

FRIENDSHIP CHRISTIAN SCHOOL PARENT – STUDENT HANDBOOK

OPENING STATEMENTS:

- Friendship Christian School is a direct ministry of Friendship Baptist Church.
- We welcome you and your family to Friendship Christian School. We pray that we can help you to train up your child in the areas of Spiritual, physical and social needs.
- We recognize that keeping the standards and rules in this handbook does not necessarily indicate one's spiritual condition; however, how one reacts to these standards may say much about one's spiritual maturity.
- The administration of FCS retains the right to make changes, amendments, and corrections to the rules and policies of the school at any time, as they see fit, with or without prior notice.
- As a private institution, FCS reserves the privilege of setting and maintaining its own standards of student appearance, conduct, and scholarship. The school maintains the right to suspend or expel any student who violates, on or off campus, the standards set down in the Parent & Student Handbook as defined by the administration.
- **Friendship Christian School does not discriminate on the basis of race, color, nationality or ethnic origin.**

STATEMENT OF FAITH:

- 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.
- We believe in God the Father, God the Son, and God the Holy Spirit.
- We believe that salvation is "by grace" plus nothing and minus nothing. The conditions of salvation are repentance and faith.
- We believe in the Deity, virgin birth, and bodily resurrection of Jesus Christ.
- 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.
- We believe in the visible, personal, and pre-millennial return of Jesus Christ.
- We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

DOCTRINAL STATEMENT:

- We believe that the Scriptures of the Old and New Testament [only] were inspired of God, that the original writings were inerrant, and that they are of supreme and final authority. [II Peter 1:21; II Timothy 3:16-17]
- We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit. [Genesis 1:1; John 10:30; Matthew 28:19; Acts 5:3-4]
- We believe that Jesus Christ was begotten in the flesh by the Holy Spirit, was born of the Virgin Mary. He is eternal. He is God and has no beginning, and is true God and true man. [Isaiah 7:14; Matthew 1:18-25; Colossians 2:9; John 1:14; Galatians 4:4-5; I Timothy 3:16]
- We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption. [John 16:8-11; Romans 8:9; I Corinthians 12:12-14; II Corinthians 3:6; Ephesians 1:13-14]
- We believe that man was created in the image of God, that he sinned and thereby incurred not only physical death but also spiritual death which is separation from God, and that all human beings are born with a sinful nature and are now sinners by birth and by choice, positively inclined to evil, and are therefore under just condemnation to eternal ruin without defense or excuse. [Genesis 2:17; Romans 5:12-21; Psalms 51:5; I Corinthians 2:14; Romans 1:20; Genesis 1:26-27]
- We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice and that all who believe in Him are justified on the ground of His shed blood. [I Corinthians 15:1-4; II Corinthians 5:21; I Peter 2:24; Romans 5:9; I Peter 1:18-19]

- We believe in the bodily resurrection of the body of our Lord, His bodily ascension into Heaven and His bodily presence there for us as High Priest and Advocate. [I Corinthians 15:1-4 & 20-25; Acts 1:9-11; Hebrews 7:25; I John 2:1-2]
- We believe in the “blessed hope” – the personal, bodily, pre-tribulation, pre-millennial, and imminent return of our Lord and Savior Jesus Christ. [II Thessalonians 2; John 14:1-3; Matthew 24:44; I Thessalonians 4:14-18; I Corinthians 15:51-58]
- We believe that all who receives by faith the Lord Jesus Christ are born again by the Word through the ministry of the Holy Spirit and are thereby children of God and are eternally saved. [John 3:3; Galatians 3:24-26; I John 5:13; Romans 8:35-39; John 10:27-29; Hebrews 6:3-6; I Peter 1:23; Romans 10:17]
- We believe that Satan is literal and personal, the agent of the fall, the prince and power of this world, and that he shall be judged and eternally punished. [Revelation 20:1-10; Ephesians 2:1-4; Job 1:9-12; Genesis 3:13-14]
- We believe in the bodily resurrection of the dead, both of the just and the unjust, the eternal conscious punishment of the lost, and the eternal joy of the saved. [Revelation 20:1-10; I Thessalonians 4:16-18; I Corinthians 15:51-54] NOTE: There are two judgments. [Daniel 12:2; John 5:28]
- We believe that immersion is the only form of baptism revealed and commanded in the Scriptures; that it has “NO” saving power, but it is only for those who are already saved; and that the new birth, which comes through repentance and faith in the Lord Jesus Christ, is the scriptural prerequisite to baptism. Therefore, only those who are old enough to believe for themselves should be baptized. [Acts 2:38; Romans 6:3-5; Ephesians 4:5; Matthew 3:13-16; I Peter 3:21]
- We believe that the Lord’s Supper is a memorial of the death of Christ and that only those who have been saved through faith in His atoning blood and are walking in obedient fellowship with Him ought to partake of it. [I Corinthians 11:23-32; Matthew 26:26-28]
- We believe that a New Testament Church is a body of baptized believers, assembled for worship, service, and the spread of the Gospel in all the world. [Acts 2; Acts 1:8; Matthew 28:19-20; Matthew 16:15-18]
- We believe that all the saved are called into a life of separation from all worldly and sinful practices. [Romans 12:1-2; James 4:4; I John 2:15-17]
- We believe that the only legitimate marriage is the joining of one man and one woman; that God has commanded no intimate sexual activity be engaged in outside of marriage; and, that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sexuality. [Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23; Genesis 19:5, 13; Leviticus 18:1-30, I Corinthians 5:1, 6, 9; I Thessalonians 4:1-8; Hebrews 13:4]
- We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the scriptural leadership of the husband as the church submits to the leadership of Christ. Children are a heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including scriptural corporal correction. [Genesis 1:26-28; Exodus 20:12; Deuteronomy 6:4-9; Psalm 127:3-5; Proverbs 19:18 & 22:15 & 23:13-14; Mark 10:6-12; I Corinthians 7:1-16; Ephesians 5:21-33 & 6:1-4; Colossians 3:18-21; Hebrews 13:4; I Peter 3:1-7]
- We believe the charismatic movement is unscriptural. Feelings are deceiving. God’s Word is complete and that is necessary for total Christian living. (I Cor. 13:10)

FRIENDSHIP CHRISTIAN SCHOOL USES THE KING JAMES VERSION (KJV) BIBLE FOR ALL ACTIVITIES.

MISSION:

Working together with the home in training God's child

VISION:

FCS exists to reach our youth with the gospel of Jesus Christ, to provide a spiritual and academic complement to the work of the Christian home, to assist the fundamental local church in the lives of saved young people, and to encourage young people toward fruitful service for the Lord Jesus Christ. We are accomplishing this by viewing the parents and the church as an integral part of that education; employing a godly, separated, dedicated, and qualified staff; using a Christ-centered curriculum, and utilizing all possible resources that will advance and enhance the educational experience.

PHILOSOPHY OF CHRISTIAN EDUCATION:**▪ PHILOSOPHY OF THE CHRISTIAN HOME:**

The Christian Home is one in which the knowledge of the scriptures and application of biblical principles are a priority. A commitment to Christ and to spiritual growth is evidenced by personal Bible study and prayer and by faithful participation in a local church. Parents endeavor to apply biblical principles in the rearing of their children. All children belong to God and are put under the authority of their parents. It is then the parents' responsibility to educate that child (Deut. 11:18-19; Eph. 6:4, Ps. 78:1-8, Ps. 127:3-5, Prov. 19:27). The parent will be the one judged for the child's education not the school, government, or church. Because of this fact, it is vital that the home be where the education begins. The home needs to be Christian in its manner of attitude, conduct, and worship. It is the parents' decisions to have the church or school take over some of the teaching process and to work hand in hand in developing the child. The school also should be in line with the Christian home.

▪ PHILOSOPHY OF THE CHURCH:

Friendship Baptist Church is an independent, fundamental church that has the mission of "Declaring the Whole Counsel of God." We recognize the scriptures of the Old and New Testaments as the only infallible and inerrant Word of God. We believe there are other local, evangelical churches in our area that produce Godly families. These churches demonstrate this commitment by placing a priority on the preaching and teaching of the Bible. The education should also be consistent with the church. The church will aid in the teaching process through Sunday schools and other ministries (Acts 2:41-42). We desire to come along beside families to educate the students in a Christian manner. Since a biblical commitment to Christ is always accompanied by a commitment to His church, it is expected that every FCS family will faithfully attend a church that will meet its spiritual needs. Students are expected to participate in children's and youth activities.

▪ PHILOSOPHY OF THE SCHOOL:

Christian education begins with the premise that all truth is God's truth. God has revealed the truth about Himself in the scriptures. We discover truth about His creation as we diligently study the natural world and the intangible truths within creation. A high quality, rigorous curriculum is provided with a sense of high expectations, in order to encourage the students to develop their God-given gifts to the fullest. The curriculum is supplemented with many extra-curricular activities such as fine arts, choir, band, drama, computer, athletics, etc. All three of these institutions (home, church and school) should be consistent in their philosophy and what they teach. Deuteronomy 6:5-7 makes it clear that the truths of God should not only be taught at home but also wherever the child goes.

▪ PHILOSOPHY OF THE SAVIOUR:

We must see that creation served the purpose of glorifying God (I Cor. 10:31, Col. 3:17). It is to be recognized that God not only created, but also continues to sustain His creation (Col. 1:17). Man, who was created in the image of God (each one as a unique individual), was His special creation (Gen. 1:27). His creation though has been marred by man choosing to sin (Rom. 3:23). It

is this sin that now makes us an enemy of God (Ps. 51:4, Ro. 8:7). This sin nature is passed on to all men and each man is born with it (Ps. 51:5, Ro. 5:12).

It is only through this Saviour that a right relationship with God can be restored (Ro. 8:1, Ro. 5:1-11). It must then be concluded that the need of redemption is the greatest need of man (Jer. 17:9, Prov. 14:12). This redemption only comes through the acceptance of Christ's sacrifice on the cross (Jn. 14:6). It is through the work of the Holy Spirit that this conviction is expressed (Jn. 16:8-11). Man must realize that without a Saviour, eternity will be spent in hell (Eph. 2:1-3, Rev. 20:11-15).

When our students place their faith in Christ as their personal Saviour, it conveys their understanding that a relationship with God is established by God's grace through personal faith in the work of Christ on the cross. The gospel shapes our relationship with God and with our fellow man. It is at this point that each one can build and live a successful Christian life.

▪ **PHILOSOPHY OF THE FACULTY:**

It is only through the teaching of born-again Christians that spiritual morals can be taught. If the greatest need of man is redemption, then redeemed people need to be teaching it. An unredeemed person obviously does not see the need of a Savior. According to Matthew 28, it is the Christian teacher who is given all authority to teach the Truths of the Word. It is key that this teaching be consistent with the Word of God. In order for this to occur, the work of the Holy Spirit must be acknowledged. A teacher must be in communion with Christ in order to relay the Truths to the students. It is a fact that is inescapable; the world view of the teacher, in so far as he is effective, gradually conditions the world view of the pupil. It is vital that a teacher have a Christian worldview. The gift of teaching requires the teacher to tell others about the Bible and then to live the contents of the Bible in his/her life for others to see. Because of these facts, we only employ born again teachers with the same philosophy as Friendship Baptist Church.

▪ **PHILOSOPHY OF THE CURRICULUM:**

The goals of curriculum will be put into four categories: Word-centered, Bible-integrated, pupil-related and socially-applied.

- Word-centered - The foundation of curriculum must be the Word of God. The Written Word (Bible) and the Living Word (Jesus Christ) must be brought together in order to lead students to develop Christian maturity. By knowing that all truth is God's truth, we have the authority to speak the truth in all classes.
- Bible-integrated - We must apply Biblical principles to every area of the curriculum. In order to develop the whole student, we must make the Bible relate to every area of one's life.
- Pupil-related - The goal has to be that a student will develop to one's fullest potential in one's walk with Christ. This goal is based on the following facts. 1) Each student is a specially, created individual uniquely made in God's image and needs to be taught as such. 2) We must provide nurturing for each child to become all that God intended for that child. 3) Each student develops at a different level and we need to reach each one's needs at his/her level. 4) Our methods need to reflect these unique learning processes and have a variety that will reach each student.
- Socially-applied - Our curriculum needs to look at world, national, and community needs and problems and be able to make them relevant to the students.

SPIRITUAL AND EDUCATIONAL OBJECTIVES:

- To teach so that each student will come to a saving knowledge of Jesus Christ
- To teach so that each student will make a personal commitment to Jesus Christ in his walk of Bible reading, prayer, church attendance, witness, and active Christian service
- To teach so that each student will understand the Bible is the infallible Word of God; the Bible is a practical guide to life and living; and the Bible is the basis of all morals, values, and standards of a Christian's life.

- To teach so that each student will have an understanding that Jesus Christ is central in all areas of life and to follow His example of servant hood
- To teach so that each child learns to stand alone, if necessary, to protect their Christian convictions
- To teach so that each student will apply the principles of faith, and purpose to yield himself to God in submission and obedience to His will as revealed in the Bible on a daily basis
- To teach so that each student will understand it is not in his natural energy but through new life in Christ that he can accomplish his learning
- To teach so that each student will have a thorough instruction in the arts and sciences that he might develop to the glory of God, spiritually, socially, mentally and physically
- To teach so that each student will develop a keen understanding of the fundamentals of God's creation, including all of the academic studies
- To teach so that each student will work effectively with perseverance to reach his full potential
- To teach so that each student will develop within himself an understanding of how to think and to apply oneself
- To teach so that each student will develop in himself the proper attitudes, ideals, habits, knowledge and skills which are necessary preparations for life
- To teach so that each student will have the kind of experiences that will make him a credit to Christ, his church, his community, his nation and himself
- To teach so that each student will develop within himself self-respect, an effective attitude of self-discipline and responsibility
- To teach so that each student will develop proper relational skills with his teachers, classmates, and family

ACCREDITATION, QUALIFICATIONS AND MEMBERSHIPS:

We hold membership in the American Association of Christian Schools, the North Carolina Christian School Association and the National Honor Society. Teachers are certified through the North Carolina Christian School Association. Many of our teachers hold licensure with the State of North Carolina. Friendship Christian School meets the standards set forth by the Fire, Health and Safety Departments of the State of North Carolina.

Friendship Christian School (FCS) has been fully accredited by the North Carolina Christian School Association (NCCSA). The accreditation provides a benchmark for Christian schools which measures standards, performance, integrity, and quality. Schools engage in a voluntary process of self-evaluation against accepted best practices and educational standards. This evaluative process involved the visit of an accreditation team of Christian education professionals who scrutinized the following areas: philosophy and administration, personnel, curriculum and pedagogy, assessment, fiscal management, facility and safety, and special services. The accreditation process is designed to assist schools in achieving a standard of excellence and provides the framework for the on-going School Improvement Program (SIP) of the school.

The NCCSA accreditation program has been formally recognized by the North Carolina Division of Non-Public Education. The NCCSA accreditation program is also approved by the National Council for Private School Accreditation (NCPSA) through a co-accreditation agreement with the North American Christian School Accrediting Agency (NACSAA). As part of the onsite team visit, a representative of the NACSAA participated in the peer review and report writing process. As a member of the National Council for Private School Accreditation, NACSAA partners with the Middle States Association Commission on Elementary and Secondary Schools (MSA-CESS) to provide co-accreditation to NCCSA and NACSAA member schools desiring to pursue regional accreditation.

GENERAL MATERIAL

ACADEMIC PROBATION:

- Purpose: Student grades will be reviewed quarterly to prevent the possible failure of a student. This brings the Administration and the parent together in order to create a viable, tangible solution for the struggling student.
- Criteria: This program should be initiated at the discretion of the respective Supervisor in concert with the Administration and Focused Learning Center Coordinator. Some criteria to direct the administration in making this decision are:
 - If the student is making at least 2 F's, 1 F and 2 D's, or 3 D's in core subjects like math, science, history, English and Bible.
 - The Supervisor will notify the parents of the academic probation.
 - A conference will be held with the parent and student in regard to academic probation.
 - The new guidelines will be signed by the student, parent(s) and the Supervisor. Copies are distributed to all respective parties.

ACHIEVEMENT TESTING:

- Friendship Christian School has a detailed program of testing to measure the students' abilities and progress. The results of the testing are also used to aid the teachers and administration in improving the curriculum. Test results are kept in each student's cumulative folder. Check the school calendar for the exact testing dates.
- | Grade | Test Administered |
|--|--|
| K5 – 9 th grades | Stanford Achievement Test during Spring |
| 2 nd , 5 th , 8 th grades | Otis-Lennon School Ability Test (OLSAT) (in addition to Stanford) |
| 9 th grade | EXPLORE Test in October |
| 10 th grade | PLAN Test in October |
| 11 th grade | PSAT Test in October, ACT (recommended), SAT (optional) |
| 12 th grade | ACT (required), SAT (optional) – The ACT is a required competency test for graduation from FCS. A senior must receive a composite score of 16. If a student has a certified learning disability, the giving of a diploma will be reviewed on an individual basis. A certificate of completion is given if the minimum score is not attained. |

ADMISSION POLICY:

- FCS is most effective when working with families who share our commitments. Therefore, priority is given to these families in the admissions process. Each family and each student admitted to FCS is expected to exhibit a cooperative spirit. Parents and students should read the Parent/Student Handbook for a description of the School's standards and expectations. The school only admits students who want to attend FCS. Negative attitudes about the Christian faith or the School will prevent admission. The student application, interview, previous school performance and references are used to determine a student's suitability for admission.
- FCS reserves the right to refuse admission to anyone who would not fit into the spirit of the institution nor benefit from the education offered. The administration also reserves the right to refuse to define the criteria or reasons when applications are not accepted. The status of all students is reviewed annually.
- This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who are experiencing difficulty with their child. If a student has been dismissed or expelled from another school, the student will be required to prove himself for one year before being considered for admission at FCS.
- Attendance is a privilege at FCS. This privilege may be forfeited at any time if a cooperative spirit is not maintained in complying with the rules and regulations. If at any time a student or his parents do not demonstrate support for the school, its policies or its biblical stand, the parents

may be asked to take the child out of the school even though the child has not been an open discipline problem.

- Before the first day of school, each of our students is required to have on file a Health Record listing all immunizations, diseases and illnesses. Immunizations must be dated and the form must be signed by a physician. The K3, K4 and K5 students must have a specific form in the school office filled out and signed by a physician for their physical.
- Parents and students in grades 6th-12th must sign and turn in a statement that they have read the handbook and agree to abide by the guidelines as stated in the handbook. Parents of students in grades K3-5th must sign a statement that they have read the handbook.
- **Friendship Christian School does not discriminate on the basis of race, nationality or ethnic origin in its admission policies, or in the administration of its programs.**

AFTER-SCHOOL CARE:

- We have an aftercare program that is set up to provide affordable care for enrolled school-age students of FCS. The staff is made up of adults, college student assistants and high school student assistants. The following policies exist:
- The aftercare program will not be available if school closes early because of inclement weather. It is also closed during holidays and non-school days.
- You are to provide names of every person who has permission to pick up your child from our school. If someone comes for your child whose name is NOT on that list, they will not be allowed to get your child. Also, if someone comes to get your child and we do not know them (even if their name is on the list), we will ask to see picture I.D. If that person does not have it, your child will not be allowed to leave with them.
- If you are sending someone to get your child whose name is NOT on the list, please call the school or send a note ahead of time to avoid any confusion. Instruct that person to bring a picture I.D.
- *****VERY IMPORTANT!!** If there is a custody issue concerning your child, we need copies of the court documents showing the custody agreement. If the custody agreement changes, we need to be notified. If a parent has the legal right to pick up their child from school, we cannot refuse permission simply because you did not include their name on the Pick-up Permission slip.
- For school sponsored activities - play practice, athletic practice/before game starts and fine art rehearsals (must be scheduled that day)...
 - There will be no charge for siblings of the participating student, if they are not a normal aftercare student.
 - No charge for participating student (for before or after practice) if they are not a normal aftercare student.
 - Non-participating student(s) carpooling with the participating student must report to aftercare and will be charged.
 - When the extra curricular activity is finished or if it is cancelled and the participating student cannot be picked up immediately, he/she and those riding with him must report to aftercare. The student participating in the extra curricular activity and sibling(s) are charged beginning at the end of the practice time, those riding will be charged the entire time.
- For non-school sponsored activities - private lessons, private tutoring, attending athletic events...
 - If the activity is not scheduled to begin by 3:00 pm or the activity ends and the student is not immediately picked up by parent/guardian, that student must report to aftercare and normal rates will be charged.
 - All riders and siblings must report to aftercare and will be charged at the normal rate.
- The financial policy allows you to pay on a monthly or weekly basis. Finance information is available on the school's financial page.
- Aftercare Discipline Policy
 - The policies, codes of conduct and penalties that apply during the regular school day apply to the aftercare program.
 - Discipline Procedure:

- The first level of response to misbehavior will be to discuss privately with the student his unacceptable actions and the possible consequences. He will be counseled as to proper conduct.
 - If the unacceptable behavior continues, an incident form will be filled out requiring parent and supervisor signatures.
 - Habitual incidents will result in a parent conference.
 - If inappropriate behavior continues after the conference, the parent will be notified and the student will not be allowed to participate in the aftercare program for a period of time as determined by the principal.
- An accident/injury/illness report form will be completed for each incident. One copy will be filed in the office, and a copy will be given to both the parent and the supervisor. If immediate medical attention beyond basic first-aid is needed, the parent/guardian or designated emergency contact will be notified.

ARTICLES PROHIBITED:

- Cigarettes, alcoholic beverages, narcotics, any medicines not prescribed by a doctor for that particular student, knives, guns, explosives of any kind, radios, tape players, cassettes, CD's, DVD players, iPods, MP3 players, pagers, books not directly related to class work, etc... are not permitted. All paperback books and magazines should be appropriate for school use. Gum should never be brought to school for any reason and candy is to be restricted to the lunchroom. Should these articles be brought to school, they will be confiscated and returned only to the parent. In addition to the items already mentioned, no other items which are inappropriate for an educational atmosphere will be permitted. **These regulations also apply to all extra curricular activities.**
- Cell phones are not to be used in the classroom or on school property during normal school operating hours. All cell phones must be turned off. If a student is found using a cell phone during the school day it will be taken and given to the administrator and must be picked up by a parent. The phone will not be given back to the student; it will be returned only to the parent. The student will also serve the discipline for cell phone use which is an afterschool detention.

ATTENDANCE:

"The Compulsory Attendance Law (NC GS 115C-378) states that every parent, guardian, or other person in North Carolina having charge or control of a child between the ages of 7 and 16 shall cause that child to attend school continuously for a period equal to the time which the public school to which the child is (would be) assigned is in session.... The parent, guardian or custodian of the child is required to notify the school of the reason for each known absence of the child, in accordance with local school policy" (www.dpi.state.nc.us)."

- This minimum standard required under state law includes both excused and unexcused absences.
- The law also applies to children under 7 if they are enrolled in a school.
- It is important that a student be regular in attendance to gain the most from school.
- A student must attend school 4 hours in elementary school and 4 periods in middle/high school to be counted present for the day.
- An absence from school may be excused for the following reasons:
 - Illness or injury prevents the student from being physically able to attend school
 - The student has a communicable disease
 - The student is absent due to the death of an immediate family member
 - The student has a medical or dental appointment that cannot possibly be made outside of school hours (need to supply advance notice to teachers and office)
 - One half day is allowed for students to travel to obtain a Driver's Permit or License provided there are no tests assigned that day
 - The student must appear in court
 - The student obtains prior approval to take advantage of a valid educational opportunity, such as travel (GS 115C-379) (one week's notice).
 - The student may receive prior approval for some church or family-related activities (one week's notice).

- Seniors have two excused college days and juniors have one excused college day. They must provide written verification from the college of the visit. A letter from the college is acceptable.
- In certain cases, absences (with prior approval from the administration) may be approved. Parents will need to submit a written explanation concerning the future absence. A Pre-Planned Absence form must be attained by the student for the classroom teacher to assign work that will be missed. The academic and absentee record of the requesting student will be reviewed before approval is granted. The form can be downloaded off the website.
- Students must bring a note to their teacher when returning after any unplanned absence from school. The form can be downloaded off the website. The student has two days to turn in the form or the absence is counted as unexcused.
- Absences are unexcused for:
 - all of the above listed excused absences if not requested in writing and approved in advance of the absence,
 - oversleeping,
 - hair appointments,
 - shopping excursions,
 - automobile repairs,
 - working on a class assignment,
 - unapproved personal trips,
 - tardiness or truancy,
 - parent notes without any explanation,
 - failure to bring a note in the two day grace period or
 - suspension.
- The student must make up missed assignments. Graded assignments will have seven points deducted for unexcused absences.

TARDINESS:

- Students are expected to be on time for their classes.
- In K-12th grade, five unexcused tardies at the beginning of the school day per quarter are considered to be an unexcused absence and loss of perfect attendance for the year.
- A note for tardy to class or school should be brought the day of the tardy. If a student does not bring a note the next day of the tardy, it will be unexcused. Assignments or any graded material that was due at this time will receive a seven point deduction.
- Students must check in or out at the main school office when tardy or leaving early and present a note to the school secretary.
- All tardies and early dismissals are considered unexcused except for illness, medical appointments, family bereavement, detainment by the office or another teacher, if during the school day.

ATTITUDE:

- Attitude is one of the determining factors for success or failure in life; therefore, students at Friendship are expected to comply with the rules and regulations without complaint. (Attendance is a privilege here and not a right. This privilege may be forfeited at any time if a good attitude is not maintained.)
- Students should also realize that one's attitude can be manifested in a number of ways. It is evident by what he says, by his tone of voice, by his facial expression, by the way he sits, stands, or walks. Few of us realize that "body language" often betrays our verbal language.
- Each year students are enrolled in FCS whose attitude is not consistent with the spirit of the School yet they do not get in a lot of direct trouble (tallies, demerits, detentions...). These students are a negative spiritual influence on the student body. In an effort to assist these students, the faculty will be asked to prayerfully evaluate each student. At each semester, the administration will meet with those students whom the faculty believes need to show spiritual improvement. If this improvement is not realized, the student may be asked to withdraw from Friendship Christian School.

AUTOMOBILES (PARENTS):

- If it is necessary to enter the building for school business, drop your students off at the designated area, park in the visitor parking area and enter the front entrance.
- Parents working as volunteers, room mothers or assisting for field trips/class parties should drop off their students, park in the visitor parking area, and go to the office. Please see the office for a visitor's pass. No adult may be in the building without a visitor's pass.
- Cars going through the line should pull all the way up.
- Please have your students ready to exit the car when you enter the designated area.
- Do not park and leave your cars in the car pool line at any time.
- **Do not talk on cell phones in car line.** Often this distracts you from paying attention.
- Please obey the teachers and students on patrol at all times.
- PLEASE DRIVE SLOWLY ON SCHOOL PROPERTY!!!!

BEFORE SCHOOL:

Students are not to be at school before 7:30 a.m. Preschool and Transitional Kindergarten students must be walked by their parent to their classrooms. Kindergarten - 5th grades report to the cafeteria and their teacher will pick them up at 7:45. The 6th-12th grades go to the cafeteria until 7:45 and then are dismissed to prepare for first period.

BOY-GIRL RELATIONSHIPS:

- Physical contact is not a good testimony on FCS property and will not be permitted. This applies to all school functions.
- Boys and girls are to sit in separate seats in the bus. Students should be discreet in their relationships toward one another at school and at school activities.
- No couple is ever to be alone in an unobservable location.
- These rules apply even when coming with a non-Friendship student to any school activity.

CHURCH ATTENDANCE:

Since a biblical commitment to Christ is always accompanied by a commitment to His church, it is expected that every FCS family will faithfully attend a church that will meet its spiritual needs. Students are expected to participate in children's and youth activities.

CITIZENSHIP:

It is our desire at Friendship to see students improve in their Christian conduct as well as in their academic areas. Therefore, we have a citizenship code that each teacher evaluates his students on. The categories are:

- **Attentiveness**—The quality of being observant of one's surroundings and having the ability of directing the mind to an object or thought. This quality shall be indicated by the student's awareness of the events in the classroom and his ability to concentrate on a particular subject for a period of time.
- **Cooperation** – The quality of working with other students and the teacher for a common purpose. This quality shall be indicated by a student's helpful attitude and by a willingness to sacrifice his desires for the good of the group.
- **Obedience** – The quality of being willing to comply with or follow the commands, restrictions, wishes, or instructions of the teacher. This quality shall be exhibited by the student's cheerful compliance to school policies and a submissive attitude to the authority of the classroom teacher.
- **Effort** – An evaluation of the amount of work a student puts into the class work and his home studies
- **Responsibility** – The quality of being willing to be held answerable or accountable for one's actions. Also, the quality of being able to be trusted to fulfill a given task without undue supervision. This quality shall be indicated by a student's understanding of his liability in a given situation and by his ability to perform assigned tasks under his own supervision.
- In the Middle/Senior High School, the citizenship grade will be based on all five characteristics as a whole. In the Elementary, each characteristic will be assigned an individual grade.
- These grades shall be based on the following scale:
 - 5 -- Excellent 2 – Below Average
 - 4 -- Above Average 1 – Unacceptable
 - 3 -- Average

COMMUNICABLE DISEASES:

- While it is not the desire of Friendship Christian School to discriminate against any student, the need for protection of the entire student body is crucial. Therefore, any student at Friendship Christian School, or any student who seeks to enroll at Friendship Christian School, who is diagnosed to be carrying any communicable or potentially lethal disease, shall not be accorded the opportunity to remain or become a student. The concern is twofold: that other students not be infected, and that the ill student not become infected with other diseases transmitted by fellow students or others within the school family.
- If the student is later medically diagnosed as no longer carrying the communicable disease, the student will have another opportunity to enroll at Friendship Christian School.
- This policy is to apply to diseases such as, but not limited to, and including syphilis, gonorrhea, Acquired Immuno-Deficiency Syndrome (AIDS), hepatitis, etc. Current medical information published by the U.S. Centers for Disease Control indicates that the human T-Lymphotropic virus type III/lymphadenopathy-associated virus (HTLV III/LAV) is believed to be the agent causing the Acquired Immuno-Deficiency Syndrome (AIDS) in humans. The policies herein also apply to students known to be infected with HTLV-III/LAV, or testing positive for the presence of antibodies to the AIDS virus.
- Health Records already on file are required to be updated to keep the information current.

COMPUTER / INTERNET USE:

- It is expected that each user will follow the guidelines of the school system as to rights, responsibilities and consequences of inappropriate use of computers and the Internet.
- The computer system is made available to students to further their education. Internet access is filtered and strictly monitored.
 - Information acquired over the Internet is at the user's risk and must be verified for accuracy. Friendship Christian School does not control, and thereby cannot guarantee, the quality of the information provided.
 - FCS reserves the right to examine, copy or delete any files that may be held on its computer systems and to monitor any Internet sites visited. Failure to adhere to FCS policies on computer use will result in disciplinary action and/or loss of privileges.
 - The Internet will be accessed ONLY with permission from the staff/teacher member-in-charge.
 - Students may not access personal e-mail accounts from school computers.
 - Students will avoid tampering with hardware or software and introducing or using computer viruses.
 - Students will not issue any personally identifiable information such as addresses or telephone numbers over the Internet.
 - Posting anonymous messages and visiting chat rooms is prohibited.
 - Downloading of any data or programs from the Internet is not permitted without teacher approval.
 - Although FCS Internet access is filtered, potentially offensive material could pass through. Students must report these to a teacher. This includes, but is not limited to, sites with any sexually explicit implications, material and/or photographs, racial slurs or questionable material contrary to Christian standards.
 - Personal use of computers including, but not limited to, the following is not allowed: commercial activity (defined as buying, selling, bartering or advertising), political purposes, trading, or betting.
- Students may not do any of the following when using FCS computers:
 - Delete, copy, alter or move any files on the computer other than as directed by the instructor.
 - Alter any system settings, icons or configuration.
 - Attempt to alter and/or bypass any and all security.
 - Any activity that threatens the integrity of the school's internal systems or attacks or corrupts other systems.
 - Re-boot any system without specific instruction from the teacher.
 - Attempt to install, run, or distribute any unapproved software.

- Cause any physical damage to any equipment.
- Use any system without supervision and specific authorization.
- Type any inappropriate messages, notes, etc.
- Share their password or attempt to logon with any ID other than their own.
- Students will face disciplinary action by participating in any of the following internet activities ON OR OFF CAMPUS:
 - Posting messages or materials containing blasphemy: Messages that show irreverence for God, Jesus Christ, and those things held to be holy by the Word of God; messages that directly contradict the FCS Statement of Cooperation and/or FCS Statement of Faith.
 - Accessing or promoting materials that are prohibited by the FCS standards of conduct as outlined in the Student Handbook, which includes music.
 - Posting pornographic material: Sexually explicit pictures, writing or other material whose primary purpose is sexual in nature.
 - Using inappropriate language: Restrictions against inappropriate language and/or messages apply to public messages, private messages, and material posted on web pages including music. Inappropriate language includes obscenities, profanity and vulgarity.
 - Making harassing or defamatory statements: Messages that contain personal attacks or discriminatory language; messages that are knowingly false or defamatory; messages containing inflammatory, threatening or disrespectful language.
- Students are allowed to maintain personal websites and blogs provided the following rules are adhered to:
 - The parent and student understand that if any site or message, public or private, is found to contain prohibited material, the student will be held accountable.
 - The monitoring of the site or blog is the responsibility of the parent. Parental ignorance of such sites or blogs is no excuse.
 - FCS may discover such sites and blogs and the material contained therein through monitoring and third party information.
- Violation of the Computer/Internet Policy may result in punishment up to and including expulsion from Friendship Christian School.

CONTACTING THE TEACHERS:

The preferable way to get in touch with a teacher is to leave a message in the school office. You may also contact the teachers through their emails. A list of emails is available on the school's RENWEB website. Your call or email will be returned as soon as convenient. Be considerate at all times of your child's teacher and his/her time away from school. Please do not discuss school business with them at church, if at all possible. Teachers' home phone numbers are NOT given out to anyone. Please do not call them at home unless it is an emergency.

DISCIPLINE:

General policies:

- Students are to show respect to those in positions of authority. "Yes, Sir" and "Yes, Ma'am," is expected.
- Students are not to argue, manifest a hateful attitude or rebellious disposition or make "wisecracks" when corrected by a teacher or staff member.
- Students should never bully or tease one another.
- Students should not adapt "worldly" language or "slang" and should take care not to use any minced oaths. The term "minced oaths" means the use of any of the names of God or Christ appearing in "disguised" form, or reference to anything spiritual being made out of proper context for the purpose of punctuating one's remarks or exclamation.
- If a student has any question regarding a teacher's action, he should personally and politely arrange to see the teacher at a later time.
- It is the policy of this school to not conduct corporal punishment. That authority belongs in the hands of the parents. Therefore, if you determine that it is necessary for your child to be spanked on school grounds, the following guidelines must be used:
 - All paddlings will be administered by parents.
 - A witness will be present.

- The maximum amount of paddlings to the bottom of the child is two.
- All paddlings will take place in the privacy of an office or secluded area—not in the classrooms, hallways, or restrooms.
- Discipline is administered in love, using the following steps:
 - Explain to your child the wrong committed.
 - Administer the paddling to your child.
 - Pray with your child.
 - Encourage and reaffirm your love to your child.
- Discipline without love is child abuse. Child abuse is not physical discipline, contrary to popular opinion.

DISCIPLINE POLICY:

1Cor. 15:33 Be not deceived: evil communications (company) corrupt good manners.

Rom 12:1 I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, *which is* your reasonable service.

Rom 12:2 And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what *is* that good, and acceptable, and perfect, will of God.

Phi 4:8 Finally, brethren, whatsoever things are true, whatsoever things *are* honest, whatsoever things *are* just, whatsoever things *are* pure, whatsoever things *are* lovely, whatsoever things *are* of good report; if *there be* any virtue, and if *there be* any praise, think on these things.

Heb 12:6 For whom the Lord loveth he chasteneth, and scourgeth every son whom he receiveth.

Heb 12:10 For they verily for a few days chastened *us* after their own pleasure; but he for *our* profit, that *we* might be partakers of his holiness.

Heb 12:11 Now no chastening for the present seemeth to be joyous, but grievous: nevertheless afterward it yieldeth the peaceable fruit of righteousness unto them which are exercised thereby.

- For learning to take place, there must be a disciplined atmosphere. For this reason, discipline is required to ensure that the high Christian principles of this school are maintained. Students can expect disciplinary action for infractions of school policies and rules.
- The purpose of Christian discipline is to produce Christ-likeness (Hebrews 12:10)
- Imposed discipline (outer discipline) helps to build self-discipline (inner discipline). Discipline in the Christian school is often misunderstood. Christian schools are often accused of being "too strict," of not showing love, and of not being compassionate. But we, as Christians, know that true love corrects (Hebrews 12:6).
- We consider the primary responsibility for a student's behavior to rest with the parents; therefore, we will work very closely with the parents in seeking to help each student reach his or her potential. This requires close cooperation between the school and home. FCS exists to assist parents in their God-given responsibilities. Therefore, FCS seeks not to assume the task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way. It is our desire to cooperate with the home and in the nurturing of the student(s).
- The discipline of students is a joint responsibility of the parents, teachers, administrators, and students. Parents who cannot support the discipline standards of FCS should withdraw their children from the school. This will prevent the child from being placed in a position of conflict between the parent and the school.

DISCIPLINE: SPECIFIC CONDUCT THAT MAY RESULT IN EXPULSION:

- Possession or use of drugs of any kind, or the misuse of any prescribed drugs of any kind, on or off School property,
- Selling or supplying prescribed or illegal drugs on or off campus,
- Possession, consumption, supplying or selling of alcohol on or off campus.
- Repeated violations of discipline that have resulted in suspensions,
- Failure of parents to cooperate with FCS in the discipline of their child(ren),
- Assault or battery of staff or students,

- Sexual misconduct-Physical conduct and/or contact of a sexual nature, verbal abuse of a sexual nature, sexual innuendoes and gestures or other serious sexual misconduct,
- Moral Misconduct-Pregnancy or the causing of pregnancy, computer/internet use for immoral purposes or other serious moral misconduct,
- Lying,
- Stealing,
- Possession or use of a knife in a threatening or dangerous manner, which is perceived to be capable of inflicting physical harm,
- Possession, transfer, sale, or discharge of any gun (including a starter gun or pellet gun), firearm or any other explosive device, of any type, whether loaded or unloaded, on campus or charged by authorities off campus.

DISCIPLINARY METHODS OF TEACHERS:

- Misconduct in MOST general areas is best handled immediately by the individual teachers within the framework of the disciplinary means listed below and according to the seriousness or persistence of the offense:
 - Verbal corrections to students regarding their actions.
 - Personal counsel.
 - Phone calls to parents.
 - Notes to parents which must be signed and returned before the student is re-admitted to that particular class.
 - After School Detention
 - Saturday Detention
 - Withdrawing privileges, i.e., playtime or athletic participation, writing sentences or themes, isolating, giving extra work assignment, giving clean-up duty, referring to the Supervisor.
 - Dismissal from class (to office).
 - Parent-Teacher conferences.
 - Parent-Teacher-Supervisor conferences.
 - Suspension (up to three days) by the Administration.
 - Probation by action of the School Administration.
 - Expulsion by the School Administration.

DISCIPLINARY PROGRESSION:

- | | |
|---|---------------------------|
| • Written notification of prohibited behavior (student handbook, classroom rules) | |
| • <u>Middle/High School</u> | <u>Elementary</u> |
| • Verbal warning (optional) | Verbal warning (optional) |
| • Demerit | Tally |
| • Detention | Demerit |
| • In-school suspension | In-school suspension |
| • Expulsion | Expulsion |

DISCIPLINARY PROBATION:

- The purpose of this probation is to prevent the possible dismissal of a student due to behavioral issues that are beyond the scope of our school and to create a viable, tangible incentive for the student and parents to seek out behavioral and spiritual reform. Students receiving a suspension will automatically be placed on disciplinary probation.
- This program should be initiated at the discretion of the respective Supervisor in concert with the Administrator. Some criteria to direct the administration in making this decision are:
 - If the student has manifested a physical threat to other students or faculty.
 - If the student has become a negative influence on their peers to the extent of drawing their peers into similar actions (i.e. smoking, disrespect, impacting the learning environment negatively, inappropriate behavior, etc.)

- If a student has been a habitual offender of the disciplinary policy of the school; at the discretion of the respective supervisor, the student can be placed on disciplinary probation.
 - If the student has received an automatic suspension for a serious behavioral offense.
- The administration will notify the parents of the possibility of the probation. At the Administration's discretion, a conference will be held with the parent and student in regard to disciplinary problems. Based on that conference, the Administration will decide whether or not this particular student merits a probation or expulsion. If the Administration deems it beneficial to place the student under a disciplinary probation, a discipline plan will be made for the student that includes:
 - The behavioral guidelines that the student is expected to maintain
 - The duration of the probation
 - The consequences of fulfilling the probation or failing to fulfill the probation
- The discipline plan is to be seen and signed by all parties involved (i.e. Student, parent(s), Supervisor, and Administrator). Copies are distributed to all respective parties.

DISCIPLINE: THE SPIRITUAL RESTORATION PROGRAM:

Purpose

- Some infractions of the FCS guidelines may require withdrawal or expulsion. Readmission is not usually possible, but may be considered in certain circumstances. A major part of any readmission would be the successful fulfillment of a restoration program. The other situation where this program will be used is if a student is expelled from another school and applying to FCS.
- The purpose of the restoration program is to restore to fellowship a repentant Christian whose changed heart is obvious, not to provide a list of steps for avoiding punishment. The requirements will be natural to someone with the right heart attitude, but impossible for a student who is not seeking true restoration.

Guidelines

- The student is repentant and has voluntarily made every effort possible to make amends:
 - With God
 - With his parents
 - With the school
 - With his church
 - With any others affected by the offense – needs to approach personally anyone with known knowledge and apologize, including opposing schools, if involved.
- The student initiates the process by presenting to the principal a written request to be admitted to the restoration program.
- The student must complete the new student admissions application.
- The student proves to be already participating in and agrees to continual participation in the following:
 - Active involvement in a local, Bible-believing church- 75% of services
 - Active participation in the youth program of this church or another church
 - School-directed individual counseling and/or family counseling at additional cost, if directed
- A member of the administration will monitor the program with the appropriate authorities on a regular basis for at least the one year of probation.
- A mentor/student relationship is to be established between a specified faculty member and the student.
- The period of time before readmission is considered will normally be one year. The time period may be more or less depending on the circumstances and the offense. The time period will never be less than one semester.
- After readmission, the student will be on probation for a year (as any new student).
- NOTE: The School Board, however, reserves the right to review extenuating circumstances on an individual basis.

DISTRIBUTION OF NON-SCHOOL RELATED MATERIALS:

- Agencies or groups wishing to distribute information through FCS must meet the following criteria:
 - Be consistent with and not in conflict with the FCS Purpose and Mission Statements
 - Serve FCS school-aged students
 - Be considered appropriate by the FCS Administrator or his designee
- Material requirements
 - Has been approved by the Administrator or his designee
 - Must be marked with the following disclaimer:
 - “This is not a school-sponsored activity and Friendship Christian School does not approve or disapprove this program/activity.”
 - Distribution will not interfere with classroom instruction
 - No FCS personnel will be involved in sorting or copying material
 - Produced at the expense of the agency or group
 - ONLY FCS personnel will distribute material to students
 - A contact telephone number must be included in all material so parents can acquire additional information without calling the school.
 - An address must be provided so that any returned forms may go directly to the agency.

DONATIONS:

Presently, tuition is not tax deductible, but cash gifts are. Also, from time to time parents might like to donate needed school equipment and supplies. Please see the school administrator for a list of needed equipment and supplies. Donations to the general and building funds are appreciated.

EARLY DISMISSALS:

Early dismissals will be granted and the student will be allowed to leave early only when prior arrangements have been made for doctor's appointments, etc. and a note with the time of dismissal signed by parents is sent to school on the day he is to leave early. We ask that parents check with the administration before taking children out of school so that work can be completed beforehand.

EXTRACURRICULAR CONDUCT:

- In some respect, every student, parent or faculty member is a representative of Friendship Christian School. Our community judges our school by our attitudes and actions both on and off our campus.
- Therefore, we ask that all parents, relatives or family friends who visit the Friendship Christian School campus (ball games, concerts, contests, etc.) or go on field trips with FCS be properly attired. Ladies should wear dresses, skirts, loose-fitting slacks, jeans, or loose-fitting knee-length shorts. Men should wear pants, jeans, or loose-fitting knee-length shorts. Shirts should be in good taste and in harmony with FCS standards.
- We also ask that members of the FCS "Family" attending extracurricular activities (ball games, concerts, contests, etc.) conduct themselves in a respectable, Christian manner. Harassment or verbal abuse of officials, judges, or members of the visiting school are not acceptable and certainly are not evidence of mature Christian character.

FIELD TRIPS/CLASS TRIPS:

- Field trips are enjoyed throughout the year to provide extracurricular learning opportunities for the students.
- A blanket permission form is signed by all parents at registration. A specific form will come home before the actual trip takes place. Written permission forms must be signed by parent or guardian and returned to the teacher before a student goes on a trip. Verbal consent will not be accepted. Chaperones must observe the school dress code and standards of conduct.
- Electronic entertainment devices may not be taken on field trips, class trips or athletic trips (unless approved by the supervisor for extended trips).
- FCS recognizes the tremendous responsibility of its faculty and students to be examples of Christ through their testimony on and off campus; therefore, students who have failed to meet the behavioral standards established on campus may forfeit the right to participate in class field trips.

Middle and high school students who have multiple active detentions or a suspension may be unable to participate.

FINANCIAL INFORMATION:

Friendship Christian School neither solicits nor accepts government funds of any type. Therefore, it is necessary that fees and tuitions be paid when due. The total tuition amount is an annual fee divided into ten or twelve monthly payments. Friendship Christian School works with FACTS Tuition Management Company which is a bank draft method of paying your tuition. All families must either pay in full by August 1 or be enrolled through FACTS. Different options are available through FACTS.

FINANCIAL POLICY:

- **EARLY WITHDRAWAL FEE:**

A withdrawal fee will apply for any student who withdraws after August 1st. For students withdrawing between August 1st and the end of the first semester, a fee of 50% of the remaining unearned tuition balance for the year is due. A withdrawal fee of 100% of the remaining unearned tuition for the year will be due for students who withdraw between the day after the end of first semester and the last day of school.

- **LATE FEES AND RETURNED CHECKS:**

A late fee of \$20 is added to the student account if not paid within five days of the due date. A returned check results in a \$30 returned check fee to cover bank charges. If you have insufficient funds for a FACTS withdrawal, your account will be charged an additional \$25 by FACTS.

- There are **no refunds** made toward the Application Fee, Registration Fee, Student Resource Fee, or other additional fees.
- A student will not be enrolled in FCS if there is a previous financial obligation to another school. Before any student will be admitted to the school, all previous tuition, fees, financial obligations, etc. must be liquidated.
- Any account that is outstanding 60 days after due date may cause the student to be suspended until payment is brought up to date.
- The majority of the student textbooks are rentals for the year. Students will be charged for damaged books. It is advised to cover books according to the teacher's policies.
- At the end of a semester, if there are any financial obligations, fees, late charges, unreturned books, unreturned uniforms, etc., the child will not be allowed to take his/her final examinations, participate in Kindergarten or High School graduation, or any other activity involving FCS. We will not report a grade for that semester or release student records for that student.

The preceding financial policy will be adhered to strictly so that Friendship Christian School can maintain a sound financial and business position; however, we are aware that problems arise from time to time. We are willing to work with parents if they have a problem, but they must contact us.

FOCUSED LEARNING CENTER:

- This program supplements and reinforces classroom instruction for students who have been diagnosed by a licensed school psychologist or physician with a learning disability, processing deficits, ADD/ADHD, or are at least one to two grade levels behind (without evidence of a learning disability).
- In addition, Focused Learning Center personnel would work with teachers and parents to suggest educational modifications made in the classroom. They would also be responsible for monitoring the students' achievement and communicating with the parents on a regular basis.
- After a child has been approved and scheduled for the Focused Learning Center program, the cost of the program will be added to the student's annual tuition and distributed according to the desired payment plan.
- Only students who are assigned to one or more of these programs are eligible for an Individualized Educational Plan (IEP), generated by the school. This IEP would analyze and summarize the student's strengths and weaknesses, based on testing done by a licensed psychologist. The IEP team (regular classroom teacher, Focused Learning Center teacher, administrator, and parents) would discuss and agree upon any necessary accommodations for the student for all regular classes that he or she takes.

- Students who are not enrolled in any one or more of the programs will not be given an IEP, and therefore will not have special accommodations.

FUNDRAISERS:

- FCS conducts one-two major school wide fundraisers each year. It is vital to the success of the school that all families participate. All money goes to designated projects.
- Several other traditional fundraising activities are conducted by some school organizations (Booster Club, Senior Trip Funding Program, etc.) for the purpose of funding specific student activities. We would encourage you to participate when you can to help out these groups. Door-to-door solicitation is discouraged.

GRADING SCALE:

Letter Grade	Percent	Rating
A	93-100	Excellent
B	85-92	Above Average
C	77-84	Average
D	70-76	Fair
F	69 & below	Failing
I	N/A	Incomplete

Incomplete indicates that an insufficient amount of work was completed to receive a letter grade. Incomplete work must be accomplished within one week of the previous grading period or a ZERO will be recorded.

GYM USAGE:

- Students using the gym must have proper supervision. No person may use the weight room without the presence of a supervising adult approved by the athletic department.
- Street shoes or shoes which scuff or leave marks should never be worn on the gym floor.
- Unless a teacher is present, no student is allowed in the gym after school without permission from the athletic department.
- All trash is to be placed in the receptacles provided.
- No eating or drinking is allowed in the gymnasium, except when the school is selling it.

HARASSMENT:

- Harassment means any offensive verbal, nonverbal, or physical conduct that is sufficiently severe, persistent, or pervasive to interfere with a student's ability to participate in or benefit from an educational program or activity, or to alter the conditions of a student's enrollment and create a hostile learning environment.
- Students guilty of such conduct may be placed on long-term suspension or expelled.
- Failure by a student to report suspected or observed harassment may result in disciplinary action.

HOMEWORK:

- Homework is given for the purpose of drill, for practice, for remedial activity, and for special projects.
- General guidelines for homework are available from individual teachers. Time spent on assignments may vary depending upon the student's academic strengths and motivational level.
 - K – 2nd grades - 30-45 minutes
 - 3 – 6 grades - 45 to 60 minutes
 - 7- 8 grades - 90 minutes

- 9-12 grades - 90-120 minutes or up to about 30 minutes per subject
- Honors classes may expect an additional 30 minutes per class
- AP Classes may expect an additional hour per class
- Many families attend mid-week services at their churches. Homework is therefore assigned on Monday, Tuesday, Thursday and Friday nights. If homework is scheduled for students on Thursday (rare occasion due to schedule), students are usually given a week's notice in order to make adequate preparation. Teachers must obtain permission from supervisor in advance.
- Homework is not assigned over extended vacations.
- Homework modifications are usually made on days when special school functions take place and when special meetings at Friendship Baptist Church are scheduled for the evening.
- Teachers will provide class calendars to facilitate communication regarding assignments, tests, quizzes and special school functions.
- Homework should be done neatly and legibly.
- Homework should meet the guidelines and expectations of the classroom teacher.

HOME SCHOOL STUDENTS:

- The NCCSA (our school association) adopted the following policy for home-school student participation in NCCSA sponsored athletic and fine art competitions beginning August 2008.
- "Since home school students are unable to take core courses at the school they are representing, the two on-site courses can be electives, Bible class or any lab-type classes that follow the criteria. The criteria include:
 - Elective courses must be eligible for at least ½ academic credits each.
 - These courses must meet 2-3 times a week for at least the regular class-period time.
 - The ½ credit that is earned by each class must be eligible to be included on the student transcript.
 - The elective courses must be offered to any other non-athletic participating students.
 - These electives cannot be private voice lessons, private instrument lessons or any other type of private lessons.
 - Private lessons, at most schools, do not normally earn academic credit, and thereby cannot be used as the two on-site courses. Please note that all five criteria must be satisfied in order for eligibility to be granted.
- FCS will follow the above ruling and has adopted its own home school stance. Interested families may request the specific criteria from the FCS office.

HONOR ROLLS:

- Students who have A's, A's/B's, or all B's in all of their courses are put onto respective honor rolls quarterly. During the end of the year Awards Assembly, students who have received A's in all of their courses for the year average receive a recognition certificate for the A Honor Roll. Likewise, students with A's and B's or with all B's in all courses for the year average receive a certificate of recognition.
- Students can receive no "N's or U's" for elective classes.
- Students who have all 4's and 5's for their citizenship marks are put onto the citizenship honor roll for the year. These students also receive a certificate at the end of the year Awards Assembly.

ILLNESS:

- When a child becomes ill during school, parents will be contacted. If the illness is infectious please keep the student at home until completely well. It is a policy that a student must stay home with:
 - Fever (24 hours free)
 - Vomiting (24 hours free)
 - Flu symptoms
 - Diarrhea
 - Colored nasal discharge
 - Persistent cough
 - Strep Throat (24 hours on medication)

- Pinkeye (24 hours on medication)

INSURANCE:

FCS provides accident insurance for its students. In the event of a school-related injury, Parents should file with their insurance company first. Upon doing so, contact the school office for the necessary forms in obtaining excess insurance. Claim forms may be obtained in the business office.

LEAVING SCHOOL:

- It is the policy of FCS that no student, at any time, leave school grounds without permission.
- "Skipping school" will result in severe disciplinary action. After dismissal, students may leave with their parents. If for some reason the parents wish for their student to ride with someone else, then it is required that the office receive written permission from the parents. It is impossible to watch every middle and high school student at dismissal or after certain school events. It is up to parents to relay this information to their children and monitor who they ride with at all times.
- Students are not to leave the school grounds (walking or riding) without prior permission from their parents and FCS. A student who is in school and needs to leave:
 - Must be checked out by his parents, or have a note from his parents.
 - Must have permission and check out at the office.
 - Must not leave without permission or it is considered skipping class.

LOCKER GUIDELINES:

- Some students will be assigned a locker. These lockers are for the personal use of students and must be kept locked at all times. FCS retains the right of access to all lockers at any time for any reason. Students are expected to take care of their lockers. All book bags are to be placed in the locker before the first period and left there until the close of the school day. Students should not store any books or personal items outside their lockers. Students will follow these guidelines:
 - Lockers are for books, lunches, and coats. They are NOT for candy, gum, games, magazines, etc.
 - Lockers must be kept neat.
 - Lockers may not be decorated outside.
 - Lockers may only have non-glue stickers or magnetic pictures frames, etc. on the inside.
 - Pictures and sayings not in line with FCS standards should not be displayed.
 - Such pictures as entertainers or scantily clad individuals are not acceptable.
 - Locker inspections will be held regularly and unannounced.
 - Combinations to lockers are NOT to be given to other students.
 - Students are prohibited from going into other students' lockers.
 - Locks on lockers must be kept locked at all times.
 - Combinations should not be written on the outside of a locker or given to other students.
 - After the first 2 weeks of school, there will be a \$1.00 charge for forgotten locker combinations requested from the office.

LOST AND FOUND:

An area is set aside for all lost and found articles. Students who come to retrieve an item are assessed fifty cents if the item is identified and reclaimed. Lost and Found will be cleared out and sold periodically. Unclaimed items will be donated to a charitable organization. You can avoid lost items by LABELING your student's clothing.

LUNCH PROGRAM:

- FCS offers a hot lunch program throughout the week.
- There is a fee for all lunches provided by the school.
- Orders are to be placed on Friday for the following week. Late orders are accepted if a child was absent from school on Friday. They should be sent in first thing Monday morning.
- Charges must be paid by the end of the week or future orders will not be accepted.
- Microwave ovens are available to students in grades 3rd – 12th for heating items purchased or brought from home.

- Morning snacks for lower elementary may vary. Please check with your teacher regarding this policy. Morning snacks are brought from home and should be nutritious.
- Elementary are not to bring carbonated drinks or purchase them at school.

MAKEUP WORK:

- When a student is absent, he is still responsible for homework. Projects/long range assignments are due on the date assigned.
- Call another student (or two) for assignments (someone who is reliable).
- Check the teacher's homework page on Renweb
- Schedule ahead if he is going out of town.

UNEXCUSED ABSENCES:

- Should a student know that he is going to be absent and that it will be unexcused, he should go to each of his teachers and make arrangements for all tests, quizzes, and assignments to be made up prior to the absence. At the discretion of the teacher, the student may be given an extension and be allowed to complete his makeup work on the first day back from the absence. Communication is the key, and it is each student's responsibility to personally communicate with his teachers.
- Students must make up all missed assignments. **Grades are automatically deducted seven points if the absence is unexcused or the child does not return with a note.** Grades then follow the chart for excused absence course make up listed below.

EXCUSED ABSENCES:

- **Students will be given one day to make up school work for every day that they are absent from school, excluding the actual day they return to school IF THEY RETURN WITH AN EXCUSED NOTE. ANY child that does not bring in a note the day that they return will be required to make up all work that day or take the seven point deduction.** Teachers may use discernment and give an extension in unusual circumstances, especially if they know that a student has much work to make up, plus tests.
- If a student misses a test due to a music lesson, drama rehearsal, field day, etc., the student must make arrangements personally with each teacher to make the exam up that very same day. It is not fair to the other students for that student to have an additional night to prepare for a test. He must take the test that day.
- If a student misses his deadline on makeup work and tests, it is now considered late and unexcused. Here is the policy that student will abide by:
- Days past the deadline Penalty (deducted after the work is graded)
 - 1 -- 7 points
 - 2 -- 14 points
 - 3 -- 21 points
 - 4 -- 28 points
 - 5 -- 35 points
 - 6 – 0% will be given as the grade
 - Example: Bob is out for three days due to sickness. During this time, he misses a quiz in history. He returns to school on Friday. He gets 3 days (excluding the day he comes back) to make up the work. He would have through the next Wednesday to make it up without any penalty whatsoever. Bob, however, does not make the quiz up until Thursday. (He is one day over the deadline.) His actual score on the quiz is an 81. Since he is 1 day past the deadline, 7 points will be subtracted, lowering the grade to 74.
- Another important policy regarding quizzes and tests . . . even if a student comes in late or leaves early, he is still required to take whatever tests were given that day before he leaves. He must get with the teacher to schedule a time to take it. The teacher may choose to give it the next day. Example: A test is given 1st period and John gets to school 3rd period. He must take the test that day before he leaves school. It is his responsibility to contact the teacher. Let's say he waits and takes it the next day; it would be considered one day late and 7 points would be subtracted from his actual grade. If he waits 3 days before finally remembering, 21 points would be subtracted.

MEDICATIONS:

- All medication should be labeled and sent to the office for dispensing. This includes any Tylenol or over-the-counter medication. A specific medication form must be filled out in order for the school to dispense medicine.
- For the middle and high schools, all medications must be kept in the school office. Students who take medications regularly (including pain relievers) must provide the office with a release form signed by a doctor or pharmacist and a parent. They must give the office the medicine in its original bottle and a schedule when it is to be taken. Students who require inhalers or epipens may carry them IF a doctor's note is on file in the school office. Other than the exceptions listed above, medicines may not be kept in purses or lockers.

OFF CAMPUS LUNCH:

- Students should remember leaving campus for lunch is a privilege and should be punctual in returning for the remaining academic day.
- Elementary parents may have off-campus lunch with their children on occasion by advising the teacher and signing out their child at the office.
- Grades 7-12 parents may take their children off campus during the allotted time for lunch. If students do not return in the allotted time, unexcused tardies or absences will occur. However, students may not go to lunch with another parent and student. Youth pastors or ministry related individuals may take a student (not groups) to lunch during the allotted lunch time. They may also have lunch with students on campus with prior notice. Approval should be made 24 hours in advance with the office. All students must be signed out in the school office.
- Students in the 12th grade, and periodically 11th grade, may leave campus for lunch with written permission from parents. Permission and waiver forms must be on file at the beginning of the school year for students to leave school during lunch. The specific days that students are allowed off campus are determined by the administration. If students do not return in the allotted time, unexcused tardies or absences will occur. These tardies and absences affect final exam exemption.

OFF CAMPUS PARTIES:

- Friendship Christian School will not be responsible for any party or social gathering not officially sponsored or approved by the school.
- Students and/or parents planning non-sponsored after-school parties should not make announcements in class or collect money for these activities during school hours.
- FCS does not endorse or host school dances due to the issues of testimony, personal convictions, exclusion of students, styles of dance, concerns of modesty, lyrics of songs and types of music.
- Class or grade level pool parties, due to liability, are not sponsored by FCS.

OFFICE:

- The school office is open for business each school day between 7:45 a.m. and 4:00 p.m. Messages, lunches, homework, books and other items may be left in the office for delivery. The school is not responsible for relaying messages to students after class dismissal time.
- Parents who have messages for their students must phone the office at least thirty minutes prior to time for class dismissal. If parents are on campus for lunch, they must sign in with the office.
- Parents must go to the office to sign in to receive a nametag.
- The school offices are places of business. Parents and students should remember to conduct themselves in an appropriate manner.
- Please do not loiter in the school office. The secretaries have daily duties that must be conducted.

PARENTS' DRESS CODE SUGGESTIONS FOR ON-CAMPUS VISITS, FIELD TRIPS, AND EXTRA-CURRICULAR ACTIVITIES:

Parents who visit the Friendship Christian School campus or go on field trips with FCS should be properly attired. Ladies should wear dresses, skirts, loose-fitting slacks, jeans, or loose-fitting knee-

length shorts. Men should wear pants, jeans, or loose-fitting knee-length shorts. Shirts should be in good taste and in harmony with FCS standards. This rule also applies to attendance at ball games and other school events.

PARENT ORGANIZATIONS:

- Partners With Friendship (PWF) is service-oriented, operating exclusively for academic and charitable purposes. Parents may sign up during orientation and open house in August or contact the office at FCS. The following is a list of some of the organizations that are involved in the PWF.
 - Booster Club is to support the athletic programs of FCS.
 - “Moms in Touch” consists of moms who gather weekly to pray for students, staff and other school-related concerns. All mothers are welcome to be part of this prayer support ministry. This group also helps to conduct faculty breakfasts and Teacher Appreciation Week.
 - Room mothers are selected by the teachers. These volunteers are responsible for (1) coordinating other parents to assist the teacher when necessary, (2) assisting the teacher in coordinating field trips and (3) coordinating volunteers for classroom parties.
 - Classroom Parent Assistants are parents who desire to help in the classroom with the teacher. The following areas may benefit the teacher: watching lunch time, watching recess time, helping with art time and performing basic classroom organization tasks.

PARENT-TEACHER CONFERENCES:

- Orientation at the start of school requires the presence of at least one parent.
- Parental support and involvement are vital to the success of Friendship Christian School. Parents are expected to take advantage of these scheduled opportunities to meet with the teacher about their child’s classroom progress. These scheduled conferences also encourage fellowship and strengthen communication between parents, teachers, and the administration.
- Teachers may wish to schedule conferences with parents, and parents may need to talk with teachers. Unscheduled conferences may sometimes be necessary; parents should write or call for an appointment whenever possible. Teachers will contact parents when it is necessary.

PERSONAL TRIPS:

Continuity is important in the progress of your child’s success. Families are encouraged to plan family vacations during non-school times. However, if your child must be out of school for personal trips, parents should make arrangements with the teacher prior to the trip for the scheduling of make-up class work, homework and tests. Remember that a student, grades 6 -12, having more than 10 absences per year, excused or unexcused will not be exempt from exams.

PARTIES:

- Student birthdays may be celebrated by sharing refreshments with classmates during the lunch period. Parents may bring cupcakes, cookies, or cake to school to celebrate their child's birthday in the lunchroom or at the picnic tables. All birthday celebrations should be arranged in advance with the teacher.
- In kindergarten through 6th grade, if gifts and invitations are brought to school, they must be for the whole class or all of the same sex, leaving no one out. Please make sure that all invitations follow FCS guidelines in relation to pictures and content.
- Party announcements and invitations cannot be made in class for grades 7-12.
- Several parties are planned for elementary students throughout the year including Thanksgiving, Christmas, Valentine and an end of the year party. Parents are encouraged to assist in at least one of the parties. Dances and pool parties are not approved activities for class parties.
- The Christmas parties have a maximum \$5.00 gift exchange.

PRIOR ADMINISTRATIVE APPROVAL IS REQUIRED BEFORE THE FOLLOWING:

- Having classroom visitors or speakers not employed by Friendship Christian School
- Using the Friendship Christian School name in any form of media
- Distributing literature or soliciting on campus

PRIVATE MUSIC LESSONS:

Private instrumental and vocal music lessons are available at the school. Arrangements should be made through the office to the instructor. The instructor will then work with teachers to set up practice schedules.

PROGRESS REPORTS:

- Progress reports are issued at the mid-quarter in each grading period to all students. This is done to keep the parent informed as to what the student is accomplishing.
- Parents may keep up with their child's grade daily by looking at RENWEB. There should be no surprises if RENWEB is checked.
- Parents are encouraged to make an appointment with the teacher through the school office if they have any questions about the student's work and about grades received on progress reports. Sometimes, it is necessary for the teacher to request an appointment with the parents, and we ask your cooperation in this matter.

PUPIL AND CUMULATIVE RECORDS:

- All student records are kept in the office. All records are confidential. Teachers use discretion in reviewing a student's record. When a student withdraws during the year, a withdrawal form must be completed. A request for transfer of record must be completed by a parent or guardian before records are released. Student accounts must be current or records and report cards will not be released. A transcript of a student's grades will be provided upon request to the student's parent or guardian. Transcripts given to a parent or student are unofficial copies. Records and transcripts will not be released when a student's tuition and/or fees account are not paid in full at the end of a school year, or if an account is delinquent during the school year.

PHONE POLICY:

Students may use the office telephone with permission of the office staff for emergencies. Calls to students during school hours are to be limited to emergency messages.

RE-ENROLLMENT:

- During the month of January, re-enrollments for the fall term for present students are accepted on a first-come, first-served basis. Enrollment is open to the public beginning February 1. Registration is not completed nor a place reserved for any child unless the registration fee accompanies the application. THE REGISTRATION FEE IS NON-REFUNDABLE.
- Every Student will be evaluated at the end of the year for both academic progress and behavior to determine his enrollment for the following year.
- Continued attendance at FCS is a privilege.

RENWEB:

- FCS uses RENWEB as a way to share lesson plans, homework and grades, under password protection, on the ParentsWeb service. Parents can check their student's progress from any location via the web! RENWEB provides parents password-secure access to their children's data such as:
 - Attendance
 - Daily Grades
 - Progress Reports
 - Report Cards
 - Transcripts
 - Lesson Plans
 - Homework
 - Missing Assignments
 - Discipline
 - Teacher Websites
 - Customized Web Surveys & Tests

REPORT CARDS:

Report cards can be accessed through RENWEB about one week after the quarter ends. An email is sent to notify families when report cards are available. All outstanding tuition and fees must be paid

before a student's final report card is issued. Report cards may be held and RENWEB access denied if accounts are outstanding at the end of the 1st, 2nd, and 3rd quarters at the discretion of the administrator. Students leaving the school during the school year for any reason must have all tuition, fees and fines paid through the semester they withdraw prior to report cards being distributed or having permanent records transferred to another institution.

RESOLUTION OF PROBLEMS:

- Parents, if your child complains about a policy or decision, please follow this procedure:
 - Realize that your child's reporting, although truthful, could be emotionally biased and may not include all the information.
 - Realize that the school has reasons for all rules and that every effort is made to enforce them without partiality.
 - Give the staff your support and the benefit of the doubt.
 - Call or write to get all the facts.
 - The first step in biblical problem solving is to begin with the person with whom the problem exists. Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother (Matthew 18:15).
 - If resolution is not achieved, escalation, in the school setting, must be according the following pattern: 1) Teacher 2) Supervisor 3) Administrator 4) Board
- Teachers at FCS are professionals and expect to be treated as such. Occasionally during the course of the year misunderstandings or problems can arise between the teacher and a student, teacher and a parent, parent and the school, or any one of several possible areas. This is often the result of lack of communication between those involved. Complaints or problems will be considered in no other way than prescribed as stated:
- Scripture (Matthew 18) teaches that the best way to resolve a conflict with another individual is to go directly to him. Parents are asked to take their problems and concerns directly to the teacher. Going to other parents and airing one's grievances is profitable for neither the parent nor the teacher. The teacher deserves an opportunity to correct the situation or give an explanation for the cause of concern. If a parent does not feel that a satisfactory resolution has been reached after going directly to the teacher, a meeting with the supervisor or principal may be arranged. A final recourse would include a meeting with the administrator of the school to assist the parent and find a solution to the problem.

SCHOOL HOURS:

It is important that our students learn good character traits. One important trait is promptness in coming to school. Students arriving after their tardy bell **MUST** come to the school office for a tardy slip before going to the classroom. Regular and prompt attendance to class is vital.

Preschool	8:00 am --- 2:20 pm
Kindergarten – 5 th grade	8:00 am --- 2:40 pm
Grades 6 – 12	7:55 am --- 2:48 pm
After care/academic study hall	3:00 pm --- 6:00 pm (Charges begin at 3:00.)
After school detention	2:55 pm --- 3:55 pm (Monday, Tuesday, Thursday, Friday)
Saturday detention	9:00 am --- 11:00 am (\$20.00 fee for teacher supervision)
In –School Suspension	8:00 am --- 2:48 pm (\$40.00 fee for teacher supervision)

SCHOOL PROPERTY:

The appearance and care of our school are a part of our testimony and the testimony of our students who are expected to help us take good care of our facilities and property. Willful damages to, or destruction of, school property is not tolerated. Students will be expected to pay for any damages for which they are responsible.

SEARCH AND SEIZURE:

- To maintain order and discipline at FCS and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers or student

automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search.

- **Personal Searches:** A student and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, book bags, etc. without the parent's permission or the student's permission. Registration of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings are required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the School to perform the search in a reasonable time and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend FCS will be revoked.
- **Locker Searches:** Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. FCS exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers are conducted by school authorities for any reason at any time without notice, without student consent, without parental consent, and without a search warrant.
- **Automobile Searches:** Students are permitted to park on school premises as a matter of privilege, not a right. FCS retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on campus. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, without parental consent, and without a search warrant.
- **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

SEXUAL IMMORALITY:

- The biblical and philosophical goal of FCS is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at FCS, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities and behavior.
- Thus, FCS retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

SPIRITUAL EMPHASIS:

- Chapel is a vital part of student life at FCS. Individuals who are exemplary in their Christian faith are invited to speak. Students should participate by being attentive and practicing good conduct. Staff and students should take Bibles to chapel in order to profit more fully from the chapel time.
- In addition to Bible classes, the Bible is integrated into all courses throughout the curriculum. Students are expected to memorize Scripture according to the instruction of Psalm 119:11: "Thy Word have I hid in mine heart, that I might not sin against thee." It is the desire of FCS that students not only learn the Bible, but be able to apply its truths in everyday life situations. For the sake of consistency, the King James version of the Bible will be the only accepted translation for Scripture memorization.
- Students are encouraged to incorporate spiritual principles in their lives at every level.

SUMMER READING:

- Students in all grades are encouraged to continue reading over the summer. Independent reading not only provides enjoyment for students and broadens their experiences, but more importantly improves their comprehension ability. Suggested summer reading lists will be posted.
- Summer reading is required by all Honors English students and other high school classes.

TEEN PREGNANCY AND/OR MARRIAGE:

FCS believes in providing a wholesome environment conducive to learning for all its students. We believe teenage pregnancy and/or marriage are incompatible and impermissible within this environment. No married student, pregnant student or student responsible for a pregnancy may attend daily classes at FCS.

TESTING POLICY:

- No more than 2 tests should be administered on a specific day (does not include spelling and vocabulary). On certain occasions with administrative approval, there will be a third test given due to scheduling conflicts.
- No graded assignment, quiz, or test may exceed a score of 100. Bonus points may not exceed 5 points per assignment, quiz or test with the total score not exceeding 100.
- Many families attend mid-week services at their churches. Because of this, tests and quizzes generally are not scheduled for Thursdays. If tests or quizzes are scheduled for students on Thursday (rare occasion due to schedule), students are usually given a week's notice in order to make adequate preparation. Teachers must obtain permission from supervisor in advance.
- Tests and quizzes should not be given the day back from an extended vacation.
- Please check teacher's testing schedule for advance preparation.

TEXTBOOKS AND SUPPLIES:

- Textbooks and supplementary books will be provided to each student. **It must be emphasized that these books are the property of FCS and must be taken care of properly, including appropriate protective covering.** Deliberate mutilation or defacing, or loss of any of these materials will result in full replacement price being assessed to the parents or legal guardian. Students may retain possession of "consumable" books.
- Certain books will require the student to cover the book to protect it for future use. The teachers will inform the students of which books need covered.
- Supplies are not furnished by FCS. Students are required to provide their own pencils, pens, paper, notebooks, and other such supplies and materials that may be required from time to time for individual teachers. Some classes may require the purchase of calculators, novels, art materials, etc.

TOBACCO:

Friendship Christian School is a tobacco free environment. There is to be no smoking during any event on school grounds.

TRAFFIC REGULATIONS:

The following regulations are applicable at all times.

Student Arrivals/Departures

- Every child's safety is of utmost importance to us. Arrival and departure time can be a high-risk time for student safety unless we all do our part. Cooperation, patience, and forbearance can help us avoid the possibility of an accident or injury. During inclement weather, special care must be taken.
- A student who will be transported to or away from any function in a privately owned vehicle driven by anyone other than the parent or guardian must provide the school with the FCS form (**Parental Consent for Non-FCS Transportation** found on the FCS website) signed by the parent or legal guardian authorizing the student to ride with that driver on a regular basis.
- It is impossible to watch every middle and high school student at dismissal or after certain school events. It is up to the parent to relay to their child who they may or may not ride with.

- At the discretion of the school, a student living in the vicinity of an off-campus function may be allowed to drive to the function if the school is provided with written approval from the student's parent or legal guardian. No student other than a member of the student's immediate family will be allowed to ride with the student unless a **Parental Consent for Non-FCS Transportation** found on the FCS website is signed and on file.
- At the discretion of the school, a student may be allowed to ride to or from an activity with the student's parents, legal guardian or with an approved driver. In all instances, caravanning will be avoided!
- No student will be permitted to drive off campus except when school is officially dismissed for the student, or for some other purpose specified in this handbook, unless the school has been provided with written approval signed by the student's parent or legal guardian or the parent has been notified by phone.

TRANSCRIPTS:

- Transcripts, records and report cards will not be released until all bills are paid in full and all textbooks and materials have been returned.
- A student may request unofficial transcripts for free as long as an envelope and postage is provided.
- A student may request three free official transcripts. ALL official transcripts after that will receive a \$5.00 processing fee.

VEHICLE LIABILITY:

The school assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school sponsored extracurricular activity. Bicycles should be chained and locked, and cars should be locked.

VISITORS:

- All parents are invited to visit the school but should NOT go directly to the classroom. Please check in at the school office to obtain a visitor badge. To contact a teacher, a private conference must be arranged by calling the school office. Please do not meet teachers before or after school, if it is detaining them from their responsibilities.
- A campus visitor is anyone who is not currently enrolled as a student or employed as a staff member. Such visitors must go to the school office, sign in, and receive a visitor's pass.
- All parents are welcome to visit school during the school day if scheduled. Please try to be considerate of the instructional times and minimize interruptions. Parents should check in at the school office before going directly to a classroom if they have scheduled an appointment with the teacher for a planned activity, party, etc.
- Parents may not visit during instructional time unless pre-approved by the administration.
- The lunchroom is only for students, staff, and approved visitors. Students may have pastors, youth pastors, siblings, former FCS students in good standing, or FCS alumni visit during the student's lunch period if the following criteria are met:
 - Prior administrative approval
 - Written parental approval for both parties (if visitor is still in school)
 - Agreement to adhere to the FCS standards for modesty and conduct
- Prospective students may visit for the day if the following criteria are met:
 - Prior administrative approval
 - Current application for admission to FCS on file
 - Agreement to abide by the dress code and standards set forth in the FCS student handbook
 - Written parental permission
- Exceptions to this policy may be made only with prior administrative approval. Any person who fails to respect the standards and rule of FCS will be asked to conform or leave campus. Visitors who are asked to leave may forfeit the privilege of future visitation.
- Student visitors must be in dress code.

- Graduates are encouraged to attend school functions; however, they are asked not to be at the school during the regular school day unless they have legitimate business at the school. They should check in at the office before going any other place on campus, including the gym.

WEATHER (Cancellation of School):

- Snow, icy roads, or other weather-related events may necessitate cancellation of school. Our closings and re-openings will be posted on the website, www.friendshipchristian.net.
- In case of emergency school closing, Friendship Christian School will follow the decision made by the Wake County Public Schools unless announced otherwise. It is still safest to always check our website. The reason is that Wake County may already have that day scheduled off and it is ok for us to still have school.
- We will use Schoolcast to call your contact phone number and we will also use RENWEB, as the fastest and most dependable means, to send the message to the designated parent e-mail address.
- In the event inclement weather necessitates the closing of school before the end of the regular school day, the following procedure will be followed:
 - The decision will be made by the Administration.
 - Faculty will be notified immediately.
 - Local radio/TV stations will be notified, usually WRAL.
 - The information will be sent out over RENWEB and Schoolcast.
 - Student drivers will be dismissed.
 - Students arriving with a driver in the morning may leave with that driver.
 - Alternate pickup of students may be arranged by parents calling the office.
- Makeup days will follow a schedule prescribed by the administrator. Holidays, teacher workdays, and the summer break are indicated on the school calendar.

WITHDRAWALS:

- A withdrawal fee will apply for any student who withdraws after August 1st. For students withdrawing between August 1st and the end of the first semester, a fee of 50% of the remaining unearned tuition balance is due. A withdrawal fee of 100% of the remaining unearned tuition will be due for students who withdraw between the day after the end of first semester and the last day of school.
- Records and report cards will not be released until all bills are paid in full and all textbooks and materials have been returned.
- Any withdrawn student must have administrative permission to be on school campus except for public functions (ball games, graduation, etc.).