimentary with the teacher.

### **"DON'Ts"**

- Don't believe everything your child tells you about the teacher. There are two sides to every story. Parents, if you will not believe everything your child tells you about the teacher, the teacher will not believe everything your child tells about you!
- Don't take the child's part against the teacher. If you criticize the teacher, you will be undermining the "authority image" the child needs.
- Don't do your child's homework. Help him. Get him to think, but if you do the work, the teacher will know when he does poorly on tests.
- Don't make excuses for your child; it will weaken his character. Let him take the consequences of his mistakes.
- Don't go around the teacher to pull strings with the administration. Your child will depend on you to do such in life and you will not be able to.
- Don't butter up the teacher with gift and flattery. A good teacher will know why you are doing those things.

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## School Directory

### **School Administrator**

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### **Lower Elementary Supervisor (K3 – 2<sup>nd</sup>)**

Rachel Callicutt  
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### **Upper Elementary Supervisor (3<sup>rd</sup> – 6<sup>th</sup>)**

Laura Gillispie  
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### **Phone**

336.629.1383

Fayetteville Street Christian School is a ministry of the people of Fayetteville Street Baptist Church. If you do not have a regular church home, we would love to have you come and worship with us. Our church meets at the following times:

Sunday School	10:00 am
Sunday AM Worship	11:00 am
Children's Church	11:00 am
Sunday PM Worship	6:00 pm
Wednesday Bible Study	7:00 pm
Teens Bible Study (Wednesday during school year)	6:30 pm
AWANA (Wednesday during school year)	6:30 pm

The logo for Summer Camp features the words "Summer" and "Camp" in a stylized, bubbly font. "Summer" is positioned above "Camp", and both are rendered in a light blue color with a darker blue outline and a slight shadow effect, giving it a three-dimensional appearance.

FSCS offers a summer day camp for ages 3 – 12.  
If you are interested, please contact the school  
office in the spring for more information.

*Fayetteville Street Christian School admits students of any race, color, national and 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 race, color, or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administrated programs.*

# Welcome

We want to welcome you to our school family. As we enter our 50th year of Christian education, we are happy to have your child under our care. We understand that you have a great responsibility in choosing the best available education for your child.

Our school is very distinctive in its purpose. We want to give each child a superior education, taught in a Christian environment, by Christian teachers who love children, using a Christ-centered curriculum. In doing this, the student develops spiritually as well as mentally and physically. We believe that any educational program that excludes God is not only incomplete but also detrimental in developing a student into a whole person. Theodore Roosevelt once said,



Paralleling this philosophy are the school’s policies, procedures and guidelines that provide structure, accountability and direction for the entire school family. This handbook carefully presents the expanse of our programs and how they apply to your child. Understanding and adhering to these parameters will provide students with greater success. May the pages enclosed aid, inform, and lay the foundation for a successful school year.

Thank you for choosing FSCS and for giving us the opportunity to assist you in providing your child with a Christ-centered, Bible-based education.

If we can be of service to you any time during the school year, please do not hesitate to contact us. The cooperation and communication of parents and FSCS staff and faculty will help to ensure the success of your child.

Sincerely,

The Administration

***This handbook is for general and Lower Division policies. For guidelines specific to the Upper Division, please see the Handbook Supplement.***

## **Introduction**

### **History:**

Fayetteville Street Christian School, a ministry of Fayetteville Street Baptist Church, has served the community by providing child care and training to like-minded parents for fifty years. Throughout the decades, God has greatly blessed our ministry.

We currently provide care and instruction for **pre-school through 6<sup>th</sup> grade (Lower Division)** at building A. Our **7<sup>th</sup> – 12<sup>th</sup> grades (Upper Division)** meets at building B.

### **Objectives:**

1. To lead each student to a knowledge of Jesus Christ as his/her Lord and Savior.
2. To encourage students to grow spiritually and to identify and utilize their spiritual gifts in the work of evangelism and discipleship.
3. To encourage students to think clearly, logically, and independently.
4. To encourage in them a love for America and its rich heritage and to assist them in becoming productive citizens.
5. To provide them with the tools of learning and communication.
6. To assist them in development of skills necessary to make a living.
7. To encourage the development of self-discipline and responsibility based on respect for and submission to God and all other authority.
8. To provide opportunities to participate in wholesome recreation.

### **Articles of Faith:**

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in the persons of the Father, the Son, and the Holy Spirit.

3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that, for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the resurrection of both the saved and the lost: they who are saved unto the resurrection of life, and they who are lost unto the resurrection of damnation.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.
7. We believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life.
8. We believe that salvation is the act of God whereby man is brought into a proper relationship with God. It is that act where spiritually dead man is made spiritually alive (Psalms 3:8; Jonah 2:9, Ephesians 2: 1-2). We believe that salvation involves three things for the believer: deliverance from the penalty of sin at the moment of regeneration, victory over the power of sin during the Christian life, and deliverance from the presence of sin at glorification.
9. We believe that there are two ordinances: Baptism and the Lord's Supper. Baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. The Lord's Supper pictures the broken body of Jesus represented by the broken bread and the blood ("fruit of the vine"), pictures the blood shed for all for the remission of sins.

### **Admission Policies**

1. Children entering the K5 grade must be five years old by November 1<sup>st</sup>. Those entering first grade should have their 6<sup>th</sup> birthday by November 1<sup>st</sup> of the year entering.
2. The parents or guardians of the child must be interviewed before the child can be accepted.
3. Tuition for pre-school and other grades must be paid according to the contract agreement with FACTS. To get started: Go to <https://online.factsmgt.com/signin/3RJF1> to set up your payment plan.
4. The Administration reserves the right to refuse admission to any student that they feel would not be in the best interest of the school or its beliefs.
5. Parents are expected to uphold the objectives and purposes of the school.

6. Unfortunately, our school is not equipped to handle special needs children or those who have extreme learning disabilities.
7. FSCS admits students of any race, color and national origin.

### **Admission Procedures**

1. A copy of each student's birth certificate and immunization record is required on the first day of enrollment.
2. An application form must be filled out completely and fees paid for each student.
3. A complete health certificate signed by the resident doctor or health care provider must be provided before enrolling the child in pre-school and kindergarten.
4. All immunizations must be up to date.
5. Registration fees, first month's tuition and book fees must be paid before the student(s) can come to class if not registered before August 16<sup>th</sup>. See the schedule of Tuition and Fees.

### **Withdrawal/Expulsion Procedures**

FSCS reserves the right to have a student withdrawn or to expel any student who does not conform to the philosophical aims of the school. This would include, but is not limited to, any acts of immorality or a noncompliant attitude toward the stated goals and aims of this school.

Any student who is expelled from FSCS who desires to reapply for enrollment must adhere to the following guidelines:

- Remain out of school for 1 calendar year
- Apply in writing to the school board of FSCS stating the reasons why he/she desires re-enrollment.
- Be subject to review concerning past performance.
- Be required to show a willingness to conform to the rules and standards of this school.

By state law we must notify the proper authorities when a child has been withdrawn from school, so to avoid your child being considered truant, please notify the Administrator or School Secretary if you plan on doing so. This includes all grades from Pre-School (3 yr. old) through Grade 12. Do not depend on the message being delivered by a teacher or preschool worker. All fees will continue until proper notification has been given.

## **Financial Policies**

**Tuition:** Tuition is due on the 1<sup>st</sup> or 15<sup>th</sup> of each month beginning with July 1 of the current school year. Tuition is divided into twelve (12) equal payments for your convenience. You may pay ten (10) equal payments starting August. **FACTS will send out monthly statements, however, it is the responsibility of the parent or guardian to see that tuition payments are made on time.**

If the school bill is not paid in full within 30 days of being delinquent, the child or children are subject to suspension from school classes until the bill is paid or satisfactory arrangements have been made through the school office. We encourage parents or guardians to keep their payments current to avoid any unnecessary hardship on the child. **No accounts will be carried past 30 days unless otherwise approved by the school board.**

There will be a \$35 service charge on all returned checks. **Two** returned checks in one school year will result in payment on an all-cash basis for the remainder of the year.

Parents or guardians should notify the school office of any emergency that might prevent the prompt payment of tuition or fees.

Tuition costs are subject to increase from one year to the next due to rising costs of operation. Please consult your Schedule of Fees for current tuition costs.

**Non-Payment:** In the event of withdrawal, transfer, or expulsion, the parents are responsible for full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month for grades Pre-school through 12. By signing the Registration form, you are authorizing the school to withhold report cards and other records until all books are returned and all fees have been paid in full.

**Fees:** Registration, Athletic, Book and Materials Fee, Grade Specific Fees, Capital Assessment, and Extended Care or Aftercare Study Hall Fees are separate from tuition costs and are subject to increase from one year to the next due to rising costs of operation. Please consult your Schedule of Fees for current costs.

**Capital Assessment Fee** is due February 1<sup>st</sup> or 15<sup>th</sup>. Each family will receive thirty school discount cards to sell at \$10 each to apply to the Capital Assessment Fee. The discount cards have restaurants and business that offer a discount when card is presented.

**A Withdrawal Fee** of \$500.00 and current month tuition will be required for any family wishing to withdrawal between August 1 and May 15<sup>th</sup> for any purpose other than military, severe illness or job transfer.

**Payments**, monthly, by semester or paid in full, are to be made through FACTS. See Admission Policies.

## **Parent Involvement**

Parents play a vital part in the total educational program of FSCS.

Working together, parents and teachers can help students have an excellent school experience. Together it is our goal to "Train up a child in the way he should go and when he is old, he will not depart from it." (Proverbs 22:6) We encourage you to do the following as we seek to partner together in the education of your child:

1. Pray regularly for the teachers, administrators, and staff at FSCS.

2. Give of your time and energy to help make FSCS successful and achieve excellence.
3. Attend meetings and school functions.
4. Recommend FSCS to others as opportunities arise.
5. Help support the school financially as the Lord blesses.
6. Resolve personal conflicts by using the Matthew 18 principle. (See page 24)

**Parent Volunteering:** There are many areas where we appreciate and rely on parent volunteer work. A few of the opportunities include serving lunch, monitoring recess and field trips, and helping with fundraiser events. However, please contact classroom teachers for information on other areas where parents can help.

**Parent Conferences:** FSCS will hold mandatory Parent-Teacher Conferences each semester. These brief meetings will present an opportunity for parents and teachers to discuss the progress and goals of the student.

### **Attendance Policies**

In order for your child to gain the most in school, he/she must be in regular attendance. We will follow this guideline: each student is to be in class each day class is in session. Any student who misses over ten (10) days of any particular class in a semester is subject to failing that class for the semester. Note: Both excused and unexcused absents count toward the 10 days. If your child must be absent from school, we ask that you please notify the school office as quickly as possible.

Absences are based on the number of days a student misses a particular class. For example, students who are chronically late coming to school and miss the first period more than ten times are subject to failing that class. In the high school, students who miss more than half a class are considered absent for that class. Attendance is by class for 7<sup>th</sup> – 12<sup>th</sup> grades.

In order to be considered in attendance, a child must be present in school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending an authorized school activity. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar activity. In the Elementary grades, a student arriving after 11:00 AM is considered absent for the day because he has missed half of his classes for the day. A student leaving before 12:00 noon is considered absent for the day because he will miss half of his classes for that day.

### **Excused Attendance:**

The following shall constitute valid excuses for the temporary nonattendance of a child at school provided satisfactory evidence of the excuse is provided to the appropriate school official:

Illness or Injury: an absence is excused when the absence results from illness or injury which prevents the child from being physically able to attend school.

Quarantine: an absence is excused when isolation of the child is ordered by the local health officer or by the State Board of Health.

Death in the Immediate Family: an absence is excused when it results from the death of a member of the immediate family of the child. For purposes of this regulation, the family of a child includes, but is not necessarily limited to – grandparents, parents, brothers and sisters.

Medical or Dental Appointments: an absence is excused when it results from a medical or dental appointment of a child and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.

Court or Administrative Proceedings: an absence is excused when it results from the attendance of a child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.

Educational Opportunity: an absence may be excused when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence.

**Note:** In order for a sickness to be considered as an excused absence, the school must have a doctor's note indicating the student visited during his illness, or a note from the student's guardian or parent specifying the illness.

### **Unexcused Absences:**

An unexcused absence is one in which the student does not bring a doctor's note, or the parent or guardian does not call or write a note providing an acceptable reason for the absence. For each unexcused absence from a particular class, the student will be given a **0%** grade to be averaged in with his daily homework grades that quarter.

Please do not plan family vacations during school times as this takes away vital instructions for your child.

Any **intended absences** need to be approved by the Administrator with as much notice as possible. A maximum of five (5) days per year will be allowed for intended absences. The Intended Absence Form needs to be filled out and given to the teacher. The teacher will give the student his/her assignments that will be due the day he/her returns.

### **Tardiness:**

We discourage students from being tardy to school or classes. The tardy will be determined to be excused or unexcused by the staff or by the administrator. Tardiness that becomes habitual may result in an unexcused absence. After six tardies parents will be contacted by the teacher. After nine tardies the parents will be contacted by the Administrator. After twelve tardies a parent conference with the Administrator will be scheduled.

### **Leaving School Early:**

No student is allowed to leave the campus without first obtaining permission through the office. Students who are given permission to leave for whatever reason are to sign-out in the office. Students who violate this rule are to be disciplined.

### **Staying After School:**

Students who are staying at the school beyond 3:10 PM are to:

- Go to Extended Care or Aftercare Study Hall in the manner normally used: by bus or van with a staff member from building B or walked from class to extended care area with a staff member in building A.  
Students are not to walk from building to building, as this is a breach of supervision.
- Stay on campus grounds, in the gym, or the concession area only, if waiting to participate in a practice or a ball game.
- Not leave with another student or walk by themselves to go off campus from high school or the elementary buildings.

### **Checking In/Out of School:**

Students leaving for doctor appointments, sickness, or other reasons must be signed out by the parents or the person picking them up. If they return the same day, they are to be signed in by the person responsible for them.

### **School Closures/Delays:**

The Administrator will be responsible for notifying the proper media if there is to be a school cancellation or postponement. Announcements will be made on these:

WGHP-TV Channel 8 (Greensboro TV – Cable 10)

School web site: [fscspatriots.org](http://fscspatriots.org)

School Facebook

If school is closed due to bad weather conditions, the FSCS Extended Care will also be closed. If school is delayed, Extended Care will be delayed the same number of hours.

## **Extended Care**

### **Operational Procedures**

#### **Morning Hours:**

- Pre-School and Kindergarten teachers will pick up their students no later than 8:00 am.
- Pre-School and Kindergarten students will be escorted to their designated areas by their parent or guardian. There are sign-in and sign-out sheets provided.
- No student may be away from their designated area unless they have written permission from the person in charge of that area.

#### **Afternoon Hours:**

- Extended care students will be taken by staff member to their designated areas at 2:45 pm. Any elementary student not picked up by 3:00 p.m. will be taken to AfterCare and normal charges will apply.

- Pre-School and Kindergarten will be in the Welcome Center at the church in bad weather, but outside in the small lot in good weather.
- First grade and up will be in designated areas.
- Extended care will close at 6:00 pm.
- The Extended Care Coordinator is to be notified in writing of any pick-up after 6:00 pm stating the reason for the late pickup. A surcharge of \$2 plus \$1 a minute will be charged after 6:00 pm for late pick-ups.

### **Extended Care Rules:**

1. Respect from all students is expected toward all faculty and staff at all times.
2. Students are to be in their assigned area unless they have written permission. All permission slips are to be dated and the time put on them.
3. Playground equipment should not be used in any dangerous or improper manner.
4. Rocks, sand, or any other materials are not to be thrown.
5. The school's dress code will be enforced during Extended Care.
6. No toys are to be brought from home. If they are brought, the items will be confiscated. The child's parent will be responsible to pick them up. No electronic devices are allowed

### **Academic Information**

**Books:** FSCS strives to use educational material from Christian publishers. Our two primary suppliers are Abeka and BJU Press. All of the materials that we use are of a quality indicative of a school with high academic goals.

Each student pays a book/materials fee. Consumable books are the property of the student. However, damage to these books may result in additional fees if the book needs to be replaced. All other books/resources are owned by the school and distributed to the students for temporary use. The school reserves the right to require additional fees on a single-book basis if book is disfigured beyond normal use. The school reserves the right to retain all books and parts of books when a student withdraws.

**Homework:** At the beginning of each school year, students (grades 1 – 6) are required to purchase a notebook. Before classes begin each day, the student writes his/her assignments in the notebook. A parent should sign the notebook each day indicating that assignments are completed.

For an average student, the total homework time per evening should not exceed:

Grade 1 = 30 minutes

Grade 3 = 45 minutes

Grade 2 = 40 minutes

Grade 4 - 6 = 50 minutes

No homework should be assigned for Wednesday so the student can attend Prayer Meeting. This does not include long range assignments and pop quizzes. No homework will be assigned on nights involving special programs.

**Grading Procedures:** Grades are useful indicators of performance. FSCS strives to fairly and accurately evaluate learner's performance and uses the following grading scale:

<b>A:</b>	<b>90-100</b>	<b>4.0 GPA</b>	<b>C:</b>	<b>70-79</b>	<b>2.0 GPA</b>
<b>B:</b>	<b>80-89</b>	<b>3.0 GPA</b>	<b>D:</b>	<b>60-69</b>	<b>1.0 GPA</b>
<b>F:</b>	<b>&lt;59</b>	<b>0.0 GPA</b>			

An "I" indicates that the student has not done or made up all required work. Work is to be completed within one week after the grading period has ended, at which time grades will be brought up to date. If any work is not completed by this time, the "I" will become a "Zero" for that assignment. Students receiving unsatisfactory "U" in penmanship, art, music, or physical education, will be excluded from honor roll. Grades in behavior may also preclude a student from being on the honor roll.

**Grade Reports:** FSCS uses Headmaster, a record keeping program that allows parents to stay up-to-date on students' grades throughout the school year. There is no extra fee for Headmaster accessibility. Teachers update assignments, tests, quizzes, and grades several times each week. This enables parents to know the course averages and the assignments, tests and quizzes from which the grades were derived. Please email [officeadmin@fscspatriots.org](mailto:officeadmin@fscspatriots.org) for activation codes and directions for setting up new parent accounts. Any current account holder who has not yet activated their account or if have forgotten your activation code, please email [officeadmin@fscspatriots.org](mailto:officeadmin@fscspatriots.org) for assistance. If your student's Headmaster (grades & assignments) are not being updated regularly, please notify the Administrator.

Students will be given a printed report card every nine (9) weeks. Report card envelopes are to be signed by a parent or guardian and returned on the next school day.

**Cheating Policy:** Cheating at FSCS is considered a very serious offense. Cheating includes but is not necessarily limited to:

- Turning in another's work, report, project, etc. as one's own
- Communicating in any manner during a test or looking as though help is being received from any unauthorized source or from another's paper during any graded assignment. (Both the one getting help and the one supplying the help will be penalized in a consistent manner).
- Using technology such as calculators or computer disks for any type of help that is unauthorized by the teacher.

Teachers in the elementary will apply fair judgment on a case by case basis.

**Standardized Testing:** Grades 1<sup>st</sup> - 12<sup>th</sup> participate in annual national standardized achievement testing during the spring semester. FSCS currently uses the Iowa Achievement Test. Parents are provided with copies of the testing results.

**Promotion/Retention:** FSCS requires certain standards of achievement for students at each grade level as a prerequisite for promotion to the next grade level. Retention of students in a particular grade level will be made after prior notification and explanation to the student's parents.

On the elementary level, the teacher and Administrator will evaluate the student's performance, maturity level, learning progress, etc. to determine whether it will be necessary to retain the student.

Generally, parents of students in grades K-6 will be notified by the middle of the third grading period and given reasons for the recommended retention.

## **Health & Medical Procedures**

Daily health needs will normally be handled by school secretaries or other office personnel. Many faculty members are trained in CPR and/or first aid.

**Student Health Records:** Each student must have on file an updated and completed health history form. The minimum requirement for entry into school, regardless of grade, are three doses of Diphtheria/Tetanus (DP pediatric), four doses of polio vaccine and two doses of Mumps, Rubeola (measles), Rubella (German measles) vaccine. The last dose of DTP, DT, or TD must have been since the child's 4<sup>th</sup> birthday. FSCS will abide by State laws which require students who are not current on shots be excluded from classes until current.

**Student Illness:** We strive to maintain a healthy environment. If your child is ill, he/she should remain home. A physician note may be required to return to class. The following are guidelines for re-entry to school for many common illnesses. Questions or pertinent information regarding a child's illness should be directed to the school office.

- **Fever:** A student who has a fever 100.0 or greater must stay at home until the fever has broken. Before returning to school, he/she should have a normal temperature for at least 24 hours without taking fever reducing medicine such as Tylenol or Ibuprofen (Motrin, Advil).
- **Viral Sore Throats, Colds:** Student must be able to participate in all school activities and should not be tired or listless. Severe coughs must be under control. *Temperature must be normal for 24 hours.*
- **Diarrhea, Vomiting:** Student should be symptom free for at least 12 hours and be able to keep food down. *Temperature must be normal for 24 hours.*
- **Streptococcal Sore Throats/Scarlet Fever:** Student must be on an antibiotic for at least 24 hours. *Temperature must be normal for 24 hours.*
- **Infectious Rashes, Ringworm, Impetigo, and Scabies:** Student must be under effective treatment (medication) for 24 hours. Exposed ringworm must be covered while at school.
- **Conjunctivitis (Pink Eye):** Student must be under prescription treatment for at least 24 hours. Eyes must not be draining.

- **Chickenpox, Shingles:** Notify the school office if you suspect your child has chickenpox or shingles. Student may return to school when every pustule is dry and scabbed over.
- **Head Lice:** We maintain a “nit free” policy. Re-entry to class must be approved by school personnel. Please notify the office if your child has head lice.

**Injury/Illness At School:** An Injury Report Form must be completed on significant injuries, and a copy given to the Administrator. The school will have available a first aid kit. Parents must provide consent for first aid and this must be renewed annually on field trip forms.

Should a child become ill during school hours requiring removal from the classroom, an area will be provided for the child to rest, with adult supervision, until the parents are contacted and come to pick up the child. Parents should provide the school with phone numbers where they can be reached in the event of an emergency and be prepared to deal with unexpected illness.

Should a child become ill or injured such that the administrator feels delaying treatment until a parent is available would endanger the child, emergency treatment will be sought in a local hospital emergency department. A consent for emergency medical treatment must be kept on file for each student and updated annually (enrollment form). The school will make a reasonable effort to contact parents if an emergency arises due to injury or illness.

A student will be sent home if he/she has any of the above, untreated symptoms and/or at the discretion of school personnel. Pick up should be within one hour of notification.

**Medication In School:** Written authorization is required for ALL medication. Verbal permission is not recognized. Only in person or faxed requests will be accepted. **There will be no school stocked medication distributed to students.**

**Medication Brought From Home:** Students are not permitted to carry and/or self-administer any medication, prescription or over the counter. *The only exception to this applies to students who require life-sustaining medication such as an emergency asthma inhaler, an Epi-pen, or diabetic medication. A physician note must be on file annually.* All other medications should be given to the office personnel. Should a student require prescription and non-prescription medication at school, the parents will need to sign the Permission to Administer Medication document. School personnel may not give medications without parents’ written permission.

In the event that a student’s attendance is dependent upon the administration of medication during school hours, the following guidelines will be strictly enforced.

1. All medications must be brought to school in the original container which must be labeled with the child’s name, medication name and dosage.
2. A form must accompany medication which shall include:
  - Child’s name
  - Name of medication and dosage
  - Time at which medication is to be given
  - Reason for medication

- Duration of treatment
- Physician prescribing medication, address and phone number (if appropriate)
- Parent's name and signature (dated)
- Copies of this form will be available from the school staff
- Please note that distribution of medication by office personnel is only for short term treatment. Any long term medication should be handled by the parent prior to or after school.

**Communicable Disease Procedures:** If it appears that the student may have a communicable disease which requires exclusion, the school will contact the parent or guardian and take the following action:

1. Segregate the student from other students until such time as the parent or guardian can pick up the student
2. Inform the parent of the student's symptoms
3. Inform the parent that the student may not return to the classroom until symptoms are relieved and with physician authorization.

When one of the communicable diseases listed below is reported to the school, the County Health Department will be notified.

**Diphtheria**

**Hepatitis (All Types)**

**Measles-Rubeola (Regular)**

**Salmonellosis**

**Measles-Rubella (German measles)**

**Shigellosis**

**Giardiasis**

**Polio**

**Whooping Cough (Pertussis)**

**Mumps**

### **Discipline for Pre-School and Extended Care:**

These are the guidelines teachers have been instructed to use when it is necessary to correct behavior that is in violation of school rules.

- Speak to the child privately about his/her behavior and elicit a response from the child that he/she will stop the aberrant behavior.
- If the behavior continues, place the child in time out for a specific length of time and require the child to stay in time out until the time is up (One minute for each year in age). Speak to the child as in Step 1.

## **Discipline for Elementary Students**

**Student Conduct/Discipline Concerns:** Students are expected to adhere to these Biblical principles:

- Respect God – I Corinthians 6:19-20; Matthew 15:8-9
- Respect self – Psalm 119; I Corinthians 6:19
- Respect others – Philippians 2:3; Proverbs 18:24
- Respect property – Proverbs 3:9
- Do your best – Colossians 3:17
- Do what is right – Philippians 4:8
- Treat others like you want to be treated – I Thessalonians 5:15

Students will be given class rules to obey in order to maintain proper classroom management by the teacher. The teacher will treat each child with respect, love, and genuine concern.

Should a discipline concern arise, parents will be contacted for communication purposes to work with the teacher in establishing positive behavior. The faculty will do all possible to meet the needs of the children.

All discipline will be based on Biblical principles, i.e., restitution, apologies (public and private), assertive discipline, restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level.

Love and forgiveness will be an integral part of the discipline of a student.

Seven basic behaviors that necessitate discipline from the Administrator versus the teacher include:

1. Disrespect shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. Dishonesty, i.e., lying, cheating, stealing.
3. Rebellion, i.e., outright disobedience in response to instructions.
4. Fighting, i.e., striking in anger with the intention to harm the other student(s).
5. Obscene, vulgar or profane language as well as taking the name of the Lord in vain.

6. Bullying or teasing other students. Any student engaged in this activity will be sent to the Administrator. The punishment will be determined by the Administrator and could include detention, suspension or expulsion.
7. Possession and/or use of a weapon including pocket knives and toy weapons of any nature.

During the visit to the Administrator, the Administrator will determine the nature of the discipline.

The administration may suspend a student from school for improper behavior. The administration and school board reserve the right to expel a student at any time he/she is found out of harmony with the rules and policies of FSCS. We reserve the right to request the withdrawal of a student with options and recommendations for further services. Corporal punishment is not administered at FSCS.

### **Disciplinary Probation**

A student placed on disciplinary probation will have a specified time to correct poor behavior or attitude. A student may be placed on disciplinary probation based on the following factors:

- Deliberate defiance and disobedience
- A rebellious spirit which is unchanging after much effort by teachers
- A negative attitude toward others
- Misconduct inside or outside of school, that has an adverse effect on FSCS testimony
- An out-of-school suspension or in-school suspension

### **In-School Suspension**

ISS occurs when a student is removed from his/her classroom for the entire day and completes classroom assignments in an isolated area. The student will not eat in the cafeteria or attend any school functions. ISS cost is \$50.00 per day and is due the first day of suspension.

### **Out-of-School Suspension**

OSS occurs when a student is removed from school for the entire day and is not permitted on FSCS property or allowed to attend any school function for the day. All missed work (test, projects, homework, etc.) will be reduced by one letter grade.

### **Stealing or Major Damage to School or Personal Property**

Students shall respect school property and the personal property of other students, school employees, and other persons. Faculty or staff members will immediately send the student involved in this activity to the Administrator for disciplinary action. The offense may result in suspension or expulsion. Parents will be responsible for the cost to repair or replace any damaged property or equipment.

## **Dress Code (See Upper Division Handbook Supplement for 7<sup>th</sup> – 12<sup>th</sup> Grades).**

### **Boys:**

- Hair should be trimmed so that it will not touch the ears, eyebrows, or shirt collar and thinned to contour to the shape of the skull in the back and be neatly trimmed. Sideburns are not to be lower than the top of the earlobe. Excessive styles (extremes) are not permitted.
- No caps, hats or sunglasses are to be worn inside the buildings. In respect of this policy, students are discouraged from wearing them to school.
- **Shirts:** Two style shirts are approved for regular school day attire in elementary. The first of these is any of the Land's End Polos found on the FSCS Land's End website. These polos must be in one of the approved boy's colors and have the approved school logo embroidered on the front. The second choice is the Land's End oxford shirt. This shirt must be Land's End "blue" and have the school approved logo embroidered on the front.
- Knee length shorts are permitted for school dress code. (No "athletic" shorts)

**Pants:** For the elementary boys there are several pants options. These pants may be purchased at any retailer, so long as they meet the standards below. Approved options will also be listed on the FSCS Land's End Website. No style that is tight fitting is allowed. The first will be pants that are classic navy, black or khaki. The second is well kept blue jeans. The third is shorts that come to the top of the knee, when standing. NOTE: athletic shorts are not allowed as a part of normal school day dress.

- Clothing with distasteful, ungodly, or suggestive pictures, pictures of music groups or slogans will not be permitted. Any advertising or other writing on clothing must be appropriate for school and in good taste.
- Army jackets and flannel shirts worn as a jacket are not acceptable.
- If a shirt has buttons, it should be buttoned. Only the top button should be undone in most styles.
- **All** tie-up shoes are always to be kept tied.
- No necklaces, throat chains, or bracelets are to be worn. Watches without internet or phone connectivity are permitted.
- Tattoos or body piercing (including earrings) of any kind are not allowed.

### **Girls:**

- Maintain the appearance of modesty and distinction.

- Dress or skirt length and slits should be no higher than the middle of the knee when standing.
- Slips are to be worn when needed for modesty.
- **Shirts:** several style shirts are approved for regular school day attire in the elementary. The first of these is any of the Land's End polos found on the Lan's End Website. These polos must be one of the approved girl's colors and have the approved school logo embroidered on the front. The second choice is the Land's End Oxford shirt. This shirt must be Land's End "blue" and have the school approved logo embroidered on the front. There are other button-up collared shirt options that may be purchased from the FSCS Land's End Website. These choices must be in one of the approved women's colors and have the approved school logo embroidered on the front.
- **Dresses and jumpers:** Any of the dresses or jumpers on the FSCS Land's End Website are approved to be worn on a regular school day. These dresses and jumpers must have the school approved logo embroidered on the front.
- **Skirts:** Skirts that are classic navy, black, khaki or denim may be worn as long as they come to the top of the knee when standing. These skirts may be purchased at any retailer, so long as they meet the standards above. Approved options will also be listed on the FSCS Land's End Website.
- **Pants:** for the elementary girls there are several pants options. These pants may be purchased at any retailer, so long as they meet the standards below. Approved options will also be listed on the FSCS Land's End Website. No style that is tight fitting is allowed. The first will be pants in classic navy, black or khaki. The second is well kept blue jeans. The third is shorts that come to the top of the knee, when standing. These are to be classic navy, black, khaki or blue jean material: NOTE: athletic shorts are not allowed as a part of normal school day dress,
- Dresses and skirts should be worn to special school programs (concerts, recitals, etc.)
- Hair may not be worn in a rattail style. Hair coloration should be done with discretion in natural shades (no extremes). No mod or faddish hairstyles.
- Shoes or sandals must always be worn.
- If a blouse has buttons, it should be buttoned. With most styles only the top button may be unbuttoned. The acceptability of such attire will be decided by the administration.

## **General Information**

**Cell Phones/Connected Device Policy:** In both the Elementary and Upper Division, all cell phone and data connected devices must remain on vibrate or turned off during the school day. The device must remain in the student's book bag or locker at all times (from arrival at school until dismissal bell). Cell phone use is prohibited during the school day.

If the student is to remain on campus in the After Care Program these electronics remain in the student's book bag.

Failure to follow this policy will be dealt with through the normal disciplinary process AND in addition may result in collection of the device. Continued violation of the policy (more than once) may result in the student not being allowed possession of an electronic device for the duration of the semester.

Please NOTE: coaches will address cellphone use for student athletes in their care. However, cellphones should not be used in any locker room or changing area.

If you need to get in touch with your child during the day, please do so through the school office. If it is necessary for a student to contact you, they may receive permission to use their cellphone from the school office in the upper division, and from their teacher in the elementary division.

**Telephone/Cell Usage:** Students are to use the phones only when absolutely necessary and with permission from school staff. Personal calls are allowed only to a parent, guardian, or grandparent. The office staff may refuse the use of a telephone/cell if they deem it inappropriate. Incoming calls for students will be returned when the student finishes classes for the day.

**Chapel:** Chapel is a time set aside each week that allows students and teachers to come together corporately and worship God and hear His Word proclaimed. Chapel is a time for serious Bible study, praise, and devotion to God. Students are reminded to approach this time with serious consideration and appropriate behavior. Chapels and Bible classes will use the King James Version Bible.

**Field Trips:** The classes will make trips to interesting and educational places in the area from time to time as a vital part of the instructional program. Parents will be notified beforehand of these trips. Small fees may be charged to cover expenses. We ask that all students ride the bus to the field trip location. If your child will be riding home with you from a field trip, please make sure you sign them out in the front office before departure and also with the teacher at the end of the field trip. This helps the school keep track of our students. At times, the teachers will be asking different parents to chaperone our field trips in order to help with the students. Please check with the teacher upon arrival at the school to determine the areas where she will need your assistance. Younger siblings are not permitted on field trips.

**Holidays:** FSCS desires for the celebration of holidays to be Christ-centered and God honoring. The emphasis of Christmas must be the birth of Christ, our Savior. The emphasis of Easter must be the resurrection of Jesus Christ.

**Lost and Found:** Lost and found articles are taken to a secure place and may be claimed by seeing the office staff and must be properly identified. Items not claimed after a reasonable length of time will be discarded. School is not responsible for lost items.

**Lunch Procedures:** FSCS offers a hot lunch program. Menus are provided at the beginning of the year and also available on the school's website. Parents may pay daily, weekly, or monthly. Students may also bring their lunch. Microwaves are available for rewarming purposes, not for cooking. Refrigeration is not available.

**Private Instruction:** Music teachers offer private piano instruction. Times are regulated by the teacher. Please see the music teacher for more information. See the current schedule of fees for the cost per lesson.

**Prohibited Items:** For security of our students and for the assurance of a proper educational environment, students are not to bring the following items to school: knives, guns, matches or lighters, tobacco or alcoholic products, toys, electronic games or devices, worldly magazines/books, CD or DVD discs, and/or players, or any other item that would disrupt the educational environment. Violation of this rule will be considered direct disobedience. iPods are not allowed to be used or seen during school hours.

**School Office:** School office hours are from 7:45 am to 3:45 pm Monday through Friday.

**Parents coming to the school for any reason are to come to the office first.**

**School Programs:** Periodically during the school year, we will be sponsoring school programs such as Christmas programs, concerts, etc., which features our students. The students and teachers work hard to produce these programs, and the school requires the children involved to attend. If your child has to be absent due to illness, please notify the school as quickly as possible with a phone call or a written excuse.

While at school-sponsored events, parents are expected to watch after their children when they are not performing. Please be aware that any teacher or staff member has the authority to reprimand any disorderly student.

All students who perform are required to remain for the duration of the program to support the others, unless prior approval has been obtained. Students leaving without permission may be withheld from future programs. All students attending school-sponsored programs are required to wear school dress attire unless otherwise announced.

**Societal Sins:** The Board of Governors, administration, and teachers of FSCS believe that our society is committed to several activities that are sin in the eyes of God and which He condemns in His Word. Among these societal sins are abortion and homosexuality. We believe that abortion is the wanton destruction of human life, which God condemns in the Ten Commandments (Exodus 20:13). Also, we believe that homosexuality in all forms is a sinful perversion of God's order for marriage, family and individuals, and God's Word clearly condemns its practice (Leviticus 18:22; Romans 1:24-27; I Corinthians 6:9-11). The Administration reserves the right to restrict campus access for anyone involved in these sins.

**Student Valuables:** Students are cautioned not to bring large amounts of money, cameras, or other valuables to school. If they wear glasses or watches, they are always to keep track of them. Students, not the school, are responsible for their personal property. Students are always to keep all their possessions secured.

**Telephone/Cell Usage:** Students are to use the phones only when absolute necessary and with permission from school staff. Personal calls allowed only to a parent, guardian, or grandparent. The office staff may refuse the use of a telephone/cell if they deem it inappropriate. Incoming calls for students will be returned when the student finishes classes for the day.

**Visitors:** All visitors are required to check into the office before going to a class. We ask that no one plan a visit on exam days. Prospective students desiring to attend classes should make arrangements through the office at least one day prior to the day of the visit.

## **Internet and Computer Policies**

Due to the expense of computers, our ministry views them as expensive tools that the Lord has blessed us with. We expect each student to operate them with the same attitude. The following policies are presented both for legal and for protective measures. Since the computers are part of the ministry of FSBC, there is nothing on them that is "personal." The church and school reserve the right to protect itself, its staff, and its students through vigorous enforcement of these policies.

- No student will be allowed in the computer lab or on a teacher's computer without a teacher being in the room for supervision. The only exception will be the yearbook class and only with permission by the yearbook supervisor.
- Any student found alone online, and/or viewing or downloading immoral or ungodly information will be subject to immediate expulsion.
- No chatting software will be installed or used by a student on any school computer.
- No student will be allowed to check personal email accounts using school computers.
- No one should change the themes, backgrounds, sound effects, etc. without express explicit permission from a teacher.

## **School Dismissal Times**

### **Preschool and Elementary**

To ensure the safety of students, below is the dismissal time schedule. This will allow traffic coming off Fayetteville Street to flow smoothly and to avoid congestion.

If you have children in multiple grades, you may go through the line at each dismissal time by parking in the middle parking spaces and entering the line at the appropriate dismissal time.

2:30 pm – Preschool and Kindergarten	2:35 pm – 1 <sup>st</sup> grade
2:40 pm – 2 <sup>nd</sup> and 3 <sup>rd</sup> grade	2:45 pm – 4 <sup>th</sup> and 5 <sup>th</sup> grade
	2:50 pm – 6 <sup>th</sup> grade

### **Junior High and Senior High**

Dismissal time is 3:00 pm

## **Matthew 18 Principle**

Fayetteville Street Christian School believes that open and clear communication is essential to maintaining an effective home/school partnership. For such communication to take place there must be an atmosphere of mutual trust and respect. Students will succeed at FSCS, in part, because they are integral members of a strong support network in the classroom and beyond.

Our goal is to foster an environment where students are given opportunities to solve their own matters. The key is giving the students the skills needed to work through their daily concerns and the positive experience of seeing them solved in a biblical way as Christ taught in Matthew 18. To that end, students and parents are encouraged to abide by the following guidelines:

1. If a student has a concern or complaint regarding a specific teacher, staff member, or coach, it is essential that initial communication begin with that specific teacher, staff member or coach.
2. If the concern is not resolved, the student's parents should speak with the specific teacher, staff member or coach.
3. The final step, if needed, would be to speak with the Administrator, with all parties present.

If the student needs help in determining how to speak with the teacher, staff member or coach, he or she may, at any time talk with the Administrator. When any situation with a teacher arises in which a parent deems it necessary to be involved, proper protocol dictates that parents should first go to the teacher in order to resolve the situation.



# **Upper Division Handbook Supplement**

*2019-2020*

*Fayetteville Street Christian School*

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*Please note that this booklet is supplementary. It is vital that parents and students become familiar with the school-wide policies detailed in the **FSCS Handbook**.*

## **Attendance Policies**

In order for your student to gain the most in school, he/she must be in regular attendance. We will follow this guideline: each student is to be in class each day class is in session. Any student who misses over ten (10) days of any particular class in a semester is subject to failing that class for the semester. Note: Both excused and unexcused absents count toward the 10 days. If your child must be absent from school, we ask that you please notify the school office as quickly as possible.

### **Make-Up Work:**

For each day of an excused absence, the student will be given two (2) days to make up work. If the work is not turned in on time the assignment receives a zero. If they have received previous notification, students are responsible to take tests and turn in projects on the day they return.

### **Tardiness:**

Any student upon receiving 5 tardies will receive 1 hour of after school detention on next Wednesday, following the fifth offense. A detention may be rescheduled one time for \$5 and must be served on the next detention day.

### **Aftercare Study Hall:**

Students who are staying at the school beyond 3:10 PM are to:

- Go to Aftercare Study Hall in the manner normally used: by bus or van with a staff member.
- Students are not to walk from building to building, as this is a breach of supervision.
- Stay on campus grounds, in the gym, or the concession area only, if waiting to participate in a practice or a ball game.
- Not leave with another student or walk by themselves to go off campus from high school or the elementary buildings.

### **Checking In/Out of School:**

No student is allowed to leave campus without first obtaining permission through the office. Students who are given permission to leave for ANY reason are to sign out in the office.

Students leaving for doctor appointments, sickness, or other reasons must be signed out by the parents or the person picking them up. If they are driving the student must have a signed note and must sign out before leaving. If they return the same day, they are to be signed in by the person responsible for them.

## **Academic Information**

**Books:** FSCS strives to use educational material from Christian publishers. Our two primary suppliers are Abeka and BJU Press. All of the materials that we use are of a quality indicative of a school with high academic goals.

Each student pays a book/materials fee. Consumable books are the property of the student. However, damage to these books may result in additional fees if the book needs to be replaced. All other books/resources are owned by the school and distributed to the students for temporary use. The school reserves the right to require additional fees on a single-book basis if book is disfigured beyond normal use. The school reserves the right to retain all books and parts of books when a student withdraws.

### **Student Classification:**

#### **Junior High (grades 7 – 8)**

Before a 7<sup>th</sup> or 8<sup>th</sup> grader can advance to a higher grade, the following guidelines are to be followed:

- All five major subjects (English, Bible, Science, Math and Social Studies) must be passed during the school year or made up during summer school. If a student does not pass two or more of these subjects, he or she is not promoted and has to repeat the grade.

#### **Senior High (grades 9 – 12)**

Before a senior high student can advance to a higher grade, the following guidelines are to be followed:

- English must be passed each year or made up in summer school. Bible must be passed each year or made up in summer school. The Bible requirement does not apply to students transferring to our school from public schools.

Otherwise, the student may advance to:

- The sophomore (10<sup>th</sup> grade) class with at least 6 units completed.
- The junior (11<sup>th</sup> grade) class with at least 12 units completed.
- The senior (12<sup>th</sup> grade) class with at least 18 units completed.

### **Graduation Requirements:**

Before a student can graduate from FSCS, the following requirements must be met:

- At least 22 units of high school work completed. Plus, one unit of Bible for each year enrolled at FSCS total =26 units (after 2021)
- All graduation fees paid to date.
- The final semester of his/her high school training must have been completed at FSCS.
- A student must have a GPA of 3.5000 or above to be eligible for Valedictorian or Salutatorian and must also have been enrolled for at least three (3) full semesters during their junior and senior year.

- o N.C. Gen. Stat. § 115C-550 requires all students to pass a competency test before graduation, which FSCS implements by requiring all Junior level students to complete the PSAT, SAT or ACT (nationally recognized standardized test) in their junior year. A minimum combined score on the math and verbal sections must be in the twentieth percentile.

### **Graduating Requirements (for students graduating prior to 2022)**

Students graduating 2020 are required to have 32 credits to graduate. Students graduating in 2021 are required to have 30 credits to graduate. Students with fewer than 32/30 credits may graduate but must have at least 28 credits and administrative approval.

#### **Prior to 2022:**

English 4 Units

Foreign Language

Math 4 Units

(must be the same language)

(Alg. I, Geometry, Alg. II and one unit beyond Alg.II)

Bible 4 Units

one for each year enrolled in FSCS

Science 4 Units

Speech 1 Unit

(Physical Science, Biology, Chem/Physics/Anatomy)

Health/PE 1 Unit

History 4 Units

Computers 1 Unit

(World, US I, II, Gov/Econ)

Electives 7 Units

#### **After 2021:**

#### **College Ready**

#### **Occupation Ready**

English 4 Units

English 4 Units

Math 4 Units

Math 3 Units

(one unit beyond Alg. II)

(Alg. I must be one unit)

Science 3 Units

Science 2 Units

(Physical Science, Biology, Chem/Physics/Anatomy)

(Physical Science, Biology)

History 4 Units

History 4 Units

(World, US I,II, Gov/Econ)

(World, US I,II, Gov/Econ)

Bible 4 Units

Bible 4 Units

(1 for each year enrolled at FSCS)

(1 for each year enrolled at FSCS)

Foreign Language 2 Units

Foreign Language 2 Units

(Must be the same language)

(Must be the same language)

Speech 1 Unit

Speech 1 Unit

Health/PE 1 Unit

Health/PE 1 Unit

Keyboarding/Computers 1 Unit

Keyboarding/Computers 1 Unit

Electives 2 Units

Electives 4 Units

The school reserves the right to withhold graduation honors from any student who does not meet the above graduation requirements, or who does not exemplify the standards of this institution.

All students graduating from Fayetteville Street Christian School must be full time students. Part time students are not eligible for awards and honors offered by FSCS including but not limited to Valedictorian and Salutatorian.

### **Drop/Add Courses:**

Course requirements are set up by the Administration, and students are expected to take courses on a schedule in order to complete the requisite requirements. Permission is required from the Administrator to add or drop a course after the first day of school. No courses may be dropped after the second week of school.

### **Bible:**

Bible is a required course each year in grades 7 – 12. This is considered an integral part of our overall curriculum, and students receive one (1) credit for each year completed. The Bible course carries the same weight as any other academic course and is graded. Students who fail Bible must take it over in summer school. Each student is expected to have a copy of the King James Version of the Bible. The Bible workbook is consumable and must be purchased each year.

\*If a student enrolls after the 9<sup>th</sup> grade year, all Bible credits will start at time of enrollment.

## **SECONDARY DISCIPLINE SYSTEM**

Grades 7 through 12 use a demerit system. Each teacher is responsible for maintaining an orderly classroom and is responsible for correcting any behavior that disrupts his/her classroom. Demerits result from rule violations and the number administered is assigned in proportion to the offense. We realize that there are unintentional or first-time offenses due to a student's misunderstanding of policy. We endeavor to be reasonable and provide further explanation when this occurs; however, the consequences of demerits may still be applied for the student's violation.

Each student, as well as his/her parents, must sign a Statement of Cooperation stating that they have read the school handbook and are committed to upholding FSCS's standards of conduct. Parents and students are expected to fully cooperate in the education process. If a student's spirit is not in keeping with the ideals of Fayetteville Street Christian School, that student may be asked to transfer out, even if there is no definite rule violation.

Please keep in mind that while the items listed below cover many of the common disciplinary problems a school faces, the list is not exhaustive. Demerits may be given for infractions not listed.

**Demerit Program:** Fayetteville Street Christian School's demerit program is intended to serve as a guide for discipline, to give consistency to disciplinary procedures and to serve as a record of a student's behavior. The demerits in themselves are not a form of punishment. The demerit is calling attention to an undisciplined area in the life of the student. Hopefully, this will cause the student to be introspective and, out of a desire to be all he or she can be for the Lord, discipline themselves to overcome the problem.

Teachers may recommend demerits for various student offenses. The demerit slip is checked by the principal and then processed.

In grades 7 – 8, a one-hour after-school detention will be assigned each time a student accumulates 10 demerits. In grades 9 – 12, a one-hour after-school detention will be assigned each time a student accumulates 5 demerits. Failure to serve a detention on the date assigned will result in additional detention.

All demerits reset at the end of the semester.

Demerits will be assigned for the following infractions:

Category I Infractions: These infractions are generally minor in nature; however, repeated offenses in these areas will constitute a need for further disciplinary measures. These offenses are generally assigned 1 demerit per offense.

- |   |  |
|---|--|
| 1.0 Unexcused Tardiness<br>( 3 excused = 1 unexcused)                                   | 4.0 Improper Peer Relationships ( 2 demerits)              |
| 1.1 Tardiness to school   | 4.1 Name calling/belittlement of others                    |
| 1.2 Tardiness to class  | 4.2 Unnecessary physical conduct                           |
| 1.3 Tardiness to study hall   | 4.3 Horseplay  |
| 1.4 Tardiness to chapel   | 5.0 General Misconduct                                     |
| 2.0 Classroom Misbehavior   | 5.1 Littering (1 demerit)                                  |
| 2.1 Chewing gum/eating in class   | 5.2 Misconduct on bus (2 demerits)                         |
| 2.2 Talking without permission  | 5.3 Loitering in halls/gym (1 demerit)                     |
| 2.3 Leaving seat without permission   | 5.4 Chapel misconduct (2 demerits)                         |
| 2.4 Passing and/or writing notes in class   | 5.5 Sitting on tables or desks (1 demerit)                 |
| 2.5 Failure to follow instructions  | 5.6 Misuse of school property (1 demerit)                  |
| 2.6 Mischief (Spitballs/playing, etc.)  | 6.0 Lack of responsibility (1 demerit)                     |
| 2.7 Use of cell phones during school hours.<br>* This offense carries up to 5 demerits. | 6.1 Failure to return signed discipline notice (1 demerit) |
| 3.0 Dress Code Violation  | 6.2 Failure to return signed progress reports (1 demerit)  |
| 3.1 Improper dress  | 6.3 Failure to complete homework (1 demerit)               |
| 3.2 Lack of P. E. uniform   |  |

Category II Infractions: These infractions are more serious in nature and most often require counseling. Students who repeat offenses in this category or who does not show willingness to correct their behavior and/or attitude will receive further disciplinary action. These offenses may be assigned up to 5 demerits per offense. These infractions may result in suspension or expulsion.

- 7.1 Direct disobedience
- 7.2 Disrespect to authority
- 7.3 Involvement in improper activities
- 7.4 Cheating
- 7.5 Fighting
- 7.6 Forging a name

- 7.7 Stealing
- 7.8 Skipping class
- 7.9 Lying
- 7.10 Profanity
- 7.11 Suggestive language

Category III Infractions: These infractions are quite serious in nature and are likely to result in suspension or expulsion. Assignment of punishment is at the discretion of the administration.

- 8.1 Unchristian-like conduct on/off school grounds or during summer.
- 8.2 Skipping school
- 8.3 Alcohol or tobacco use
- 8.4 Attendance at adult theaters or bars
- 8.5 Combative contact with a teacher
- 8.6 Drug use, distribution, or paraphernalia possession on or off campus
- 8.7 Firearm possession on campus or school related event

- 8.8 Immorality in any form (sexual conduct outside of Biblical marriage)
- 8.9 Pornography use: gestures, language, or materials related in any way
- 8.10 Involvement in crimes (other than minor traffic tickets)
- 8.11 Speeding or reckless driving on school property or at school-related events
- 8.12 Communicating threats or giving false information to law enforcement

Accumulated Demerits and Actions: One or more of the following disciplinary actions may be necessary when a student has repeat offenses in Category I or commits offenses in Category II or III: Counseling, In-School Suspension, after-school detention, off-campus suspension, expulsion.

If a student reaches 25 demerits, the student will be placed on disciplinary probation and may lose all extra-curricular participation privileges including cheerleading, team sports, and class office for the remainder of the year. For every 5 demerits accumulated over 25, the student will be required to serve one day of Saturday detention. At this level a conference with the student, parents and the school administration will be required.

A student who receives 50 demerits may be asked to leave the school. A meeting with the administration is required and a remedial plan will be developed if the student is allowed to remain enrolled.

## **Merit Program**

Students may also earn Merits. Merits are earned for doing not just what is expected of students but by demonstrating a helpful and kind spirit. An earned Merit can be used to offset demerits received for Category I Infractions. Although demerits are dropped at the semester Merits carry over into the new semester. The following are examples of action that can result in a student receiving a Merit. Teachers are not limited to the items listed below.

Demonstrating Christ (Spiritual leadership, evangelistic effort)

Demonstrating Responsibility (returning important documents, reporting incidents)

Demonstrating Kindness (Helping a student or teacher without being asked)  
Demonstrating Good Manners (holding the door, saying please and thank you)  
Demonstrating Integrity (honesty, returning lost items)  
Random Merits (school spirit, assembly behavior)

## **Dress Code**

FSCS has developed a dress code for its students based on the guidelines established in God's Word for His people. We stress modesty (I Timothy 2:9 and II Timothy 2:22), distinction (Deuteronomy 22:5 and I Corinthians 11:4-5), and identification with Christ (I Timothy 4:12; Romans 12:1-2 and I John 2:15-16).

### **All Students:**

Students are required to change back into their regular school clothes at the end of PE Class. The 7th period PE student may stay in their PE clothes if they are remaining after school for athletic practice.

Unless a student is involved in an activity requiring different dress attire, they must leave the school in school attire.

Those involved in athletics are to follow the guidelines in the **Sports Handbook**.

### **Gentlemen:**

- Hair should be trimmed so that it will not touch the ears, eyebrows, or shirt collar and thinned to contour to the shape of the skull in the back and be neatly trimmed. Sideburns are not to be lower than the top of the earlobe. Excessive styles (extremes) are not permitted. Mustache or other facial hair is not allowed.
- No caps, hats or sunglasses are to be worn inside the buildings. In respect of this policy, students are discouraged from wearing them to school.
- **Shirts:** two style shirts are approved for regular school day attire in the upper division. The first of these is any of the Land's End Polos on the FSCS Land's End Website. These polos must be in one of the approved men's colors and have the approved school logo embroidered on the front. The second choice is the Land's End Oxford shirt. This shirt must be Land's End "blue" and have the school approved logo embroidered on the front. NOTE: the shirt is required to be worn on Wednesday as a part of the dress outfit for chapel.
- **Pants:** for the Upper Division men there are two pants options. These pants may be purchased at any retailer, so long as they meet the standards below. Approved options will also be listed on the FSCS Land's End Website. No style that is tight fitting is allowed. The first option will be pants in classic navy, black or khaki. NOTE: on Wednesday khaki pants must be worn as a part of the dress outfit for chapel. The second is well kept blue jeans.
- **Athletic Apparel:** for PE classes, weightlifting classes, and all sports practices; the school approved Men's Patriot Athletics Outfit must be worn. The option of school approved sweatpants or athletic pants that can be purchased

through FSCS Land's End Website may also be used with this outfit. The sweatpants or athletic pants must have the school approved logo embroidered on them.

- PE uniforms may be worn only when participating in an athletic activity.
- All shirttails are to be tucked in unless ribbed like a sweatshirt or banded. Sweaters may also be worn outside of pants.
- Army jackets and flannel shirts worn as a jacket are not acceptable.
- If a shirt has buttons, it should be buttoned. Only the top button should be undone in most styles. The acceptability of such attire will be decided by the administration.
- All tie-up shoes are to be kept tied at all times.
- No flip-flops or sandals.
- No necklaces or jewelry will be allowed. Class rings from FSCS are allowed.
- Tattoos or body piercing (including earrings) of any kind are not accepted.

#### **Ladies:**

- The overriding rule for young ladies attending FSCS is modesty and distinction.
- **Shirts:** several style shirts are approved for regular school day attire in the Upper Division. The first of these is any of the Land' End Website. These polos must be in one of the approved women's colors and have the approved school logo embroidered on the front. The second choice is the Land's End Oxford shirt. This shirt must be Land End's "blue" and have the school approved logo embroidered on the front. Note: this shirt is required to be worn on Wednesday as a part of the dress outfit for chapel. The oxford shirt may be worn buttoned or unbuttoned. If unbuttoned, the appropriate shirt (thicker t-shirt with no logo) must be worn underneath. There are other button up collared shirt options that may be purchased from the FSCS Land's End Website. These choices must be in one of the approved women's colors and have the approved school logo embroidered on the front.
- **Skirts:** Skirts that are classic navy, black, khaki or denim may be worn as long as they come to the top of the knee when standing. These skirts may be purchased at any retailer, so long as they meet the standards above. Approved options will also be listed on the FSCS Land's End Website. NOTE: a khaki skirt must be worn on Wednesday as a part of the dress outfit for chapel.
- **Pants:** for the Upper Division Ladies, pants may be purchased at any retailer, as long as they meet the following standards. They are to be pants in the

classic navy, black or khaki. NOTE: These may be worn on Monday, Tuesday, Thursday and Friday. Approved options will also be listed on the FSCS Land's End Website. No style that is tight fitting is allowed.

- **Athletic Apparel:** for all PE classes, weightlifting classes, and sports practice the school approved Ladies' Patriot Athletics Outfit must be worn. The option of school approved sweatpants or athletic pants that can be purchased through the FSCS Land's End Website may also be used with this outfit. The sweatpants or athletic pants must have the school approved lobo embroidered on the.
- Dress or skirt length and slits should be no higher than the middle of the knee when standing.
- Hair may not be worn in a rattail style. Hair coloration should be done with discretion in natural shades (no extremes). No mod or faddish hairstyles.
- Shoes or sandals must always be worn.
- If a blouse has buttons, it should be buttoned. With most styles only the top button may be unbuttoned. The acceptability of such attire will be decided by the administration.
- No tattoos or body piercing (except for one or two on the ear – lobe only) will be accepted.
- No caps, hats or sunglasses are to be worn inside the buildings. In respect of this policy, students are discouraged from wearing them to school.
- Formal wear for banquets and programs must also be modest in fit and neckline. It is required that formals be checked in advance of homecoming, Junior-Senior Banquet, etc. by an appointed female staff member.

### **School Functions:**

Hair and dress regulations apply to students at FSCS at all school-related functions. Individuals who are invited guests at any school-related function are asked to honor the same standards as our students. We reserve the right to ask any guest to leave who flagrantly disregards our standards. Students involved in the Athletic Banquets or Junior Senior Banquets are required to stay until the banquets are over.

## **General Information**

### **Dating:**

FSCS does not encourage dating relationships during school hours or school-sponsored activities. Students of the opposite sex are not to be alone in any school or church owned buildings. Holding hands or any display of affection is not permitted.

### **Sports:**

To be eligible to participate in any sport a student must have a 2.0 GPA or higher and no more than 1 "F". All sports uniforms must be turned in before a report card will be given out at the end of the sports season.

### **Student Drivers:**

Student drivers will register their vehicle with the School Administrator when they begin driving to school on a regular basis. The following rules will be strictly observed:

- Sensible driving to and from school.
- Speed limit of 5 mph in our parking lots.
- No spinning of tires on the pavement or dirt at any time.
- Parking properly in designated areas. (Upper level at Building B)
- Students may not go to their cars during school hours without permission from the office.
- No one has permission to drive another's car unless secured through the office.
- Students are not to leave their cars on school grounds overnight.

The school will not accept responsibility for any damage done to student's cars nor to items taken from cars while on school property. Violation of the above rules may result in the revocation of a student's driving privileges.

### **Locker Policy:**

Lockers are provided for all students in grades 7 – 12. Students are encouraged to provide a lock, and a duplicate key or the combination is to be given to their homeroom teacher for emergencies. Students are to have their locker locked at the end of each day. Students are not to use any kind of permanent adhesive to secure items in their locker. A student may have pictures of family, friends or pets in their locker, but there are to be no pictures of rock groups or other individuals, or any other offensive or inappropriate materials. The administration reserves the right to enter any student's locker and to remove anything that is in violation of school standards or policies. Any student tampering with another student's locker will be disciplined.

### **Cell Phones/Connected Device Policy:**

In both the Elementary and Upper Division, all cell phone and data connected devices must remain on vibrate or turned off during the school day. The device must remain in the student's

book bag or locker at all times (from arrival at school until dismissal bell). Cell phone use is prohibited during the school day.

If the student is to remain on campus in the AfterCare Program these electronics remain in the student's book bag.

Failure to follow this policy will be dealt with through the normal disciplinary process AND in addition may result in collection of the device. Continued violation of the policy (more than once) may result in the student not being allowed possession of an electronic device for the duration of the semester.

Please NOTE: coaches will address cellphone use for student athletes in their care. However, cellphones should not be used in any locker room or changing area.

If you need to get in touch with your child during the day, please do so through the school office. If it is necessary for a student to contact you, they may receive permission to use their cellphone from the school office in the upper division, and from their teacher in the elementary division.

**Telephone/Cell Usage:** Students are to use the phones only when absolutely necessary and with permission from school staff. Personal calls are allowed only to a parent, guardian, or grandparent. The office staff may refuse the use of a telephone/cell if they deem it inappropriate. Incoming calls for students will be returned when the student finishes classes for the day.

**Headphones:**

Headphones are not to be used or seen during school hours. Music may be checked at any time for appropriate content and may be taken if inappropriate.



## Parent and Student Handbook Agreement Form

*Please return signed form to the school office.*

### Parental/Guardian Agreement

I have read and accepted the rules and regulation stated in the Fayetteville Street Christian School Handbook and Upper Division Handbook Supplement.

Parent/Guardian Name (please print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

### Student Agreement 7<sup>th</sup> – 12<sup>th</sup> Grades

I have read and accepted the rules and regulation stated in the Fayetteville Street Christian School Handbook and Upper Division Handbook Supplement.

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name (please print) \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_