



**FAITH CHRISTIAN**  
SCHOOL

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# **STUDENT HANDBOOK**

2020-2021

(8/3/20)

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*A Mind for Truth, A Heart for Christ, A Will to Serve*

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## 1. Mission and Identity

### 1.1. Mission Statement

The mission of Faith Christian School is to provide a Christ-centered, classical education of academic excellence, spiritual depth, and moral integrity which will prepare students for godly participation in their society and promote loyalty to God and country.

### 1.2. General Philosophy

Faith Christian School was established to provide a challenging education that is based on biblical truths. In honoring God's word to do everything to God's glory, we strive to make our program of the highest academic, spiritual, and moral quality to assist parents in their God-given duty of rearing their children.

God has instructed His people to be prepared to give an answer for the hope that is within them. That hope is in Christ, who is both Truth and Love, so our emphasis upon truth and high academic standards is balanced with love. The school functions as a nurturing community where the student is recognized as a unique person made in the image of God.

The teachers are dedicated Christians who live lives worthy of being excellent examples to the students. Their lives are characterized by love for God and a continuing love for learning which they also transfer to their students. They are committed to helping the student realize his highest potential through innovative and flexible approaches to best suit each student's uniqueness

Faith Christian School's academics are steeped in biblical truth and draw deeply on our rich heritage. Each subject and skill is taught as part of an integrated whole with historical Christianity and the teachings of the Scriptures at the center. The student is taught to think critically, clearly, and biblically through every situation by engaging in dialogue with outstanding thinkers of the past and present.

Knowledge worth gaining is also worth the time and patience required to obtain it. Therefore, the student is taught the benefits of hard work and encouraged to develop self-discipline and responsibility from God's perspective. He is also challenged to apply what he learns through opportunities designed to strengthen mind and heart.

The goal is the development of a worldview that integrates Christian faith and scriptural truths with all areas of learning. Ultimately, the student is equipped to serve Christ's kingdom, participate in the expansion of Christ's kingdom, exercise godly stewardship of creation, and glorify God in every aspect of life.

### 1.3. Academic Philosophy

Faith Christian School (FCS) provides a Christian and classical education. As a Christian school, we are dedicated to teaching every discipline from a Christian worldview. We affirm that all disciplines are interconnected, and are unified in the Lord Jesus Christ, Creator, Redeemer, and Sanctifier of all things, who providentially orders all for the good of His people and the glory of God (Col. 1:15-20; Rom. 8:28, 11:36). At FCS, children are taught that trusting and revering God is the first and most important step in acquiring knowledge. Instruction at FCS, then, acknowledges that God is evident in creation, sovereign through history, revealed in His son, Jesus Christ, and intimately concerned with us as individuals. FCS students are taught how history displays God's judgment and providence, how mathematics manifests the order and symmetry of God's creation, how the language arts can provide them with the tools necessary to extend Christ's Kingdom, how science testifies of God's actions and methods, and how through the creative arts God has entrusted to them a finite ability to create. This integrated and interdisciplinary approach, in concert with scriptural training and regular worship, combines faith and reason to encourage students to develop a thorough and thoughtful Christian worldview.

As a classical school, we understand that the traditional methodology of education in the West (since the early Christian era) is harmonious with a biblical view of humanity and exceeds modern educational theories in its ability to train the mind and produce discerning and articulate citizens. Classical, in this context, refers to a focus on the liberal arts organized by the Trivium (Grammar, Dialectic, Rhetoric), an emphasis on reading the best and most influential books in history, a commitment to writing and speaking well, and an engagement with the historic exchange of ideas that shape our culture and our world.

Faith Christian School's classical emphasis defines one of the aims of our mission. The goal of a well-trained mind is best served by the liberal arts curriculum rather than in a technical or vocational scheme. FCS is intentionally rigorous and admits students capable of intensive study.

This kind of education requires humility and diligence. It requires humility because our students give honor to greater men and women who have gone before in order for those students to extend the influence of Christ's Kingdom in our world. It requires diligence because they will memorize extensively, read broadly, think Christianly, and write clearly. By combining thorough knowledge of the past with the skills to reason logically about the significant issues of their lives, students are trained to learn for themselves and to cultivate strong minds that can distinguish truth from error. The work is hard, but the rewards, both personal and societal, are abundant. Supportive parents and committed, capable students are essential.

While Faith Christian School graduates are well prepared for an undergraduate curriculum, we want to attract all students who desire the kind of training described above, regardless of their plans after graduation. Therefore, our curriculum will be shaped by our conception of classical and Christian liberal arts, not simply college admissions requirements (offering Advanced Placement courses for the sake of an "AP" label, for example).

FCS is an independent, non-denominational Christian school. Teachers and board members embrace the historic tenets of biblical Christianity as presented in our Statement of Faith. Beyond these doctrines, we respect and acknowledge the primacy of the family and local church and refer any demonstrated specific doctrinal questions to parents and local churches for clarification.

Ultimately, our goal at Faith Christian School is to equip students with the knowledge, skills, and vision necessary to be effective leaders and servants for Christ in a wide variety of professions and vocations. We seek to raise up a generation of young people who have a genuine love of learning, who love Jesus Christ with all their hearts and minds, who can articulate the Christian message with clarity, creativity, and power, and who can witness to Christian truth as an answer to the corrosive spirit of modern culture. In short, Christian classical education aims at cultivating wisdom and virtue by nourishing the soul on truth, goodness, and beauty by means of the liberal arts so that, in Christ, the student is better able to know, enjoy, and serve God.

#### 1.4. Our Statement of Faith

**We believe** that the Bible is the Word of God, verbally inspired by God the Holy Spirit, inerrant in the original writings, the supreme and final authority in faith and practice.

**We believe** in one living, sovereign and true God, eternally existing in three persons: Father, Son, and Holy Spirit, coequal in power and glory, having the same attributes and perfections.

**We believe** that the eternal purpose of God includes all events; therefore, a Christian should look at all of life from God's perspective, and not treat part of his life as sacred and part as secular. The eternal purpose of God is also holy and wise and does not deprive man of freedom nor make God the author of sin. Yet, before the

world began, God the Father chose in Christ a great multitude of individual sinners, whom He gave to His Son, to be Holy and without blame before Him. This choice was made according to the good pleasure of God's will, and in no way depends on man's desire or effort, but on God's mercy. This saving purpose of God for those chosen will certainly be accomplished.

**We believe** that all men are sinners because Adam and Eve, their first parents, were tempted by Satan, disobeyed God's command, and by their own choice fell from their original state of innocence and fellowship with God and came under the power and penalty of sin. Therefore, all men fell in Adam, being sinners by imputation, nature and choice and are presently and eternally dead in their sins, separated from God and under His condemnation and apart from God's grace cannot come into a personal relationship with Christ.

**We believe** that Jesus Christ was begotten by the Holy Spirit, was born of the Virgin Mary, lived entirely without sin, died as a sinner's substitute, satisfying divine justice, purchasing and reconciling a people to God, making perfect atonement for sin, was raised bodily from the dead, ascended to the right hand of the Father in heaven, where He is the believer's High Priest and advocate.

**We believe** that the Holy Spirit, the third person of the Godhead, is active in the application of the redemption purchased by Christ. He convicts of sin, regenerates, enables men to obey with repentance the call of the gospel, and as the One who continually indwells every believer, is the author of holiness, power, comfort, and all Christian experience.

**We believe** that all who are born again by the Holy Spirit through the word receive by faith the Lord Jesus Christ as personal Savior, are justified on the grounds of His shed blood, thereby becoming children of God, and are indwelt and sealed by the Spirit until the day of redemption. Believers are thus eternally united to Christ by the Spirit and are eternally secure in Christ, and together form the True Church, the Body and Bride of Christ. Anyone who has trusted Christ as personal Lord and Savior will produce spiritual fruit as described by the Word of God.

**We believe** in the one universal church of which Christ is the Head. The universal church consists of all true believers in Christ. The local church is composed of professing Christians who have gathered together in a local assembly to do the will and the work of Christ. It is the duty of all believers to profess their faith openly by uniting with a biblical local church. The primary mission of the church is spiritual, and its work is twofold: to establish within the church members a firm foundation of biblical doctrine and knowledge; and to witness to the truth of God to the ends of the earth, preaching the gospel to all men.

**We believe** in the personal, bodily and visible return of the Lord Jesus Christ to judge the world, the bodily resurrection of the just and the unjust, the everlasting punishment of the lost in hell, and the everlasting bliss of the saints in heaven.

#### 1.5. Purpose and Application of Our Statement of Faith

God's Word forms the basis of the Christian's life and work, and our Statement of Faith is an interpretation of God's Word which is consistent with the doctrines of the early Protestant Reformers.

Our intention in teaching the Bible is not to indoctrinate students with our Statement of Faith, but to teach them to evaluate its truth claims in the light of Scripture and to discern error when it is present in their own thinking and the thinking of others. We want our students to understand the central place which Christian doctrine, and the many controversies it inspires, has held in the history of Western culture. We would also like our students to be able to articulate their understanding of the larger human issues which the Scriptures and Christian theology address.

As we teach, we strive to present these doctrines in their appropriate scriptural and historical contexts, and

we encourage the kind of discussion and debate which the church has enjoyed for the last two thousand years. Other issues of importance not addressed explicitly in our Statement of Faith are further fuel for discussion and help our students to develop a more disciplined approach to interpreting the Bible. In the end, we encourage our students to seek the counsel of their parents and churches on matters of genuine discrepancy within Christ's Body. Should issues of secondary doctrine arise, it is intended that meaningful discussion can take place without acrimony or insensitivity.

While all our faculty submit to the doctrinal statement and appreciate the need for precision in every Christian's personal theology, there will be differences of opinion regarding the application and emphasis of our statement. We believe this is good, since we need always to look to the Scriptures for our confidence and not to our own learning or cleverness (Proverbs 3:5, 6).

### 1.6 Our Crest



The Faith Christian School logo pictures a flame resting atop a column, surrounded by the words *Fides*, *Veritas*, *Ministerium*. The column represents classical culture, symbolizing the rich classical heritage of Western civilization that forms the basis for much of the academics at Faith. The flame represents the light of faith and the empowering work of the Holy Spirit that animates and illuminates all of the discussions and all of life at Faith.

#### *Fides*

The first word in the FCS crest is the Latin word *fides*, meaning "faith" or "trust." This word defines something deeper than intellectual assent or acceptance of truth. This kind of faith is the act of trust by which our heart and mind embrace, believe, and personally rest upon Christ for salvation. It anchors us to the absolute trustworthiness of God to nurture and protect our souls in spite of our changing circumstances, our shifting emotions, and Satan's attempts to deceive and defeat us.

#### *Veritas*

The second word in the FCS crest is the Latin word *veritas*, which translates into English as "truth." God is truth, and his truth is objective and absolute. Both the psalmist and Jesus attest that God's Word is truth. In John 8:32, Jesus says that true disciples abide in his Word, and that "you shall know the truth, and the truth shall make you free." In seeking to understand his truth we will also gain wisdom and knowledge. Because God created all things, God knows the truth about all things. To seek to understand created things apart from God is an exercise in folly. David declares in Psalm 36:9, "In Thy light, we see light." Good stewardship requires that we seek to know the truth found in both God's Word and God's creation. Therefore, it is not only desirable, but also mandatory that we pursue truth in all fields of study, and that we regard this pursuit as a spiritual endeavor.

### *Ministerium*

The third word in the FCS Crest is the Latin word, *ministerium*, which conveys the idea of ministry or service. Our worship, love, and devotion to God are not complete unless they then flow out in words and deeds to our fellow man. Our Lord continued his explication of the foremost commandment in the passage from Matthew mentioned above when he said, "You shall love your neighbor as yourself." In Matthew 25, Jesus poignantly reveals the supreme significance of our acts of loving service to others when He declares, "Truly I say to you, to the extent you did it to one of these brothers of mine, even the least of them, you did it to me."

The Faith Christian School crest embodies our educational philosophy that calls the community to a pursuit of truth in all its forms, to the practice of love and devotion to God as one's chief aim in life, and the embodiment of service to mankind in one's vocation.

### 1.7 Vision Statement

The school's vision statement, which derives from the school motto of Veritas, Fides, Ministerium, is: A Mind for Truth, A Heart for Christ, A Will to Serve.

### 1.8 Affiliations and Accreditation

Faith Christian School maintains affiliation with the following organizations: the Society for Classical Learning (SCL), the Association of Classical Christian Schools (ACCS), the Virginia Council of Private Education, the Educational Records Bureau (ERB), the Virginia Association of Christian Athletics (VACA) and the Potomac and Chesapeake Association for College Admissions Counseling. FCS is accredited through the Association of Classical Christian Schools (ACCS).

### 1.9 Organizational Structure

Faith Christian School is an independent, Board-governed school. The overall responsibility of the Board is to advance the school according to our statement of faith, under the school's by-laws, and in accordance with its stated objectives and mission. These responsibilities fall in the following categories:

1. Maintain and protect the Mission and Vision of the School
2. Approval of all policies and procedures
3. Oversight of the school to ensure that school follows the best practices in financial matters
4. Oversight of the Head of School

### *Board Structure*

Faith Christian School is governed by a Board of Directors consisting of a minimum of seven and a maximum of thirteen members, appointed by the sitting Board at the time of appointment. Members may be appointed to either a one-year or three-year term. These Board members may succeed themselves for one additional term of three years, but thereafter must not hold a seat for at least one year.

The Board normally meets six times each year. Parents are welcome to attend open portions of Board meetings. In order to participate in a Board meeting, parents must make arrangements in advance with the Chairman of the Board through the Head of School to be placed on the agenda.

### *Administrative Structure (see Appendix C for diagram)*

The Head of School is appointed by the Board to be the chief administrator of the school. The Head of School is the only employee of the Board. All other employees of the school are hired by the Head of School and are directly responsible to the Head of School for the performance of their duties.



The Head of School also administers various committees which are comprised of faculty and parents and which support his administrative priorities. Parents who wish to be considered for membership on these committees may inquire with the Head of School.

## 2. Honor and Conduct

### 2.1. Expectations

Faith Christian School is a community of Christians who are committed to the moral and intellectual integrity of the community for its prosperity under God's hand. This means that we are responsible for one another. Thus, our stewardship of students extends beyond academic development. Since the heart is the wellspring of life (Prov. 4:23), efforts are made to shepherd the heart. Biblical conflict resolution is modeled for students and all our teachers are trained to serve in the shepherding process. Administrators of the Lower, and of the Middle and Upper School provide additional support as needed.

At FCS, students are taught God's commands and learn to obey by comparing their behavior to biblical requirements, commending them when they are obeying God's commandments and correcting them appropriately when they fail to obey. We also seek to teach students to live within ordinary courtesies (e.g., dressing appropriately, not interrupting each other).

FCS students will be associated with their school, no matter where they are. It is our desire that they are mindful of this in all circumstances as with all things, their affiliations cannot be separated from their conduct. Therefore, students are expected to behave at all times with consideration for others in thought, word, and deed.

In cases of wrongdoing, a biblical pattern of confession, repentance, restitution, and restoration of fellowship will be followed. FCS will look to proactively engage parents as appropriate.

We realize that children are a charge from the Lord to the parents (Eph. 6:4 and Prov. 23:13). We wish to join the parents in an effort to raise up children in the fear and admonition of the Lord. When discipline is necessary, parents may rely upon the teachers and administration to work to correct behavior in ways that will affirm biblical standards of fairness and justice, the dignity of each child, and the need for damaged relationships to be appropriately restored.

All families are asked to read and comply with the Student Handbook which contains the expectations for conduct at Faith Christian School. On an annual basis, students and parents are expected to sign the Honor Code. These expectations are designed to help students to be clear about our expectations for them.

### 2.2. Conflict Resolution

In spite of the best efforts of both parents and the school, it is inevitable that conflicts will arise. When they do, efforts will be made to respond in a biblical manner that leads to resolution. The following principals govern that process with the administration eager to provide support and counsel at any point in this process (these principals are reiterated and taught through *The Young Peacemakers* curriculum):

- The first step in settling conflict is a meeting between the two parties involved. Between students, this can be facilitated by an adult.
- We begin with the assumption that all parties desire the good of the child. All communication and conferencing should be conducted in a spirit of trust, peace, and reconciliation.

- If after diligent effort, the matter remains unresolved, then other members of the administration will become involved as needed to move toward resolution.

At FCS, strict adherence to this policy of conflict resolution is considered the best approach and all efforts will be made to see it honored. The Head of Lower School or the Head of Middle and Upper Schools will not typically meet with parents on a particular issue unless the parents have met with the teacher first. The Head of School may not become involved until the other steps have been followed. Exceptions to this course of action should be considered rare. Administration may be sought out for counsel on how to proceed. This should come with the understanding that the above steps will be encouraged.

### 2.3. Honor Code

Faith Christian School promotes a biblical atmosphere of academic excellence, affirming with Scripture that “The man of integrity walks securely, but he who takes crooked paths will be found out” (Proverbs 10:9). Seeking to build up students who are able to walk securely, Faith Christian School requires that each student admitted to the school sign an annual Student Honor Code statement. This pledge by the student provides a foundation for integrity and honesty in keeping with the teaching of Scripture and the mission and philosophy of Faith Christian School.

**I will respectfully obey all those in authority over me without argument.**

**I will tell the truth in all circumstances.**

**I will submit to and uphold the Statement of Academic Integrity.**

**I will not steal nor damage the property of others and will respect the privacy of others.**

**I will honor my moral obligation to reveal the wrongdoing of others in these matters.**

Students suspected of violating the Honor Code will meet with the appropriate administrator who will contact parents as soon as possible. In the Middle and Upper School, if substantial evidence exists, the Head of Middle and Upper School will then assign consequences. Consequences vary according to the severity of the offense.

### 2.4. Statement of Academic Integrity for Middle and Upper School

All students will be required to know and to uphold the following Statement of Academic Integrity:

“The work contained in this assignment is my own, and I have not received help from another person or by electronic or other means beyond that permitted by the instructor in charge. I will not discuss the content with fellow classmates unless given permission by the instructor. Also, the work of others which I have used to inform my own work, as permitted by the instructor in charge, is adequately referenced and credited to them.”

Students in the Middle School will paraphrase the above statement that will be included and signed on all major tests, exams, and research projects. They will record and sign as follows:

**"I have neither given nor received aid on this assignment, and I will not discuss the content with fellow classmates."**

In the Upper School, a student’s signature serves as the pledge.

### 2.5. Code of Conduct

FCS will seek to reinforce Christian characteristics and attitudes in the lives of our students and will expect of students the following:

1. Obedience to all authority
2. Respect
3. Honesty
4. Morally upright conduct including language, relationships, and recreation.
  - a) Students must refrain from physical interference such as tripping, poking, hitting, and the like.
  - b) Students must obey instructions and exhibit respect toward teachers and the school's staff and its supporting adults, promptly and willingly, avoiding a display of negativism of tone and/or attitude.
  - c) Students should refrain at all times from language that is vulgar and inappropriate, and that demeans either God or mankind.
  - d) Students will exhibit courtesy toward teachers and other students when asking questions and participating in classroom discussions. Students will conduct themselves in a manner that does not distract or detract from the learning environment.
  - e) Students should protect the property rights of others and refrain from meddling with the personal or assigned property of others.
  - f) Students should work together to keep the school and its campus neat and clean, as well as themselves, and avoid destruction or defacement of school property in any form. Toward this end, gum chewing is not permitted on campus.
  - g) Students should remain only in authorized areas of the building and should not explore other areas without a staff member present.
  - h) Students should walk quietly and in an orderly manner between locations in the buildings.
  - i) The illegal possession or use of drugs, alcohol, or tobacco is forbidden. Any substance which might be mistaken for or intended to resemble drugs, alcohol, or tobacco is also forbidden.
  - j) Possession of any form of weapon or any item which might be mistaken for or used as a weapon is forbidden on campus.
  - k) Students will refrain from public displays of affection.
  - l) Students should be honest and forthright in all their dealings with the staff and students of the school and its activities.

The above Christian characteristics and attitudes are expected not only during school hours but at any school-related event.

Though each teacher may provide students with additional classroom expectations, there are certain expectations that apply in all classes:

- a) As good stewards of their opportunity, students are to come to class prepared.
- b) As part of a learning group, students are to show respect to all students and the teacher.
- c) As a demonstration of respect, students should refer to all adults with the proper title (Mr./Mrs./Ms./Dr./Coach) both in and out of school.

The Lower School uses the following as a reminder to students regarding their conduct:

#### **Together at School**

*Together we will be **diligent** to honor God through our work.*

*Together we will be **obedient** to those who lead us.*

*Together we will be **kind** to others who work with us.*

*Together we will be **respectful** to those around us.*

*Together we will be **truthful** to always uphold the One who is Truth, Jesus Christ.*

## 2.6. Discipline

*Hebrews 12:11 No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.*

*Proverbs 1:7 The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline.*

We uphold the biblical understanding that all persons are created in the image of God. In Adam's sin, however, humanity was alienated from God and it is now man's nature to be disobedient to God. The things people say and do are a reflection of the abundance of their hearts and are symptoms of the deeper human struggle against God's authority in their lives.

The goal of all discipline at FCS is to partner with parents to disciple their children in the training and admonition of the Lord. Correction and discipline are designed for the benefit of our students and is intended to guide them toward their need for God's grace in Jesus Christ. Maintaining an orderly atmosphere in the school and the classroom is critical to the learning process and more importantly, it is reflective of the principles and absolutes of Scripture. As in all other areas of education at Faith Christian School, love and forgiveness will be an integral part of the discipline of a student.

Although spanking is a Biblically mandated means of discipline, we have chosen to disallow it in Faith Christian School. Parents will be informed of incidents involving their students and of the disciplinary measures taken.

#### 2.6.1 Classroom Discipline

Teachers strive to train students to develop habits that promote learning and order in the classroom as well as Christ-like character. The majority of discipline problems are handled by the teacher at the classroom level.

As necessary, teachers will notify parents of missed assignments, behavior problems, dress code issues, or other concerns (If parents prefer a specific means of communication, they should specify this with their child's teachers.) Teachers may also make a phone call to parents or request a parent/teacher conference in order to address student needs and issues. Teachers will be in regular communication with the Head of the Lower School or the Head of Middle and Upper Schools to address these issues.

Typical methods of discipline may include:

1. **Verbal discipline:** Teachers may correct, warn, admonish, or rebuke. A student who by his or her behavior creates a public disruption in class may expect an on-the-spot rebuke from the teacher. Follow-up verbal discipline may also occur in private.
2. **Detention:** In the Middle and Upper School, Students who violate the code of conduct may receive a detention. Detentions may be served during lunch or recess. In addition, a one-hour after-school work detention may be assigned, depending on the nature of the offense. Students will receive written notification and parents will receive an email with basic information.
3. **Denial of Privileges:** Various privileges may be taken away from a misbehaving student.
4. **Extra Work:** A student may be assigned extra work. It is to be understood that the work itself is not punishment but is designed to make up for learning deficits created by the behavior.
5. **Withdrawal:** A student may be sent out of the classroom (i.e. to a desk in the hall), or otherwise removed from the rest of the class.
6. **Restitution:** In cases of theft or destruction of property, affected property should be replaced.
7. **Phone Call or Email to Parents:** At any time, parents may be invited into the process with a phone call from an adult.

In the event that these methods are ineffective, or depending on the nature of the issue, administrators may be engaged.

## 2.6.2 Work Detention

For certain offenses, the Head of Middle and Upper Schools may assign a work-detention detail. This consequence involves a student in routine maintenance duties to be supervised by the school administration. Parents will be notified of the offense and of the scheduled time to serve and when to coordinate pick-up.

## 2.6.3 Suspension

Middle and Upper School: A suspended student is not allowed to attend classes, participate in any athletic or extra-curricular events, or represent the school in any manner during the term of his or her suspension. In-school suspension will be served on campus. Out-of-school suspension students will not be allowed on campus during the term of suspension. Once the time of suspension has ended, the student may return to School without formal re-application.

Lower School: For offenses the Lower School Head deems to be especially severe, he/she may suspend the student in-school or out-of-school. Students under suspension will be required to complete all assignments and homework during their suspension. During the time of out of school suspension, the student may not be permitted on campus during regular school hours or permitted to participate in organized school activities. A suspended student may re-enter the School without formal application. In such cases, the Lower School Head will call one of the student's parents and request a meeting to discuss the offense and period of suspension.

### 2.6.3.1 In-school Suspension in Middle and Upper School

When an in-school suspension is assigned, students will be separated from their peers (on campus) and will complete their work independently. The maximum-of-70% rule may apply (referenced below).

### 2.6.3.2 Out-of-school Suspension in Middle and Upper School

When an out-of-school suspension is assigned for the remainder of a school day, parents will be notified and are asked to pick up the student as soon as possible. Certain infractions may merit additional days out of school. Students under suspension will be required to complete all assignments and homework (subject to the maximum-of-70% rule as defined below). During the time of suspension, the student is not permitted on campus during regular school hours or permitted to participate in organized school activities.

Students who are suspended (including in-school suspension) will be allowed to make up all academic work missed. However, work missed during a suspension will be subject to the maximum-of-70% rule, meaning a student will be awarded a grade no greater than 70% on all assignments completed during the suspension period. Students should be prepared to turn them in and/or take tests on the day that they return to class unless they make other arrangements with the teacher.

## 2.6.4 Probation in Middle and Upper School

For especially serious problems (academic, social, behavioral, etc.), the Head of Middle and Upper School in collaboration with the Head of School and parents may place a student on probation. Probation may last up to a full year. The purpose of probation is to put the student and the family on the alert that even minor infractions could lead to expulsion. Student activities may be limited during the probation period,

and the student may be asked to relinquish all positions of trust and responsibility for the remainder of the year.

#### Probation in the Lower School

Behavioral probation is a means of warning students of their seriously inappropriate actions. It is intended to convey to students that unless significant improvement occurs, they may be unable to continue at Faith. Probation may last for as long as deemed appropriate by administration depending on the severity or repetitive frequency of the behavior.

A student may not be permitted to re-enroll based on issues related to behavioral, academic, or social issues.

#### 2.6.5 Dismissal

In the event that none of the methods available to either teacher or administrator are effective in correcting a student's behavior or attitude, or if a first offense is of such serious magnitude, the Head of School may dismiss the student. The school reserves the right, based on the nature of the offense, to require that dismissed students not be permitted to be on campus during regular school hours. A dismissed student may not participate in organized school activities. A dismissed student may apply for re-admission to the Head of School, though acceptance is not guaranteed.

#### 2.6.6 Expulsion

In more serious cases, a student may be separated from the School permanently. The parents of an expelled (or dismissed) student may appeal the decision in writing to the School Board no later than fourteen days from the dismissal or expulsion date.

#### 2.6.7 Appeals Process

If the parents of a student want to challenge a particular disciplinary action, the following conferences should be requested in sequence to achieve resolution:

- a) The teacher involved in the action
- b) The Head of Lower School or Head of Middle and Upper Schools
- c) The Head of School

### 2.7 Conduct Policies

#### 2.7.1 Alcohol/Illegal Drugs/Tobacco Use

Student possession, use, or distribution of alcohol and other drugs is illegal and the use on or off the school campus will be grounds for dismissal.

While the School has zero tolerance for drug and alcohol abuse on campus or at any school-related function, we also seek to advise any student who needs help to overcome substance abuse or dependency. The student may ask for help voluntarily, or others may ask for help on his/her behalf if there have been noticeable changes in his/her behavior patterns indicating a dependency problem. In each case, the School will determine, with the student's parents, if there is need for professional evaluation, which could lead to an inpatient or outpatient treatment program. The School will provide details about such evaluations and programs upon request and work with the program, the student, and parents as long as the student cooperates and accepts the requirements of the program. The Head of School will determine individual restrictions and/or additional actions based on the facts in each case.

The possession, use, or distribution of drugs on campus or at any school-related function is a serious

offense, and appropriate disciplinary action will be taken.

### 2.7.2 Gambling

Gambling is not tolerated.<sup>1</sup> Violation subjects a student to disciplinary action.

### 2.7.3 Hazing/Harassment

Hazing is defined as subjecting someone to an indignity, fright, abuse, or threat. Violators are subject to disciplinary action.

Harassment is generally defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts a person in fear of their safety. Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment for the victim. Harassing behavior may include, but is not limited to, epithets, derogatory comments, or slurs, and lewd propositions, assault, impeding or blocking movement, offensive touching or any physical interference with normal work or movement, and visual insults, such as derogatory posters or cartoons.<sup>2</sup> Violators are subject to disciplinary action.

#### 2.7.3.1 Sexual Harassment

Harassment of any kind at Faith Christian School violates the goals of the School's philosophy as well as respect for the individual. Incidents of sexual harassment will be thoroughly investigated, and guilty parties will be disciplined in an appropriate manner. Sexual harassment is defined as any unwelcome sexual advances, requests for favors of a sexual nature, or other verbal or physical contact of a sexual nature. Written and electronic harassment (including "sexting") is included in the definition. Sexual harassment may be between school employees, students, or students and employees.

1. The following may constitute sexual harassment:
  - a. Making comments about a person's clothing, body, personal life, or "bad reputation."
  - b. Addressing a person with a nickname or term of endearment.
  - c. Telling sexual jokes or making sexual innuendos.
  - d. Subtle pressure for sexual activities accompanied by implied or overt threats concerning a person's standing in the school.
  - e. Touching, petting, hugging, or kissing.
  - f. Overtures of a sexual nature.
  - g. Leering at an individual's body.
  - h. Displaying or circulating sexually explicit or offensive pictures or materials in print or electronic forms.
  - i. Standing too close, cornering, blocking, or preventing a person from leaving an area.
  - j. Gesturing with the hands or body.
  - k. Name-calling of a sexual nature.
  - l. Telling obscene jokes.
  - m. Circulating pornography or obscene drawings.
  - n. Rating an individual (as on a scale of one to ten).
  - o. Drawing or writing graffiti which targets an individual.
  - p. Continuously asking someone out who has no interest or leaving love letters or notes that are unwanted.
  - q. Wearing provocative attire, or obscene T-shirts, hats or jewelry.
  - r. Making kissing or smacking sounds or licking the lips suggestively.

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<sup>1</sup> Gambling is defined as, "Betting or playing a game for money or property."

<sup>2</sup> <http://definitions.uslegal.com/h/harassment/>

- s. Whistling, howling, or making catcalls.
  - t. Pulling on someone's clothing to cause them discomfort.
  - u. Playing sexually offensive games.
2. Procedures for Reporting Sexual Harassment:
    - a. A student can report an incident of sexual harassment to any teacher, the Head of Middle and Upper Schools, or the Head of School.
    - b. As much pertinent information as possible should be included, such as time, place, witnesses present, and a clear description of the offensive behavior.
    - c. The victim is requested to keep the incident confidential after reporting it, to protect both himself/herself and the offender.
    - d. Students should feel free after an initial incident to tell the offender that the behavior is offensive.
  3. Sequence of Events:
    - a. An investigation of the incident will begin immediately.
    - b. If an incident is deemed to be sexual harassment, the offender will have a hearing with an administrator.
    - c. Once an incident is found to be in violation of the sexual harassment policy, appropriate disciplinary action will be taken.
  4. Penalties for sexual harassment:
    - a. Due to the range of ages and maturity of the School community, penalties will reflect the severity of the incident as it relates to the age and experience of the offender.
    - b. Penalties can range from a reprimand to expulsion from school. State or local authorities will be contacted as deemed appropriate.

#### 2.7.3.2 Racial Harassment

Incidents of racial harassment will be thoroughly investigated, and guilty parties will be disciplined in an appropriate manner. Racial harassment is defined as verbal or physical conduct relating to an individual's race or color. Racial harassment may be between school employees, students, or students and employees.

1. The following may constitute racial harassment:
  - a. graffiti containing racially offensive language
  - b. name calling, jokes, or rumors
  - c. threatening or intimidating conduct directed at another because of the other's race or color
  - d. notes or cartoons
  - e. racial slurs, negative stereotypes, and hostile acts that are based upon another's race or color
  - f. written or graphic material containing racial comments or stereotypes that is posted or circulated and which is aimed at degrading individuals or members of protected classes
  - g. a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color
  - h. other kinds of aggressive conduct such as theft or damage to property that is motivated by race or color
2. Procedures for reporting racial harassment
  - a. A student can report an incident of racial harassment to any teacher, the Head of Middle and Upper School, or the Head of School.
  - b. As much pertinent information as possible should be included, such as time, place, witnesses present, and a clear description of the offensive behavior.
  - c. The victim is requested to keep the incident confidential after reporting it.



- d. Students should feel free after an initial incident to tell the offender that the behavior is offensive.
3. Sequence of Events:
- a. An investigation of the incident will begin immediately.
  - b. If an incident is deemed to be racial harassment, the offender will have a hearing with an administrator.
  - c. Once an incident is found to be in violation of the racial harassment policy, appropriate disciplinary and restorative actions will be taken.
4. Disciplinary and restorative responses for racial harassment:
- a. Due to the range of ages and maturity of the School community, discipline will reflect the severity of the incident as it relates to the age and experience of the offender.
  - b. Disciplinary action can range from a reprimand to expulsion from school. State or local authorities will be contacted as deemed appropriate.
  - c. Per section 2.2 of this handbook, resolution and restoration between the parties will be enacted.

#### 2.7.4 Plagiarism

Plagiarism is the false assumption of authorship. A plagiarist wrongfully takes another person's ideas and expressions and presents them as his/her own. Plagiarism is intellectual theft. Any student who uses borrowed material of any kind and does not provide documentation for that material has committed plagiarism. Students must correctly cite (footnote) all direct quotations. Yet, it is not merely quotations that should be cited. All information not previously known by the student-writer, which is not considered "common knowledge," should be properly cited. In the Lower School these practices are applied and an age appropriate level.

The School spends intentional class time explaining the nature of plagiarism. For writing assignments, students are required to use the MLA guidelines found in the current edition of *A Pocket Style Manual* by Diana Hacker. A detailed explanation of plagiarism may be found in this manual.

A student who commits plagiarism has violated the Honor Code and will be given a grade of zero. Disciplinary actions for plagiarism may include suspension or expulsion from the school.

Any questions relating to the Honor Code or plagiarism should be brought to the division head.

Faith Christian School expects, as a matter of personal honor, that all written work is a student's own. Plot summaries and study aids such as *Cliff's Notes* or *SparkNotes* (textual or electronic) are NOT to be used, except in particular cases (with the permission of the teacher) where they should be used in conjunction with a reading of the entire text.

#### 2.7.6 Bullying<sup>3</sup>

Bullying occurs when an individual is exposed repeatedly and over time to negative actions on the part of one or more persons and there is a real or perceived imbalance of power. Negative actions may refer to any word, look, sign, or misuse of technology that hurt a person's body, feelings, and/or property.

1. FCS recognizes the potential for bullying to occur in several ways including:
  - a. Relational bullying: peer pressure and manipulation intending to isolate and/or harmfully target an individual,
  - b. Verbal bullying: threats, mocking and/or spreading gossip, rumors, or lies,

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<sup>3</sup> Adapted from Roanoke County Schools.

- c. Physical bullying: hitting, shoving, or other physical aggression intending harm,
  - d. Cyberbullying: harassing, humiliating, intimidating, and/or threatening others on the internet or through the use of any electronic device.
2. When an incident of bullying is suspected:
    - a. The student should report the incident to a teacher, Head of the Lower School, or Head of Middle and Upper School,
    - b. An investigation will ensue, and if the incident is identified as bullying, parents will be contacted, and the offender(s) will be disciplined.
    - c. The students involved will be mentored by faculty with the goal of restoring relationships.
    - d. In the best-case scenario, parents will willingly and proactively engage one another over any and all experiences and information their children share related to mistreatment they experience from their fellow students.
  3. After collaboration with parents, any of the following disciplinary actions may apply:
    - a. oral and written apology
    - b. restitution
    - c. detention
    - d. parent conference
    - e. recommended professional and/or pastoral counseling
    - f. exclusion from participation in extracurricular activities
    - g. suspension
    - h. expulsion

Bystanders (those who knowingly or unknowingly encourage bullying behavior by participating and/or failing to assist a victim) may be subject to disciplinary actions.

As in all instances, the desire is to shepherd the hearts of students toward responding and acting in ways that bring glory to God.

### **3. Admissions**

#### 3.1. Philosophy

Believing that God has given parents primary responsibility over their children's education, we perceive our mission to be one of reinforcing and supplementing the training given in the home. Therefore, it is necessary that at least one parent (or guardian) be a professing Christian. We strongly believe that regular worship at a Christian church is essential in the spiritual training of students.

Because FCS is a covenant school, it is necessary that students reside with a believing parent/guardian during their time of enrollment. Students may not live alone and attend FCS without obtaining special permission from the Head of School.

#### 3.2. Re-Enrollment

Students of school families have priority over students of prospective school families on the waiting list.

To comply with state health regulations, the school requires written verification of proper immunization status for every student.

#### 3.3 Class Size

Class sizes are typically limited to a student/teacher ratio of 20:1 in order to give each student adequate

attention. In special circumstances and with the approval of the Head of School, classes may include a maximum of 22 students with the exception of the Kindergarten and Junior Kindergarten.

### 3.4 Financial

See each year's enrollment packet for current schedule of tuition and fees.

#### 3.4.1 Tuition and Indexed Tuition

Tuition and other fees are set on an annual basis by the Board. The tuition at FCS **does not cover the cost** of educating each student, so the school also relies on contributions in addition to annual tuition. The school does provide an indexed tuition assistance program to aid families who desire Christian, classical schooling for their children but whose financial resources may prevent enrollment.

#### 3.4.2 Direct Draft Payments

Faith Christian School offers a direct debit option for tuition payments. Any family interested in participating in this program should contact the business office to set up their account. Credit card payment is not accepted at this time.

#### 3.4.3 Late Payment of Tuition

Tuition not paid in full by 4:00 PM on the tenth day of the month is late. After 4:00 PM on the tenth of each month, a fee of \$25.00 per student will be assessed. If payment arrangements are not fulfilled within sixty days, the students may not be permitted to attend classes, and the financial obligation must still be met. Please notify the office if payment will be late. (See Appendix B-- collections policy.)

#### 3.4.4 Fees

Besides tuition, some additional fees should be expected which will cover such costs as student workbooks (or textbooks), athletics, field trips, etc. The monthly bill also includes any miscellaneous fees charged to your account. Payment for miscellaneous fees are also due on the first day of each month. A partial list of miscellaneous charges could include, but are not limited to, lunch charges, Faith Zone fees, workbooks, consumable book fees, or small balances due on field trips. Optional fees such as athletic fees, tickets for dances, plays, etc. must be prepaid, but will be noted on your account for reference only. Parents are responsible to purchase school supplies that supplement the academic curriculum. A list is on the website. Students should bring their school supplies to the classroom on Meet the Teacher Day.

### 3.5 Learning Differences

At FCS, the attempt is made to serve the educational needs of a diverse population of students. However, due to a lack of specifically trained staff, funding, and facilities, as well as the rigorous nature of a classical curriculum, all children will be required to meet the same general academic standards as all other children in their grade level. Because of the possible need for special provisions, children with physical/motor limitations who do not necessarily have learning disabilities will be considered for admission on a case-by-case basis.

### 3.6 Statement of Non-Discrimination

Faith Christian School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, tuition assistance, and athletic and other school administered programs.

#### 4. Academics

Faith Christian School values academic life as crucial to the fulfillment of our mission as we challenge young men and women to love Christ with all their heart, soul, strength, and mind. Life-long learning should mark the Upper School student who seeks to understand the world in which he lives through the eyes of Christ and make an impact in that world for the kingdom of God.

##### 4.1. Graduation Requirements

Students accumulate academic credits toward graduation as outlined below. In order to graduate, a student must successfully complete the required coursework *and* four years of credit-worthy academic study at the secondary level.

Core Academic Studies ‡			
Field of Study	Credits Per Year	Number of Years	Number of Credits
Literature	1-9 <sup>th</sup> ; 1-10 <sup>th</sup> , 1-11 <sup>th</sup> , 1-12 <sup>th</sup>	4 years	4
Rhetoric	1 credit	1 year	1
History	1 credit	4 years	4
Mathematics*	1 credit	3 or 4 years	3 or 4
Science**	1 credit	3 or 4 years	3 or 4
Foreign Language***	1 credit	3 or 4 years	3 or 4
Thesis	1 credit	1 year	1
<b>Sub-Total</b>		<b>4 years</b>	<b>21 or 22</b>

Integrated Studies			
Field of Study	Credits Per Year	Number of Years	Number of Credits
Bible/Theology	1 -10 <sup>th</sup> ; 1 - 11 <sup>th</sup> ; .25 - 12 <sup>th</sup>	4 years	2.25
Fine Arts or Elective	.5 credit	3 or 4 years	1.5 or 2
<b>Sub-Total</b>			<b>3.75 or 4.25 credits</b>
<b>Total</b>			<b>25.25 - 26.25 credits</b>

‡ Core Academic Courses are required for all students for graduation. Students are required to take no fewer than six (6) classes in their senior year.

\* Minimum Requirement: Algebra I, Geometry, and Algebra II; Trigonometry is taught **either** in Geometry or Algebra II, depending on tracking. Students must take either four years of math or four years of science in grades 9-12 to graduate. Students completing Algebra I in the eighth grade receive a credit in Math that counts toward graduation requirements.

\*\* Minimum Requirement: Conceptual Physics, Biology, and Chemistry; students must take either four years of math or four years of science to graduate.

\*\*\* Students completing Latin I in the eighth grade receive a credit in Foreign Language but are still required to take at least three years of a foreign language in the Upper School.

Integrated studies courses need not be made up by late-enrolling students, but they are required of all students who attend Faith Christian School for the entirety of upper school.

Students enrolled in math and foreign languages must pass with at least a 75 average. If a student fails to obtain the 75 average, summer tutoring will be required for the student to be promoted to the next level.

#### 4.2. Curriculum

Courses and textbooks are selected to reflect our philosophy. All subjects are taught as part of an integrated whole with the Scriptures at the center. The goal in all classes will be to encourage every student to develop a love of learning and to live up to his/her academic potential.

4.2.1 Middle School students take Logic in seventh and eighth grades.

4.2.2 Middle School students playing on FCS athletic teams may be exempt from PE classes for the season and will receive PE credit. They will be assigned to a study hall until the season is over. **Due to COVID-19 restrictions, students may not elect a study hall in lieu of PE for the 20-21 school year.**

#### 4.3. Catechesis in the Lower School

The use of questions and answers drawn from the first part of the *New City Catechism* in LS catechesis is consistent both with the broad but explicit commitment to Reformed theology reflected in our “Statement of Faith.” These questions provide students with a classic, beautifully written overview of basic Christian doctrine, which can be utilized in the Middle and Upper Schools as a springboard for further theological exploration and growth in grace

#### 4.4. Middle and Upper School Schedule

The Middle and Upper Schools follow a seven-period schedule. The doors to the school open at 7:30 a.m. and school is dismissed at 3:10.

Weekly Schedule 202-2021	
Time	Period
8:00 – 8:10	Announcements
8:10 – 8:55	1 <sup>st</sup>
9:05 – 9:50	2 <sup>nd</sup>
9:50 – 10:10	Break
10:10 – 10:55	3 <sup>rd</sup>
11:05 – 11:55	4 <sup>th</sup>
11:55 – 12:35	Lunch
12:35 – 1:20	5 <sup>th</sup>
1:30 – 2:15	6 <sup>th</sup>
2:25 – 3:10	7 <sup>th</sup>
2:25 – 3:10	7 <sup>th</sup>

*Online.* If we must return to online learning arrangements, we plan to improve the *FCS at Home* experience of your child(ren) with additional live teaching and by arranging a weekly schedule like the following:

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 – 8:55	Assembly	Assembly	Assembly	Assembly	Assembly
9:00 – 9:45	<b>A</b>	<b>E</b>	<b>D</b>	<b>E</b>	<b>A</b>
10:00 – 10:45	<b>B</b>	<b>F</b>	<b>G</b>	<b>B</b>	<b>F</b>

10:45 – 11:15	Advisory	Office Hours	Office Hours	Office Hours	Office Hours
11:15 – 12:00	Lunch	Lunch	Lunch	Lunch	Lunch
12:00 -12:45	<b>C</b>	<b>C</b>	<b>A</b>	<b>C</b>	<b>G</b>
1:00 – 1:45	<b>D</b>	<b>B</b>	<b>F</b>	<b>D</b>	<b>E</b>
2:00 – 3:00	<b>G</b>	Office Hours	Office Hours	Office Hours	Office Hours

#### 4.5 College Counseling

College Counseling is a priority at Faith Christian School. Throughout the Middle and Upper School years, the Director of College Counseling works with students to explore colleges and careers. In the junior and senior years, students are trained how to navigate the application process, how to write compelling essays and resumes, and when to take the appropriate SAT and ACT tests. Students meet regularly with the Director of College Counseling to facilitate the process, and parents are welcome at any time. An abundance of resource materials can be found in the Counseling Office, including financial aid information. College applications are generally submitted by the school, thereby relieving parents of much of the stress often experienced through this process.

#### 4.6 Registration and Enrollment

##### 4.6.1 Registration

Students receive re-enrollment and elective registration forms for the following school year in the second semester. In the Middle and Upper School, core courses are regularly offered. However, elective courses are subject to change due to enrollment or faculty availability as are courses that are being taken outside a student’s grade level.

##### 4.6.2 Role of Parent

Parents are encouraged to review the student’s schedule for the year and shape their school-related and extracurricular activities and commitments around their goals. Parents play a key role in helping students define goals and avoid overburdening themselves with too many activities.

##### 4.6.3 Academic Load in the Middle and Upper School

Full-time students are required to take seven credit-earning courses each semester, except in unusual circumstances by special permission of the Head of Middle and Upper School.

##### 4.6.4 Withdrawal from a Course in the Middle and Upper School

Under extreme circumstances, a student may withdraw from a course with approval from the Head of Middle and Upper School. A withdrawal form must be signed by the parent and the teacher before the Head of Middle and Upper School will consider the request. The student must remain in attendance in the class until notified by the office that the withdrawal is completed. Poor grades, heavy workload, and other new responsibilities are typically not valid reasons for withdrawal and will likely not be approved.

A student who receives authorization to withdraw from a course **by one week after the first quarter mid-term** will have the course erased from his academic record. If withdrawal occurs after this time period, the course will appear on the transcript as “Withdrawn.”

No credit will be earned unless a course is completed in its entirety. Students are reminded to reference

the graduation requirements (above).

#### 4.6.5 Withdrawal from School

A student may be withdrawn from the school after consultation with the Head of School. All tuition monies will be forfeited in accordance with the enrollment contract.

#### 4.6.6 Transfer Credit in the Middle and Upper School

In very rare cases, and only when not a disruption to the regularly scheduled classes, and only with permission from the division head and the Head of School, options not offered at FCS may be considered. Credit is not guaranteed nor is approval. In cases where courses are required but for varied reasons cannot be worked into the FCS schedule, liberty may be given for students to take these courses elsewhere. These exceptions will be rare and only when the course cannot be offered at FCS in a manner that fulfills the requirements for graduation.

#### 4.6.7 Standardized Tests

A series of standardized tests is given to students as a means to assist the School's determination of academic progress, as well as being helpful in the college admissions process.

#### CTP 5

All full-time students in grades 2-8 will take the ERB CTP 5 Test. The Comprehensive Testing Program, or CTP 5, is a rigorously designed series of assessments in reading, writing, and mathematics developed to help educators collect critical educational data that answer questions of administrators, teachers, and parents about achievement. Test results will be sent to the parents and recorded in the student's permanent records.

#### PSAT

All students in grades 9-11 are automatically registered to take this preliminary version of the SAT I test that they will eventually need to qualify for college admission. The test assesses verbal and math skills (reading, writing, vocabulary, algebra, and geometry). The test is administered annually in October during the school day at FCS.

#### SAT I and SAT II

All juniors and seniors should take the SAT I as part of the college admission process. Students are encouraged to take the SAT I twice in the junior year and once in the senior year. The SAT I is composed of three sections: Critical Reading, Mathematics, and Writing and is scored on a scale of 200-800 per section, with a maximum score of 2400. The SAT II tests measure mastery of particular subject areas and may be required by some colleges and universities. The SAT II subject tests are scored on a scale of 200-800.

#### ACT

The ACT is an alternate test to the SAT I that is more achievement-oriented than the SAT I and is an acceptable alternative at many colleges and universities. Some students who struggle with standardized tests may find their scores on the ACT comparatively better. Faith Christian School does not require that students take the ACT, but it is strongly recommended that students take the test at least once in either

the junior or senior year. The ACT has a maximum score of 36 points.

#### 4.7 Upper School Study Hall

The purpose of a study hall is to provide a quiet environment for work to be done. Generally, group study sessions should not be conducted in study halls, but should be conducted during recess, lunch, or after school. Study halls are supervised by faculty. Attendance is recorded in all study halls; tardies and absences are treated the same as they are treated in any other class.

#### 4.8 Summer Reading and Assignments

Each student is expected to read during the summer in order to encourage an ongoing academic pursuit. A list will be provided each year to indicate the required reading for the rising grade. Some teachers will require a written assignment to accompany the reading of each book. Books can be purchased or are available at FCS or local libraries.

#### 4.9 Evaluation

##### 4.9.1 Middle and Upper School Grades

All academic grading for core courses at Faith Christian School is based upon objective standards. Grade point averages (GPA) are computed at the end of each semester based upon a 4.0 system. Parents are encouraged to monitor their students' grades through FACTS SIS on a regular basis. The grading scale is **non-weighted**. The following percentages, grades, and grade points are used for grades 6-12.

Percentage	Grade	Grade Points
94-100	A	4.0
90-93	A-	3.7
87-89	B+	3.3
84-86	B	3.0
80-83	B-	2.7
77-79	C+	2.3
74-76	C	2.0
70-73	C-	1.7
69 and below	F	0.0

##### 4.9.2. Incomplete grades

"I" grade = Incomplete. At the teacher's discretion a student may receive an "I" due to incomplete work. The teacher will determine the due date of all incomplete work. After this due date, the uncompleted assignments will receive a grade of zero and a final grade will be submitted to the office.

##### 4.9.3 Lower School Grading System

Faith Christian emphasizes reading, writing, and mathematics in the Lower School, and by 3rd grade will assign numeric grades for these areas on report cards. In 4<sup>th</sup> and 5<sup>th</sup> grade, numeric grades will also be used for the subjects of Science, History, and Bible, and 5<sup>th</sup> grade Latin. Music, Art, Library, Physical



Education, and 4<sup>th</sup> grade Latin are viewed as disciplines for exercising the graded skills. These subjects, although important, are subordinated to the learning of basic skills and are recorded as being Outstanding (O), Meets Expectation (M), Improvement Needed (I) or Unsatisfactory (U). Marks of O, M, I, and U are used for other areas of study and behavior and for all aspects of Junior Kindergarten, Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade.

Grades JK, K, 1, & 2

JK-2 students will receive non-numeric grades of O, M, I, or U on their report card and progress report.

<b>Non-numeric Grades</b>	<b>Percentage</b>	<b>Rationale and Meaning of Grades</b>
O	93-100	Outstanding
M	80-92	Meets Expectation
I	79-70	Improvement Needed
U	0-69	Unsatisfactory/Failure

### **Grades 3-5**

Students in 3-5 will receive letter and non-numeric grades on their report card and progress report.

<b>Letter Grades</b>	<b>Percentage</b>	<b>Rationale and Meaning of Grades</b>
A	93-100	Excellent
B	85-92	Good
C	77-84	Average
D	70-76	Below Average
F	0-69	Failure

#### 4.9.4 Middle and Upper School Assessments

Assessment practices for each course are explained to students at the beginning of each course. A test calendar is available online to teachers to plan for major tests and project due dates. The calendar is used to ensure that no student has more than two tests and one quiz in one day. Assessments will also be posted on weekly syllabi.

#### 4.9.5 Homework

Faith Christian School believes that work done independently is a crucial part of the learning process. The purpose of homework is to equip students with the necessary tools for learning and to reinforce the concepts presented by the curriculum during the school day. Review of class notes, reading, and written assignments are all important in the mastering of concepts. Students should be prepared for a challenging amount of homework each night.

While parents may encourage and assist in a student's effort, it is acknowledged that homework is ultimately a representation of the students' efforts. Sharing homework, unless specifically permitted in certain cases by teachers, violates the Honor Code.

In the Lower School, consistent but minimal homework is given for the following reasons:

- To practice the learning of facts and concepts taught in the classroom
- To complete unfinished class work
- To establish healthy work habits at home through practice in math, reading, and writing
- For remedial learning
- To encourage research on a given topic or book

#### Homework Planners and Folders

Students in grades K-5 are issued take-home folders, and grades 2-5 are issued homework planners at the beginning of the year to help them organize their assignments. If a student loses his/her homework planner or folder, another one must be purchased through the Lower School office.

The faculty will use its discretion to manage the homework load for all students. Teachers will strive not to assign busywork, but viable homework to enforce what is learned in the classroom. In order to strive toward standardization and fairness in the distribution of homework, guidelines have been created for the Middle and Upper Schools to be monitored by the school administration in dialogue with the faculty. These guidelines are based on the work of the average FCS student proceeding with due diligence, combined with proper study habits, to complete the required homework. Note that time provided in class and in study hall is expected to be used for the purpose of completing homework.

Homework expectations will vary but should come close to the guidelines detailed below. *Below average or exceptional students may find themselves beyond or beneath the listed ranges, respectively.*

#### Lower School

In general, homework should not require more than 30-60 minutes at the Lower School level. Students will normally be given some time during a class period to begin an assignment. There will be, on occasion, assigned projects and papers that require time over and above that available in the classroom

#### Middle School

6<sup>th</sup> – 8<sup>th</sup> grade 75-90 minutes daily

Average homework load should not exceed fifteen (15) minutes per class per night, totaling ninety (90) minutes per night. Keep in mind that some Middle School Humanities classes may require up to thirty (30) minutes of homework per night since these classes are taught over two periods.

Middle School students who come to class without completed homework may receive a zero for the assignment. The student is expected to complete the homework assignment during the detention and hand it in to the appropriate teacher but should not expect to receive credit.

#### Upper School

9<sup>th</sup> – 12<sup>th</sup> grade 90-150 minutes daily (up to 12.5 hours weekly)

In the Upper School, students are expected to adjust their workloads. In addition, long-term projects may exceed the nightly average but should not go beyond the weekly limit. (For example, it would not exceed the appropriate level for a ninth grader to have three hours of homework on Monday night while only having 1.5 hours on both Tuesday and Wednesday.)

Teachers welcome parental input at any point. However, if a parent is convinced that the student's homework load regularly exceeds the above norms, he or she should keep a record of time spent (actual diligent study time, not dawdling, daydreaming, multitasking, etc.) for a two-week period and contact the

Head of Middle and Upper Schools. At that point, after faculty collaboration, it can be determined what adjustments may be made.

#### 4.9.5.1 Homework Over Christmas Break

1. No routine homework assignments will be given over the Christmas break. For example, daily-type homework will not be assigned.
2. Papers to research and/or write and books to read will only be assigned over the break if there is realistic and sufficient time either before or after the break to accomplish the assignment. For example, a major research paper assigned on November 10 and due January 15 could feasibly be completed without using the Christmas break. On the other hand, a student could certainly take advantage of that time to do some major work *if he likes*. However, if a paper/book is assigned December 10 and is due January 3, that is unrealistic for a student to begin prior to the break (i.e., exam priorities).

#### 4.9.5.2 Homework and Athletic Competition

The following rules apply to students who participate in athletic events and have homework assignments due the following day:

It is the expectation of the Athletic Department that student-athletes manage their academic responsibilities throughout their athletic season. Management of time and resources is critical to maintaining excellence in the classroom and on the court, course, or field. To that end, student-athletes are to turn in all homework assignments when due, regardless of their training or competition schedules. Likewise, it is the responsibility of each student-athlete to actively communicate his/her sports schedule and any potential conflict or hardship that may arise due to their participation.

Students should take every opportunity during travel to and from the competition, and other down times to complete assignments.

#### 4.9.6 Exams – End of Semester (Grades 8-12)

The key to successful exam performance is advance preparation. Students should keep all notes, handouts, assignments, papers, quizzes, and tests in a notebook throughout the semester. Semester exams are designed to last two hours and will count 20% of the semester grade in the course.

#### 4.9.7. Exam Exemption

Seniors may be exempted from any final exam in any course for which they carry an average of 90 or above for the year **at the discretion of the teacher**. Students are urged to consult each classroom teacher for specific expectations. Seniors who accumulate more than 20 unexcused tardies or 10 absences for the year may lose the privilege of exam exemption.

#### 4.9.8 AP Exams

Advanced Placement exams may be administered each May in one or more of the junior- or senior-level classes. FCS does not teach the AP curriculum, but provides the opportunity for students to take the exams in certain subject areas. These tests are offered each May on nationally specified dates at a cost to families for each test ordered. If a student does well on the AP test, he/she may be eligible for exemption from freshman level classes in college. The highest grade possible on an AP test is 5.

#### 4.10 Academic Awards

Each year the faculty recognizes those students who excel in the areas of academics, service, and character. The three highest awards given each year to a deserving Upper School student are the **Veritas Award**, given to the student who most consistently demonstrates excellence in all academic disciplines; the **Fides Award**, given to the student who most consistently demonstrates faithfulness in all areas of student life; and the **Ministerium Award**, given to the student who most consistently demonstrates a servant's heart in all areas of student life.

Included in the Lower School the two highest awards are: The Evelyn Banks Servanthood Award given to one male and female Fifth grade student who exemplifies a spirit of servanthood, and The Diane D. Kelly Excellence Award, presented to a Fifth-grade student who exhibits humility, diligence, and perseverance. In addition to these awards, each discipline in the Upper and Middle School gives an award to the student who best reflects the spirit of that discipline.

Students in the Lower School grades 4 & 5 who have a year-end average of all A's will be awarded A Honor Roll. Students in grades 4 & 5 who have a year-end average of A's and B's will be awarded A/B Honor Roll.

Awards Given in the Middle and Upper School:

- Fides Award
- Veritas Award
- Ministerium Award
- Chuck Evans Outstanding Thesis
- Kathy C. Roberson Unsung Warrior Award
- The Shield and the Flame Scholar-Athlete Award
- Departmental Awards
- National Latin Exam Recognition
- Spelling Bee Champion
- National Merit Scholar Recognition

Attendance Awards in the Lower School

Attendance awards are given for those students in grades JK-5 who miss no days or no more than one day of school. Students may not receive this award if they have ten or more tardies. **Due to COVID-19 restrictions, attendance awards will not be given for the 20-21 school year.**

##### 4.10.1 National Merit Scholarship Award

Each fall, all FCS students in grades 9-11 take the PSAT exam. The PSAT scores in the junior year are registered for a competitive National Merit Award. There are several levels of distinction for the highest of the scores.

#### 4.11 Academic Probation, Retention, and Promotion

##### 4.11.1 Upper School Academic Probation

An Upper School student who earned a failing grade (i.e., below 70%) in one or more courses during the previous grading period (i.e., midterm or quarter) may be subject to academic probation during the following grading period at the discretion of the Head of Middle and Upper School and the Head of School. Such a decision is dependent on the attitude and ability of the student and related circumstances that may have contributed to a failing performance (e.g., prolonged illness), information to be ascertained in conversation between the student, his or her parents and teachers,

coaches, club sponsors, and administrator(s).

Academic probation entails the following:

1. To encourage attention to academic study and to afford opportunity for academic support, the student is ineligible to participate in co-curricular or extra-curricular activities. Athletes will not be permitted to participate in practice or games; drama students will not be permitted to rehearse or perform; and club members will not be permitted to attend meetings or related events.
2. When his or her grades return to an acceptable range (as defined above) at the following grading period (i.e., midterm or quarter), the student will be released from academic probation.

If his or her grades do not return to an acceptable range, the student may remain on academic probation during the following grading period.

If after two consecutive grading periods the student is unable to earn passing grades, he or she may be subject to dismissal or expulsion at the discretion of the Head of Middle and Upper School. Such a decision is dependent upon careful consideration following thorough discussion between the student, his or her parents and teachers, and administrator(s).

#### 4.11.2 Retention and Promotion

To be promoted to the next grade level in the Middle and Upper School, FCS students must have an overall "C" (2.0) average and receive a passing grade in all core classes (Math, Science, History, and Lit). Students who are not promoted may be allowed, at the discretion of the Head of School, to return to FCS for a second year at the same grade level.

In the event that a student must repeat failed coursework for graduation, the following protocol applies:

1. If the course is repeated at FCS, the higher grade will go on the student's transcript, replacing the lower grade.
2. Repetition of a course must be approved by the administration.
3. Courses that constitute one full credit may only be replaced in full by equivalent coursework. Portions of classes may not be repeated to improve overall averages.

In the Lower School, students who achieve passing credit in all subjects and skills areas are eligible for promotion to the next grade level. Lower School students who fail to achieve passing credit in one subject or skills area may be promoted provisionally. Lower School students who fail two subjects or skills areas are subject to retention.

#### 4.11.3 Summer Tutoring in the Middle and Upper School

If a student does not have an overall "C" (2.0) average, the teacher or Head of Middle and Upper School may elect for the student to complete summer tutoring in the required course, enabling the student to continue on in his coursework. Teachers may also require or suggest summer tutoring even if a student does have a 2.0 average if the teacher feels that the student needs added training before being promoted to the next level.

### 4.12 Records

#### 4.12.1 End-of-Quarter Reports

End-of-Quarter grade reports are prepared by the Lower, Middle and Upper School office and teachers, along with mid-term reports (eight communications in the year). In the Middle and Upper School, progress reports are written for all students earning below a 75% in any class. (Grade reports and transcripts are withheld if all financial accounts with Faith Christian School are not current.) The

first report card is discussed with parents at conference time, and subsequent report cards will be sent home to parents.

#### 4.12.2 Transcript

Official transcripts are generated through the Upper School office for students in grades 9-12. Transcripts are withheld if all financial accounts with Faith Christian School are not current.

#### 4.12.3 School Records

The school maintains cumulative academic, attendance, and health records for each student enrolled. Material in each student's cumulative file is confidential and shall be accessible only by permission of the appropriate administrator.

Information on the student's permanent record will be given out to the following:

1. To the parents and students upon written request by the parents.
2. To prospective employers upon receipt of written authorization from parent/student.
3. To schools, colleges, universities, and military services upon the parent/student's request.
4. To police by parental permission or by warrant. Parents will be immediately notified.

Records will not be released if tuition accounts (which include book replacement fees) are not current.

#### 4.13 Senior Thesis

THE SENIOR THESIS offers the twelfth-grade student a culminating opportunity to expand critical thinking, research, and rhetorical abilities by preparing, presenting, and defending a substantive argument on a debatable question. Students are expected to prepare a paper as formal evidence of learning and skill acquired at FCS. As such, the paper should be the most lengthy and most carefully documented essay written heretofore.

There are five stages in the completion of the senior thesis.

- First, students will select and do preliminary research on a topic to be proposed to the advisors.
- Second, students will work with their thesis advisors to perform further research from scholarly sources on the approved topic. In addition, students will complete a grammar and composition review.
- Third, students will complete a comprehensive outline which includes properly cited quotes from sources and a correctly formatted works cited.
- Fourth, students will write the thesis in a series of drafts that are reviewed by their advisors in preparation for a carefully crafted final essay that adequately defends a position on the issues relevant to their chosen topic.
- Fifth, students will present and defend a shortened version of the essay in a public setting.

Successful completion of all five stages in the senior thesis is a requirement for graduation. The essays of the entire class are bound and kept in the FCS library.

#### 4.14 Bible Translation

The New International Version of the Bible will be the primary translation used at FCS, with other translations used for supplemental purposes and comparison studies. Although other translations would also be suitable as the primary translation, having uniformity provides continuity in Bible reading, memorization, and study. Parents who do not want their child to use the NIV should notify the Head of

the appropriate school.

## 5 Dress Code

### 5.1. Philosophy

The dress code is meant to establish a particular protocol within our school community. “Violations” of the dress code are not judgements on motivation, attitude, or a student’s heart. Simply put, we have chosen specific requirements to maintain a specific standard within our particular community. We understand these rules can appear arbitrary, and to a certain degree they are, but they are the ones we have chosen for our school, and we ask that students and parents do all they can to see that they are met. If administration or teachers bring concerns to the student’s or parent’s attention, we ask that you work with us toward a shared goal of meeting the requirements for the good of the entire community.

The dress code is designed:

To encourage a biblical attitude of modesty and humility, exemplified through our outward presentation.

To help maintain student behavior and productivity.

To diminish fashion consciousness and socioeconomic cliques.

To instill in students a sense of belonging and loyalty to the school.

To promote a positive impression of our school within our community.

To make expectations as clear as possible in order to minimize the appearance of arbitrary enforcement.

Students are strongly encouraged to comply with the School’s dress code as they enter the building; the dress code will be enforced as they enter the Great Room for morning assembly (or as they enter their first period class if there is no assembly). If a student is out of dress code, a detention may be assigned. Parents may be called to bring their student a change of clothes. Teachers, the Head of Lower School, or the Head of Middle and Upper School will also notify parents if dress code infractions occur repeatedly.

### 5.2 General Guidelines

1. All clothing must be loose fitting (without sagging) and modest (not distracting, loud, or drawing attention to oneself).
2. Pants must be worn at or near the waist.
3. No holes, tears, frays, visible patches, or writing are permitted on dress code items.
4. Shirts must be tucked throughout the school day but may be untucked during recess.
5. All but the top button of Oxford shirts are to be buttoned.
6. Undergarments should not be visible except undershirts at the neckline. Undershirts must be white, including neck band, and should not extend beyond the outer garment’s hem or sleeve, or have writing or symbols visible through the outer garment.
7. Skirts/Skorts/Shorts should be four inches from the center of the knee. (Final decisions on length will be made by the Division Administrator or his/her designee.) There is a great variance in body type and size, and students can grow rapidly. We will engage students on an individual basis when needed. We ask your understanding and cooperation when specific instances are addressed.
8. FCS Warrior Wear is not permitted during chapels or assemblies.
9. A dress code shirt must be worn underneath jackets and should remain tucked all day. Hoodies are not to be worn at any time.
10. Hats and decorative scarves (includes headbands with long scarves) may not be worn.
11. Girls may wear hair-bows, clips, and headbands.
12. Girls’ undergarments should not be visible.
13. **ALL** students should have a plain-colored (no neon or similar colors, patterns, or large logos), cloth mask or “gaiter” available at all times while at school.

In the Middle and Upper School, clothing and accessories worn to school which are deemed inappropriate may be assigned a detention for a dress-code violation. In the Lower School, parents will be notified when students are wearing clothing which is not in line with these requirements. Repeated violations may warrant additional disciplinary measures.

### 5.3 Specific Guidelines

Please go to the Faith Christian School website ([www.fcsva.com](http://www.fcsva.com)) to view the specific dress code items available from Lands' End.

### 5.4 Everyday Attire

#### a. Boys

- i. Khaki pants or shorts with belts (no belts required for JK/K)
- ii. Three polo color choices: Navy, Red, Purple
- iii. Footwear
  1. Should not be torn or show excessive wear.
  2. **Shoes:**
    - Students may wear non-scuff tennis shoes or simple leather or leather-like shoes.
    - Shoes should not "light up" or have rollers.
    - **Shoes must have closed toes and backs.**
    - No crocs, sandals, or five finger shoes.
  3. Socks must be white, navy, or black.
- iv. Oxford shirt (white) is an option for 9-12th **with tie or bow tie.**

#### b. Girls

- i. Khaki pants or shorts with belts (no belts required for JK/K)
- ii. Khaki skirts/skorts only – length is no shorter than 4 inches from center of knee  
NOTE: Final decisions on length will be Division administrator or their designee. Any decisions regarding acceptability are not to be misconstrued as a comment on any girl's modesty or attitudes. This length is an arbitrary standard that Faith has chosen.
- iii. Three polo choices: Navy, Red, Purple
- iv. Modesty shorts required for JK-5th grade girls (Solid color navy or black only)
- v. Any hose (leggings/stockings) white, black, or navy and covering ankles
- vi. Socks must be white, black, or navy
- vii. Footwear
  1. Should not be torn or show excessive wear.
  2. **Shoes:**
    - Students may wear non-scuff tennis shoes or simple leather or leather-like shoes.
    - Shoes should not "light up" or have rollers.
    - **Shoes must have closed toes and backs.**
    - No crocs, sandals, boots\*, or five finger shoes.  
\*Boots are permitted 6th-12th.
  3. Heels should be no higher than 2".

#### c. Warrior Wear (boys and girls)

- i. Should only be worn on designated dress down days
- ii. May occasionally be worn on designated game days
- iii. May be worn on Fridays

### 5.5 Dress-Down Days/Spirit Week: Pre-Announced



On pre-announced dress-down days, students will be allowed to wear blue jeans or shorts (according to the General Guidelines at 5.2) and a polo or oxford style shirt, or FCS t-shirt of their choosing. No jean shorts will be allowed in the Middle and Upper School, although it is permitted in the Lower School. The polo shirt can be of a different color and print than dress-code, but it must retain the same style. The button shirt can be any color or pattern. Non-dress-code jackets are not approved for dress-down days.

During Spirit Week, general modesty guidelines apply regarding skirt/short length. In addition, tops with less than a two-inch strap width must be worn with a sweater, shrug, or jacket.

## 5.6 Dress-Up Days: Pre-Announced

On pre-announced dress-up days, Middle and Upper School students will be required to wear more “dressy” attire. Occasions may include field trips, commencement, or special services. On designated dress-up days students are to remain dressed up with clothes neatly and properly worn *for the entirety of the school day*.

Dress-Up Day Attire for young gentlemen:

1. Dress shirt and long dress pants (pin-stripe or solid color).
2. Tie neatly secured.
3. Black, blue, brown, or cordovan solid-color leather (or leather-like) dress shoes, laced, buckled, or slip-on (no tennis shoes, Birkenstocks, or sandals).
4. Belt.
5. A navy blazer is optional. FCS logo is optional.

Dress-Up Day Attire for young ladies:

1. Dress or skirt. Dresses and skirts must be knee-length or longer.
2. Nothing strapless is permitted.
3. Dresses with less than a two-inch shoulder strap require a jacket, sweater, or shrug.
4. Dress slacks and blouse (not capris or shorts)—these must be dressy pants (not corduroy or jean material).
5. Necklines and fit must be modest.
6. Dress Shoes—these may be open-toe shoes, but they may not be flip-flops, tennis shoes, or Birkenstocks. Heels must be no higher than two (2) inches.
7. Lace or fishnet tights may not be worn.

## 5.7 Grooming

- Hair style and length should not distract a student at school.
- Hair must be of a natural color, neatly groomed, and kept out of the eyes.
- Facial hair must be neatly groomed.
- Students should not wear “faddish” haircut such as Mohawks, designs cut in the hair, beads in the hair, or distracting hair accessories.
- Visible tattoos and body piercings are not permitted at any time while on campus and while representing the school in any function or event.
- Young women may wear up to two earrings per ear.

## 5.8 Dress at Extra-Curricular School Functions

Every school-sponsored activity should reflect the principles of truth, beauty, and goodness. Therefore, clothing should reflect guidelines for modesty. At the discretion of school personnel, students not in compliance may be asked to change or leave the event.

## 5.9 Lower School Specific activities

1. Skate Parties: On skate party days, all students may wear blue or blue jeans shorts and polo, oxford, or t-shirt as described in “Dress-down” Days.
3. Physical Education: Student must wear non-scuffing athletic shoes on PE day. Students may also wear these shoes to school. If shoes are worn other than non-scuffing athletic shoes, students must have a pair of non-scuffing athletic shoes available for PE.

## 6. Communication

### 6.1. *In Loco Parentis*

Faith Christian School believes in the priority of the family as instituted by God. No other institution is given the high calling of raising and nurturing children: “Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord” (Ephesians 6:4). Our school serves *in loco parentis*, that is, teachers stand temporarily in the parents’ place, training students here as we anticipate Christian parents are also doing at home.

### 6.2. Classroom Visits - **For the 20-21 school year, only essential personnel will be permitted in the building due to COVID-19 restrictions**

There may be occasions when parents want to observe their child’s classroom in action, and FCS welcomes this. Parents who would like to visit should contact the appropriate school office to schedule a time.

### 6.3 School Visits - **For the 20-21 school year, only essential personnel will be permitted in the building due to COVID-19 restrictions**

All visitors and parents are required to check in at the front office and should be dressed appropriately. A visitor’s tag will be issued and must be visibly worn while on campus. Visitors must sign out before leaving campus. As an educational institution committed to providing our students the best educational environment, the school is sensitive to the issue of security and supervision of classes. Consequently, we ask that parents do not go directly to a child’s classroom but follow the described procedure for classroom visits. This applies to visits to the classroom before 8:00 AM as well.

Non-parent visitors to campus must be approved at least twenty-four hours in advance by the Head of Middle and Upper Schools.

### 6.4 Communication Between Parents and Teachers

A student’s successful experience at FCS depends upon open communication between the parents and the school. This requires persistent effort on both sides combined with mutual trust and respect.

Please consider the following prior to any communication:

Understanding that email is highly subjective in tone and intent, for the good of all involved priority in communication should be as follows:

1. Face-to-Face communication should always be the first choice.

2. Phone call. When face-to-face communication is not an option, a phone call should be the second choice.
3. Email. As a last resort and only when discussing facts, i.e. “our field trip will leave a 7:00 am from the front of the school,” NOT “Mrs. Snelling, I have some concerns about the way Lucy is feeling in your class.”

Parents wishing to contact faculty by phone may leave a message with the receptionist in the school office. Teachers will attempt to return calls within 24 hours. Please refrain from calling teachers at home after 9:00 pm.

All teachers use email accounts. For a list of email addresses, contact the office. Email accounts are set up in the following fashion with first initial and last name. For example, Todd Smith – email address is [tsmith@fcsva.com](mailto:tsmith@fcsva.com).

Teachers will respond at a convenient time if she/he is busy teaching. Parents will receive a school directory for school purposes only.

### 6.5 Conferences

In order to nurture a culture of partnership, fall parent/teacher conferences are dedicated to discuss student progress with the parent of each child. Please make every attempt to attend on the scheduled conference day. We ask that this day not be used as a family vacation day. See the school calendar for specific dates. Additional parent-teacher conferences are scheduled as needed. Parents may contact a teacher, teaching team, or the Middle and Upper School office to set up a time. Parents are encouraged to be proactive in developing an ongoing dialogue with all teachers. **For the 20-21 school year, parent/teacher conferences will be arranged virtually due to COVID-19 restrictions**

### 6.6 *The Shield*

The all-school newsletter, *The Shield*, is published on FACTS SIS once each week. It is also sent as an email attachment to each household. Additionally, parents will receive email announcements, newsletters, grades, and progress reports electronically (unless the school is notified otherwise).

### 6.7 Website

The school website is [www.fcsva.com](http://www.fcsva.com). Posted on the website is information concerning all phases of our school program, including a link to FACTS SIS, our grading and attendance software. Many questions are quickly answered through these important informational sources.

6.8 FACTS SIS. This is an integrated web-based communication system that is used by Faith Christian School to enhance communication with our families. In FACTS SIS you can:

1. Follow your student’s grades
2. Check your financial information
3. Find email and phone information for other families
4. Order lunches
5. Check the calendars for activities
6. Check your student’s attendance
7. Access class syllabi

This is particularly true for the Middle and Upper School.

### 6.9 Canvas Learning Management System

Canvas is an online learning management system that is used for synchronous and asynchronous learning. Students and parents receive instructions on how to access and navigate Canvas. With Canvas, parents and students can access class syllabi, assignments, assessments, and other relevant classroom information in the event of illness or quarantine.

**7. Activities in Student Life in the Middle and Upper School – Due to COVID-19 restrictions, clubs and activities will be suspended or organized virtually for the 20-21 school year.**

The school will often sanction activities intended for student participation and enrichment beyond the prescribed academic activities. Participation in these activities is considered voluntary. In addition, a student may not serve as president of more than one club.

**7.1. Student Government Association**

The Student Government Association (SGA) is comprised of officers and representatives from the Middle and Upper School elected by the student body. The purpose of the SGA is to lead by service and to minister to the student body. This is accomplished by nurturing the social and spiritual lives of the students, providing opportunities for fellowship at monthly social events.

**7.2. Hi Y**

The Hi Y Club is a service organization with an emphasis on the legislative and judicial processes in the Commonwealth of Virginia and is open to all Upper School students. Students may attend the annual statewide Model General Assembly.

**7.3. *La Mesa***

*La Mesa* is open to students who are studying or have studied Spanish. Monthly meetings are designed to expand students' cultural understanding and to give opportunity for extended practice in listening and speaking. In addition to lunch-time meetings, *La Mesa* sponsors several events outside of school each year, including "Spanish Immersion" in the winter.

**7.4. *Veritas* Honor Society**

*Veritas* is open to all juniors and seniors who have completed two consecutive semesters at FCS. Membership in this society is based primarily on scholarship and service with a minimum cumulative GPA of 3.50. These students serve the FCS community by offering tutoring to underclassmen.

**7.5. *Sodalitas***

The mission of *Sodalitas* is to improve student understanding of the Latin language through activities, instruction, and fellowship with peers. Students are guided to use the Latin language to acknowledge the creativity and beauty of God.

**7.6. Key Club**

Key Club is an international, student-led organization that provides its members with opportunities to provide service, build character, and develop leadership.

## 7.7 Social Events

Faith Christian School provides opportunities for students to have special times with fellow classmates, teachers, parents, and guests throughout the academic year. The administration officially sponsors the Middle/Upper School Retreat, *Vesperia*, Gala, and River Day. One of FCS's great advantages is that the sizes of the classes are conducive to everyone getting to know each other. Outside of the official social events of the school, the administration encourages classes to organize events, trips, and parties throughout the year to build relationships and class unity. We encourage parents to take the initiative in this arena. Social events involving FCS students, where the FCS name is used to promote the event, must receive prior approval from the Head of Middle and Upper School. All music for FCS-sponsored events must be pre-approved by administration.

### 7.7.1 Dances

While FCS recognizes that there are different convictions about dance, the school does not prohibit dancing as a matter of policy. However, we believe that, as with any thing the school does, standards and guidelines should be established that demonstrate the school's commitment to living and acting in a way that is glorifying to God. In an effort to honor this commitment the following guidelines regarding dances have been established:

- All official school dances must have the approval of either the Head of School or the Head of Middle and Upper School.
- All music for school dances must be approved by the administration.
- Students should not engage in any style of dancing that is immodest or overtly sexual in nature.
- All dances must have an appropriate number of chaperones (comprised of both faculty and parents).
- FCS does not want school dances to become "dating events." All students should be encouraged to come without pressure to have a date.
- Middle School students are not permitted to attend Upper School dances. Upper School students, if taking a date from outside FCS, must obtain prior approval from the Head of Middle and Upper School. The date must be a high school student (grades 9-12) or an FCS graduate.

### 7.7.2 Gala

This formal event is our end-of-year celebration of the senior class that takes place in May a few weeks before graduation. This is a dinner at a local venue and includes a "charge" given to each senior by a faculty member. Students and their families in ninth grade through twelfth grade are invited.

## 7.8 Daily Devotions and Weekly Chapel

Each morning beginning at 8:00 a.m., Middle and Upper School students will assemble in the Great Room to listen to announcements and be led in a devotion consisting of a brief reading and prayer. The devotion is intended to set a tone of reverence and prayerfulness for the day. On selected Thursdays throughout the year, students will meet for chapel in the Great Room. The first Thursday of each month, students in grades K-12 will participate in an All-school Chapel. Chapel services are intended to be times of discipleship as well as worship for the Faith Christian School community. Parents are encouraged to attend any of these events.

## 7.9 Athletics (Please see *FCS Athletic Handbook* for complete details.)

### 7.9.1 Purpose of the Athletic Program

The FCS Athletic Program provides students with opportunities for interscholastic competition in a variety of sports. Faith's athletic teams participate in the Southwest District and South Region of the Virginia Association for Christian Athletes. Both team and individual sports are offered for students in grades 6-12.

#### 7.9.2 Creed of Sportsmanship and Conduct

At Faith Christian School we treat officials, opponents, and spectators as we would like to be treated. We respect the property and reputation of our competitors as well as those of our own school. We shall attempt to act in a godly manner at all times, displaying sportsmanship, whether we are athlete, coach, spectator, or parent. At no time will we "boo" or taunt officials or opposing players. As fans, it is our responsibility to cheer the strengths and victories of our teams and not to belittle or denigrate the performance of the officials, opponents, or teammates.

#### 7.9.3 Eligibility

To be eligible to participate in a game on a given day, student-athletes must be present for a minimum of five class periods unless an exception is granted by the Head of Middle and Upper School and Athletic Director. Exceptions would typically include family emergencies or pre-arranged appointments (such as dental, which should be communicated in advance). Student-athletes in the Upper School must have a 2.0 GPA and no failing grades in any class to maintain eligibility. See Academic Probation (4.10.1).

#### 7.9.4 Athletic Forms and Fees (required)

All FCS student-athletes must have the following on file, in the school office:

1. Current Physical Examination (good for twelve months from examination date)
2. Medical Release Information Form (completed when student enrolls)
3. Athletic Release Form
4. Current Payment of Athletic Fee

These forms are completed by parents and must be received by the Athletic Department before any student participates in athletics.

#### 7.9.5 Travel to Athletic competitions

All athletes must travel in designated vehicles to and from away competitions. Exceptions must be approved by the Athletic Director or coach in charge.

#### 7.9.6 Athletic Uniform and Dress Code

All FCS student-athletes will be issued uniforms and equipment, which will be in good condition. Athletes are expected to take care of the items throughout the season and return the items at the end of the season in good condition. If any items are lost or damaged, families will be charged the full replacement cost. Replacing ONE lost or damaged uniform is very expensive, depending on the "set up" costs charged by the manufacturer for one reproduction.

Athletes traveling to away games should keep in mind that they represent Faith Christian School, and should wear appropriate attire as specified by the Athletic Director or coach.

### **8. Institutional Guidelines**

## 8.1. Attendance

Class attendance is essential for success as a student. Even justifiable absences often result in lower grades because of class time that is missed. Since absence from class is detrimental to a student's academic performance, and since students often find it difficult to catch up on missed work, parents should allow their children to miss school only for the most worthy of reasons.

### 8.1.1. Unexcused Tardies

#### Middle and Upper School

The academic day begins at 8:00 a.m. To be considered on time for class, students must be seated in the Great Room for morning assembly. If a student is not seated at 8:00 a.m., then the student will be considered Tardy - Unexcused. Students arriving after morning assembly must report to the Upper School office to sign-in and receive a pass to class.

Students must be in their assigned places throughout the day. Students not in their desks and prepared for class at the beginning of each class time will be considered tardy. The following describes consequences for student tardiness (unexcused) within each quarter, including both tardies at the beginning of the day and class tardies:

1 weekly tardy	No penalty
2 tardies in 1 week	Lunch Detention (held once per week)
Lunch detention 2 weeks in a row	Conference with the Head of MUS
Next additional tardy	Work Detention
Next additional tardy	Parent Conference (consequences determined by administration)

#### Lower School

No distinction is made between excused or unexcused tardies the Lower School. Five tardies during a quarter are considered excessive. More than five tardies in a quarter will result in a "Needs Improvement" in the "Arrives to School on Time" or "Comes Prepared to Class" category on the report card. Students who receive more than ten tardies for the school year are not eligible for the Perfect Attendance Award.

### 8.1.2. Unexcused Absences

Unexcused absences are defined as student absences without parental permission. An unexcused absence will result in a grade of "zero" on all assignments (including quizzes, tests, and exams) for which a grade is given on that day.

Appeals for reconsideration of unexcused absences may be made in writing to the Head of the Lower School or Head of Middle and Upper School.

### 8.1.3. Excused Tardies and Absences

Because each class period is designed to contribute significantly to the curriculum objectives of Faith Christian School, and because the instructional program is progressive and sequential, absences are strongly discouraged. Under certain excused conditions, however, students are permitted to make up work missed or to complete work ahead of schedule for full credit.

The following circumstances are those under which an absence or tardy is considered excused with an explanatory note signed by a parent or guardian:

1. Student's illness. (Parents should contact the school on the day of a student's illness so that administration is aware of the student's whereabouts and in order that homework assignments can be gathered.)
2. Family emergency, such as a death in the family.
3. Unanticipated hardship (circumstances which present an insurmountable obstruction to a student's attendance).
4. Planned absences, such as family vacations or church service projects. The school encourages parents to plan trips during the normal school holidays.

For a planned absence or tardy to be excused, the school must be notified in writing or by phone at least 24 hours in advance. In the Middle and Upper School upon notification, the student is given a Pre-Excused Absence Form to be signed by each teacher. When practical, teachers will assign work before a planned absence. Students are responsible to make up all work missed in a timely manner as specified by each classroom teacher. In the Lower School, the student's teacher must be notified in writing or by email at least one week prior so that teachers will have ample time to gather assigned work. Students are responsible to make up all work missed in a timely manner. Unexcused absences may result in penalties for testing and homework credit.

In the event that a planned absence or tardy will result in missed exams in the Middle and Upper School, written notification must be given to the office at least five days prior to the absence. At the discretion of the teacher, exams may have to be taken prior to a planned absence.

#### College Visits

Seniors and juniors are encouraged to visit colleges on days when classes at FCS are not in session. Students who choose to be absent from classes must proceed as follows:

1. At least 1 day prior to the day missed, a parental note must be submitted to the office that identifies college(s) to be visited.
2. The office will give the student a Pre-Excused Absence Form.
3. The student must have each teacher sign the form and then return the form to the office before the day of the absence.
4. Students must make up missed work in a timely manner as specified by each classroom teacher.

#### 8.1.4. Absence from Major Field Trips

Students are expected to attend all field trips, including out-of-town field trips, except in cases of illness or family emergency. While classmates are on a field trip, students who find it necessary to remain behind are expected to attend school and will be given an appropriate graded project in lieu of the trip. It is important to note that financial responsibility may rest with the family in the event of a cancellation after the stated deadline.

#### 8.1.5. Maximum Absences

Middle and Upper School students may not receive course credit for any class in which they accumulate more than twenty absences (excused or unexcused) for the year. The school office will notify parents when a student has accumulated ten and fifteen absences. (Absences may also be tracked by parents on FACTS SIS.) The administration reserves the right to address each case individually and to act appropriately. For illness exceeding three days, the school may require a physician's medical explanation.

Students in the Lower School may not be promoted to the next grade if they accumulate more than **twenty absences** for the year. The Head of Lower School will notify parents in writing when a student has



accumulated more than ten absences. The administration reserves the right to address each case individually and act appropriately. For prolonged illness exceeding three days, the school may require a physician's medical explanation.

#### 8.1.6. Make-up Work

All work missed because of an absence must be made up to the satisfaction of the teacher. The days allowed for make-up work will be equal to the number of days missed. For example, if a student is absent on Monday and Tuesday, all make-up work will be due by Friday. Homework will be available for pick-up in the Lower School no earlier than 2:30 in the main office or sent with a sibling unless parents contact the school and request it be sent with someone else. Homework will be available by the end of the day in the Middle and Upper School in the bin on the wall outside of the administrative assistant's office.

Parents should call the school by 10:00 a.m. to request missed assignments. Teachers will cooperate with parents in getting the assignments to them.

In addition, students who are absent due to quarantine but are able to complete work can use the Canvas learning management system to attend classes live or recorded, and to access course documents and assignments.

#### 8.1.7. Missed Work Due to Athletics or Other School Events

A student who is aware of an athletic competition or other school-sponsored event that will cause him or her to be absent part of the school day is responsible for keeping up with his or her schoolwork. Any work that is due during a period that the student will miss should be turned in before the class period. Any tests that the student will miss should be taken ahead of time, if possible. Otherwise, the student must work out an arrangement with the teacher ahead of time for making up the test. Under no circumstances should a student fail to talk with a teacher whose class he/she will miss at least a day ahead of time.

### 8.2. Drop-off/Pick-up Procedures

#### 8.2.1 Drop-off/Pick-up Procedures for the Middle and Upper School

Drivers are to remember the three goals of dropping off and picking up at Faith Christian School:

1. Safety
2. Efficiency
3. Courtesy

Students in the Middle and Upper School should be dropped off and picked up at the upper level entrance. No parked or unattended vehicles will be permitted in the upper circle at any time (mandated by Roanoke County law enforcement). If a student has lower school sibling(s), his/her parent should notify the school in writing (or e-mail) that this student may be picked up at the main entrance to the school after the lower school pickup has been completed. All other students must be picked up at the upper back entrance.

Basic Procedures during drop-off and pick-up:

- Parents must remain in vehicle while waiting in line.
- Students must remain on the sidewalk or in the picnic area unless loading in cars.
- Students must not walk or run between vehicles.

If a student is visibly fearful to enter a car with someone other than parent or guardian on record, the student will not be forced to do so until an administrator has conferred with the parent/guardian.

## 8.2.2 Drop Off/Pick Up Procedures for the Lower School

Hours of the School Day (Full-day JK-5)	8:00 am-2:50 pm
Half-Day Junior Kindergarten	8:00 am-12:30 pm

Morning Drop Off: 7:30-8:00 (Doors are locked until 7:30. Please do not leave your child unattended before 7:30 a.m. Lower School students are dropped off in the morning by 7:45 at either entrance. An adult or student helper will open car doors at the lower entrance for the younger students. **Parents should stay in the car in order to keep the traffic moving.** Students should have backpacks handy to exit the car quickly. A timely arrival is an important start to the day. Children need time to put away belongings and settle into the classroom. A student is tardy after the bell at 8:00. Students should be in their homerooms at 8:00. **Please have your children at school on time.** Late arrivals are difficult for children and teachers. It is also difficult for children to receive instructions when they are late. Students not in their classrooms by 8:00 a.m. will be marked "tardy." Tardiness will be recorded by the classroom teacher and reported to you on the report card.

### Lower School Afternoon Pick Up Procedure

#### School Dismissal Times and Locations

<i>Grade</i>	<i>Time</i>	<i>Location</i>
Half-Day Junior Kindergarten	12:30 p.m.	Lower Circle
Full-day JK & Grades K-5	2:50 p.m.	Lower Circle
Faith Zone	6:00 p.m.	Pick up in Faith Zone located in ????

- On early dismissal days, no lunch is served.
- Faith Zone students must bring lunch on these days.

All Lower School students dismiss from the Lower Front entrance of the school. Parents are asked to pull into the school drive, follow the drive up the hill, around the upper circle, and proceed down to the front entrance. Parents are asked not to do a U-turn on the school drive. Parents are asked not to leave their car unattended while on the drive. The car line will begin at the stop sign at the bottom of the drive. When it is time for Lower School loading to begin, parents will be prompted to pull directly in front of the school. This will allow for mail and product deliveries to continue until dismissal begins. Teachers will load children into cars on the right side of the car. Parents should remain in cars in the loading area and move on promptly from the carpool line. Please inform the Lower school office by **2:15** if your child is riding with someone else. If you are unable to pick up your child due to an emergency, please contact the Lower School office.

**Lower School students who have Middle and Upper School siblings will be dismissed from the Lower Front Exit.** Parents who are picking up students across the divisions (Lower, Middle, and Upper) are asked to arrive at 3:05 or after so that the 2:50 pick up runs smoothly. Parents are requested to pick up their Lower School student first and then proceed to the upper back exit to pick up their Middle and Upper School student. Middle and Upper School students are **not** to dismiss from the Lower Front Exit unless the parent makes a written request to do so.

If there is an appointment that facilitates an early dismissal or quick exit, parents are to park in the lower parking lot away from the building (not in the spaces right in front of the school). Parent should go to the Front Desk and request their student be called down to the front lobby to meet them. Parents will need to sign the student out on the clipboard at the front desk counter if leaving before 5 minutes from dismissal. In the event that a student needs to leave prior to the ending of the school day, parents are requested to send an email or note to the teacher. This will allow for the teacher to send the student to the front desk to wait for the parent. Please indicate on the communication to

the teacher the time you intend to be at the front desk to sign your student out.

\*\*\*Pickup for athletic events (away games) will need to take place in the lower parking lot away from the building (not in the spaces right in front of the school) due to Lower School Dismissal.

### 8.2.3 Special Events Parking

Overflow parking is permitted along the guardrail side of the drive that leads to the upper level entrance during special events. However, the yellow curb from the Buck Mountain Road entrance through the curve on the right-hand side of the driveway is designated a no-parking zone as it impairs visibility for those entering and exiting the School property. Yellow curbing indicates a no-parking zone anywhere on the school campus.

## 8.3. After Dismissal

### 8.3.1. Study Tables

Students in grades 6-12 who remain on campus after school should report to Study Tables by 3:25 p.m., where they will be supervised by a teacher. Students waiting to attend a school-sponsored extracurricular activity after school hours must report to Study Tables and will not be charged a fee. However, if a student is not picked up by a parent and remains at school for any reason other than school-sponsored activities, there will be a fee of \$10 after 4:00 p.m. Study Tables will not be available to Upper School students past 4:30 p.m. Middle School students remaining at school after 4:30 will attend Faith Zone. Students who report to Study Tables should sign in and sign out upon departure, noting length of stay.

### 8.3.2 Faith Zone

As a service of convenience to our parents, Faith Christian School offers an after school care program for students in full day K-5<sup>th</sup> grade from 3:10 – 6:00. If you are interested in registering your child, please do so at Meet the Teacher Day or contact the Lower School office. Students have the option to register for full-or part-time afternoon care. Students **must be** preregistered in order to be placed in Faith Zone. Parents will be billed \$5.00 for each 5-minute increment after 6:00. Contact the Lower School Administrative Assistant for more information. The website [www.fcsva.com](http://www.fcsva.com) has information on fees and registration.

### 8.3.3 Student Conduct After Dismissal

Students may change out of dress code attire after school dismisses. However, clothing choices should still reflect the principles of modesty and appropriateness as defined above. Students who remain in dress code attire after dismissal are permitted to untuck shirts. Students should behave in an orderly manner in the hallways and make every effort to be courteous and respectful at all times. As a safety consideration, any form of roughhousing is not permitted while waiting at after-school pick-up.

## 8.4. Campus Facilities Issues

### 8.4.1. Boundaries

There are several areas of the school property that have been designated “off-limits” to FCS students.

1. No student should be in the woods, outdoor chapel, or on the soccer field without the specific permission of a teacher or administrator.

2. Once parked, student-drivers should not return to the parking lot without permission from a teacher or administrator.
3. Students are to remain on campus at all times during the school day. Seniors may leave campus after signing out once this senior privilege has been implemented by the Head of Middle and Upper School. Specifics of senior privileges will be discussed with seniors by the Head of Middle and Upper School.
4. Students should not be in any areas of the building without prior permission from a teacher or administrator.
5. During the school day of 8:00-3:10, the playground is for the use of students enrolled in our all-day program in Junior Kindergarten through Fifth grade. The playground will be closed each afternoon following dismissal from 2:55 until 6:00 p.m. Only those students enrolled in Faith Zone will have the use of the playground during these hours.
6. Students are not permitted to use copiers in the building without a teacher's permission.

#### 8.4.2. Cleanliness

In order to be good stewards of our campus and our environment, students should strive to maintain a clean campus. Everyone should go beyond simply not littering and should take responsibility for picking up any trash lying around campus. Furthermore, students may not chew gum on campus.

#### 8.5. Emergency Drills

Procedures for emergency drills will be explained to each class at the beginning of the school year. Emergency drills will be held regularly according to government regulations. Evacuation procedures are posted inside each room.

#### 8.6. Field Trips – **Due to COVID-19 restrictions, field trips will only be conducted virtually for the 20-21 year**

##### 8.6.1. General Guidelines

The FCS experience extends beyond the classroom through a number of field trips each year. Faculty members lead the trips in partnership with parent volunteers to supervise these excursions and provide transportation in private cars unless special group transportation is available. Teachers leading trips will take copies of students' Medical Release Information forms to any school-sponsored activity. Parents should advise teachers of any medical needs that children may have. The cost for most field trips will be collected before the trip. Appropriate attire and decorum is required at all times for students, teachers, and parents. Chaperones (staff or parents) may not drink alcoholic beverages or use tobacco products at any time during school-sponsored field trips.

For the Lower School:

Prior to each field trip, parents must complete a field trip permission trip form. Students are to wear dress code on fieldtrips unless notified otherwise by the teacher. Transportation for field trips may be provided by parent volunteers. Parents will be notified of fieldtrips and cost. Your school account will be billed fieldtrip fees. For trips involving a distance outside of the Roanoke Valley, extra fees may be included in the overall cost. **Because parents are needed for supervision, we ask that siblings not come. Even if the parent is not supervising, we ask that siblings not come** with the exception of nursing infants up to 12 months of age. Parents participating are asked to have responsibility for several students to ensure safe and well-mannered conduct. When cars are utilized, every student must be safely buckled in his own seatbelt. In accordance with state policy, **all children age seven and younger must be securely**

**fastened in a car seat** regardless of height or weight. All school rules and policies are always in effect on fieldtrips.

Reminder concerning **Field Trips** - We so appreciate the help of our families in transporting students to various locations for field trips. In order to provide consistency, we ask that students are transported only to the designated locations and back to the school. Please do not take students through a drive-thru or other "pit stop" without the permission of the classroom teacher.

In order to protect the preferences of all of our parents, we ask that students are not shown DVDs in the vehicle in which they are riding. Thank you again for your help with this and in making learning enrichment possible.

#### 8.6.2. Leadership

Field trips are led by FCS staff members who decide all matters pertaining to itinerary, agenda, logistics, and attire. Often times, the staff member(s) may delegate logistical matters to parents. The role of the parent chaperone is critical to the success of any field trip or planned activity. Parent chaperones are responsible for the students assigned to them by the teacher, including their safety and conduct. This includes in vehicles and hotel rooms. Parents should assist the staff to ensure that students are supervised at all times during trips or activities. Chaperones should immediately report to staff any behavior or activity which poses a threat to any student or is otherwise unacceptable.

#### 8.6.3. Legality and Liability

All drivers must be pre-approved by the school, be at least 21 years of age and have a good driving record. The driver and owner of any motorized vehicle that is used must depend on his/her own insurance for the purpose of covering liability and damages. Both the owners and drivers of vehicles assume full legal and financial responsibilities for the operation of their vehicles and full legal and financial responsibilities for the safety of the passengers. The liability arising out of the use of a vehicle is the responsibility of the owner (first) and the operator (second). The school strongly encourages volunteers to drive only their own vehicles for school events. Any property damage incurred during a field trip becomes the responsibility of the student and his/her family.

#### 8.6.4. Safety

When traveling, drivers will require that all passengers wear seat belts and always observe posted speed limits. Drivers are never allowed to pick up hitchhikers or stop to assist another motorist while transporting students. Drivers should stay within sight of the other vehicles on the trip and stay with the pre-planned route. If there is a mechanical problem or an accident, the driver must ensure the safety and medical care for the students as a first priority. Students may never be left alone with or near a vehicle. Drivers will not allow or participate in horseplay or other distracting or potentially dangerous activities in a vehicle. While driving, please use discretion with any music or video entertainment.

#### 8.6.5. Student Drivers

Typically, students are not permitted to transport other students to school events. **Virginia law states:** "If you are under age 18, you may carry only one passenger under age 18 during the first year that you hold your driver's license. After you have held your license for one year, you may carry only three passengers under age 18 until you reach age 18. Learner's permit holders may not carry more than one passenger under age 18. Passenger restrictions do not apply to family members."<sup>4</sup> Students must abide by all traffic

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<sup>4</sup> <http://www.dmv.state.va.us/webdoc/citizen/drivers/restrictions.asp>

laws and comply with the safety and legality policies stated above. Any student who violates these regulations will lose his/her driving privileges and possibly face further disciplinary action by the School.

#### 8.6.6. Decorum/Deportment

Personal music devices or electronic games may not be brought to any school-sponsored trip or event without advance approval from the faculty field trip coordinator. If staying in hotels, television and other media devices may not be used without direct adult supervision. Any television programming or movies viewed during a school-sponsored field trip must be pre-screened by a faculty field trip coordinator. All adults are required to set a proper example for students. Parents are encouraged to enjoy the experience with their students and lead in acceptable standards of etiquette and behavior. Students are expected to listen attentively to presentations, speak and act respectfully to each other and to adults, and obey instructions of the teacher, parent chaperones, and tour leaders promptly and cheerfully.

### 8.7. Electronics on Campus

#### 8.7.1. School Telephones and Cell Phones

We recognize that there are times when parents need to contact their student during the school day. We ask that the call be made to the appropriate school division office and not to the student's cell phone.

For Middle and Upper School students who need to make outgoing calls, a student phone is provided in the Middle and Upper School office as cell phone usage during the school day is forbidden.

Cell phones may not be used before or during the school day, nor be visible or heard, or they will be confiscated. In the Middle and Upper School, **it is strongly recommended that cell phones be kept in lockers to prevent any potential distraction or misuse.** After dismissal, students may use their cell phones, if necessary.

#### 8.7.2. Other Electronic Devices

Non-academic electronic equipment (iPods, radios, CD players, cameras, video games, etc.) may not be used before or during the school day except with the express consent of a teacher. With prior approval, students may bring academic electronic devices such as calculators or laptop computers that the teacher has deemed necessary for class. Electronic readers such as Nooks and Kindles may be used during recess, lunch, study hall, and after school only. Games should not be played on any electronic device during the school day, unless directed by a teacher. Accessing the internet from any device that has internet capability is strictly forbidden outside of the guidelines stated below (see 8.7.3). Failure to comply will result in forfeiture of the equipment until it is retrieved by the student's parents.

#### 8.7.3 Computer and Copier Usage

Computers are available to students for educational use only. "Educational use" includes classroom work, assignments, career development, and self-directed learning in keeping with the mission and purpose of FCS. Assignments should be submitted in Microsoft Word format, unless otherwise specified. Students **may not download or access gaming software or music, nor may they participate in any social networking.** Printers may be utilized only when authorized by the classroom teacher. The use of the school's computers or permission to use personally owned laptops is a privilege that will be revoked from a student who does not comply with the school's computer use guidelines.

Copiers are not available for student usage. A student may only use a copier with a teacher's permission.

## 8.8. Medication and Illness

### 8.8.1. Medicine Authorization

All medications must be stored in the appropriate school office under the supervision of the proper adult staff. All medications or medical procedures must be administered by the proper adult or under his/her supervision in the school office. Parents will need to send in **any** over-the-counter medications their students are permitted to take. This includes Tylenol, Ibuprofen, cough drops, antacid, or any other medication that parents would like for the office to dispense. Please note the following guidelines:

- Please send medication in the original bottle (30-50 tablet size), labeled with the student/family's name (NO PLASTIC BAGS!)
- Students are not permitted to carry any type of medication. All meds must be turned in to the office.
- Occasionally the office will still distribute standard over-the-counter medications to students who have not sent in anything, but **ONLY** in cases of severe headache, etc., and **NOT** on a regular basis and only after contacting the student's parent.
- Band-Aids and other topical first aid will still be available in the office when needed.

### 8.8.2. Illness at School: **Due to COVID-19 restrictions, this policy has been amended for the 20-21 school year**

FCS benefits from being a relatively small school with a close partnership with parents. This partnership will take on new forms as we move into this cautionary period. We will lean toward being conservative in how we judge whether and when a student should come to school or return to school after illness. In certain situations, there are clear guidelines to follow. These help to keep our school open as long as possible and keep all those on campus healthy. Other guidelines are less clear but will also be used to inform decisions. ***We must rely on ALL of our parents to proactively participate in the health and wellbeing of our school population even when personal opinions might be in disagreement with policies or the judgement of administration, or when responding might be inconvenient.*** We are sensitive to the additional burdens this situation brings to all of us and look forward to its passing.

**Prior to any student returning to FCS for the 20-21 school year, parents must understand the following:**

- The updated FCS sick policy plus the updated sick policy addendum will be in effect. (See Appendix A)
- **Because parents are in the best position to do so**, we believe it is appropriate to rely on our parents to be responsible to monitor their child's health as they are in the best position to know if their children are "off." Please be conservative and keep your children at home if they seem unwell for any reason, even if there are no other obvious symptoms (See Appendix A). **FCS precautions will include your taking each child's temperature daily prior to leaving home.** Please use the phone app for screening to streamline this process and for accountability.
- Traveling to designated "hot spots." We understand this is not a precise designation. We ask that parents make any travel plans with thoughtful deference to the potential impact it could have on our community. If parents become aware of any potential exposure to COVID-19, contact your doctor for instructions on how best to proceed prior to returning to school.
- If a student **develops a symptom** at school (See Appendix A), they will be placed in a designated sick room (Note: We have a designated, unused classroom on each floor for this purpose, providing ample room for distancing).
  - ***Parents must agree to make arrangements in advance to provide the school with relevant contact information for their child to be picked up within 25 minutes after a call from the school.***

- **Siblings AND any other children carpooling with the symptomatic child should be picked up as well.**

Our hope is this advance notice allows you to make necessary arrangements. Students giving evidence or complaining of COVID-related symptoms at school will be placed in our sick room until parent-pickup.

- Blood-borne Pathogens  
Students should be aware of the danger of pathogens carried in blood and should make every effort to avoid contact with another person's blood. Students must immediately report any incident of blood or other potentially infectious materials to a faculty member. Specific school personnel receive blood-borne pathogen training.

#### 8.8.3. Permission to Leave School for Medical Appointments

If a student must be picked up early for an appointment, a note or phone call from the parent is required. Students waiting to be picked up by a parent must report to the office and wait there until released to a parent. Parents must sign their student out at the front office whenever they leave campus. When a student has been absent, a note should be sent to school explaining the absence.

#### 8.9. Messages and Deliveries

Only in the case of an emergency will classes be interrupted to deliver messages. If a lunch needs to be dropped off for a student, parents should check in at the front desk and place the lunch on the counter in the Great Room. All other items should be left at the front office.

#### 8.10. Lunch – **Due to COVID-19 restrictions, hot lunch will not be offered for the 20-21 school year. Students should pack a lunch that requires no refrigeration**

Middle and Upper School students can bring their lunch or order lunch through FACTS SIS. Students will normally eat in the Great Room or, with good weather and the permission of FCS administration, outside. The FCS Parent Volunteer Organization helps to administer lunch. Students will need to place orders for lunches 24 hours in advance via FACTS SIS. Beverage vending machines are available for student use, as well as snack cart items that will be sold at recess.

**Hot lunch orders will not be offered until after the first full week of school.**

#### Lower School Lunch

Your child may pack a lunch from home or pre-purchase a lunch on days when it is offered. If your child brings a lunch from home, you should send it in an insulated bag since we have no refrigerator available for storage of lunches. Please send containers that your child can open by himself along with necessary utensils such as spoon, forks, and napkins. Give your child time to practice opening and closing containers at home before school begins.

We encourage orders to be placed at beginning of the month on FACTS SIS.

Lunch Schedule – **Due to COVID-19 restrictions, parents may not eat with students or bring in lunch**

Lower school children will eat in two periods. JK-2 children will eat from 11:00 to 11:30. Grades 3-5 will eat from 11:35 to 12:05. **Parents are welcome to eat with their children after Labor Day** (unless your child has a birthday during this time.) This gives the teachers time to orient the children on manners,



guidelines for behavior, and routines in the Lunchroom. If parents want to eat with their children, they should meet their student in the Great Room.

Lunch in Lunchroom:

- The first ten minutes of lunch is silent listening time to encourage students to eat their lunch.
- Students should remain seated when in the lunchroom.
- Trash is to be thrown out at the end of the period as student leave the lunch room.
- Tables will be washed by students in grades 3-5. **Due to COVID-19 restrictions, tables or desks will be washed and sanitized by the teacher.**
- Parents may come to have lunch with their student. In an effort to train students in the honoring of their parent, we request that only the child be invited to dine with the parent. **See caveat above**

Birthday Celebration at Lunchtime – **Due to COVID-19 restrictions, birthday celebrations will not be allowed for the 20-21 school year**

Students will celebrate birthdays with their class. Birthday books are available to purchase for birthdays. Please contact the library, at extension **251**, if you would like to purchase a birthday book as a donation to the school library. Please contact the library at least a week in advance.

Parties inside and outside of school

Parents are invited to celebrate birthdays with the class. The parents may come and join their child for lunch. A special snack may be provided for the class to enjoy. **Please arrange this with the classroom teacher.** Favors and party bags are not allowed. If you are sending invitations to school for a party, please include the entire class. Otherwise, please mail invitations. Please be sensitive to uninvited guests. Parents are allowed to bring younger siblings to the class recognition as long as they are not a distraction to the parent helping.

#### 8.11. Library

The FCS Library is located on the second floor in the center of the Lower School hall.

#### 8.12. Lockers for Grades 3 through 12 – **Due to COVID-19 restrictions, students in grades 6-12 will not use lockers for the 20-21 school year**

Each student is assigned a locker at the beginning of the school year where he or she can store personal belongings during the school day and after school hours. All students may purchase a school-issued combination lock. These locks can be purchased at Meet the Teacher Day or on the first day of school for a nominal charge and may be used throughout a student's tenure at FCS.

The lockers are considered School property and can be searched at any time by School officials. The possession of any prohibited substance or material, even in a locker, subjects the student to the disciplinary system. No decorations are allowed on school lockers.

#### 8.13 Lower School Backpacks

We request that students use traditional backpacks. Please, no rolling backpacks.

#### 8.14 Lost and Found

The “Lost and Found” is located on the second floor in the Middle/Upper School wing for the Middle and Upper School. From time to time, the Head of Middle and Upper School will clean out the “Lost and Found” and donate unclaimed items to charity.

For the Lower School

Please mark all clothing. Personal items found in and around the building will be taken to the LOST AND FOUND box located in the first-floor workroom. Valuable items should not be brought to school. Dress Code items not claimed or marked will be put into our Dress Code sale or taken to Goodwill at the end of each semester.

#### 8.15 Parking and Driving on Campus

Students are to park in designated student parking. Seniors may park in available spaces in the back section of the upper parking lot. Other students must park in the lower parking lot facing the tree line and enter the building through the Lower School entrance. Students should park in the upper level parking lot on days when special events are scheduled during school hours in order to reserve the lower parking lot for guests. Drivers are not to exceed 10 miles per hour while driving on the campus grounds, exercising extreme caution in order to prevent accident or injury. Driving privileges on the campus may be revoked at the discretion of the Head of Middle and Upper School.

#### 8.16 Photography and Publicity

FCS students are photographed (and video-taped) on a regular basis. These photos and videos may be used to promote the school. If a student or family does not wish such pictures to be used in school publications or promotions, the school office should be notified in writing.

#### 8.17 Visitation to Campus – **Due to COVID-19 restrictions, students may not invite friends to campus for the 20-21 school year**

Students may invite friends to visit during the lunch hour when permission is obtained from the Head of Middle and Upper School at least 24 hours in advance. Visitors are in the care of the student host, are subject to regular school rules, and must be neatly attired. Visitors should report to the office upon entering school to sign in and receive a visitor’s tag. All visitors must sign out upon leaving at the end of the lunch period.

#### 8.18 Inclement Weather

In the event of inclement weather, announcements regarding school closing or delays will be made on the school website, through our automated notification system, and will be relayed to the following media outlets:

Radio Station	WFIR
TV Channel 7	WDBJ
TV Channel 10	WSLS
TV Channel 13	WSET

School may be delayed either one or two hours. If there is a delay of this nature, the schedule will be altered and the periods will be shortened to accommodate the delay. When there is a two-hour delay, Junior Kindergarten and Half-day Kindergarten will be extended to full day, dismissing at 2:50. There will be no three-hour delays. If we need to wait longer than two hours to start, school will be cancelled that day.

Parents are also provided the opportunity to receive email and cell phone notifications of school closings, delays, or other emergency information through Bright Arrow, our automated notification system.

#### 8.19 Textbooks and Equipment

Textbooks and school equipment are to be cared for with extraordinary attention. Appropriate care for these things demonstrates maturity and reverent stewardship. Textbooks which are defaced in any way (writing, spillage, etc.), either outside or in, permanently or not, will be replaced by the student responsible. Equipment that is damaged, intentionally or not, will be repaired or replaced by the student responsible.

### 9. Parent Volunteer Organization

#### 9.1. Mission Statement

The Parent Volunteer Organization (PVO) desires to facilitate parent involvement and service: to provide prayer, support, and encouragement to the faculty, staff, and students and to foster strong relationships among all of the families at Faith Christian School.

The purposes of the PVO are to:

- 1) Promote the ideals of the school.
- 2) Foster a sense of community and parent fellowship.
- 3) Encourage the building of lasting relationships between parents.
- 4) Facilitate parent involvement.
- 5) Assist teachers in enriching the learning experience.
- 6) Assist the administration of FCS with special events.
- 7) Coordinate and disseminate information about events sponsored by PVO.

The PVO is a non-budgeted organization; each family is assessed an annual fee to support PVO activities. This fee helps to pay for teacher appreciation luncheons, various school receptions (graduation, Senior Thanksgiving Service, etc.), refreshments, staff Christmas gifts, and many other items to help support students, faculty, and staff.

#### 9.2. Parent Volunteerism

The family atmosphere and efficiency of Faith Christian School thrives on the extensive involvement of our parents. There are many ways that parents can volunteer and get involved at FCS including:

1. Lunch: These volunteers assist with lunch distribution and cleanup.
2. Drivers: These volunteers drive students to school events as needed.
3. Library: These volunteers periodically assist the librarian.
4. Office Help: These volunteers help with bulk mailings and to serve as substitutes for office staff.
5. Speakers: Parents with a gift for teaching or speaking are invited to volunteer to speak to classes or assemblies about their careers or areas of interest.
6. Campus Clean-Up: These volunteers occasionally help with odd jobs or clean-up days at the school.

*End of Handbook*

(Appendices follow)

## APPENDIX A

### Sick Policy Addendum

**To protect our students and staff, should your child have any of the following symptoms of COVID-19, you will keep them, and their siblings at home:**

- Fever (i.e., a temperature of 100.4 or greater) or chills
- Coughing
- Shortness of breath / Difficulty breathing
- Headache
- Muscle or body aches
- Sore throat

**Return to School Protocol: If my child has any of these signs of COVID-19, I will not send him/her back to school until one of these statements applies:**

1. With the exception of fever, the symptom(s) are resolved off medication within 24 hours. (Example: Student is sent home with body aches. 24 hours later, without medication the body aches are gone.)
2. A negative COVID-19 test and my child is fever-free for 72 hours without medication and well enough to go back to school.
3. No COVID-19 test, but healthcare provider has seen my child and provides a doctor's note with documented reason for the symptoms other than COVID-19 and my child has been fever-free without medication for 72 hours.
4. A positive COVID-19 test, at least ten (10) days have passed since the start of symptoms, and is fever-free without medication for 72 hours... Or has been released by a physician.
5. No COVID-19 test or no note from a healthcare provider and at least ten (10) days have passed since the start of symptoms, my child is fever-free without medication for 72 hours, and my child's respiratory symptoms have improved.

*NOTE: Prior to a student returning to school, a parent should have a conversation with a division head to clear the return.*

If someone in ***my household*** is diagnosed with COVID-19 **AND / OR** my child has been in proximity to another person with a positive COVID-19 test, I will keep my child home for 14 days.

If the exposed child develops symptoms during the 14-day period, then I will follow the guidelines listed above before sending the child back to school.

## APPENDIX B – TUITION AND FEES PAST DUE COLLECTION POLICY

- |                                       |   |
|---------------------------------------|---|
| A. First day of school:               | Must start school with no previous years' balance   |
| B. First day of each month:           | Monthly payment due   |
| C. Tenth of each month:               | After 4:00 p.m., charge \$30 late fee   |
| D. Thirty (30) days past due:         | Mail reminder billing statement   |
| E. Forty-five (45) days past due:     | Make a courtesy phone call to determine status of payment   |
| F. Sixty (60) days past due:          | Send certified letter indicating that unless past due account balance is paid in full within 30 days of the letter, student will not be able to return to school until past due amount is paid in full. All student records retained until financial resolution |
| G. Account six (6) months past due:   | Send certified letter indicating that payment in full must be received within 30 days of the letter or the account will be sent to an attorney to pursue collection.  |
| H. Account seven (7) months past due: | Send to attorney to pursue collection<br>Account charged off  |

### EXCEPTIONS:

1. Spring semester: No student can start spring semester with a past due balance unless a special payment plan is in place.
2. Special Payment Plans: Families can avoid the removal of their children from FCS for past due reasons by negotiating and adhering to an acceptable payment plan approved by the Finance Committee. The plan will require full financial disclosure by the parents including, but not limited to, financial statements and tax returns. If a payment plan is approved, failure to adhere to the special payment plan schedule will result in the student being removed from the school at 60 days past due.
3. The school deems a failure to make timely payment of tuition and fees to be a breach of the contract per the Tuition and Fees Past Due Collection Policy. The school reserves the right to expel a student, without terminating the contract, until the financial issues have been resolved. This does not alter the school's right to terminate the contract.
4. Any family less than sixty (60) days past due will start with policy implementation step D. Any family over ninety (90) days will start with policy implementation step E.
5. Before final report cards will be given to a student, all fees, fines, and tuition must be paid and all books and materials belonging to Faith Christian School must be returned.
6. If an enrolled student does not attend FCS as planned, steps A-E will be followed. After 60 days, the account will be sent to a collection attorney.

\*\*Fees will be assessed for insufficient funds on check

APPENDIX C – FCS ORGANIZATIONAL CHART 2020-2021

