FRIENDSHIP

CHRISTIAN SCHOOL

PARENT-STUDENT HANDBOOK

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Non-discrimination policy: Friendship Christian School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

FRIENDSHIP CHRISTIAN SCHOOL
2022-2023 PARENT – STUDENT HANDBOOK

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FRIENDSHIP CHRISTIAN SCHOOL
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OPENING STATEMENTS:

- Welcome to Friendship Baptist Church (FBC)! We are pleased that God has called you to educate your child together with us. Friendship Christian School (FCS) is a direct ministry of FBC. We pray that we can help you to train up your child in the areas of spiritual, physical, academic 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.
- In keeping with these Biblical commands and to ensure that things may be "done decently and in order," we have designed this Parent/Student Handbook to acquaint you with FCS. The Bylaws of FBC is the primary governing document for the ministry. This handbook is a secondary document and all other ministry policies and handbooks are tertiary. In the event a policy conflicts with this Handbook, this document will prevail. All policies, including this Handbook must comply with the FBC bylaws as they are or may be amended in the future.
- 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 religious school that is a ministry of FBC, FCS reserves the privilege of setting and maintaining its own standards of student appearance, conduct, and scholarship. The school maintains the right to discipline (including suspension and expulsion) any student who violates the standards set down in the Parent/Student Handbook as defined by the administration. This handbook does not contractually bind FCS in any way.
- As a ministry of Friendship Baptist Church, the ultimate authority and decision-making body for FCS is that of the Pastor and the Ministry board. The primary responsibility of making and instituting operational policies for the school is given to the Head of School. The chain of command at Friendship Christian School is as follows: Pastor/Ministry Board - Head of School - Principals - Faculty.
- Parents and students are expected to read, understand, and comply with all provisions of the handbook. We hope you will see by the policies contained in this Parent/Student Handbook, FCS is committed to providing an environment that is pleasing to the Lord and that is conducive to spiritual, personal, and educational growth.
- Appendix C contains the following items which are also located in the FBC bylaws. It is our desire that you are aware of each of these items: FBC's Statement of Faith; Statement on Marriage, Gender and Sexuality; Statement on Marriage; and Facility Restroom Policy.
- Non-discrimination policy: **Friendship Christian School admits students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.**

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.

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, growing disciples of Christ, and enriching students' lives.

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 Christ like, 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 CHRISTIAN EDUCATION: see appendix A

SPIRITUAL AND EDUCATIONAL OBJECTIVES: see appendix A

ACCREDITATION, QUALIFICATIONS AND MEMBERSHIPS:
- FCS is accredited on two levels:
  - Regional Level – Cognia
  - National Level – Association of Christian Schools International (ACSI)
- Our teachers hold various degrees and are certified through the Association of Christian Schools International (ACSI).
- We hold membership in the Association of Christian Schools International (ACSI), North Carolina Independent School Athletic Association (NCISAA), North Carolina Christian Schools Association (NCCSA) and the National Honor Society.
- Friendship Christian School meets the standards set forth by the Fire, Health and Safety Departments of the State of North Carolina.

GENERAL MATERIAL

ACADEMIC SUCCESS CENTER:

- The Academic Success Center (ASC) is designed to assist students who have a documented learning disability, ADHD, or a processing deficit. While these students have the potential to learn, they may struggle to reach their potential in a regular classroom. This program supplements and reinforces classroom instruction for students who are enrolled in the ASC.
- The goal of the program is to encourage students who may have become frustrated with learning by helping them realize their true potential. We do this by recognizing their strengths and giving them the tools they need to gain success in areas of weakness. Students are carefully nurtured and encouraged, but also challenged to develop strong study and work habits.
- Resources for students in 3rd-8th grades:
    - Small group resource classes are available for students who need additional help to catch up to grade level or who would benefit from a small group environment with a teacher who specializes in teaching students with learning disabilities, ADHD, and processing deficits. Classes offered are Resource Math and Resource English. These take place at the same time as the regularly scheduled grade level classes in those subjects. Students are assessed and grouped according to ability.
- Additional resources for students in 6th-12th grades:
    - Tutorial Study Hall is available to students who can keep up in the regular classroom but need daily assistance with study skills, organization, additional time for test-taking, and occasional re-teaching of material. Middle school students who are enrolled in English or math resource classes may enroll in Tutorial Study Hall also for assistance with their other courses.
- After a child has been approved and scheduled for the Academic Success Center, 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 enrolled in either a resource class and/or Tutorial Study Hall are eligible for an Individualized Student Plan (ISP), generated by the school. This ISP is an analysis and summary of the student's strengths and weaknesses, based on testing done by a licensed psychologist and the yearly testing done by the ASC teachers. The ISP team (regular classroom teacher, ASC teacher, and parents) would discuss and agree upon any necessary accommodations and modifications for all regular classes that the student takes.
- Students who are not enrolled in one or more ASC resource classes will not be given an ISP therefore will not have special modifications.
- Based on the courses that are successfully completed, these students (9th-12th grade) would be eligible for either a General Course of Study or a College Prep Course of Study.

ADMISSION POLICY:

- FCS is most effective when partnering 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 with the administration. Parents and students should read the Parent/Student Handbook for a description of FCS's standards and expectations. FCS only admits students who express a desire to attend. Negative attitudes about the Christian faith or FCS 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.**

AFTER-SCHOOL CARE:

- Our aftercare program 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 is not available if school closes early because of inclement weather, during holidays and non-school days.
- Parents are expected to provide names of every person who has permission to pick up their child from our school. If someone whose name is NOT on that list arrives to pick up a student, the supervising staff will refuse to allow the student to leave with that pick up person. Pick up persons may be asked to show ID. This is true of parents as well during the first few weeks of school.
- Please call the school or send a note ahead of time to notify the teachers of a new pick up person. 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, to the office must be notified. If a parent has the legal right to pick up his/her child from school, we cannot refuse permission simply because you did not include his/her 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 which results in an injury. 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, electronics and 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 a 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 extracurricular activities.**

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 a minimum of 4 hours in elementary school and 4 full 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 that would otherwise be considered unexcused may be excused (with prior approval from the administration). Parents will need to submit a written explanation concerning the future absence using a Pre-Planned Absence Form at least one week in advance. Students must obtain their assignments that will be missed from their teachers, then return the form to the school office for administration approval. The academic and absentee record of the requesting student will be reviewed before approval is granted. The form can be downloaded off the school 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 submitted late will incur a seven point deduction for each day late. This deduction applies to excused and unexcused absences.

TARDINESS

- Students are expected to be on time for their classes.
- **In K-12th grade, five tardies at the beginning of the school day per quarter are considered to be an unexcused absence.**
- 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.
- All tardies and early dismissals are considered unexcused during the school day except for illness, medical appointments, family bereavement, and detainment by the office or another teacher.
- The administration will schedule a meeting with families whose children are consistently tardy.

ATTITUDE:

- Attitude is one of the determining factors for success or failure in life; therefore, students at FCS are expected to comply with the rules and regulations without complaint. (Attendance is a privilege here and 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. ”Body language" often contradicts what we say verbally.
- 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.

BEFORE SCHOOL:

Students are not to be at school before 7:30 a.m. Transitional Kindergarten students must be walked by their parent to their classrooms. Kindergarten – 12th grade students are to go to the designated rooms and spaces as directed by the administration.

BIBLE:

In order to maintain continuity in the classroom during teaching, quizzing and testing, FCS has chosen to use the King James Version (KJV) for all public reading, teaching, and memorization for chapel and Bible classes. For personal and comparative study purposes (at home or in the classroom), we encourage the use of other faithful translations – not paraphrases. Our goal is to arrive at the precise meaning of the underlying text, regardless of which version may most closely approximates it.

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 encouraged 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 elementary 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.
- Attitude – The quality of responding and reacting to contrary events and circumstances with a right attitude. This quality shall be indicated both by verbal response as well as body language.
- 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. This quality shall be indicated by on time and correct completion of seatwork, classwork, homework, and projects in relation to a student's age and academic abilities.
- 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.
- The citizenship grade will be based on all five characteristics as a whole. Teachers will individually assign a citizenship grade for each quarter which will be reported on the student's report card. Students may earn a "Citizenship Certificate" at the end of the year if:
    - They have received only 5s and 4s for each quarter, or
    - They received a 3 or 2 in the first semester and showed marked improvement before the end of the year – these students will be evaluated individually by the administration.
    - A student may not receive a Citizenship Award if they have received multiple demerits/discipline notices outside of class such as consistently being late to school or receiving detentions/suspensions for non-class related issues. These students will be evaluated individually by the administration.
- These grades shall be based on the following scale:
    - 5 -- Consistently demonstrates all 5 characteristics
    - 4 -- Consistently demonstrates 4 characteristics
    - 3 -- Consistently demonstrates 3 characteristics
    - 2 -- Consistently demonstrates 2 characteristics
    - 1 -- Consistently demonstrates 1 characteristic

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 afforded 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.

CONTACTING TEACHERS:

The preferred and best way to get in touch with a teacher is via email. Your email or call to the school office will be returned as soon as convenient. Be considerate at all times of your child's teacher and

their time away from school. Please do not discuss school business with them at ballgames or at church, if at all possible. Teachers' home and cell phone numbers are NOT given out to anyone. Please do not attempt to call them at home. You may leave a message for them at the office.

DISCIPLINE:

General policies:

- 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.

DISCIPLINE POLICY:

1Corinthians. 15:33 ~ Be not deceived: evil communications (company) corrupt good manners.
Romans 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.
Romans 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.
Philippians 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.
Hebrews 12:6 ~ For whom the Lord loveth he chasteneth, and scourgeth every son whom he receiveth.
Hebrews 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.
Hebrews 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.

- A disciplined atmosphere is necessary for an effective learning environment. For this reason, discipline is required to ensure that the 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).
- The primary responsibility for a student's behavior rests 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.

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 teacher in concert with the administration. 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. 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), teacher, and administration). 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 knowledge and apologize, including opposing schools, if involved.
- The student initiates the process by presenting to the head of school 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 the probation period.
- 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.
- 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 Head of School or his designee
- Material requirements
  - Has been approved by the Head of School 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 Head of School for a list of needed equipment and supplies. Donations to the Annual Fund 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 teacher before taking children out of school so that work can be completed beforehand. Please see the academic handbook for details regarding early dismissals.

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.
- 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.

FINANCIAL POLICY:

It is necessary that fees and tuition 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.

EARLY WITHDRAWAL FEE:

- A $750.00 withdrawal fee will apply for any student (TK4 – 12th) who withdraws between the time of enrollment/reenrollment and June 30th.
- 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.
- For students withdrawing between the first day of the second semester and the end of the school year, a withdrawal fee of 100% of the remaining unearned tuition balance for the year is due.

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 $35 returned check fee to cover bank charges. If you have insufficient funds for a FACTS withdrawal, your account will be charged an additional $30 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 the 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.

WITHDRAWALS:

- A withdrawal fee of $750.00 will apply for any student who withdraws after they have enrolled or re-enrolled. For students withdrawing between July 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.).

FOCUS LEARNING CENTER:

Friendship Christian School recognizes the value of all individuals as "fearfully and wonderfully made" by God (Psalm 139:14). With this in mind, Friendship Christian School and the Focus Learning Center (FLC) are committed to partnering with the home to develop the spiritual and academic growth of all students. Friendship Christian School is unique in that we accept students who have intellectual disabilities, Autism, Down syndrome, etc... Students in grades up to fifth may spend part of their day in the regular classroom and part of their day in a resource class targeted to their specific learning needs. When they enter the 6th grade, they may enter the Focus Learning Center which concentrates on general academics and life skills. Careful planning and review of the students' past academic performance and current cognitive and achievement levels will assist in making this decision. These students would be eligible to receive either a Diploma in an Occupational Course of Study or a Certificate of Achievement. The tuition for this program is listed under the Focus Learning Center on the Tuition and Fee Form.

FUNDRAISERS:

- FCS conducts one to two major school-wide fundraisers each year. It is vital to the success of the school that all families participate. All money raised goes to designated projects.
- Several other traditional fundraising activities are conducted by some school organizations 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.

GUESTS' DRESS CODE SUGGESTIONS FOR ON-CAMPUS VISITS, FIELD TRIPS, AND EXTRACURRICULAR ACTIVITIES:

Parents and guests who visit the FCS campus or go on field trips with FCS should follow the basic student dress code and behavior guidelines. Clothing should be appropriate and modest and graphics should be in harmony with FCS standards. These suggestions also apply to attendance at ball games and other school events.

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 as determined by the administration.
- Students guilty of such conduct may be placed on long-term suspension or expelled.

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—100F+ (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, leaves school grounds without permission.
- "Skipping school" will result in severe disciplinary action and could result in dismissal from FCS. 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. FCS retains the right of access to all lockers at any time for any reason. Students are expected to take care of their lockers. 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. Lunches in lockers must be kept in a closed lunch box to avoid spoiling or spilling.
  - Lockers must be kept neat.
  - Lockers may not be decorated on the outside.
  - Lockers may only have non-glue stickers or magnetic picture frames, etc. on the inside. Students will be charged $10 for writing in or placing stickers on the inside or outside of the locker.
  - 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 are optional. FCS is not responsible for stolen items.
  - 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.
  - Students can use school locks on their lockers, no other lock is allowed. Students will be charged $10 for not returning the school owned lock at the end of the school year. Locks will be assigned, if desired, during the first week of school.

LOST AND FOUND:

An area is set aside for all lost and found articles. Unclaimed Lost and Found items will be cleared out and sold or donated to a charitable organization occasionally. You can avoid losing items by LABELING your student's clothing. Anything labeled will be returned to your child if found.

LUNCH PROGRAM:

- FCS offers a hot lunch program throughout the week.
- There is a fee for all lunches provided by the school. **Orders are non-refundable.**
- ONLINE Orders are to be placed and paid BY 2 PM Friday for the following week.
- 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 4th – 12th for heating items purchased or brought from home.
- Morning snacks for lower elementary students may vary. Please check with your teacher regarding this policy. Morning snacks are brought from home and should be nutritious.
- Elementary students are not to bring carbonated drinks or purchase them at school.

LUNCHROOM:

- **Students are not allowed to have glass in the lunchroom.** No glass dishes or glass bottles of beverages should be in their lunches.
- **Plastic ware, cups, paper plates, etc. should be brought from home for those who pack their lunch.** Plastic ware, plates and napkins are provided for those who order lunch.
- In keeping with fire codes, no open flames or burning candles are permitted. Flameless candles (battery operated) are permitted.

MEDICATIONS:

- All medication should be labeled and sent to the office for dispensing. This includes any Tylenol or over-the-counter medication. A permission to administer medication form must be filled out and on file in the school office in order for the school to dispense medicine.
- Students who require inhalers or Epipens may self carry **IF** a doctor's self carry form is on file in the school office. Other than the exception listed above, medicines may not be kept in a student's possession.

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 6-12 parents may take their children off campus during their scheduled time for lunch. If students do not return in the allotted time, unexcused tardies or absences will be assigned. However, students may not go to lunch with the parent of another student. Youth pastors or ministry related individuals may take a student 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 11th and 12th 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, they will receive unexcused tardies or absences and may lose the privilege. These tardies and absences can 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.
- Swimming events are only approved when FCS is responsible for the facilities and all personnel attending and participating, such as retreats.

OFFICE:

- The school office is open for business each school day between 7:35 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 Lobbyguard at the office.
- 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 as the secretaries have daily duties to complete.

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 at any point during the year.

PARENT-TEACHER ORIENTATION/CONFERENCES:

- Parental support and involvement are vital to the success of Friendship Christian School. Teachers may wish to schedule conferences with parents, or parents may need to talk with teachers.
- Parents should email or call for an appointment whenever possible. Teachers will contact parents when a meeting is necessary. Virtual meetings are the primary type of parent-teacher meeting.

PARKING PROCEDURES (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 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 car line should pull all the way up, following the directions of the safety patrol or staff member on duty. Stopping early may cause an accident.
- 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 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!!!!

PARTIES:

- Student birthdays may be celebrated by sharing pre-packaged refreshments with classmates during the lunch period. All birthday celebrations should be arranged in advance with the teacher and should consider the needs of students with allergies.
- In kindergarten through 5th 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 6-12.
- Several parties are planned for elementary students throughout the year including Thanksgiving, Christmas, Valentine's Day 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
- Using the FCS logo

PRIVATE MUSIC LESSONS:

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

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:

- Re-enrollment takes place each January. 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/FACTS:

- FCS uses RenWeb/FACTS SIS as a portal to share lesson plans, homework, grades, and other school information through their FACT Family Portal. FACTS SIS 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

RESOLUTION OF PROBLEMS:

- If you have a complaint or concern 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 email 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) Administration 4) Board
- Teachers at FCS are professionals and should be treated as such. Occasionally during the course of the year misunderstandings or problems can arise between a 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 grievances is profitable for neither the parent nor the teacher. The teacher deserves an opportunity to correct the situation or to 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 a principal may be arranged. A final recourse would include a meeting with the head of school to assist the parent and find a solution to the problem.

SCHOOL HOURS:

It is important that our students develop character. One important character trait is being on time to school. Students arriving after the first period bell MUST come to the school office to sign in before going to the classroom. Regular and prompt attendance to class is vital.

Preschool	7:55am --- 2:40 pm
Kindergarten – 5th	7:55 am --- 2:40 pm
Grades 6– 8	7:40 am --- 2:55 pm
Grades 9 – 12	7:40 am --- 2:55 pm

After care/academic study hall 2:45 pm --- 6:00 pm
(Charges begin at 2:45 for preschool and elementary students and at 3:00 for middle and high school students. Charges start at a minimum of one hour for any part of the hour ($5).
After school detention 3:000 pm --- 4:00 pm (Mondays and Thursdays)
In –School Suspension 7:40 am --- dismissal ($20/$40 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, unlocking phones 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. 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 FBC'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 FBC and the school and to refrain from certain activities and behavior including any indecent or immoral posts on social media sites.
- In relying on the teachings of Scripture and as a direct ministry of FBC, FCS believes that the Bible prohibits sexual immorality of any type, including but not limited to adultery, fornication, bisexual conduct, bestiality, incest, pornography, homosexuality, or any other sexual activity outside the

marriage of one man and one woman (Matt15:18-20; I Cor 6:9-10). This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity (must function as biological gender at birth) (Gen 1:26-27); or otherwise having the inability to support the moral principles of FBC.

- 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.
- Students are encouraged to incorporate spiritual principles in their lives at every level.

STUDENT RELATIONSHIPS:

- Physical contact is not necessary on FCS property and will not be permitted. This applies to all school functions.
- Students should be discreet in their relationships toward one another at school and at school activities.

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.

TOBACCO:

Friendship Christian School is a tobacco free environment. There is to be no vaping, smoking or tobacco chewing of any form or variation 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 have direct parental permission or from a 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 direct parental permission has been granted.
- 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.

- 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.

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:

- For the 2022-2023 school year, visitors will be allowed to enter the building only to conduct business with the office. Parents will be allowed to chaperone some field trips.
    - All visitors will be required to sign in at the front desk and show id.

WEATHER (Cancellation of School):

- Snow, icy roads, or other weather-related events may necessitate cancellation of school. Our closings and re-openings will be announced through our RenWeb/FACTS SIS Parent Alert system.
- In case of emergency school closing, Friendship Christian School will usually follow the decision made by the Wake County Public Schools ***unless announced otherwise***. Please always watch for the school's information. Wake County may already have a day scheduled off while it is possible for us to still have school. Wake County also has different start times and bus routes to consider. We post our school's information on WRAL.com.
- We will use RenWeb/FACTS SIS Parent Alert, as the fastest and most dependable means, to send the message to the designated parent e-mail address and/or phone numbers.
- We will use our RenWeb/FACTS SIS Parent Alert in the case of a sudden emergency or last-minute change. It will text your cell phone number and also place a call to your contact phone number.
- If 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/FACTS SIS and/or Parent Alert.
    - 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 administration. Holidays, teacher workdays, and the summer break may be adjusted on the school calendar for weather make up days.

TRANSITIONAL KINDERGARTEN

OPENING STATEMENT:

The guidelines in this handbook are very important and should be followed. One of our main concerns is the safety and well-being of your child. These procedures are designed with this in mind. Please also understand that some of these policies are required by the State of North Carolina. Therefore, compliance is not an option. If, at any time, you have a question concerning anything in this handbook, please ask for clarification.

MORNING ARRIVAL:

- Drop-off time begins at 7:30 a.m. Parents should use the parking area next to the main auditorium to park their vehicle and bring their child to their classroom between 7:30-7:50. Do not park in the drop off circle and get out of your car. The circle is for DROP-OFF only and you must walk your

child to the door.

- Our school day begins at 7:55 a.m. Our classes are NOT designed for drop-off at any time of the morning. Parents are asked to have their children in their classroom by 7:55 a.m. each morning. Parents are also asked not to linger at the classroom each morning so the teacher may begin class promptly at 7:55 am.
- **AT NO TIME MAY A CHILD**
  - **Walk unattended to his/her classroom.**
  - **Walk unattended from the car line to the cafeteria or classroom.**
  - **Be left alone in the lunchroom or any other area of the school.**
  - NOTE: These issues are a matter of State law. Our preschool could lose its license if these rules are not followed. You could be asked to withdraw your child from our program for not following these rules.
- **AT NO TIME SHOULD A PARENT**
  - **Leave a car in the car line circle to escort a child to the classroom. Your vehicle needs to be parked in a parking space.**
  - **Leave young siblings in vehicles to bring a preschooler to the classroom.**
  - **Leave a child in a classroom if a responsible adult is not present.**
  - NOTE: These issues are a matter of FCS procedure. Again, you could be asked to withdraw your child from our program for not following these guidelines.

DEPARTURE:

School dismisses at 2:40 p.m. The class will be dismissed from the classroom.

- Half day students should be picked up at 11:45. Please make sure to be on time.
- If you choose to pick up your child on an occasional basis early, please call or send a note when you are planning to do so. You will go to the school office to sign your child out of their classroom. Please avoid picking up your child during naptime from 12:45 - 2:00 p.m. so as not to disturb the other sleeping children. If you arrive early, please wait until at least 2:00 p.m.

AFTERCARE:

Aftercare begins at 2:55 p.m. If your child is not picked up by then, they will automatically be placed into our aftercare program. Billing for Transitional Kindergarten aftercare begins at 3:00 p.m. Billing is for a minimum of one day.

PICK-UP PERMISSION SLIPS:

- 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 a picture I.D. If that person does not have it, your child will not be allowed to leave with him/her.
- 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 his/her child from school, we cannot refuse permission simply because you did not include his/her name on the Pick-up Permission slip.

POTTY-TRAINING:

- Your child must be completely potty-trained in order to begin our program. If your child is wearing a pull-up, he is not completely potty-trained. If he is having one accident a week, he is not completely potty-trained.
- Our program is not designed or approved by the State of North Carolina to accommodate children who are not completely potty-trained. We do not have approved facilities in which to change them

or the extra staff needed to handle it. Sanitary concerns for staff and students and individual privacy are also issues.

- In order to avoid confusion, we have established the following guidelines for dealing with this issue:
    - No child may wear pull-ups or training pants to school.
    - If your child has an accident at school and cannot change himself, you will be called to come and take care of it.
    - If your child has another accident in close succession, you will be asked to keep your child at home until the situation is under control.
    - If there is an ongoing problem and you have to keep your child at home, we will hold your child's space in our program for a period of one month.

DISCIPLINE:

- Your child will be taught that there are consequences for right and wrong actions. Students will be commended for proper obedience and will receive consequences for disobedience. Each teacher will have classroom rules and discipline procedures inside the classroom. If discipline becomes a problem, you will be notified. We do not administer corporal punishment, but you may be called and asked to come and address a situation. Always feel free to let us know if you have concerns regarding discipline in the classroom.
- Friendship desires to work with the home in training children for Christ. During this process, young children occasionally exhibit behaviors that cannot be allowed in order for us to reach this goal. Such behaviors include direct disobedience, deviance, throwing temper tantrums, hitting, kicking, biting, or other behaviors that are injurious to the student or to others. Behavior that damages property is also not acceptable. Parents will be notified of such behaviors.
- On the second occurrence of these types of behaviors, the parent will be notified of the concern and administration will determine the next course of action. This action could include a behavior plan for the child which will lay out the expectations for the child for a predetermined amount of time; the behavior plan can also result in immediate suspension from school. Prayerfully, the child's behavior will improve as the school and the home work together. If the concerning behavior persists, the child may be dismissed from the preschool program.

FOOD PREPARATION:

- ALL FOOD SENT WITH YOUR CHILD MUST BE LABELED WITH YOUR CHILD'S NAME **BY YOU** EACH DAY. The food is removed from their lunchbox and sorted depending on whether it is a snack or lunch item and whether it needs to be heated or refrigerated.
- Please label food items with your child's name at home. There is NO time to do this once you arrive in the morning. If you send morning and afternoon snacks, please designate which one is for which snack time if you have a preference for your child. You may use tape, permanent marker, labels, etc., to label your child's food.
- Please do not send "weekly" supplies of food or drink for your child. These items should be sent fresh and clean daily from home. We do not have the means to store supplies of food and the Health Department does not allow food to be stored in your child's cubby.

SNACK TIME:

The State of North Carolina recommends the types of food and drink appropriate for your child's snack. The list provided is a good one with many things from which to choose. PLEASE DO NOT SEND chips, cakes, candy, gummy bears, fruit chews/roll-ups, chocolate, brownies and such for your child's morning snack. If your child's snack requires utensils, please send disposable ones.

LUNCH TIME:

- There is a fee for all lunches provided by the school. **Orders are non-refundable.**
- ONLINE orders are to be placed BY 2 PM Friday for the following week
- Charges **must** be paid by the end of the week or future orders will not be accepted.
- The State of North Carolina requires that your child drink milk for lunch. UNLESS YOUR CHILD

HAS A DOCUMENTED FOOD ALLERGY TO MILK, THIS IS NOT OPTIONAL. If your child does have a problem with milk, we need a doctor's note so that we may place it in your child's file.

- FCS offers white or chocolate milk for you to purchase, or you may send milk, water or juice from home. You have the option of ordering and paying for milk ONLINE thru Renweb/FACTS SIS on a weekly basis or by the month. If you order online, we offer a discount from $0.75 per milk to $0.60. Payment can be made by E-check (no fee) or by credit card [MasterCard, American Express and Discover (all charge a small fee)]. Your order is not complete until the payment process is complete.
- If you send your child's lunch, you may send sandwiches or items that can be simply warmed up. (Please include warm-up instructions.) If an item needs a plate or bowl in which to be warmed, send that as well. Disposable is preferred. Please send disposable utensils as well.
- Do not send items that have to be "put together" before they are warmed such as pizzas, tacos, etc. Also, please do not include directions that require the lunchroom workers to take off certain items that your child will not eat.
- You are invited to join your child for lunch any time. We do ask that you understand our lunchtime rules and help your child to abide by them while you are present.

SNACK OPTIONS:

- Fresh vegetables
- Graham crackers
- Trail mix
- Goldfish
- Animal crackers
- Cheese
- Vanilla wafers
- Teddy Grahams

Fruit - fruit cups, fresh & frozen fruit, etc.
Granola bars
Bagels
Biscuits - with or without meat/cheese
Rice cakes (including Rice Krispie treats)
Crackers – with/without peanut butter, cheese
Oatmeal cookies (no icing, without cream filling)

Applesauce
Pretzels
Muffins
Yogurt
Dry cereal
Pop tarts
Chex Mix

DRINKS (optional at snack time):

- Milk
- 100% juice

PAYMENTS:

- **<u>You should take all payments for things such as aftercare and tuition directly to the school office.</u>** PLEASE do not send these payments in your child's folder for us to turn in for you.
- Payments for class functions such as parties, book orders, etc. should be sent directly to the teacher in your child's folder.

COMMUNICATION:

Communication is vital to a good school year. Please bring your concerns directly to the teacher. However, please do NOT do this in the morning when you drop off your child. This is a very busy time. Email is the easiest and preferred way to contact the teacher. If you need to talk to the teacher, send a note in your child's folder requesting a phone call or conference time. You may also call the school office and leave a message. The teachers will respond to you in a timely manner, usually the same day.

THE FOLDER:

In addition to emails, we communicate with you through your child's folder. We will send much school information, news, school work, progress reports, notes home, etc., in the folder. If you need to let us

know something, you may write a note and send it in the folder. IT IS ABSOLUTELY NECESSARY that you check your child's folder when it is sent home. We also need you to empty it daily. Please do not leave papers inside.

SICKNESS:

- FCS does not have a sick room. If your child is sick, DO NOT send him to school. Once sickness--with or without a fever--is evident, your child will be taken to the office, and you will be called to come and get them. If your child has a fever, they must be fever-free for 24 hours before they may return to school.

MEDICATIONS:

We do not administer any medications to your children. If your child needs an antibiotic, ask the doctor for one that can be given once or twice a day. Any unusual situations may be addressed individually with the administration.

TOYS:

Please do not allow your child to bring toys and other personal items to school. The toys can be distractions that keep your child from learning. Also, there is a risk that a toy may become lost or broken. For scheduled *Show and Tell* times, the teacher will set guidelines for items that may be brought. Teachers will also update families regarding the current policy.

LABELING:

Every item your child has at school should be permanently labeled with their name. This includes book bags, blankets, sheets, supplies, items of clothing, coats, etc. If something belonging to your child is lost and it is not in the classroom, you may check the *Lost and Found* to see if it is there.

CHANGE OF CLOTHING:

- Your child needs to have a complete change of clothing at school at all times. This change of clothing should be placed inside a large zip-lock bag. The zip-lock bag should be labeled with your child's name and each item of clothing inside the bag should be labeled with your child's name. Items in the bag should include:
    - A complete outfit appropriate for the weather.
    - A change of underwear and socks.
    - A change of shoes would be nice but not required.
- This change of clothing will remain in your child's cubby at all times. If your child has an accident during a school day and the change of clothing is used, a replacement should be sent the next day. Also, you may want to check it periodically to see if your child has outgrown the clothing or that it is still appropriate for the time of year.

NAPTIME:

- Our program includes naptime for your child if they stay for the entire school day. We provide mats for each child. You will need to provide a crib sheet labeled with your child's name. Your child may also bring the following for NAPTIME only:
    - A bed buddy as long as it is one that STAYS AT SCHOOL. (It should be small enough to fit inside your child's mat.)
    - A blanket as long as it is one that STAYS AT SCHOOL. It should be labeled with your child's name.
    - Your child may **not** bring a pillow.
- We will send the sheets home once a week on Fridays to be washed. We will send blankets home approximately once a month and before every long holiday. Please remember to send them back to school the following Monday.

SPECIAL PRESCHOOL EVENTS:

- The following is a list of special events that may occur throughout the year:
    - Fall Party
    - Thanksgiving Party
    - Christmas Party
    - Valentine's Day Party
    - Spring Party
    - End of the Year Party

ELEMENTARY SECTION (K5-5th grades)

ATTENDANCE:

- **If an elementary student is absent more than twenty days during the year, his promotion to the next grade will be jeopardized**. Absences in excess of 10 per semester may result in extra outside of normal school day tutoring ($20/half hr., $30/ hr. fee) or summer tutoring (fee).
- When a prolonged illness is documented by a physician, the administration will make the final decision as to whether or not a student will pass or fail. Still, in order to be promoted or to receive credit, the student may be required to attend one or two sessions of summer school.
- The administration reserves the right to determine the type and quantity of remediation that will be required for promotion to the next grade.

TARDINESS

- Excessive tardies will place the student's promotion in jeopardy. **Five tardies per quarter translate to a missed school day for promotion purposes.**
- In K-5th grade, parents will receive a notification once the child has reached six tardies per quarter. If a child's attendance record reaches eleven tardies per quarter, the parents will receive communication from the administration. If the child continues to be tardy to school, it may affect the student's enrollment. Tardies to school disrupt lessons and create an unnecessary distraction.

DISCIPLINE:

The word "discipline" is a twofold concept. This word discipline is derived from the Latin word "disciplina" which means instruction and training. The Bible commands Christian adults to train (instruct) a child when he/she is young, to prepare them for when they are older (Proverb 22:6). The primary goal for students at FCS is that each student accept Jesus Christ as their Savior (1 Timothy 2:4). After a student has become a child of God, growth is desired (2 Peter 3:18). As we train (discipline) students we believe God is the supreme authority in all things (Romans 13:1). As Christians we are commanded to obey those in authority over us (1 Peter 2:13). Finally, as Christians we are to learn to operate within a community (Galatians 5:14). Based on these principles FCS will implement the following standard of conduct.

The Elementary Standard of Conduct:

Obey God -
The FCS student will respect God evidenced through personal conduct choices that govern his/her life and actions that reflect biblical principles.
Obey Authority -
The FCS student will respect authority exhibited by obedience that is performed quickly, sweetly, and completely.
Respect Others -
The FCS student will respect others by taking ownership of one's actions and initiating reconciliation with the one that has been offended.

While God created humanity in perfection, man chose sin (Romans 5:12). God in his divine mercy provided a way for restoration through the death and resurrection of his son (John 3:16). Following this plan of mercy and restoration, we have created a discipline plan that models this approach.

Infraction - The incident that the student chose to act out that is in conflict with the FCS Standard of Conduct.
Teaching - The opportunity for the one in authority to reach the students heart and help them grow in their obedience to God and authority.
Discipline - The consequence given to the student for not following the FCS Standard of Conduct.
Restoration - The opportunity for the student to ask for and receive forgiveness while being brought back to a good standing with those involved in the original infraction.

The FCS teachers have the freedom to teach and discipline within the school guidelines. The students behavior will be divided into minor infractions (talking out of turn, walking out of line, minor child-like behavior, etc.), middle infractions (chronic minor infractions, disrespecting teachers, cheating, etc.) and major infractions (chronic middle infractions, strong verbal aggression, vandalism, etc.). The teacher will take each opportunity to reach the heart and teach the student. The discipline will increase in consequences from minor - to middle - to major. All middle and major infractions will be recorded and the parent will be contacted. At any time, if a parent has any concerns they may schedule a conference with the teacher. It is our desire to work with the family as together we point the students to Christ.

DISCIPLINARY PROBATION:

- Students whose behavior warrants an in-school suspension may be placed on probation for the following school year. Dismissal may result if the child does not demonstrate a changed heart.
- A student may be placed on disciplinary probation during a school year as deemed necessary by the administration based on low citizenship marks or an accumulation of tallies.
- The administration, teacher, parent and student will meet and set up a discipline plan. Failure to abide by this plan will cause the child to be expelled.

PICK-UP PERMISSION SLIPS:

- **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 him/her.**

- **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 his/her child from school, we cannot refuse permission simply because you did not include him/her on the Pick-up Permission slip.**

STUDENT RECOGNITION:

Periodically, students will receive recognition for demonstrating spiritual growth as evidenced in personal behavior and attitude. These students are recognized in chapel and rewarded by the supervisor.

- **Yearly awards**
  - **Honor Rolls—A and A/B—These are awarded during the last week of school to students have finished with A's and/or B's in all major subjects for the year.**

- **Awards may be given to one boy and one girl in each class for Most Improved Student and Most Outstanding Student.**

MIDDLE SCHOOL SECTION (6th – 8th grades)

ATTENDANCE:

- It is important that a student be regular in attendance to gain the most from school. A student that misses 10 days in a single semester or 20 days during the entire school year in any class may jeopardize their promotion to the next grade. Whether the absences are excused or unexcused does not change the promotion ruling.
- Any student missing more than twelve periods per semester in any class for any reason may not receive credit for that class even if all grades are passing. They may be required to attend and complete a summer remediation program (fee) or an extended day program to make up time and content missed (hour for hour), at the additional cost of $20/half hour and $30/hour.
- Extracurricular: If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. This applies specifically to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent the afternoon (day) prior to an activity that evening. A student involved in athletics, fine arts or extracurricular activities may not participate in that activity (practice, game, or event) if he is absent the day of the activity. In order to be eligible to participate, a student must be in school 4 periods.

TARDINESS AND SIGNING OUT EARLY:

- At beginning of the day:
    - Students are expected to be on time for school. Middle school students must check in or out at the main school office when tardy or leaving early and present a note to the office.
    - All tardies and early dismissals are considered unexcused except for illness, medical appointments, family bereavement, and detainment by the office or another teacher, if during the school day.
    - Five 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. Unexcused absences due to unexcused tardies do not affect a student's grades, only their exam exemption and perfect attendance.
    - **Five excused or unexcused tardies or early dismissals** are considered excessive if occurring in one 9 week grading period.
        - Penalties:
        - 6th - 10th tardies or early dismissals – after school or lunch detention for each incident (there is a $10.00 fee for the 4th detention and following per quarter)
        - 11th tardy or early dismissal – communication by administration to discuss student's future enrollment

- Tardy to class:
    - When the bell rings, students are expected to be in class. If a student needs to meet with another teacher or administration or use the bathroom, he must first let his teacher know where he will be and why he will be late.
    - After getting permission to be late for class, the student is then free to seek out the individual with whom he needs to meet. Following his meeting, he must get a note verifying his whereabouts and excusing him to class.
    - Every unexcused tardy is assigned the appropriate demerits. Five tardies per quarter to the same class counts as an unexcused absence for that class towards exam exemption.
    - A tardy to class turns into an absence after 15 minutes into class.

- Signing out early:
    - If a student needs to be dismissed early, he must bring a note stating the reason and the time he needs to leave. This note should be given to the office first thing in the morning. It should then be shown to the teacher of the class he is leaving. He should then take the note to the office when checking out. If a student gets sick during school hours, he is to come to the office to have the staff call home or to get permission to use his cell phone.
    - A student must not leave without permission; this would equate to skipping a class.

CELL PHONES <u>(and other electronic devices):</u>

- Students have the added convenience and safety of being able to carry and use a cell phone at school and school activities. However, cell phones are to be in lockers or book bags, not in pockets or out in any visible way.
- Cell phones are not to be used for calls, texting, browsing, video or picture taking in the classroom or on school property during normal school operating hours. After school, phones may only be used outside the building to make a brief call to a parent or ride.
- Rings or vibrates in class: one after school detention and demerits for 1st and 2nd offense; two after school detentions and demerits for 3rd offense
- Unauthorized use of phone or any unapproved electronic device: After school detention and demerits for 1st offense and 2nd offense; two after school detentions and demerits for 3rd offense
- In all cases, the cell phone will be confiscated, apps and messages possibly checked and only handed over to a parent or guardian.

DISCIPLINE POLICIES:

DEMERITS:

- The teacher will email the offense to the administration who will then assign the appropriate demerits and email the family.
- Demerit accumulation penalties (per semester)
    - 10 demerits - after school detention
    - 15 demerits - after school detention
    - 20 demerits - after school detention
    - 25 demerits - after school detention
    - 30 demerits – One day In- School suspension – parent meeting- suspended from extracurricular activities - parents pay $20.00 supervision fee
    - 40 demerits – Two-three day In- School suspension – parent meeting- suspended from extracurricular activities – parents pay $40.00 supervision fee
    - 50 demerits – One day Out –of- School suspension – parent meeting
    - 55 or more Demerits – Administrative Discretion (probable expulsion) – parent meeting

- If a child receives fewer than 10 demerits in a quarter, the total demerits will start at 0 demerits for the new quarter.
- A child's demerit total may be decreased if he maintains good behavior for a predetermined amount of time by the administrator or principal.
- Any student with 40 or more demerits in a semester will automatically be put on behavioral probation for the next semester. The terms of the behavioral probation will be discussed between the administration and the parents.

Demerit Offenses:

- One Demerit
    - Tardy to class
    - Lack of class materials (HW, books, paper, pens, etc.)
    - All school textbooks not suitably covered
    - Hair violation (1,2,3 …increases by offense)

- Shaving violation (1,2,3 …increases by offense)
- Dress code violation (1,2,3 …increases by offense) see FCS Standard of Dress
- Chewing gum ($5.00)
- Eating and drinking outside of lunchroom or designated areas without permission ($5.00)
- Wearing cleats in the gym – ($5.00)
- Littering
- Possession of magazines and books not approved by the administration
- Talking (1,2,3… increases by offense)

- Two Demerits
  - Destruction of a student's property + financial restitution
  - Misbehavior or disruption in chapel
  - Minor horseplay
  - Disruptiveness in class, hall, or school grounds
  - Griping
  - Rude, discourteous, cruel, or annoying behavior towards other students
  - Being anywhere without permission
  - Using inappropriate language
  - Taking the Lord's name in vain
  - Continual abuse of one demerit offenses
  - Most second semester offenses

AFTER SCHOOL DETENTION: 3:00-4:00

- We realize that an after school detention may cause an inconvenience for parents as well as students. However, if we are to be successful in this area, we must have 100% parental support.
- Parental contact will be made through email.
- If a student does not show up to an assigned after school detention, they will be charged $10.00 and the student will automatically be given another detention in its place. They will be suspended from all extracurricular activities until the next detention has been completed. Failure to serve the additional detentions will result in suspension and a parent conference. Subsequent skipping of detentions may result in suspension.
- Parents and students will be given a minimum of one day's notice when a detention is assigned. This gives the parent/student time to arrange for transportation. Students will always serve detentions on the very next scheduled day for after school detentions (Monday or Thursday).
- The administration will work with students who have a legitimate hardship that will hinder them from serving the detention. However, extracurricular activities, fine art events, athletic practices, athletic contests, work obligations, etc., should not prevent a student from fulfilling his responsibility to serve his detention. In cases like these, after school detention may be rescheduled for extracurricular activities only once during a quarter by paying a $10.00 fee and by special in-advance permission.
- Detention limits:
  - Starting with the fourth discipline detention in a semester. Students must pay a $10.00 fee per detention for the remaining semester.

After school detention offenses (may automatically receive 3 or 4 demerits)

- Dress code -- beginning with the 3rd offense and each subsequent offense [may be assigned lunch detention at discretion of administration]
- Leaving class without permission
- Physical contact between boys and girls
- Direct disrespect or disobedience towards teacher
- Using cell phones, watching videos or playing games on any device, etc… at school or school-related functions without permission
- Major or repeated horseplay, bullying, rough housing, or other forms of rowdy behavior
- Listening to, possession of, or promotion of ungodly, unwholesome music/movies,etc. on school grounds or school related trips

- Being involved in unsafe activities on school property
- Profanity, vulgarity
- Copying homework
- Repetition of two demerit offenses
- Cheating (+ grade reduction)
- Plagiarism (+ grade reduction)
- Lying
- Skipping class or school
- Mutilation, destruction of property, or activity that may result in mutilation or destruction of property (The student may also be required to pay for damages ~ $10 fine for defacing lockers)
- Violation of computer/Internet policies
- Using harassing or defamatory language as in threatening, disrespectful, or discriminatory words
- Intentionally being in an unsupervised area; avoiding faculty/staff supervision

SUSPENSION:

- In-school suspensions are from 7:45-2:40. Students must pay a $20 supervision fee for one day and a $40 fee for 2-3 days. The suspension will be served as soon as possible at the discretion of the administration.
- In-school suspension students must go to the school office immediately upon arrival at school.
- Students who are suspended are suspended from all school activities as well as extracurricular activities until the suspension has been lifted. Participation in and attendance at school activities is prohibited.
- When a student receives a suspension, tests and quizzes may be taken for full credit. Homework due that day must be turned into the monitor of the suspension class. Homework assignments for the next day may be requested from the student's teachers by the suspension monitor. Further action will be at the discretion of the administrator.

Suspension Offenses:

- Fighting (provoking a fight or failure to avoid a fight)
- Leaving the school premises without permission from the office
- Possession or use of pepper spray or mace
- Possession of knives or pocket knives
- Possession of weapons, chemicals, or explosives (possible expulsion) (Any object used with the intent to injure or harm may be considered a weapon.)
- Repetition of minor offenses

SUSPENSION OR EXPULSION: – on or off campus

- Any illegal or criminal behavior
- Dispensing or offering prescription drugs. Misuse of over-the-counter drugs or misuse of legitimate prescription drugs may be included.
- Possession or use of tobacco products including all forms of vaping or any similar variation
- Possession or viewing of pornographic material
- Stealing
- Publicly and knowingly disparaging the testimony of Friendship Christian School either by word or deed
- Repeated or severe bullying
- Using the Internet for blasphemy, pornography, inappropriate language or harassment
- Use, distribution, or possession of alcoholic beverages

EXPULSION or LONG TERM SUSPENSION: – on or off campus

- Use, distribution, or possession of illegal drugs. This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription.
- Violation of FCS sexual immorality policy
- Possession of a firearm on school property is a felony and will result in dismissal
- Repeated violations of discipline that have resulted in suspensions,
- Failure of parents to cooperate with the School in discipline of their children,
- Assault or battery of staff or students,
- 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 the authorities off campus.

DISCIPLINE NOTES:

- FCS reserves the right to alter the discipline policy to insure corrective discipline. A student may be dismissed from the school at any time that they are found to be out of harmony with the policies of FCS.
- A student who is present when one of the above offenses takes place may be held accountable if he does not take appropriate actions. The appropriate actions include leaving immediately, encouraging the offender to report the offense, and/or reporting the offense himself.
- A student who has been expelled must have prior administrative approval to be on campus.
- For the safety and welfare of others, reasonable suspicion of any of the above activities gives the school the right to examine lockers, student vehicles and any other school-owned property.

EXTRACURRICULAR ACTIVITIES:

- School rules apply for all activities that are school related. School discipline can be administered.
- For instance, students are expected to abide by the school dress code both at home and at away ballgames.
- Also, the standard prohibiting the use of any device with headphones still applies for these activities.

EXTRACURRICULAR ELIGIBILITY:

- Athletics and Fine Arts are considered extracurricular activities if activities take place after school hours.
- Please see the Athletic Parent-student handbook for specific guidelines for sports. Most guidelines pertain to Fine Arts also.

STUDENT OPPORTUNITIES:

- Chapel: Students are encouraged to be involved through special music and other activities.
- Student Prayer Meetings: Student meetings are encouraged. FCS follows health and safety recommendations .
- Athletics: FCS offers a full range of sports for boys and girls. Boys have the opportunity to participate in soccer, basketball, and baseball while girls may participate in volleyball, basketball, cheerleading, and soccer. Co-ed cross country is offered in the fall and co-ed golf in the spring. All teams are based on having enough available athletes to field the team.
- Fine Arts: FCS offers choir, band, art, and drama productions for all students
- Field trips: Each grade goes on one established, static field trip each year. Details/costs for these trips are published before the school year begins.

HIGH SCHOOL SECTION (9th – 12th grades)

ATTENDANCE:

- It is important that students be regular in attendance to gain the most from school. A student that misses 10 days in a single semester or 20 days during the entire school year in any class will not receive credit for that class regardless of the grade he/she earns (pass or fail). Whether the absences are excused or unexcused does not change the credit ruling.
- He/she may be required to attend and complete a summer remediation program (fee) or an extended day program to make up time and content missed (hour for hour), at the additional cost of $20 half hour/$30 per hour.
- 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. **They must also fill out a Preplanned Absence Form.** Students requesting one extra EDU day may do so by emailing the request to the Academic Principal.
- Extracurricular: If a student is absent from school immediately prior to or following any school activity, that absence may be interpreted as unexcused. This applies specifically to any student who is absent in the morning following participation in any activity the previous night, or any student who is absent the afternoon (day) prior to an activity that evening. Students involved in athletics, fine arts, or extracurricular activities may not participate in that activity (practice, game, or event) if he is absent the day of the activity.
- In order to be eligible to participate in an extracurricular activity, a student must be in school for a minimum of 4 periods.

TARDINESS AND SIGNING OUT EARLY:

- At beginning of the day:
    - Students are expected to be on time for school. High school 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, and detainment by the office or another teacher, if during the school day.
    - 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. Unexcused absences due to unexcused tardies do not affect a student's grades, only their exam exemption and perfect attendance.
    - **Five excused or unexcused tardies or early dismissals** are considered excessive if occurring in one 9 week grading period.
        - Penalties:
        - 6th - 10th tardies or early dismissals – after school or lunch detention for each incident (there is a $10.00 fee for the 4th detention and following per quarter)
        - 11th tardy or early dismissal – communication by administration to discuss student's future enrollment

- Tardy to class:
    - When the bell rings, students are expected to be in class. If a student needs to meet with another teacher or administration or use the bathroom, he must first let his teacher know where he will be and why he will be late.
    - After getting permission to be late for class, the student is then free to seek out the individual with whom he needs to meet. Following his meeting, he must get a note verifying his whereabouts and excusing him to class.
    - Every unexcused tardy is assigned the appropriate demerits. Five tardies per quarter to the same class counts as an unexcused absence for that class towards exam exemption.

    - A tardy to class becomes an absence after 15 minutes into class.

- Signing out early:
    - If a student needs to be dismissed early, he must bring a note stating the reason and the time he needs to leave. This note should be given to the office first thing in the morning. It should then be shown to the teacher of the class he is leaving. He should then take the note to the office when checking out. If a student gets sick during school hours, he is to come to the office to have the staff call home or to get permission to use his cell phone.
    - A student must not leave without permission; this would equate to skipping a class.
    - On the day of the Junior/Senior banquet, all juniors and seniors, plus any underclassmen attending the banquet, will be dismissed at lunch time to prepare for this event. Any absence prior to lunch will be unexcused and students may not attend the event.

AUTOMOBILES (STUDENTS):

- All vehicles must be registered in the school office. Drivers are to use vehicles for driving to and from school only. Students are not permitted to leave the school grounds until school is dismissed for the day except with parent's permission.
- All students must fill out a student parking and agreement form. The form must be signed by the parent in order to be valid. All rules and regulations are listed on the form. Discipline procedures are included. This is a google form sent out by the office or a paper form is available if preferred.
- Students may not return to their vehicle during the school day without permission from the office.

CELL PHONES <u>(and other electronic devices):</u>

- Students have the added convenience and safety of being able to carry and use a cell phone/smart watch at school and school activities. However, FCS must restrict the usage of this type of phone on school property.
- Cell phones/smart watches are not to be used for calls, texting, browsing, video or picture taking in the classroom or anywhere on school property during normal school operating hours. After school, phones may only be used outside the building to make a brief call to a parent or ride.
- High school students may use their phones to check social media and texts during their morning snack break and lunch only. There are to be no phone calls (without permission) during this time. Headphones are never allowed. Students will be responsible for all social media postings.
- Rings or vibrates in class: after school detention and demerits for 1st and 2nd offense; two after school detentions and demerits for 3rd offense
- Unauthorized use of phone or any unapproved electronic device: After school detention and demerits for 1st offense and 2nd offense; two after school detentions and demerits for 3rd offense
- In all cases, the cell phone/device will be confiscated, apps, activities, and messages possibly checked and only handed over to a parent or guardian.

CLASS OFFICERS:

- Class representatives are voted on every year for the 9th-12th grades in May for the following year. Two students are selected as class representatives. The qualifications are:
    - Must have been enrolled at Friendship for an entire year
    - Must be re enrolled at Friendship to attend the following year
    - Could only have A's, B's, and C's on their report card
    - Could not have any 1's or 2's on their citizenship grades
    - Could not have received five or more detentions during the school year
    - Could not have been on disciplinary probation or suspended during the year
    - Must have a Youth Pastor or Pastor recommendation sheet filled out (yearly basis)
- The process is:
    - All eligible students are notified of ability to run
    - All eligible students are given a reference form to be filled out by a given deadline date

    - Class nominates
    - All eligible class members vote (class members must be re enrolled for the following school year prior to the vote)
    - All middle school class teachers vote
- If at any time during the year an officer falls into the ineligible category, they will be removed from their position. This policy includes not attending meetings.

DISCIPLINE POLICIES:

DEMERITS:

- The teacher will email the offense to the administration. The administration then assigns the appropriate demerits and emails the family.
- Demerit accumulation penalties (per semester)
    - 10 demerits - after school detention
    - 15 demerits - after school detention
    - 20 demerits - after school detention
    - 25 demerits - after school detention
    - 30 demerits – One day In- School suspension – parent meeting- suspended from extracurricular activities - parents pay $20.00 supervision fee
    - 40 demerits – Two-three day In- School suspension – parent meeting- suspended from extracurricular activities – parents pay $40.00 supervision fee
    - 50 demerits – One day Out –of- School suspension – parent meeting
    - 55 or more Demerits – Administrative Discretion (probable expulsion) – parent meeting
- If a child receives fewer than 10 demerits in a quarter, the total demerits will start at 0 demerits for the new quarter.
- A child's demerit total may be decreased if he maintains good behavior for a predetermined amount of time by the administration.
- Any student with 40 or more demerits in a semester will automatically be put on behavioral probation for the next semester. The terms of the behavioral probation will be discussed between the administration and the parents.

Demerit Offenses:

- Two Demerits
    - Tardy to class
    - Lack of class materials (HW, books, paper, pens, etc.)
    - All school textbooks not suitably covered
    - Hair violation (2,3,4 …increases by offense)
    - Shaving violation (2,3,4 …increases by offense)
    - Dress code--policy violation (1,2,3 …increases by offense) See FCS Standard of Dress
    - Chewing gum ($5.00)
    - Eating and drinking outside of lunchroom or designated areas without permission ($5.00)
    - Wearing cleats in the gym – ($5.00)
    - Littering
    - Possession of magazines and books not approved by the administration
    - Talking (2,3,4… increases by offense)
- Four Demerits
    - Destruction of property (+ financial restitution)
    - Misbehavior in chapel
    - Minor horseplay
    - Violating driving policy (minimum)
    - Disruptiveness in class, hall, or school grounds
    - Griping
    - Rude, discourteous, cruel, or annoying behavior towards other students

- Being anywhere without permission
- Using inappropriate language
- Taking the Lord's name in vain
- Continual abuse of two demerit offenses
- Most second semester offenses

AFTER SCHOOL DETENTION: 3:00-4:00 pm

- We realize that an after school detention may cause an inconvenience for parents as well as students. However, if we are to be successful in this area, we must have 100% parental support.
- Parental contact will be made through email.
- If a student does not show up to an after school detention, he/she will be charged $10.00 and the student will automatically be given another detention in its place. The student will be suspended from all extracurricular activities until the next detention has been completed. Failure to serve the additional detentions will result in suspension and a parent conference. Subsequent skipping of detentions may result in suspension.
- Parents and students will be given a minimum of one day's notice when a detention is assigned. This gives the parent/student time to arrange for transportation. Students will always serve detentions on the very next scheduled day for after school detentions (Monday or Thursday).
- A student may opt to serve on the same day his detention notice is given to him, provided it is a regular after school detention day with other students serving and his parents have been notified.
- The administration will work with students who have a legitimate hardship that will hinder them from serving the detention. However, extracurricular activities, fine art events, athletic practices, athletic contests, etc., should not prevent a student from fulfilling his responsibility to serve his detention. In cases like these, after school detention may be rescheduled for extracurricular activities only once during a quarter by paying a $10.00 fee and by special in-advance permission.
- Detention limits:
    - Starting with the fourth discipline detention in a semester. Students must pay a $10.00 fee per detention for the remaining semester.

After school detention offenses (may automatically receive 3 or 4 demerits)

- Dress code -- beginning with the 3rd offense and each subsequent offense [may be assigned lunch detention at discretion of administration]
- Leaving class without permission
- Physical contact between boys and girls
- Direct disrespect or disobedience towards teacher
- Using cell phones, watching videos or playing games on any device, etc… at school or school-related functions without permission
- Major or repeated horseplay, bullying, rough housing, or other forms of rowdy behavior
- Listening to, possession of, or promotion of ungodly, unwholesome music on school grounds or school related trips
- Being involved in unsafe activities on school property
- Profanity, vulgarity
- Copying homework
- Repetition of two demerit offenses
- Cheating (+ grade reduction)
- Plagiarism (+ grade reduction)
- Lying
- Skipping class or school
- Mutilation, destruction of property, or activity that may result in mutilation or destruction of property (The student may also be required to pay for damages ~ $10 fine for defacing lockers)
- Violation of computer/Internet policies
- Using harassing or defamatory language as in threatening, disrespectful, or discriminatory

words
    - Intentionally being in an unsupervised area; avoiding faculty/staff supervision

SUSPENSION:

- In-school suspensions are from 7:40-2:55. Students must pay a $20 supervision fee for one day and a $40 fee for 2-3 days. The suspension will be served as soon as possible at the discretion of the administration.
- In-school suspension students must go to the school office immediately upon arrival at school.
- Students who are suspended are suspended from all school activities as well as extracurricular activities until the suspension has been lifted. Participation in and attendance at school activities is prohibited.
- When a student receives a suspension, tests and quizzes may be taken for full credit. Homework due that day must be turned in to the monitor of the suspension class. Homework assignments for the next day may be requested from the student's teachers by the suspension monitor. Further action will be at the discretion of the administration.

Suspension Offenses:

- Fighting (provoking a fight or failure to avoid a fight)
- Leaving the school premises without permission from the office
- Possession or use of pepper spray or mace
- Possession of knives or pocket knives
- Possession of weapons, chemicals, or explosives (possible expulsion) (Any object used with the intent to injure or harm may be considered a weapon.)
- Repetition of minor offenses

SUSPENSION OR EXPULSION: – on or off campus

- Any illegal or criminal behavior
- Dispensing or offering prescription drugs. Misuse of over-the-counter drugs or misuse of legitimate prescription drugs may be included.
- Possession or use of tobacco products including all forms of vaping or any similar variation
- Possession or viewing of pornographic material
- Stealing
- Publicly and knowingly disparaging the testimony of Friendship Christian School either by word or deed
- Repeated or severe bullying
- Using the Internet for blasphemy, pornography, inappropriate language or harassment
- Use, distribution, or possession of alcoholic beverages

EXPULSION or LONG TERM SUSPENSION: – on or off campus

- Use, distribution, or possession of illegal drugs. This includes possession or consumption of any prescription drug for which the student does not hold a valid prescription.
- Violation of FCS sexual immorality policy
- Possession of a firearm on school property is a felony and will result in dismissal
- Repeated violations of discipline that have resulted in suspensions,
- Failure of parents to cooperate with FCS in discipline of their children,
- Assault or battery of staff or students,
- 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 the authorities off campus.

DISCIPLINE NOTES:

- FCS reserves the right to alter the discipline policy to insure corrective discipline. A student may be dismissed from the school at any time that they are found to be out of harmony with the policies of FCS.
- A student who is present when one of the above offenses takes place may be held accountable if he does not take appropriate actions. The appropriate actions include leaving immediately, encouraging the offender to report the offense, and/or reporting the offense himself.
- A student who has been expelled must have prior administrative approval to be on campus.
- For the safety and welfare of others, reasonable suspicion of any of the above activities gives the school the right to examine lockers and any other school-owned property.

EXTRACURRICULAR ACTIVITIES:

- School rules apply for all activities that are school related. School discipline can be administered.
- For instance, students are expected to abide by the school dress code both at home and at away ballgames.
- Also, the rule prohibiting the use of devices with headphones still applies for these activities.

EXTRACURRICULAR ELIGIBILITY:

- Athletics and Fine Arts are considered extracurricular activities if activities take place after school hours.
- Please see the Athletic Parent-student handbook for specific guidelines for sports. Most guidelines pertain to fine arts also.

HOMECOMING SENIOR RECOGNITION:

- Homecoming Senior Recognition usually takes place in January at one of the basketball games. All are invited out to this evening for a night of exciting activity as we celebrate all of our seniors.

JUNIOR MARSHALS:

The four juniors with the highest GPA at the end of 3rd quarter and who exhibit leadership, character and service are selected. These juniors must be able to attend Baccalaureate and Graduation. Students cannot serve as a junior marshal if they have been suspended or given disciplinary probation during their junior year.

JUNIOR-SENIOR BANQUET AND FUN NIGHT (ALTERNATING YEARS):

- The Junior and Senior Classes participate in the banquet and the informal fun night (alternating years). These events usually take place in March or April.
- There is a fee for each of these events. All Juniors and Seniors are encouraged to attend and are required to pay whether they attend these events or not.
- All female students or female guests attending the banquet are required to have their dresses pre-approved by the school (in advance). Girls failing to meet the approved guidelines or the required modifications will not be permitted to attend.
- The Junior and Senior class representatives will work with the administration on the banquet's program, activities, and decorations. Juniors and Seniors are expected to help with the planning of the banquet and may give input to the administration on the fun night as well.

SENIOR YEAR:

- Students in their senior year must take a minimum of 5 credits.
- College bound Seniors are required to take a minimum of 4 math credits. It is strongly recommended that seniors in the college preparatory program take a math class each year, including the senior year.
- A student may lose credit for a semester if he/she misses more than 10 days during the semester. Also, in order for a senior to march with his graduating class, he must have earned 23 credits. The

remaining credit must be completed during the summer following graduation. The student would not receive his diploma until 24 credits have been earned.

- ACADEMIC WARNING: Seniors who are in danger of not graduating may be given an "academic warning" at the end of the first semester. This warning alerts the parents that the student's status is in jeopardy and that graduation for him may be in doubt. Academic warnings should be taken seriously with every effort made to improve the grades of the courses involved. In certain instances, however, a student's grades could fall suddenly and unexpectedly at the end of the year. It is the responsibility of each parent to monitor the progress of his student to ensure that sufficient progress is being made toward graduation.
- Seniors must take the ACT and receive the approved score to receive the college prep diploma.
- A senior must have turned in all Christian service hours to receive the high school diploma.
- Seniors will take a senior trip that is planned by the administration. If a senior does not attend the trip, they must report to school from 7:45 – 2:45 and conduct school work and/or community service at FCS. Failure to do so will result in loss of diploma. Other academic and behavioral guidelines will be handed out to determine eligibility for the senior trip.
- Seniors are expected to conduct fundraising to fund the senior trip.
- All financial accounts must be paid in full to receive the diploma.
- Seniors are given the privilege to go off campus for lunch on certain days determined by the administration.

STUDENT COUNCIL:

- Student council members serve the school in a variety of ways. Council members must meet these requirements:
    - Must have been enrolled at Friendship for an entire year
    - Must be re enrolled at Friendship to attend the following year
    - Could only have A's, B's, and C's on their report card
    - Could not have any 1's or 2's on their citizenship grades
    - Could not have received five or more detentions during the school year
    - Could not have been on disciplinary probation or suspended during the year
    - Must have a Youth Pastor or Pastor recommendation sheet filled out (yearly basis)
- Students may be selected at the discretion of administration or may be voted upon by peers.
- The student council will meet together to help with planning certain school activities and running student chapels. Students must attend all meetings to remain eligible to serve.
- The student council does not establish rules and policies; however, administration appreciates suggestions regarding school policy.

STUDENT OPPORTUNITIES:

- Chapel: Students are encouraged to be involved through special music and other activities.
- Student Prayer Meetings: When appropriate 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 a variety of tasks including planning and organizing school events.
- Athletics: We have a full range of sports for 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 grade goes on one established, static field trip each year. Details/costs for these trips are published before the school year begins.

Appendix A

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' decision 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 the 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 Savior 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 Savior, 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 Savior, 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 the 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 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

Appendix B

Ministry Statement of Faith

Declaration of Faith

We believe the Holy Scriptures of the Old and New Testament to be the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed, and therefore are the final authority for faith and life. The sixty-six books of the Old and New Testaments are the complete and divine revelation of God to man. We will teach and preach the truths generally as the Baptists through the years have taught with special emphasis upon the need to return to New Testament doctrine, fellowship, discipline, and organization; holy living for every believer; the exposure of the apostasy which is ever engulfing and polluting Christianity; and, the ministry of the Holy Spirit. The Scriptures shall be interpreted according to their normal grammatical-historical meaning.

Church Covenant

Having been led by the Spirit of God to receive the Lord Jesus Christ as our Savior, and on profession of our faith, having been baptized in the Name of the Father, and of the Son, and of the Holy Spirit, we do now in the presence of God, and this assembly, most solemnly and joyfully enter into covenant with each other, as a local assembly of the Body of Christ.

We maintain, since Jesus Christ is both the Foundation and Builder of the Church [Matthew 16:16-18], that He shall ever be present in active power, authority, and wisdom. We shall ever seek to allow the Holy Spirit full freedom to do His work of convicting, converting, cleansing, empowering, teaching, comforting, and guiding, etc.

We determine, by the power of the Holy Spirit, that ours shall be a faith that dares to be practical, a holiness that has the courage to be real, a love for Christ that produces action in practical service, and a worship that emphasizes the priesthood of every believer. With the help of God every service is to be fervent and Scriptural, every member is to be a witness, and every pastor is to be a prophet of the whole counsel of God.

We determine to walk together in Christian love, to work for the advancement of this church in holiness, knowledge of God's Word, and soul winning to promote its prosperity and spirituality; to be faithful to its worship, ordinances, discipline, preaching of the Truth, doctrines; to give cheerfully and regularly to the support of its ministry, the relief of the poor, and the spread of the Gospel through all nations.

We also determine to maintain family and secret devotions, to train our children in the fear of the Lord, seek the salvation of our loved ones and acquaintances, to live separated from that which is worldly, to be honest in our dealings, faithful in our engagements, to walk daily in a manner that would be Christ-honoring; to avoid all tattling, backbiting, and excessive anger; to abstain from the sale and use of intoxicating drinks, and to be zealous in our love and service for our Savior.

We further determine to watch over one another in brotherly love; to remember each other in prayer; to aid each other in sickness and distress; to be slow to take offense, but always ready for reconciliation, and mindful of the rules of our Savior to secure it without delay.

We moreover determine that when we remove from this place we will, as soon as possible, unite with some other church where we can carry out the principles of the Word of God.

Statement of Faith

We believe that the Scriptures of the Old and New Testament 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 receive 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 the Bible teaches that the following offices of the church should be held by men only: [I Timothy 3; Acts 6:1-3]

- Pastor
- Deacons
- Treasurer
- Sunday School Superintendent
- Directors [formerly Trustees]

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 men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. [Galatians 3:28; Colossians 3:18; I Timothy 2:8-15; 3:4-5, 12]

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 that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe in tithing as the basis for giving. However, every Christian should also give other offerings sacrificially and cheerfully in support of the church, the relief of those in need, and the spread of the Gospel. [Malachi 3:8-10; Luke 18:10-12; I Corinthians 16:2]

Authority of Statement of Faith

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the inspired and infallible Word of God and is the sole and final source of all that we believe concerning faith, doctrine, truth, morality and the proper conduct of mankind [2 Timothy 3.16-17; 2 Peter 1:3]. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible and, therefore, is binding upon all members. All literature used in the church shall be in complete agreement with the Statement of Faith. For the purposes of Friendship Baptist Church's practice, policy, and discipline, our Pastor is the final interpretive authority on the Bible's application. We agree that the final interpretive authority on these formulations of what the church believes and practices is our Pastor.

Statement on Marriage, Gender, and Sexuality

We believe in amplification of Section 3.01.17 [Statement of Faith] that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. [Genesis 1.26-27.] Rejection of one's biological sex is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one biological man and one biological woman in a single, exclusive union, as delineated in Scripture. [Genesis 2.18-25.] We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. [1 Corinthians 6.18; 7.2-5; Hebrews 13.4.] We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. [Matthew 15.18-20; 1 Corinthians 6.9-10.]

We believe that in order to preserve the function and integrity of Friendship Baptist Church as the local Body of Christ, and to provide a biblical role model to the Friendship Baptist Church members and the community, it is imperative that all persons employed by Friendship Baptist Church in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality.[Matthew 5.16; Philippians 2.14-16; 1 Thessalonians 5.22.]

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. [Acts 3.19-21; Romans 10.9-10; 1 Corinthians 6.9-11.] We believe that every person must be afforded compassion, love, kindness, respect, and dignity. [Mark 12.28-31; Luke 6.31.] Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Friendship Baptist Church.

Statement on Marriage
In accordance with Section 3.01.17 [Statement of Faith] and Section 3.03 [Statement on Marriage, Gender, and Sexuality] based on God's ordaining and defining marriage as the covenant relationship between a man, a woman, and Himself, Friendship Baptist Church will only recognize marriages between a biological man and a biological woman. Further, the Pastor, pastor/elders and staff of Friendship Baptist Church shall only participate in weddings and solemnize marriages between one biological man and one biological woman. In no case shall the Pastor, pastor/elders and staff participate in any wedding that is contrary with the Statement of Faith or Statement on Marriage, Gender, and Sexuality of Friendship Baptist Church.

Facilities and Vehicles
Friendship Baptist Church's property and facilities may be used only for purposes consistent with the church's doctrinal beliefs as reflected in the Bible and the church's Statement of Faith, including its Statement on Marriage, Gender and Sexuality. Property and facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with Friendship Baptist Church's religious teachings as reflected in the Bible and the church's Statement of Faith, including its Statement on Marriage, Gender and Sexuality. The Pastor and Deacons shall be the final decision-making authority regarding whether any proposed facility/property use is in conformity to the Church's doctrinal beliefs. The Pastor and Deacons shall also formulate policies and procedures on use of the church's property and facilities.

Facility Restrooms
The restrooms of Friendship Baptist Church are made available for members, participants, and guests of the church and its ministries, with the expectation that each person only use the restroom corresponding with their biological gender at birth. Based on Section 3.03 [Statement of Faith], members and employees of Friendship Baptist Church as well as students and parents in Friendship Christian School expressly

agree as conditions of membership, employment, or enrollment that they will adhere to this policy. The Pastor and Deacons will establish policies for reasonable accommodation to parents with small children, children with special needs, and for any guest who does not identify with their biological gender at birth.

BIBLE:
In order to maintain continuity in the classroom during teaching, quizzing and testing, FCS has chosen to use the King James Version (KJV) for all public reading, teaching, and memorization for chapel and Bible classes. For personal and comparative study purposes (at home or in the classroom), we encourage the use of other faithful translations – not paraphrases. Our goal is to arrive at the precise meaning of the underlying text, regardless of which version may most closely approximates it.

Appendix C

Automobile Regulations and Driving Maps

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 press the button to enter the front entrance.
- Parents working as volunteers 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 carpool line should pull all the way up, following the directions of the safety patrol or staff member on duty.
- 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!!!!

AUTOMOBILES (STUDENTS):

Driving to school at Friendship Christian School and parking on campus are privileges and not rights! The guidelines below must be followed for the safety of our school family.

- All posted speed limit, traffic signs, and lane markings must be obeyed.
- Extreme caution is to be used at all times. Watch for children.
- The directions of the staff on duty must be followed.
- Reckless driving is not allowed at any time on school property or any of the adjoining roads including Falls of Neuse and Ivy Lane.
- Cars are to be parked in the properly designated areas on the campus.
- Students are to park and exit their cars upon arrival. Students are not to return to the parking lot without permission from the office or until dismissal time.
- Students are not allowed to sit in cars before or after school, during lunch, during the school day, or at any school function.
- Once a student has arrived at school, he is not to leave the school grounds, take another student off campus, or loan his car to another student without permission from the office. He may not transport another student in his vehicle without permission from all parents involved and the school administration.
- No music may be heard outside the vehicle.
- 1st offense–verbal warning; 2nd offense– notice to parents; 3rd offense-loss of privilege for one week; 4th offense-loss of driving privilege
- These guidelines apply at all times including all school activities and athletic events.

FCS Drop off and Pick up Maps are available on the school website.

Appendix D

Course Planning and Graduation Requirements

MIDDLE SCHOOL COURSE PLANNING GUIDE: (Any courses listed are tentative and therefore subject to change.)

- Optional Elective courses:
  - Choir (all 6th graders take choir)
  - Band
  - Art
- Required Enrichment courses:
  - Physical education
  - Computer
  - Spanish
  - Language Arts Extension (Tuesday, 6th-8th grades)

USUAL SCHEDULE FOR STUDENTS

6th	**7th**	**8th**
Bible 6	Bible 7	Bible 8
English 6	English 7	English 8
History	World Studies	American Republic (US History)
Science	Life Science	Earth Science
Math 6	Math 7/Pre-Algebra	Pre-Algebra/Algebra I
PE/Computer/Spanish	PE/Computer/Spanish	PE/Computer/Spanish
Optional elective	Optional elective	Optional elective
Language Arts Extension	Language Arts Extension	Language Arts Extension

HIGH SCHOOL COURSE PLANNING GUIDE: (Any courses listed are tentative and therefore subject to change.)

- **COLLEGE PREP COURSE OF STUDY** Most of our students enroll with the understanding that they are entering a program of courses that will prepare them for college**.** The high school curriculum is distinctly College Preparatory (CP) in design and includes Honors (H), and Dual Credit (DC) classes. We offer a strong core of classes supplemented with various electives to develop a well-rounded student. We strive to present a Christian worldview in all of our classes. Most of our graduates pursue college degrees.

  - **CP Course of Study**:
    - 4 credits Bible
    - 4 credits English
    - 4 credits Math Electives (Algebra I/II, Geometry, advanced math)
    - 4 credits Social Studies (Geography, World History, U. S. History, Government - ½, Economics - ½) (Geography may not be required for transfers)
    - 3 credits Science (Biology, Physical Science, Chemistry)
    - 1 credit Another science is highly recommended to proceed to a four-year college (General Biology 1, Forensics)
    - ½ credit Health
    - ½ credit PE
    - 2 credits Foreign Language
    - 1 credit Senior Speech
    - 1 credit Fine Arts Elective (must take two half credit approved classes)
    - 1.5 credits Required enrichment classes
    - ACT composite test score of 17

- Must obtain 6 hours of Christian Service Hours per semester starting in the ninth grade

For admission to colleges within the NC university system, students must have at least one math course higher than Algebra II. In addition, the third unit of science must be a laboratory course. Having two units of the same foreign language is required. It is recommended that students take a fourth year of science. We offer a third year of foreign language as an online option (additional fee required).

- **Graduating with Honors Requirements**: Students must maintain a minimum unweighted GPA score of 3.5 in all of their class work.

- **Accelerated math program:** This program will enable students to receive the maximal preparation in math while enrolled in FCS. The math course sequence would be as follows:
  - 7th Grade PreAlgebra
  - 8th Grade Algebra I
  - 9th Grade Honors Geometry
  - 10th Grade Honors Algebra II
  - 11th Grade Honors Precalculus (Dual Credit option)
  - 12th Grade Calculus (Dual Credit option)

- **Honors classes:** In 9th-12th grade, honors classes are selected. Both requirements are:
  - An A (B requires a teacher recommendation) in the previous CP class or 8th grade class).
  - An A or high B (C or low B requires a teacher recommendation) in the previous Honors class).
  - Teacher Recommendation--All students desiring to enroll in an Honors course must have the recommendation from the previous year's teacher (for that subject matter).
  - Transfer students are given an entrance exam to determine placement. Some class placement is connected to the transferred transcript.

- Dual Credit classes: Dual credit courses not only present challenging assignments, but also provide students with the opportunity to earn college credit while in high school. FCS currently partners with Colorado Christian University and Maranatha Baptist University to offer a wide variety of Dual Credit (DC) courses. In order to earn credit on a college transcript, students must earn a C- or higher and pay the associated fee for the course.
  - DC courses must be taken during the regular school term in a scheduled class in order to receive high school transcript credit. Any exception (online course) needs to be approved in advance by the Administration.
  - Students who desire to enroll in DC courses must meet certain eligibility requirements. The Academic Placement Committee will review each candidate to determine the best placement. The following requirements are considered for placement into DC courses:
    - Previous Grades—Students must maintain an A/B average in selected courses. An A (B requires a teacher recommendation) in the previous CP class.
    - Teacher Recommendation—Students desiring to enroll in DC courses must have the recommendation from the previous year's teacher (for that subject matter).
    - In addition to previous grades and teacher recommendations, the Honors Placement Committee will look for the following:
      - For DC English classes—PreACT score of 19 in English and Reading and Composite Score of 20 on the PreACT
      - For DC U.S. History—PreACT score of 19 in English and Reading and Composite Score of 20 on the PreACT (not offered in 2022-2023)
      - For Calculus—PreACT score of 19 in Math and Composite Score of 20 on the PreACT
      - For DC Biology—PreACT score of 19 in Science and Composite Score of 20 (not offered in 2022-2023)
      - Best candidates for DC have already been successful in the honors program.

- **GENERAL COURSE OF STUDY**: We also minister to the needs of students with documented learning disabilities. Students who have learning disabilities generally have IQ scores that fall in the average to above average range. While these students have the potential to learn, they may struggle to reach their potential because of their learning disabilities. The types of learning disabilities that we have addressed are dyslexia, language impairments, and difficulties with reading mechanics and comprehension, math reasoning and calculation, written expression, oral expression, and central auditory processing. Other challenges include attention deficit hyperactivity disorders (AD/HD), high functioning autism, and Asperger's syndrome. Tutorial Study Hall (additional fee) is available if the student can keep up in the regular classroom but needs the daily assistance offered there. Some of these students may need a reduced course load and are eligible for a high school diploma in the general course track. This track may require a student to attend a 2-year college or take additional courses before or during their freshman year of college.

  - **General Course of Study:**
    - 4 credits Bible
    - 4 credits English
    - 3 credits Math Courses (Algebra I, Geometry, one elective)
    - 4 credits Social Studies (Geography/World Issues, World History, U.S. History, Government - ½, Economics - ½) (Geography may not be required for transfers)
    - 3 credits Science (Biology, Physical Science, elective)
    - ½ credit Health
    - ½ credit PE
    - 1 credit Fine Arts Elective (waived if in full time Tutorial Study Hall for 4 years)
    - 4 credits Electives
    - ACT composite test score of 15 is preferred
    - Must obtain 6 hours of Christian Service Hours per semester starting in the ninth grade

  - **Tutorial Study Hall** – The purpose of this study hall is to provide a structured learning environment where students receive remedial instruction in areas of academic weakness, help with organization of notes and materials, and extended time to take tests. The students learn strategies for good study techniques and time management skills. Tutorial study hall teachers serve as consultants for the general classroom teachers, parents, and the students. Tutorial Study Hall is divided by middle school and high school. It is typically available during the elective hour. This study hall is available only to students who have a documented learning disability and a current ISP. An additional fee is required for this service.

- **OCCUPATIONAL COURSE OF STUDY:** In addition, Friendship Christian School is unique in that we also accept students who have intellectual disabilities, autism, Down syndrome, etc… Students in grades up to eighth may spend part of their day in the regular classroom and part of their day in a resource class targeted to their specific learning needs. As these students approach ninth grade, they may enter the ***Focus Learning Center*** which concentrates on general academics and life skills. Careful planning and review of the students' past academic performance and current cognitive and achievement levels will assist in making this decision. These students would be eligible to receive either an **Occupational Course of Study** or a **Certificate of Achievement**. The tuition for this program is separate from the regular school tuition.

  - **Occupational Course of Study -** The Occupational Course of Study covers the basics of the core subjects which specifically focus on post-school employment and independent living. Successful completion of this program will provide the student with a solid, basic education but will not meet the requirements for entrance to a four-year college or university. Successful completion of this program, however, will allow for continued training in a technical or vocational program or a community college.

- 4 Credits Bible
- 4 Credits Occupational English
- 3 Credits Occupational Mathematics
- 2 Credits Life Skills Science
- 2 Credits Social Studies Government/US History and World History
- 1 Credit Health/Physical Education
- 4 Credits Occupational Preparation (Life skills and supervised job training in a variety of areas which may include teachers' aides, food preparation, maintenance, grounds/landscape etc...)
- 2 Credits Electives

- **ELECTIVES**: Not offered every year

  - Advanced PE (must meet criteria)
  - Art* (must compete)
  - Teacher Aide
  - Yearbook*
  - Aide (Teacher, Office, Athletic, Library)
  - Band*
  - Choir/Chorale/Ensemble*

  *count as fine art electives

SUGGESTED SCHEDULE FOR STUDENTS:

9th	10th	11th	12th
Bible I	Bible II	Bible III	Bible IV
English I	English II	English III	English IV
Geography	World History	U. S. History	Gov't/Economics
Biology	Physical Science	Chemistry	Forensics or Gen. Biology
Algebra I/Geometry	Algebra II/Geometry	Algebra II/Pre-Calc	Advanced math elective
PE/Health	Spanish I	Spanish II	Sr. Speech
Spanish	Logic	ACT Prep	Elective
Computer App.	Communications	Elective	
Elective	Elective		

*Two fine arts electives must be taken to equal the one credit of fine arts requirement.
**Students will receive honors credit in their fourth year of the same fine arts elective.
H. Spanish III is available online (additional fee).

PROMOTION GUIDELINES

- All high school students must pass English and Bible in order to be promoted to the next grade. Students should pass all other major subjects (i.e. math, social studies and science) before being promoted to the next grade level. If a student does not pass all major subjects, the student may have to switch course of study tracks (example: move from college prep to general track).
- At the high school level, all failed required courses must be made up either during the summer or the following school year. Failure of two semesters in a required course should be repeated during the next academic year. Failure of one semester in a course may be made up only by approved summer work. This work may be required online remedial course work (fee based).
- No more than 2 subjects that are failed during a school year may be made up with summer school/work.
- Additionally, students must have successfully acquired the number of course credits necessary in order to move up to the next grade level or to graduate.
- Any student absent more than 12 class periods per semester of a one-credit course or five class periods of a 1/2-credit course may not receive a passing grade for that class even if all his grades are passing. Extended illness will be handled on an individual basis by the head of school.