



ACCREDITATION PROGRAM

Friendship Christian School

ADMINISTRATIVE HANDBOOK

2016-2017



FRIENDSHIP

CHRISTIAN SCHOOL

Knowledge | Faith | Character

5510 FALLS OF NEUSE ROAD
RALEIGH, NC 27609
PHONE: 919-872-2133
FAX: 919-872-7451
WWW.FRIENDSHIPCHRISTIAN.NET

Introduction

Legal Status of the School

The school operates as a direct ministry of Friendship Baptist Church. The school operates under the North Carolina Non Public School Division. The legal documents that govern us (FBC Bylaws, Statement of Faith, Incorporated Status, Tax exempt status) are all maintained by Friendship Baptist Church.

History

The members of Friendship Baptist Church have always been deeply concerned about the spiritual, mental and physical welfare of children and young people. In the spring of 1970, Rev. A. G. Price and the deacons of Friendship met to discuss the possibility of starting a Christian school. After much prayer, study and consideration, on June 10th of the same year, the first official school board was appointed. The board consisted of Rev. A. G. Price, chairman, Mr. Garland Price, Mr. Paul Askew, Mr. William Bunn and Mr. Jesse Knox.

Friendship Christian School officially opened its doors in September of 1970 with one 5 year old kindergarten class. Mrs. Linda Peterson was the first teacher, and the first graduation class consisted of ten precious boys and girls.

Under the leadership Pastor R. Gene Payne, Friendship Christian School continued in September of 1971 with a four year old kindergarten, a five year old kindergarten class and a first grade class. Mrs. Greg Peters was the first grade teacher. Mrs. Corine Williams was the four year old kindergarten teacher, and Mrs. Reeden was the five year old kindergarten teacher.

In 1972, Mr. Ron White was called as youth pastor of Friendship Baptist Church and administrator of Friendship Christian School. At this time, a three year old kindergarten was added as were grades 2-5.

During 1973, the B building was constructed. The old auditorium (present day chapel) had already been constructed in 1967. The foundation, pattern of growth, development, and direction were firmly established. In the fall of 1973, the sixth grade was added with an additional grade added yearly. The first graduating class was in 1980.

In addition to the facilities that had already been constructed, the C building was built in 1975, and the gym was built in 1979. In 1988, we were able to enlarge the cafeteria and upgrade the gymnasium with the addition of the locker rooms. The most recent expansion was the construction of the sanctuary (new auditorium) in 2004.

Founding Individual

Reverend A. G. Price

Administrators

Mr. Ron White – Fall of 1972 to Spring of 1974

Mr. Charles Stanley – Fall of 1974 to Spring of 1985

Mr. Phil Kissinger – Fall of 1985 to Spring of 1987

Pastor Eddie Peterson – Fall of 1987 to Spring of 1993

Dr. Sonny Sherrill – Fall of 1993 to Spring of 1996
Mr. Ken Bartholomew – Fall of 1996 to Spring of 2002
Mr. Dan Perryman – Fall of 2002 to Spring of 2007
Mr. Ric Nelson – Fall of 2007 to Present

Facilities Added

1967 Present Chapel and auxiliary hallway built
1973 B building was built.
1975 C building was built.
1979 Gymnasium built
1988 Cafeteria enlarged. Locker rooms added.
2004 A building was built

Development of Educational Programs

1970 Kindergarten
1971 K4 and 1st grade
1972 K3 and 2nd – 5th grade added
1973 6th grade added
1974 7th grade
1975 8th grade
1976 9th grade
1977 10th grade
1978 11th grade
1979 12th grade – 1st graduating class in May of 1980
2008 Specialized Learning Program
2012 Focus Learning Center – Occupational Track
2014 Dual Credit classes added

Enrollment numbers

Included at end of this section

Our Mission

Friendship Christian School seeks to provide an excellent educational experience from a biblical worldview in order to produce the next generation of well-rounded servant leaders.

Our Vision

Friendship Christian School will be a compassionate community where knowledge is pursued with excellence, where faith is rooted in Christ, and where character is exemplified through service. We are dedicated to creating a caring and nurturing environment, producing life-long learners, creating disciples of Christ, and enriching students' lives.

Our Core Values

Based on the premise that the Scriptures are the supreme and final authority for faith and practice

Community—creating a caring and nurturing environment by

- fostering interactive, supportive partnerships with the home
- securing a faculty of Christlike, committed mentors who will nurture, challenge, and equip students
- encouraging student leadership throughout the student body

Knowledge—producing life-long learners by

- offering a comprehensive academic foundation from a biblical worldview for students at various ability levels
- developing critical thinking skills in our students
- equipping students to effectively apply acquired knowledge
- preparing students for the ever-changing challenges of the 21st century

Faith—creating disciples by

- assisting students in developing a personal relationship with Jesus Christ
- teaching students to articulate the biblical foundations of the faith
- enhancing spiritual growth through mentoring
- providing missions opportunities that will impact others for Christ

Character—enriching students' lives by

- developing excellence in fine arts
- fostering an environment of physical well-being through a variety of athletics
- offering opportunities to serve the community

PHILOSOPHY OF THE CHRISTIAN 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 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.

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 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, Rom. 8:7). This sin nature is passed on to all men and each man is born with it (Ps. 51:5, Rom. 5:12).

It is only through this Saviour that a right relationship with God can be restored (Rom. 8:1, Rom. 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.

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 servanthood
- 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

Governance

Pastor is the President of the school and officiates the ministry board meetings. Because we are a direct ministry of FBC, Pastor technically is over the school. In practical terms, Pastor has oversight, but does not deal with the day to day operating school.

Section 7.03—Selection of Deacons to the Ministry Board

Bylaw 7.03.01 Each Deacon is to be chosen from among the membership. *[Acts 6.3]* No pastor/elder under Section 6.03, church staff under Section 6.04, or ordained member who is presently pursuing official ministerial leadership or sacerdotal functions may be considered for candidacy as a Deacon.

7.03.02 There shall be several Deacons. *[Acts 6.3]*

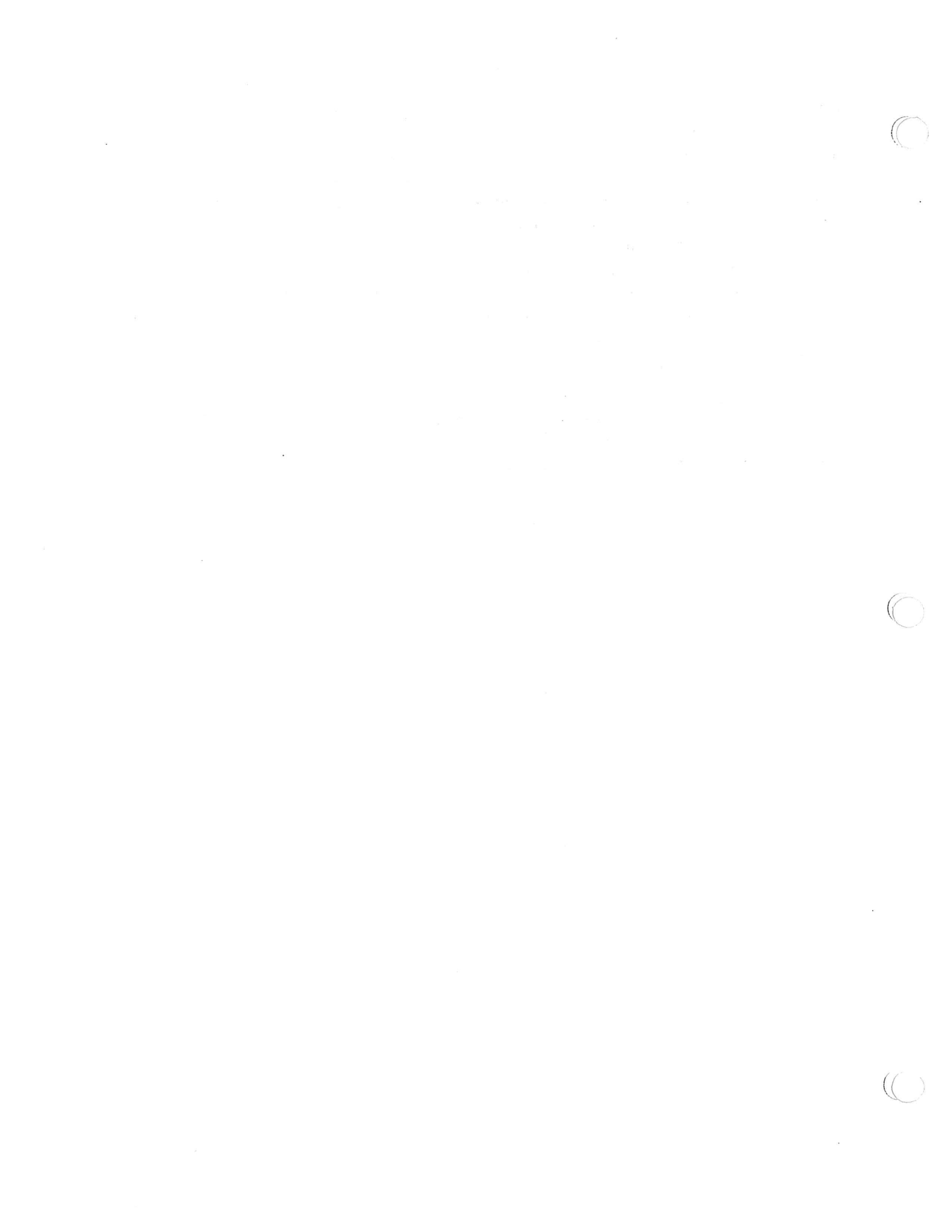
7.03.03 Since one who is a Deacon is supposed to have the gift of helps or serviceable ministrations, he will serve as a Deacon as long as he meets the Scriptural requirements and as long as he gives evidence of the above-mentioned gifts. However, his tenure on the Board of Deacons shall be limited to three consecutive years; provided that he may be returned to the Board of Deacons after a one-year absence upon nomination by the Board of Deacons and the Pastor and selection by the membership.

7.03.04 A Deacon from whom fellowship has been withdrawn cannot serve as a Deacon unless or until he is once more selected by the pastor and deacons. It is necessary that he be presented to the church as a whole for acceptance. The pastor must give final approval.

7.03.05 New Deacons will be selected in the following manner. The Pastor and Board of Deacons will nominate two more candidates than the number of deacons to be elected for prayerful consideration by the membership. If two deacons are to be selected, then the two candidates receiving the most votes will be the official selection. This process will be followed regardless of the number of deacons to be selected.

Bylaw 7.04.01 The Board of Deacons shall assist the Pastor, in such manner as he shall request, in promoting the spiritual welfare of the church, in conducting religious services, and in performing all other work of the church. They shall make provision for the observance of the ordinances of the church. They shall, in cooperation with the Pastor, approve ministry budgets and disburse funds in compliance with these Bylaws, and applicable local, state, and federal laws and regulations. They shall, in cooperation with the Pastor, provide for ministry policies related to various operations of the church, and approve the hiring, retention, or dismissal of full-time ministry employees. They shall assist the Pastor in visitation and all other evangelistic efforts of the church. The Board of Deacons shall assist the Pastor in caring for the administrative needs of the church's various ministries as requested by the Pastor. They shall provide the pulpit supply and choose a moderator for church meetings if the Pastor is unavailable or the office of pastor is vacant. Upon the death, resignation, or dismissal of the Pastor, the Board of Deacons may appoint a pulpit committee.

The Head of School is voted upon by Pastor and the Ministry Board. He is to keep the board informed of the school ministry. The Ministry Board and Head of School have a very good working relationship. Mr. Nelson values his time with the Board at both formal and informal meetings. Mr. Nelson is part of the ministry pastoral staff of FBC. Mr. Nelson is responsible for the main day to day operation of the school.



FCS HISTORICAL ENROLLMENT NUMBERS

1975-1976		1976-1977		1977-1978		1978-1979		1979-1980		1980-1981		1981-1982	
K3	24	K3	15	K3		K3	16	K3	0	K3		K3	
K4	29	K4	34	K4		K4	16	K4	15	K4	14	K4	16
K5	60	K5	57	K5		K5	39	K5	35	K5	39	K5	32
1	42	1	53	1		1	50	1	28	1	37	1	46
2	34	2	51	2		2	37	2	49	2	26	2	37
3	34	3	35	3		3	50	3	31	3	48	3	25
4	16	4	42	4		4	46	4	47	4	28	4	44
5	20	5	26	5		5	32	5	47	5	49	5	44
6	23	6	27	6		6	47	6	42	6	49	6	54
7	24	7	27	7		7	28	7	31	7	38	7	52
8	23	8	26	8		8	26	8	25	8	32	8	39
9		9	18	9		9	22	9	29	9	17	9	38
10		10		10		10	19	10	15	10	24	10	16
11		11		11		11	8	11	11	11	16	11	22
12		12		12		12		12	8	12	12	12	18
Total	329		411		No data		436		413		429		483

1982-1983		1983-1984		1984-1985		1985-1986		1986-1987		1987-1988		1988-1989	
K3		K3		K3		K3		K3		K3		K3	
K4	14	K4	19	K4	18	K4	19	K4	20	K4	20	K4	20
K5	34	K5	36	K5	43	K5	37	K5	31	K5	46	K5	36
1	38	1	25	1	37	1	44	1	33	1	38	1	44
2	48	2	42	2	23	2	31	2	35	2	31	2	41
3	29	3	41	3	45	3	27	3	28	3	31	3	33
4	23	4	30	4	44	4	35	4	24	4	26	4	30
5	47	5	23	5	40	5	42	5	34	5	22	5	31
6	45	6	42	6	20	6	36	6	39	6	25	6	23
7	43	7	45	7	41	7	25	7	28	7	38	7	30
8	44	8	35	8	48	8	34	8	24	8	31	8	42
9	33	9	40	9	27	9	43	9	26	9	23	9	34
10	31	10	28	10	30	10	27	10	32	10	27	10	26
11	15	11	27	11	30	11	32	11	21	11	36	11	26
12	20	12	9	12	25	12	28	12	33	12	21	12	26
Total	464		442		471		460		408		415		442

FCS HISTORICAL ENROLLMENT NUMBERS

1989-1990		1990-1991		1991-1992		1992-1993		1993-1994		1994-1995		1995-1996	
K3		K3		K3	17	K3		K3		K3		K3	
K4	18	K4	20	K4	41	K4	34	K4	39	K4	51	K4	56
K5	40	K5	28	K5	22	K5	38	K5	48	K5	55	K5	74
1	29	1	36	1	21	1	40	1	40	1	46	1	44
2	35	2	28	2	36	2	21	2	43	2	49	2	72
3	35	3	35	3	26	3	34	3	27	3	49	3	48
4	33	4	25	4	31	4	29	4	36	4	32	4	53
5	26	5	28	5	31	5	26	5	31	5	47	5	42
6	36	6	26	6	29	6	33	6	32	6	41	6	51
7	26	7	38	7	29	7	37	7	42	7	45	7	51
8	25	8	26	8	39	8	24	8	41	8	48	8	46
9	45	9	27	9	26	9	26	9	28	9	46	9	58
10	33	10	34	10	23	10	23	10	28	10	36	10	47
11	21	11	28	11	34	11	14	11	30	11	28	11	36
12	26	12	18	12	30	12	29	12	16	12	14	12	23

Total 428 397 435 408 481 587 701

1996-1997		1997-1998		1998-1999		1999-2000		2000-2001		2001-2002		2002-2003	
K3		K3		K3		K3		K3		K3		K3	
K4	63	K4	37	K4	31	K4	19	K4	38	K4	42	K4	28
K5	54	K5	55	K5	50	K5	37	K5	34	K5	34	K5	22
1	43	1	43	1	44	1	41	1	33	1	29	1	20
2	39	2	38	2	43	2	46	2	36	2	26	2	18
3	26	3	38	3	42	3	45	3	32	3	41	3	17
4	28	4	24	4	38	4	37	4	46	4	38	4	29
5	24	5	29	5	26	5	37	5	36	5	44	5	27
6	30	6	31	6	41	6	35	6	39	6	35	6	33
7	26	7	36	7	32	7	32	7	30	7	35	7	33
8	19	8	26	8	35	8	30	8	39	8	31	8	31
9	26	9	23	9	29	9	32	9	31	9	41	9	21
10	16	10	22	10	22	10	25	10	28	10	30	10	31
11	16	11	17	11	26	11	18	11	22	11	19	11	18
12	14	12	13	12	16	12	20	12	17	12	20	12	13

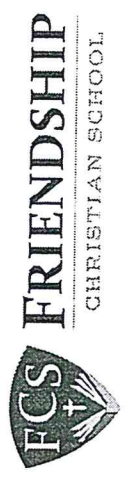
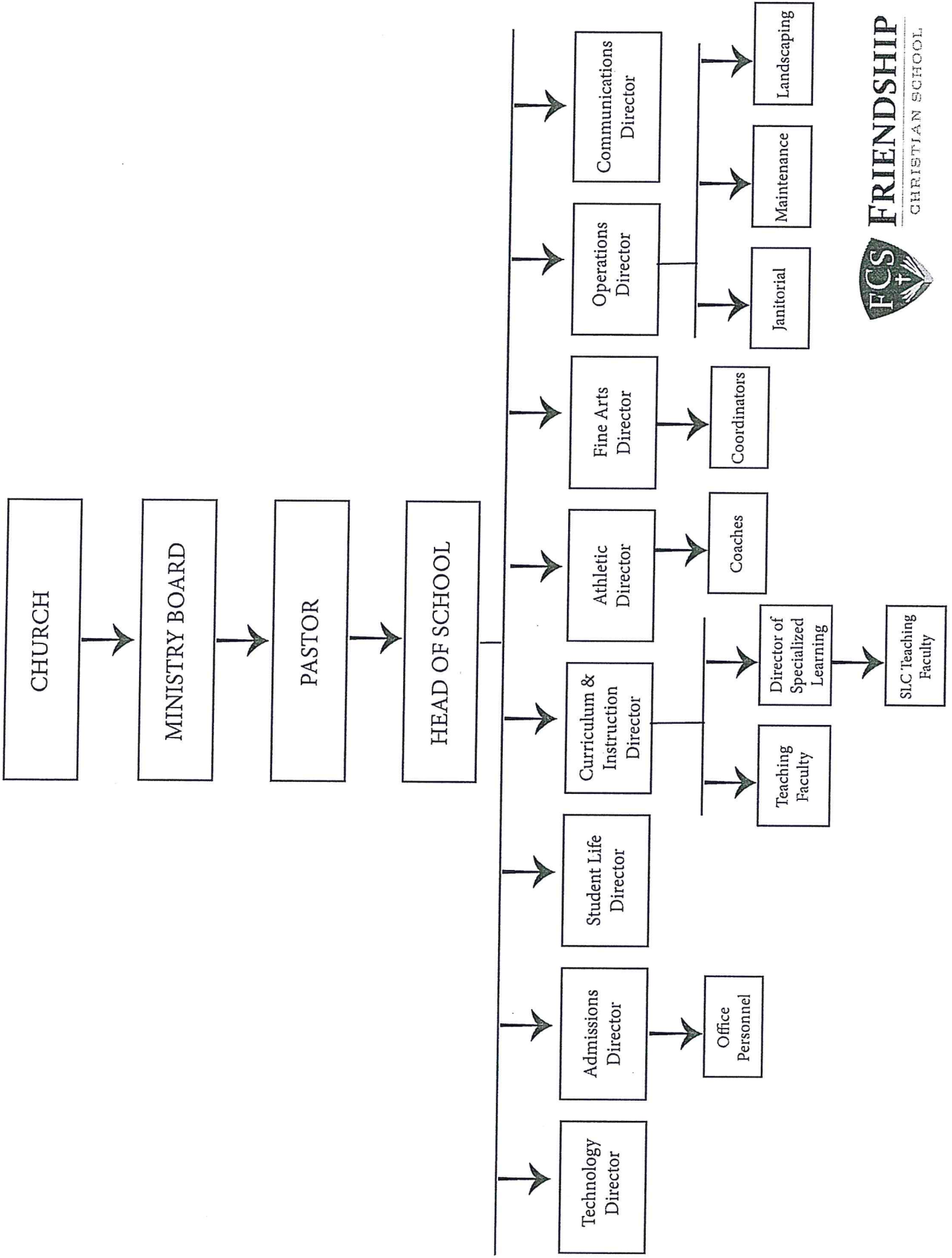
Total 424 432 475 454 461 465 341

FCS HISTORICAL ENROLLMENT NUMBERS

2003-2004		2004-2005		2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
K3	9	K3	9	K3	12	K3	12	K3	13	K3	11	K3	10
K4	28	K4	31	K4	30	K4	30	K4	28	K4	25	K4	26
K5	20	K5	28	K5	23	K5	32	K5	27	K5	19	K5	18
1	15	1	17	1	26	1	24	1	31	1	21	1	13
2	18	2	16	2	18	2	23	2	24	2	33	2	20
3	18	3	16	3	18	3	19	3	25	3	24	3	30
4	13	4	23	4	16	4	23	4	26	4	26	4	28
5	26	5	13	5	18	5	20	5	23	5	26	5	27
6	21	6	27	6	12	6	21	6	20	6	17	6	25
7	27	7	20	7	29	7	14	7	22	7	19	7	17
8	22	8	26	8	24	8	30	8	18	8	19	8	17
9	30	9	17	9	28	9	27	9	24	9	20	9	24
10	12	10	28	10	22	10	22	10	21	10	24	10	18
11	21	11	11	11	27	11	17	11	16	11	24	11	24
12	20	12	21	12	12	12	22	12	15	12	16	12	22
Total	300		303		315		336		333		324		319

2010-2011		2011-2012		2012-2013		2013-2014		2014-2015		2015-2016		2016-2017	
K3	25	K3	10	K3	7	K3	12	K3	9	K3	10	K3	8
K4	30	K4	36	K4	26	K4	17	K4	16	K4	14	K4	14
K5	20	K5	13	K5	20	K5	18	K5	17	K5	18	K5	17
1	21	1	21	1	11	1	17	1	18	1	13	1	14
2	12	2	20	2	16	2	10	2	19	2	18	2	13
3	19	3	13	3	18	3	20	3	13	3	21	3	18
4	31	4	18	4	15	4	18	4	25	4	18	4	19
5	23	5	36	5	20	5	20	5	17	5	23	5	24
6	24	6	24	6	37	6	22	6	23	6	26	6	26
7	26	7	21	7	26	7	38	7	26	7	24	7	26
8	18	8	31	8	29	8	29	8	41	8	25	8	28
9	21	9	18	9	31	9	31	9	31	9	37	9	20
10	22	10	21	10	16	10	33	10	32	10	33	10	40
11	18	11	22	11	19	11	16	11	36	11	30	11	31
12	23	12	21	12	22	12	21	12	19	12	35	12	29
Total	333		325		313		322		342		345		327





FCS FRIENDSHIP
CHRISTIAN SCHOOL



Friendship Christian School Contract

Welcome to Friendship Baptist Church and Christian School! We are pleased that God has called you to serve Him together with us. The Bible has much to say about the employment relationship. Masters (employers) are taught to give unto their servants (employees) "that which is just and equal" and are to have no "respect of persons." (Col. 4:1; Eph. 6:9) Servants (employees) are to be obedient to their masters (employers) "with fear and trembling, in singleness of heart, as unto Christ; Not with eyeservice, as menpleasers: but as the servants of Christ, doing the will of God from the heart; With good will doing service, as to the Lord, and not to men: Knowing that whatsoever good thing any man doeth, the same shall he receive of the Lord..." (Eph. 6:5-8)

Believing that God has led in this decision, the ministry of Friendship Baptist Church has appointed «F2» «NAME» as an employee for the 2016-2017 school year. This contract begins August 1, 2016, and ends July 31, 2017, depending upon satisfactory performance of assigned duties. Gross salary for this period of employment will be \$«New Gross» payable in 24 equal installments on the 15th and last calendar day of the month, beginning on the 15th of the first month of contract. Teachers are to report for in-service on August 10, 2016. The teacher's end of school duties will be June 7, 2017. Other job positions may have different reporting and ending times.

In so doing, we recognize and affirm your position in the ministry as a God-ordained vocation. We rejoice that God has brought you to us as a "fellow-laborer" in this ministry. This contract provides a framework of mutual obligation and responsibility to assure the orderly operation of an exemplary program at this ministry. By accepting this appointment, said individual specifically acknowledges that this contract is for a limited duration and that all rights and privileges herein shall terminate upon the expiration date of this contract, unless voided earlier pursuant to the provisions of Paragraph 14. The parties agree that no rights of tenure or presumption of continued employment are conferred or implied by this contract or by a number of consecutive contracts. The parties further agree that no right to notice of renewal or non-renewal of the contract is conferred or implied.

The Board or Administration reserves the right to withdraw the contract and offer of employment prior to its acceptance. This contract is also based upon being return within 5 days.

As always, please remember that all salaries are to be kept in strict confidence. Any open discussion of your personal salary with other staff members or others with connections to the ministry will lead to your dismissal. Please make sure all spouses also understand this policy.

Please return the conditions of employment after you have initialed each paragraph and signed the contract to indicate your acceptance.

Your Name _____

CONDITIONS OF EMPLOYMENT- Please initial each paragraph to show acceptance

_____ (1) I agree that, as part of the qualifications for this position, I am a "born-again" Christian who knows the Lord Jesus Christ as Savior (John 3:3, 1 Peter 1:23). I accept without verbal or mental reservations the *Ministry Statement of Faith* (Staff Handbook, Appendix B), and am committed to upholding it. I also give testimony that teaching is a spiritual calling and that teaching in this Christian school is God's direction for my life for this school year.

_____ (2) I agree to manifest by daily example the highest Christian virtue, serving as a *Christian role model* (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), parents, and fellow employees. I agree that instruction is not only through rational explanation of formal subject material, but even more powerfully through word, deed, example, and shared experience. I agree to be a role model in judgment, dignity, respect, and Christian living. I acknowledge that this includes, but is not limited to, the refraining from such activities as the use of alcoholic beverages, tobacco, illicit drugs, and the use of vulgar and profane language (Col. 3:17, Titus 2:7-8, 1 Thess. 2:10, 1

Thess. 5:18, 22–23, and James 3:17–18). I agree to abide by the *Staff Conduct Policies* (Staff Handbook, Chapter 5). I accept without verbal or mental reservations the *Ministry Standard of Conduct* (Staff Handbook, Appendix A), and am committed to upholding it.

_____ (3) I agree to accept the board's interpretation of biblical standards for my sexual behavior, that any sexual misconduct—including, but not limited to—premarital, extramarital, or homosexual activity; sexual harassment; use or viewing of pornographic material or websites; other deviant sexual behavior or immoral conduct; and sexual abuse of children is forbidden and violates the employment requirement of being a *Christian role model*. I agree that such behaviors are grounds for immediate dismissal from my teaching position of ministering to children. I also agree that the unique roles of the male and female are clearly defined in Scripture, and that Romans 1:24–32 condemns the homosexual lifestyle (Romans 12:1–2; 1 Cor. 6:9–20; Ephesians 4:1–11, 5:3–5; 1 Thessalonians 4:3–8; 1 Timothy 4:12; 2 Timothy 2:19–22; 1 Peter 1:15–16, 2:15–17; 1 John 3:1–3).

_____ (4) I agree to faithfully attend all ministry services of Friendship Baptist Church (unless staff member attends a church pre-approved by the Senior Pastor and Administration) and to faithfully financially support this ministry. I also understand that I am encouraged to take an active part in the total ministry program of my local church (Hebrews 10:25).

_____ (5) I affirm that I have read and will abide by the policies set forth in the Staff Handbook, Faculty Handbook, and the Parent-Student Handbook. I also agree to abide by any additions, changes, or deletions made to school policies at the sole discretion of the School Board or Administration upon notice during this contract year.

_____ (6) I agree to provide the Administration with an official transcript of all college and graduate studies prior to the first day of school or make other acceptable arrangements with the administration. I also agree to keep my teacher certification up to date by taking the required CEU's. Failure to do so voids this contract. I agree that my assignment to room, grade, subject, and extracurricular duties is to be made at the discretion of the Administration. I agree to maintain a classroom atmosphere that is conducive to learning. This agreement includes maintaining a professional appearance.

_____ (7) I agree to try at all times to understand, appreciate, love, and serve the pupils entrusted to me for instruction, and will to the best of my ability provide for their fullest spiritual, intellectual, physical, and emotional development. I agree to observe appropriate confidentiality in regard to pupil, parent, and school matters. I agree to avoid highly debatable topics as much as possible that tend to divide Christians. I agree that the stance of Friendship Baptist Church is to be upheld at all times.

_____ (8) I agree to be on time for faculty devotions and to remain in the building at least twenty minutes after classes have been dismissed. I also agree to be present for such meetings and conferences as may be called by the administration.

_____ (9) I agree that any previous agreements, whether written or oral, are fully merged into this agreement, and that no other agreement, statement, or promise other than those contained in this contract shall be valid or binding on either party.

_____ (10) I agree to attempt to resolve differences with others (parents, fellow-workers, administration) by following the biblical pattern of Matthew 18:15–17. I agree to follow the guidelines set forth in the following areas: *Dispute Resolution, Procedures for Addressing Grievances With the Ministry, Procedures for Addressing Interpersonal Conflict* (Staff Handbook, Chapter 5).

_____ (11) Employee Benefits – I understand that the school is not liable to reimburse any teacher for any benefit not used in the employee benefit package. Teachers may not choose to receive cash in lieu of any benefit. The school reserves the right to modify the employee benefits plan including: changing of insurers, or expanding/eliminating benefits during the contract year at its sole discretion. The employee benefits are listed in the Staff Handbook (*Benefits As An Employee*, Chapter 6).

_____ (12) I agree to give the Board 30 days prior written notice of intended resignation unless a different termination date is mutually agreed upon. I understand that payment shall be made of that proportionate part of the salary which the number of days of actual duty bears to the number of days covered by the contract for teachers that resign or are terminated. I agree that all fringe benefits will end on the last day of employment.

_____ (13) I agree that if there are deficiencies in my job or personal performance, administration, at its sole discretion, may extend to me a Performance Improvement Plan (PIP) to help facilitate needed changes in my performance. I agree that the Administration, in its sole discretion, may determine that certain acts, deficiencies, or situations are so grave that they may result in immediate dismissal and thus bypass this general procedure (*Progressive Discipline*, Staff Handbook, Chapter 5). I further agree that the Administration may modify or revoke the plan at its sole discretion, and that failure to complete such a plan before the end of this one-year contract does not obligate the school in any way to extend another contract for a new year.

_____ (14) I understand and agree that my employment may be terminated before the end of the school year for cause or without cause, and that there is no right to renewal of this contract. I understand that either party may terminate this agreement for any reason by giving one month's written notice of such intent. The school may give one month's salary in lieu of one month's notice of termination. There will be no severance given if termination is for cause. I agree that the School Board has the sole right to make the dismissal immediate or with longer notice depending upon the reason(s) for dismissal. Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or upon me by impairing my continued usefulness as a Christian role model for the students.

_____ (15) Friendship Baptist Church and Christian School has been classified as a 501(c)(3) nonprofit *church-related* organization and has chosen not to participate in the Federal Unemployment Tax Act. Therefore upon termination of employment, regardless of the reason(s), I understand that unemployment benefits are not available.

_____ (16) I agree that if any provision of this agreement is declared invalid, illegal, or unenforceable, its invalidity, or unenforceability, shall not affect any other provision of this agreement.

The Board or Administration reserves the right to withdraw the contract and offer of employment prior to its acceptance. This contract is also based upon being return within 5 days. I acknowledge that I have read, understand, and will abide by the terms and conditions of this contract, and I agree that it represents the total agreement between the parties. I understand that my job performance is based upon the job description for my position.

As always, please remember that all salaries are to be kept in strict confidence. Any open discussion of your personal salary with other staff members or others with connections to the ministry will lead to your dismissal. Please make sure all spouses also understand this policy.

Employee Signature _____ Date _____



Fiscal Management

Budget

FCS prepares its budget based on projected enrollment for the coming year using current year enrollment moved forward one year. Staff participation is used in the process to both verify expected enrollment, tuition and fee rates, and pay/benefit changes. The draft budget is presented by the Head of School and Executive Director to the Ministry Board for approval in March, which then becomes effective in July. A budget review is performed in August and September to verify if the projected enrollment was met. A report of these findings and any recommendations based on the findings is submitted to the Ministry Board for comments and approval.

The tuition is established by noting the money needed to complete the operating budget and a comparison of other local schools.

Purchasing/Paying Bills

Purchase orders are used to gain approval for spending.

FCS maintains financial records to track its expenses. These expenses are reviewed by the administrative team during the month and reports are furnished to the Head of School and Ministry Board on a monthly basis. Expenses are compared against monthly and annual budgets (approved by the Ministry Board) to assure spending is commensurate with the designated resources to conduct operations.

Bookkeeping

All fine art and athletic money is handed into the school office. Policy for money received in the school office:

- Cash and checks are accepted in the school office for various payments.
- The money is labeled for the specific reason that it was turned in. All payments are recorded. Such as: aftercare, fundraising, tuition, fine arts etc...
- The office manager makes a weekly bank deposit with the cash and checks that have been received.
- A deposit record is kept in the school office and another copy is kept in the business office.

Audit

Internal financial reviews are performed on an intermittent basis by the corporate Treasurer. The Treasurer is provided with a detailed General Ledger report each month along with financial statements prepared by the Business Office to enable a review the activities of each income, expense, and balance sheet line item. The Ministry Board has authorized a subcommittee to implement a more extensive internal financial review process. At present, the subcommittee is refining the goals of the internal review and identifying persons on the Ministry Board who can participate in the on-going financial reviews. The goal is to implement this internal review team within the next year.

Church/School Finances

The Ministry Board designated a committee to begin the process of showing financial transparency to FBC. The committee's results will be published during the fall 2017. The church and school have one back account. The school is a major line item in the church's overall budget.

General Policies

FCS as a general practice publishes its tuition and fee schedule, and refund policy in January for the upcoming school year. FCS utilizes both direct communication with current school families as well as posting these rates/policies on the school's website and keeping them there throughout the year.

Insurance

FCS maintains extensive coverage including property/casualty, liability, umbrella liability, business auto, and workers compensation insurance through Brotherhood Mutual Insurance. FCS is in compliance with all known federal and state laws relating to employee insurance (including unemployment insurance through the NCESC) and has also contracted TASC to administer FMLA and COBRA compliance. The exact amounts are maintained in the business office.

Financial Records

FCS limits access to financial records to those with a need to know. A subcommittee of the ministry is actively in the process of further defining who has right to access sensitive records. Records are protected against loss by first being stored in fire-resistant cabinets and then many are later scanned and maintained on the school's IT network.

Resource Development

FCS utilizes its Strategic Plan document as a part of its guidance. This vision has been communicated to the Ministry Board who actively participates in and must approve directional plans. Fund-raising and other designated giving are recorded in both the school's records and the ministry's accounting records in manners consistent with keeping monies clearly labeled so funds are not expended inappropriately. The expenditure of such funds must occur in compliance with established policies about designated expenses. In most cases, the Head of School will present a list of items to be acquired from fund-raising income to the Ministry Board. Upon approval, the Head of School can proceed to utilize the funds according to their respective designations. Monthly financial reports to the Head of School and Ministry Board provide income, expense, and remaining balance information for major designated income areas.

FCS fund-raising activities must have Head of School approval in every case. Certain fund-raising activities require Ministry Board approval. Proceeds from fund-raising is typically used to implement special projects or fund various student activities. Proceeds from fund-raising are not purposed or intended to supplement the general fund of the school.

Office Procedures

Secretarial Functions

The guidelines for answering phones is listed in the FBC/FCS Employee Handbook p33. The secretaries are to follow the Matthew 18 principle for complaints. They are to nicely listen and then help direct the parent to take the issue through the appropriate chain of command (people involved).

The Office Manager handles the Head of School and other administrators' appointments. Individuals are to email faculty members for them to set up their own appointments.

Visitors are greeted at the office. They are to sign in through Lobby Guard. They are then directed to a waiting area. The secretaries then notify the individual of their appointment. The secretary then will return to talk to the waiting person to update them on the meeting.

Academic Records

Each student's medical information, immunization records, report cards, testing results, custody papers, ISP items are kept in the student's folder

Current records and archived ones as well are kept in fire proof, locked cabinets. Only approved staff has access to these files. All student records are kept in the secured student files. The school uses RENWEB as our complete student database.

Designated individuals have access to transcripts and ensure that all transcripts are updated in a timely manner. Students submit transcript requests to the office for processing (Academic Handbook, p94). All records including transcripts are treated with the highest levels of confidentiality.

Because we are a church ministry, school records are ultimately the property of Friendship Baptist Church and would be maintained by the Church in the event that FCS ceased to operate.

Health Records

Every year Wake County Public School publishes health standards and requirements for the year. The school nurse is responsible to manage this information. Records are kept in the student's permanent file.

Attendance Records

Teachers enter student attendance into RENWEB. The office secretary in charge of attendance verifies the information and then prints a report that is emailed out to all teachers each morning. The secretary helps to keep track of all tardies, absences and advanced absent requests. She is responsible to follow the discipline guidelines in this area.

Report Cards

Report cards are sent electronically at the end of each quarter. A year end report card is mailed out and recorded in the student's permanent folder.

Distribution of Medicine

All student medication is maintained in a cabinet in the office. Each student is required to fill out the proper medical form. All the medication forms are kept in a notebook in the school office. The school nurse has oversight of this program.

Emergencies

For any major emergency, the secretary would call 911. Training of teachers and staff according to our Crisis Management Plan and our Blood Borne Pathogen Plan (onsite). First aid kits travel to away athletic games and field trips.

A teacher will send a child to the office that appears to be sick or just not acting as they normally act. The office ladies will take the child's temperature to help determine what is wrong with the child. If a child has a fever, or is vomiting, or has diarrhea they cannot return to school for 24 hours after the symptoms have stopped. The teachers have a first aid kit in the classroom and they take it with them to the playground. Most minor scrapes are able to be taken care of by the teacher. Some injuries require more attention and the child would be sent to the school office for the office ladies to determine what should be done. For injuries that may appear to be severe or if a student has other medical needs, we call the parents immediately and an accident report is completed. The student is cared for until the parent arrives. In the case of a major medical emergency we would call 911.

Meetings

Governance

The FBC Ministry Board meets once a month. The board has scheduled topics for each month of meetings. Formal minutes are taken and maintained by the board.

The FBC Ministry staff meet about every 2 weeks. We alternate meeting formats. One meeting is set aside for current events and happenings. The other meeting is set aside for Strategic Planning for long term planning.

The FCS Administrative team meets once a month. We will look ahead at different events. We spend more of our time on administrative and long term planning topics.

The FCS Directors team meets once a month. Each main director is able to talk about their area of supervision. It involves both evaluating past and current events/ideas and then planning for future events/ideas.

The FCS faculty/staff meet on Tuesdays for prayer time mainly for student families. They meet on Friday for a short devotional and prayer time for faculty/staff needs. They meet once a quarter after school to cover various calendar issues and other topics as needed (accreditation). Most other communication takes place through email and google documents.

For meetings (except FBC ministry boards), an agenda is kept of each meeting in google documents that each respective person has access to.

Parent Organizations

Currently there are no formal meetings held. They do meet for prayer time on Thursday morning.

8

8

8

Facilities and Safety

Custodial Functions

The custodial program is under the Operations Director and Executive Director of FBC. The Operations Director handles all communication, scheduling of event clean up and day to day oversight. The Executive Director is in charge of contracts and the Capital Improvement Plan.

The ministry contracts a custodial service for its major cleaning purposes. An onsite janitor conducts a daily walk through to monitor the facility.

Maintenance

The maintenance program is under the Operations Director and Executive Director of FBC. The Operations Director handles all communication, scheduling of event set up and day to day oversight. The Executive Director is in charge of contracts and the Capital Improvement Plan.

For the purpose of overall facility maintenance. We have an on-site maintenance man that oversees, corrects or brings matters to the attention of his superior. He works a 40 hour week, so he is present during school hours for urgent matters. He is on call for emergencies when needed. The school utilizes a maintenance request form for its needs.

State/Local Building and Health Codes

Private church schools or schools of religious charter and qualifying nonpublic schools are subject to the state requirements respecting fire, safety, sanitation and immunization. N.C. Gen. Stat. §115C-554, 562.

Each year we undergo building inspections by the Fire Marshall. We also have visits from the health inspector. Our records are checked by the NC NonPublic School Division. We have maintained a good standard in all of these areas.

Health/Safety

All information is maintained in our Crisis Management Handbook.

Traffic Patterns

New families are instructed using a map in for how the parking lot works. Teachers have weekly ministry duties that entail oversight of the parking lot.

Fire and Disaster

The school facilities are inspected on a yearly basis by the fire marshall.

Crisis Management

FCS has a lockdown procedure in place. The faculty are trained during inservice. At least one drill a year is conducted and recorded.

Personnel

Job Descriptions

During the 2016/2017 Accreditation self study, we determined that our job descriptions were not sufficient. We have already begun to work on this project. It will be listed as one of our accreditation initiatives.

Organizational Chart

Included at end of this section

Hiring

Qualifications – It is essential to fulfilling the mission of our church for every person employed by Friendship Baptist Church to have ministerial duties. Though some positions may have more ministerial duties than others detailed in their job descriptions, every employee is expected to:

- Be able to lead staff devotions when called upon,
- Pray with, witness to, or disciple visitors, members, school parents, students, or others about spiritual matters when called upon to do so during the work day,
- Effectively explain Friendship Baptist Church's Statement of Faith to others.

The rest of the qualifications will be specific in the job description for that position.

Recruiting/Hiring— Intent forms to current faculty are distributed in December of the current school year. Once needs are known, we advertise on the AACCS, BJU, PCC and MBU websites. We conduct onsite recruiting trips to MBU (usually fall), BJU (2nd-3rd week of February) and PCC (3rd-4th week of February).

Our Hiring process is outlined in the General office/ Teacher Recruitment folder. This folder also contains sample interview questions and professional and personal reference questions.

The Dismissal/Not Rehiring policies are maintained in the FBC/FCS Employee Handbook.

Contracts are usually issued late March/early April. The employee has 5 days to return the signed contract. The signed portion is maintained in their personnel folder in the school office. Sample included at the end of this section.

Orientation/Training

There are two new hire documents. One document resides in the business office and contains all signed information relating to payroll and insurance information. The other new hire document is for teachers. Mrs. Soemer meets with all new teachers one day before returning teachers report to inservice. She covers several essential items with them listed in the second document. Standard 6.14

We usually conduct a week of inservice meetings with all personnel. Topics that must be covered are: FBC/FCS Employee Handbook, Faculty Handbook, Parent Student Handbook Child Safety Handbook, Emergency Handbook, Bloodborne Pathogens, Volunteer standards, technology updates, Specialized

Learning Center updates, insurance information and several more items. We will cover schedules, clubs, first day, etc...

Supervision plan for teachers

August

1. **Goal setting conference** – The purpose of this conference is for the teacher and the proper supervisor to set up goals to provide direction and focus for the supervisory activities and the teacher change initiatives. The goals will be agreed upon and used as objectives in the observation process.
2. **Set up mentor program (if needed)** – The purpose of the mentor is to provide training and to extend personal encouragement and resource support to new teachers to the school.
3. **General meeting to go over school's supervision policy with new teachers** – the purpose of this meeting is to give a copy of the supervision policy to all new teachers to the school. The goal of teacher improvement will be stated clearly to help set the proper tone for the program. A brief overview of the yearly plan will be discussed to eliminate anxiety of the unknown.

September-October

1. **One-week cycle (if needed) of conferences and observations.**

***Monday:** Pre-observation meeting where the supervisor and teacher meet to discuss timing, lesson plans, and areas to be observed

***Tuesday-Thursday:** Classroom observation – The supervisor will conduct three successive days of observation at the same time to look at agreed upon observation objectives and other areas listed on the classroom observation sheet. The Wednesday session may be videotaped for future self-evaluation by the teacher and/or supervisor.

***Thursday:** Analysis and strategy – The supervisor will review all observations and determine questions and strategy for the post observation conference.

***Friday** – Post-observation conference – The supervisor and teacher meet to review all observations and to discuss analysis and future improvement plans.

2. **Daily brief observations of all new teachers to the school (informal)**

The purpose of these observations is to make sure all daily tasks are going as prescribed. It is also to continue to gain and build a trust and relationship between the supervisor and teacher. It is also to continue to express the importance of working on self-improvement at all times.

3. **Weekly brief observations of all teachers in the school (informal)**

The purpose of these observations is to continue to build a trust and relationship between the supervisor and teacher. It is also to continue to express the importance of working on self-improvement at all times.

September-May

1. **One-hour observations and interventions as needed (may be formal, informal, scheduled, or unscheduled)** The purpose of these tasks is to continue to work on any specific area for improvement. These tasks can be initiated by either supervisor or teacher.

November-May

1. **Daily or weekly brief observations of all teachers in the school (informal)** The purpose of these observations is to continue to build a trust and relationship between the supervisor and teacher. It is also to continue to express the importance of working on self-improvement at all times.

January

1. **Review of mentoring relationships** – The supervisor will meet with the mentor and teacher to see how the process is working. The group will also work on establishing any self-improvement goals to work on for the second half of the year.

February-March

1. **One-week cycle (if needed) of conferences and observations** –(stated above)

May

1. **Year-end summative evaluation of each teacher** – The purpose of the conference will be a look at the cumulative year's observation forms. It will also look at the teacher's work compared to his/her job descriptions. The goal will be to look at the strengths and at the areas that need improving.
2. **Year-end goal setting for summer and following year** – The teacher will take the information from the year-end summative evaluation and the job description evaluation and set some self-evaluative goals for the summer and the following year. The teacher will then turn them into the proper supervisor.
3. **Evaluation of mentoring relationships** - The supervisor will meet with the mentor and teacher to see how the process went. The group will also determine if a mentor is needed for the following year. The supervisor will also make recommendations if the mentor has completed his/her tasks.

Classroom instruction observations

New Teachers

First 3 weeks of school—Mrs. Soemer or Mrs. Joyner frequently visits the classroom to see (or possibly help with) class management, organization, and general instruction. Each new teacher is also assigned a mentor who comes alongside and answers questions and guides as needed. The first 3 weeks are not officially documented but are discussed with the new teacher by the observers.

After the first three weeks, new teachers are observed casually for quick drop-in visits and are also observed following the same guidelines as seasoned teachers (outlined below).

Seasoned Teachers

Formal Observations (one class period)

Mrs. Soemer observes each teacher at least twice per year (preferably once per semester) for a formal observation. These observations are usually unannounced and documented on the classroom observation forms which are sent to the teacher within one school day of the observation. Teachers have opportunity to comment on the observation form. Mrs. Soemer meets with each teacher at least once during the year to discuss effective strategies already in place as well as ways to improve. If concerns are noted, observations and discussions are more frequent. Through this process, FCS is looking for improvement and progress.

Informal Observations (typically 5 minutes or fewer)

Mrs. Soemer pops in classrooms for just a few minutes—largely to maintain a positive relationship among teachers, students, and administration. These informal observations are sometimes tied to a particular event in the lesson plans (special activity, debate, project) but are also just simply to see firsthand what is occurring that day in the classroom.

Teacher duties—outside the classroom

Mrs. Filidoro keeps track of the punctuality of teachers to their respective duties. This information is submitted to Mrs. Soemer and/or Mr. Nelson. She also notes the observation of general policy (such as signing out if going off campus). Mrs. Soemer takes this information and records it in the Staff—Human Resources section of Renweb.

Mrs. Soemer reviews lesson plans for thoroughness and punctuality. When necessary, she documents concerns/issues in Renweb—Staff—Human Resources.

The information mentioned above is considered as administration reviews the year, generates future contracts, and conducts exit interviews. Teachers also complete self-assessments to reflect on personal and professional goals.

Personnel Records

Records that pertain to financial areas and insurance information are kept in the business office in a locked fire proof cabinet. Teacher resumes, applications, all ceu information and yearly signed contract are kept in the school office in a locked fire proof cabinet.

Personnel Pay and Fringe Benefits

We currently have not been operating on a salary schedule. We had a starting salary, \$200 for each year of prior experience, extra stipends for extra work and trying to raise all salaries to 60% of the Wake County teacher salaries.

We noted in the 2016/2017 Accreditation self study that finishing our a new salary schedule based on job descriptions would be one of our initiatives to finish after accreditation.

The fringe benefit listing is maintained in the FBC/FCS Employee Handbook.

Students/Parents

Organization/Activities

- Chapel: Students are encouraged to be involved through special music and other activities.
- Student Prayer Meetings: Students meet together for prayer prior to the opening of each school day. These prayer meetings are led by students.
- Student Council: The council is a service organization by which students help the administration in the planning of certain activities and chapels. The council is made of up students from 7th-12th grade.
- Athletics: We have a full range of sports for middle school and high school boys and girls. We have boys' soccer, basketball, and baseball. We have girls' volleyball, basketball, cheerleading, and soccer. We also have co-ed golf and cross country. All teams are based on having enough available athletes to field the team.
- Fine Arts: We have many opportunities for boys and girls. We have choir, band, speech, newspaper, yearbook, art and drama productions.
- Field trips: Each year we encourage our teachers to take the students on a variety of educational field trips. Advance notification is sent out.
- National Honor Society: Available to students in the 10th-12th grades.
- Clubs: a 3rd-8th grade STEM club and a variety of high school clubs.

Discipline

The discipline policies are maintained in the Parent/Student Handbook.

Parent Organizations

Parents of Friendship (POF) 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. Many opportunities for involvement are listed on the school website. Our communication director is the faculty member in charge of the POF.

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.

- All students entering FCS in kindergarten through twelfth grade will be required to complete entrance testing. The purpose of this testing is primarily for accurate grade placement. If a student tests at an alternate grade level, the administration may make the appropriate grade level change (with parental consent) or may refuse 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 usually 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 FBC, FCS, 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 preschool, transitional kindergarten, and kindergarten students must have a specific form in the school office filled out and signed by a physician for their physical.

- Parents sign at registration that they have read this handbook, including the FBC Doctrinal Statement and Statement of Faith. Parents are responsible to make sure that their child understands the policies and abides by the policies.

- **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.**

The interview process involves applying online through our website. Parents are then notified to set up student testing and a family interview. During this process, parents are to submit a pastor and a teacher recommendation. If accepted, previous records are requested. The parent will finish the online enrollment process.

FINANCIAL POLICY

- **EARLY WITHDRAWAL FEE:**

A withdrawal fee will apply for any student who withdraws after July 1st. For students withdrawing between July 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.

Counseling/Guidance

You will clearly find this listed in our foundational statements.

Community—creating a caring and nurturing environment by fostering interactive, supportive partnerships with the home. Knowledge—producing life-long learners by offering a comprehensive academic foundation from a biblical worldview for students at various ability levels. Faith—creating disciples by assisting students in developing a personal relationship with Jesus Christ.

Academic skills are covered in the classroom and through our Curriculum and Instruction Director along with our Specialized Learning Director. Social skills are covered through some health curriculum. Both social and personal growth skills are covered in Bible class and chapel. Career planning is discussed on more informal individual basis. A parent can also set up times to meet with the Head of School, Student Life Director or Curriculum and Instruction Director to discuss the child's needs in any area, but especially career planning. A monthly newsletter is sent out to each grade level that helps students and parents move forward in their future plans.

A parent can set up times to meet with the Head of School, Student Life Director or Curriculum and Instruction Director to discuss their child's needs in any area, but especially career planning. Students may also talk to us as desired.

The Student Life Director handles most of the counseling with the male students. The Curriculum and Instruction Director handles most of the counseling with the female students. Both of them then will decide to continue to follow up as an individual or to delegate to another appropriate teacher or Pastoral member of FBC.

We often communicate with each other through email when a child's family is going through different circumstances. We have private meetings with these families and help to work through situations. Some of our students with these needs are in our Specialized Learning Center, so it is dealt with on an even more regular basis.

Regular classroom assessments as well as standardized achievement tests are essential to track the progress and effectiveness of our academic program as we strive to "provide an excellent educational experience" for our students. We use test results for tracking individual and group performance, determining appropriate class placement, evaluating curricula and instruction effectiveness, and finalizing graduation requirements. Modifications and accommodations are assigned based on an individual student's needs. The Director of the Specialized Learning Center oversees these adjustments.

Alumni

Many of our alumni stay in touch through our Facebook page. We do not have a newsletter, survey or an alumni association. We do conduct alumni games in the fall and spring. We have special items for them and recognize them at these events. We also recognize all alumni at our homecoming.

We have someone in charge of alumni. They are contacted if the alumni would like to plan an event. We allow our alumni to use our facilities free of charge and help to organize the event, if needed. We also have a retired teacher who maintains informal contact with several hundred alumni. He keeps us up to date with information.

We have tried to update all alumni information and have not had a great success rate. We continue to try to build this database. The information that we have gained over the last about 10 years has been better maintained. Because of some of our history and school split, we have some alumni from the early years that just do not like us to contact them.

Parental Access

The administration clearly communicates to parents the procedures they should follow for access to students during the normal school day in the Parent Student Handbook.

Community Relations

Families are encouraged to participate in the majority of extracurricular events. We believe it is an extension of the classroom so we do not charge admission fees for athletic or fine art events for our school family. We advertise often to make sure families are aware of the student activities so they can schedule accordingly and be involved. We also use the Parents of Friendship (POF) association to promote volunteer opportunities. Back to school night – POF Walk Event

Beginning in 9th grade, all students are required to complete a minimum of 6 service hours per semester – Academic Handbook (pg. 17). Eligible hours are submitted via the Christian Service Hours Form which also lays out guidelines for service hours to count.

FCS seeks to reach out into the community in several ways.

- Believing that every student is especially designed by God, FCS accepts the invitation to minister to disabled children by volunteering throughout the year at the Wake County Special Olympics competitions around the area. Special Olympics Event where they assist the athletes in activities.
- On a yearly basis, each high school grade is assigned a regular school service ministry: 9th - collect, pack, and ship care packages to military service members; 10th - set up / serving / cleanup for graduation reception; 11th - organize the Junior/Senior banquet in the spring; 12th - (new) mentor younger students. Student Service Assignments.
- Our ninth grade is responsible for our Veteran's Day military care packages. This chapel and program has been a blessing to hundreds of soldiers.
- Each year, often multiple times each year, our instrumental and vocal groups visit local assisted living/nursing homes and provide a concert for the residents. Again, we are invited back year after year. Another opportunity afforded the FCS choir is singing in the Capitol Building in downtown Raleigh and occasionally in the Governor's Mansion as well. This highlight is an encouragement to the believers downtown who stop by to show their appreciation for the presentation of sacred music.
- This year, we will be planning a service day in the spring. Each individual grade 7th-12th will be performing an assigned service project: 7th / 8th - grounds clean up at FCS; 9th - Durham Rescue Mission; 10th - local park clean up; 11th - elderly care; 12th - Special Olympics.

Transportation

Car Pooling – We do not formally organize any car pool.

Bus Transportation - We do not conduct bus transportation routes.

We do provide transportation for field trips, fine art events and athletic events. Vehicles are reserved through an online sign up system.

All buses meet the Federal DOT Inspection. Vans and minibus meet state inspections.

Drivers must produce a valid NC CDL driver's license with all required endorsements. They have met the church requirements i.e. on church insurance, no driving violations and have signed the church bus policy.

The FBC driving policy states that all drivers of church/school vehicles must have experience behind the wheel of the vehicle being used. If no prior experience, they must make a minimum of 5 trips with a current qualified driver before they are able to operate a church vehicle.

We use the Nationwide Testing Association program. Random names are selected every 2 months for drug and alcohol screening. Completed medical forms on all CDL drivers are kept in the business office upon completion of licensed testing facility.

All drivers receive and sign the bus policy. Students are told rules when on the bus. These rules are not relayed to the parents. Each trip must have a licensed driver who has signed the bus policy stipulating requirements. Annually, during teacher orientation driving policies are explained for teachers and coaches. They communicate those policies to vehicle passengers.

Occupants must remain seated throughout the trip. All emergency exits are labeled. Fire extinguishers are kept on all vehicles along with emergency reflectors.

Each vehicle has a pre-trip form that must be filled out. Upon completion of the trip, the form is returned to the maintenance mailbox if issues are noted. Repairs are often handled in house. If they cannot be, proper maintenance is outsourced.

Special Services

Lunch Program

What are the qualifications and responsibilities of the personnel? What types of food are sold? How is the lunchroom supervised? What state and local health codes are applicable to the Christian school lunchroom? What is the school's policy regarding compliance with such codes? If applicable, state the philosophy for participation in government provisions for supporting the lunch program.

FCS has a full-service commercialized kitchen for cooking and serving meals. It includes a commercial size convection oven, gas stove, food warmers, refrigerator, freezer and ice maker. The lunchroom has a seating capacity of 450 people.

All lunchroom personnel must maintain a consistent Christ-like character and be an example of Christian living. Each employee needs to be in good health and free from communicable disease. A current physical, as required by federal, state, and local regulatory bodies, must be on file. She must have a working knowledge of health and nutrition. She needs to demonstrate personal cleanliness and ability to maintain the kitchen in a spotless, safe, and sanitary manner at all times. She needs to demonstrate an ability to plan menus, make wise purchases, maintain inventory, and keep accurate records. She needs to prepare and serve the noon meal in a clean, tasteful and appetizing manner.

She needs to work together with other kitchen personnel to serve the noon meal in the quickest, cleanest, and most efficient manner. The dishwasher needs to wash dishes, pots, and pans in a clean and sanitary manner.

The menu meets the standards that are set forth by the health department for our preschool aged students.

The lunchroom at FCS is inspected quarterly by Wake County Environmental Services. We recently received a Sanitation Rating of 100.

Extended Care Program

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.
- Financial information is available on the school's tuition and fees page.
- Aftercare Discipline Policy
 - The policies, codes of conduct and penalties that apply during the regular school day apply to the aftercare program.
 - Elementary students will receive black tallies and middle/high school students will receive demerits.
- 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.

Policies/Programs

Include the school's policy for each of the following:

1. Non-Discriminatory Policy – Parent Student Handbook, p 5; FBC/FCS Employee Handbook, p 6
2. Child Abuse Policy – Child Safety Handbook, p 19-20
3. Sexual Harassment Policy – FBC/FCS Employee Handbook, p 26; Parent- Student Handbook, p 32
4. Communicable Disease Policy – Parent Student Handbook, p 11; FBC/FCS Employee Handbook, p 7
5. AHERA Asbestos Program – Folder is kept in Business office with action plan
6. Crisis Management Plan – Emergency Procedure Handbook
7. Bloodborne Pathogen Training Program – Bloodborne Pathogen Handbook
8. Hazard Communications Plan – Hazard Communication Handbook and MSDS Notebook
9. Drug and Alcohol Testing Policy for Bus Drivers – FBC/FCS Employee Handbook, p 37
10. Internet-Use Policy – FBC/FCS Employee Handbook- Chapter 5; Academic Handbook, p 4-5. The Technology use policy for students is noted in Standard 12.

