



*2022-2023*  
*Parent/Student*  
*Handbook*

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*It is a privilege to welcome you to Freedom Christian School. We are committed to quality education within the Christian community and it is our desire to honor and strengthen each student and family as we grow together intellectually and spiritually.*

*This handbook contains important information. Please read it carefully before completing enrollment applications. Thank you.*

“How blessed is the man who finds wisdom, and the man who gains understanding, for its profit is better than the profit of silver and its gain than fine gold.”

Proverbs 3:13, 14

*This handbook replaces previous FCS handbooks.*

# *Table of Contents*

## **Admission and Enrollment Policies and Procedures**

Introduction	Page 5
Mission Statement	Page 5
Philosophy	Page 5
Statement of Faith	Page 6
Admission Statement	Page 7
Enrollment Policies	Page 7
Admission Procedure	Page 8
Registration Fee	Page 9
Curriculum Fee	Page 9
Miscellaneous Fees	Page 9
Tuition	Page 10
Irregular Enrollment Policy	Page 10
Lost Book Policy	Page 11
Family Referral Policy	Page 11
Donations	Page 11
Fundraising	Page 11

## **Academic Standards & Procedures**

Grades	Page 11
Homework Requirements	Page 12
Make Up Work	Page 12
Incomplete Grade Policy	Page 13
Classroom Preparation	Page 13
Semester Final Exam Guidelines	Page 13
Academic Probation Policy	Page 13
Promotion Requirements	Page 14

## **Student Responsibilities**

General Conduct	Page 14
Anti-Bullying Policy	Page 16
Class Conduct	Page 16
Freedom Christian School Dress Code	Page 18
Chapel	Page 19
Care of Buildings and Facilities	Page 20

Fire Drills	Page 20
Other Safety Drills	Page 20
Athletic Program	Page 20
Physical Education	Page 21
Discipline	Page 21
Steps of Discipline	Page 22

### **Office Policy**

Attendance Policy	Page 24
Procedure	Page 25
Tardiness	Page 25
Early Dismissal/Late Arrival	Page 25
Telephone	Page 26
Visitors	Page 26
Meals	Page 26
Withdrawal from School	Page 26
Medications	Page 27

### **Parent Section**

Volunteer Help	Page 27
Extended Care Program	Page 27

# FREEDOM CHRISTIAN SCHOOL

## Introduction

The Freedom Christian School (FCS) was established in 1982. The School was established to provide parents help in training their children in a manner consistent with scriptural principles. The school is under the auspices of Freedom Church, but it is interdenominational in the scope of student enrollment.

The school is:

- A member of the Association of Christian Schools International (ACSI)
- Directed by a board appointed by the Freedom Church
- A non-profit educational organization, incorporated under the corporation laws of the State of California

## Mission Statement

Freedom Christian School is committed to providing a biblically based, academically excellent education in a nurturing, family environment so its students can effectively accomplish the purpose for which they were created and impact the world for Christ.

## Philosophy

We believe that education is the process of developing a person spiritually, intellectually, socially and physically through understanding and applying truth. Through this process, a student is equipped to live a productive, godly life and is trained to pursue truth and its varied applications as they fulfill their purpose in a global society.

This philosophy is addressed in the following ways:

### *Spiritual Goals*

Students will know Jesus Christ as their Savior and their Lord, will demonstrate a desire to serve Him, and will be trained to live according to His teachings.

Therefore, students will possess:

- An acknowledgment and understanding of their own sinfulness and need for salvation through Jesus Christ
- A basic knowledge and understanding of the foundational truths of Scripture
- Skills for memorizing and interpreting the Scripture
- An understanding of who God is: His persons, attributes, and work
- An understanding of their obligation to live a godly life as outlined in the Scripture through consistent Christ-like character in their daily lives
- A responsibility to use their talents, skills and intellect to glorify God

- A knowledge of their personal worth to God and of the value He places on them and others

### *Intellectual Goals*

Students will know and understand their world, its history and how it functions. Thus, they will demonstrate proficiency in the following areas:

- Communication (reading, writing, speaking, and listening)
- Mathematical computation, analysis, and application
- Scientific method of inquiry
- Logical reasoning resulting in the ability to solve problems and make rational decisions
- Critical thinking and interpretation of data
- Integration of faith and knowledge
- Discipline for lifelong learning
- Appreciation of the arts and creative expression

### *Social Goals*

Students will understand that they function in a local and global community. Therefore, they will display:

- Christian character in interpersonal relationships
- Skills for working cooperatively and synergistically with others
- Personal and professional etiquette
- Respect for authority structures in society and in the church
- Knowledge of governmental institutions and functions
- Knowledge of and appreciation for the contributions of diverse cultures
- Respect for all people regardless of culture or socioeconomic level
- Personal responsibility for the welfare of others
- Skills for being a productive citizen

### *Physical Goals*

Students will understand that their physical health is important. They will demonstrate this understanding in the following ways:

- Knowledge of general physical anatomy
- Awareness of proper hygiene
- Awareness of habits that result in physical fitness and good health
- Knowledge of Scriptural instruction regarding the care of the body
- Understanding and applying safety principles

## **Statement of Faith**

We believe the sixty-six books of the Bible to be the only inspired, infallible and authoritative Word of God. (II Timothy 3:16, II Peter 1:20-21)

We believe that there is only one God, who is unchanging and is eternally existent in three co-equal and co-eternal Persons: Father, Son, and Holy Spirit. (John 14:15-18)

We believe in the full deity and full humanity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood. His death on the cross paid the full penalty for our sins.

We believe in Christ's bodily resurrection, in His ascension to the right hand of the Father, and in His personal, physical return in power and glory. (Luke 1:35, John 1:1-18, John 14:1-11, Acts 1:1-11, Acts 2:22-39, Hebrews 10:8-10)

We believe in the present ministry of the Holy Spirit by indwelling the Christian, enabling him to live a Godly life. (Acts 1:4-8, Galatians 5:16-26)

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of judgment. (Hebrews 9:27, John 14:1-6, John 3:16, 2 Corinthians 5:10, Luke 11:32, 2 Peter 3:7, 2 Peter chpt 2)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (John 17, Ephesians 2:14-22)

## **Admission and Enrollment Policies and Procedures**

### **Admission Statement**

Freedom Christian School does not discriminate on the basis of race, color, national and ethnic origin, or physical disability. Nonetheless, Freedom Christian School reserves its state and federal constitutional rights to determine enrollment and administrate its policies and procedures solely on the basis of biblical principles.

### **Enrollment Policies**

Admission to Freedom Christian School is considered a privilege and generally contingent upon sufficient academic background, character (good citizenship), Christian testimony, and church involvement.

Other specific factors that will preclude admission of new students or continued enrollment includes:

1. The student indicates he/she does not want to attend FCS.
2. The family does not maintain regular involvement in a local church.

3. The student is not living with the custodial parent.
4. The student is two years above the chronological age for that grade.
5. The student has been subject to repeated discipline, expelled from their previous school, been in reform school, or convicted of any crime.
6. The student does not have their financial account settled, with a prior private school.
7. Application for enrollment for the current year is submitted after APRIL 15<sup>TH</sup>, unless they have just moved into the area.
8. Students or parents do not support the doctrines and principles of the Bible, and the standards, goals, and philosophy of Freedom Christian School.
9. The student lacks sufficient academic background – is not equipped to do the work at Freedom Christian School.
10. Students or parents have an immoral lifestyle or the appearance of such, which conflicts with standards set forth in Scripture. (The School Board reserves the right to determine when, to their satisfaction, appropriate standards of biblical conduct are not being met, and when, for non-cooperation or any reason, a student's enrollment should be declined or terminated. Enrollment at Freedom Christian School is a privilege. The guarding of standards and attitudes of the families enrolled is an important responsibility of the Administration and the School Board.)
11. Parents do not abide by the student conduct and responsibility rules as described in this Handbook or do not abide by the requests of Freedom Christian School.
12. Information presented on admission forms or in the admission interview is untruthful.

In addition, all students are admitted on a nine-week (one quarter) trial basis.

Re-enrolling students must have their financial account settled (see Financial Policy) and must not have been expelled from Freedom Christian School within the last academic year (see Discipline Policy).

## **Admission Procedure**

The following is the admission procedure for new students:



1. Obtain an enrollment application form from the school office or website.
2. Return the enrollment application forms to the school office with the \$50 application fee (this fee will be applied to the registration fee if the student is accepted) and a copy of the student's most recent report card and achievement test results if available.
3. The school office will arrange an appointment for an interview with the Administrator and an entrance test for the student(s) if needed. The entrance test can be waived if the Administrator is provided with a current Stanford Achievement Test, Terra Nova, Iowa Basic Skills Test or other achievement test results.
4. During the above appointment, an interview will be held with all middle school students regarding their desire to attend FCS as well as their interests and goals.
5. Students will be admitted on the basis of application forms, references, interviews and testing. Parents will receive a phone call or email when it is determined that the student may enroll. Upon acceptance, parents will be given the remainder of the registration forms which include the financial agreement. These forms along with a copy of the birth certificate and immunization records must be returned to the office along with payment of the registration and curriculum fees before registration is complete.

## **Registration Fee**

A non-refundable registration fee (\$250) is due upon admission to the school.

## **Curriculum Fee**

The curriculum fee (\$200) is due at the time of registration, except for re-enrolling families, in which case the curriculum fee will be due by July 1<sup>st</sup>. This is a book rental and digital resource fee and is non-refundable.

## **Miscellaneous Fees**

A list of supplies for the upcoming school year is published in the summer to itemize the personal items each student will need for study as well as each student's contribution to the shared classroom supplies such as kleenex and sanitizer. Included on that list is notification of the materials fee which provides for arts and crafts, science experiments, and technology devices such as the 3d printer and robotics. It is \$60 per student and billed to be due October 1st.

## **Tuition**

Ten Month Pay Plan Schedule: Tuition may be paid in ten equal monthly installments beginning August 1st. In case of enrollment after the beginning of the school year, tuition will be calculated based on the remaining number of days of school and will be due in equal monthly installments with the last payment due on May 1<sup>st</sup>.

All accounts are due on the first day of the month. Late fees are charged at the rate of 5% of the amount due per family for all accounts in excess of \$25.00 that remain unpaid after the 5th of each month and 10% of the amount due per family on the second month of an unpaid account. All payments will first be applied to tuition.

Any account more than 35 days delinquent (that is, unpaid by the 5th of the month following the billing month) will result in the suspension of the student(s) on the 6th of the month until the account is paid in full. (Please note that the rules of suspension will apply to the student – no class work or tests will be made up from the suspended days.) When a payment is more than 30-days delinquent, both months' tuition payments must be paid in full before the student may return to school. No student will be re-enrolled until all past due bills are paid.

Because the last payment is due May 1st, students whose accounts are not paid in full by May 15th, will be suspended until the bill is paid in full to avoid last minute confusion regarding the student's ability to participate in semester finals and end-of-the-year ceremonies and activities. Report cards will be withheld from the parent or guardian if a student's account is not paid to date at the time the report cards are issued.

Each family will be issued one monthly statement for their account free-of-charge. Should a family request their account be divided between parents/guardians, resulting in the issuance of an additional statement, the family will be charged \$18 monthly per additional statement.

If a student is withdrawn after August 1st, and before school begins, the August tuition will not be refunded.

See the signed family financial agreement for more information about FCS fees.

## **Irregular Enrollment Policy**

Irregular enrollments refer to those students who enrolled after the beginning or withdraw before the completion of the school year. The registration and curriculum fee are payable in full regardless of the time of enrollment or withdrawal. The tuition is charged according to the period of enrollment as stated in the section entitled "Withdrawal from School."

## **Lost Book Policy**

When a book is lost, the student will be responsible to pay for the replacement of the book before another book will be issued to him/her. If the lost book is found later, FCS will not refund the money for the new book since FCS orders books wholesale and is unable to return books to our vendors.

## **Family Referral Policy**

A currently enrolled FCS family who is instrumental in referring another family to the school (as indicated on the new family's application form) will receive a monthly tuition discount of \$25.00 for their first student as long as the new family continues enrollment in the school during their first year.

## **Donations**

In order to maintain a quality educational program, it is necessary for the school to receive financial donations to aid in the operation of the school. All such donations are gratefully received and are deductible for tax purposes. Receipts for all charitable donations will be issued by Freedom Christian School.

## **Fundraising**

There will be no requirements or expectations of participation in fundraising activities. Tuition and fees are designed to cover the operating costs of the school, and the regular timely payment of those by school families enables the school budget to function effectively and frees families from the obligation and distraction of fundraising.

# **Academic Standards & Procedures**

## **Grades**

Report cards are issued every quarter. Parents may check student grades through their online account.

The Elementary and Middle School Honor Roll memberships are determined at the end of each quarter. The average is computed on the quarter grades with a 3.0 average or higher needed for membership.

Kindergarten through first grade use the grading scale below.

E	96-100	N	70-79
G	80-95	W	0-69

In 2nd-8th grades, the A, B, C, D, F grading system is used. The point scale is calculated as follows:

A+	4.5	C	2.0
A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	D-	0.7
B-	2.7	F	0.0
C+	2.3		

The percentage scale is calculated as follows:

A+	100-98	C	76-74
A	97-94	C-	73-70
A-	93-90	D+	69-67
B+	89-87	D	66-64
B	86-84	D-	63-60
B-	83-80	F	Below 60
C+	79-77		

## Homework Requirements

The homework requirements and grading policy for each class will be established by the individual teacher. At the beginning of the year, the teacher will provide a written and verbal explanation of homework and grading policies. Parents should expect an average of up to 10-15 minutes of homework per night per grade level. For example, a first-grade student would have approximately ten (10) minutes of homework while a second-grade student would have approximately twenty (20) minutes of homework. The main exception to this situation would be if a student did not make good use of study time provided in the classroom toward completing assignments, and therefore needed to complete classwork at home. Incremental increases in homework year by year enable students to gradually develop self-disciplinary work habits which serve them for their lifetime. Parental support in this learning process is essential to students developing maturing attitudes and habits that enable their success.

## Make Up Work

When a student is absent from class, it is the student's responsibility to make arrangements to make up missed assignments and tests.

Excused absences, which generally relate to illness, permit the student to make up all work without penalty, provided it is completed within the stated time limit. This limit is defined as being equal to the total number of days of excused absences. For example, a student who is absent two (2) days is permitted two (2) days to make up work without penalty. If the absence is one day, all work must be made up and turned in on the day following the return to school. All homework that is due the first day of the student's absence and tests which were to be taken on the first day of the student's absence will be required on the first day of the student's return.

## **Incomplete Grade Policy**

A period of up to one week at the end of a quarter may be given by a teacher to make up any assignments needed to remove an "incomplete" grade. If not made up by that time, the "incomplete" work will become a "0" for that report period.

## **Classroom Preparation**

Every stage of life involves preparation of one kind or another. Included under the broad category of classroom preparation are the following: homework, special assignments, study hall procedure, and test and quiz taking. The total school experience is one of the greatest preparation periods of life. It demands dedication and a proper attitude. As a student, you will find the following suggestions useful:

Be prepared for every class with the necessary books and supplies. Do not be dependent upon fellow students or the teacher to provide pencil and paper.

For quiz and test taking, plan ahead and budget your time. Retention of information decreases sharply after cramming the night before.

## **Academic Probation Policy** **Middle School**

To encourage students to succeed, an academic probation policy is provided.

Any student whose grade-point average falls below 2.0 on a quarter or semester report card will be placed on academic probation for nine weeks and their parents will be notified. Any student whose grade-point average falls below 2.0 on the fourth quarter progress report will be placed on academic probation for the remainder of the quarter.

## **List of Possible Consequences**

1. The student will not participate in sports, including practice sessions.
2. The student will not participate in student government.
3. The student will not participate in special events.

4. The student will not go on field trips.
5. The student will not go on class trips.

An evaluation of the student's work will be made after four (4) weeks. Students who have brought their performance up to at least 2.0 will be removed from probation. However, if the student's grade point remains below 2.0 on the following report card, the student will be dismissed from school. The administration may choose to waive this rule on the basis of unusual circumstances. However, the exceptions will be extremely rare.

## **Promotion Requirements**

### **Elementary and Middle School**

For a student to be promoted, a proficiency must be shown in the core classes: Bible, English, Science, Math, and Social Studies.

The student will not be promoted automatically to the next grade if he or she receives a failing grade for both semesters in any one of the core classes or fails the last semester in two or more core classes. Arrangements may be made with the administration for making up failing grades in summer school.

## **Student Responsibilities**

### **General Conduct**

Students are expected to act in an orderly and respectful manner, maintaining biblical standards in courtesy, kindness, language, morality, and honesty.

Students must agree to strive toward unquestionable character in dress, conduct, and attitude. The administrators of Freedom Christian School are the final arbiters of acceptable conduct. In addition, the following rules are to be followed at all times, before, during, and after school and at school sponsored events and activities unless expressly stated otherwise:

1. You will be expected to follow common sense principles of behavior.
2. All medications are to be left in the school office along with a note from either the parent or the physician. The only exception to this policy is an asthma inhaler.
3. Unless prior written permission has been granted by a teacher or administrator, students are not permitted to bring the following to school.
  - a. Electronic games and remote-control devices
  - b. Audio/video equipment (with the exception of those listed in this section)
  - c. Skateboards, roller skates, or roller blades

- d. Sunflower or other seeds with shells
  - e. Pocket or any other form of knife or weapons of any kind
  - f. Other distracting items as identified by the staff
4. Sunglasses may be worn outdoors only.
  5. Chewing gum is not permitted on campus.
  6. Cell phones may be brought to school by students, but they may not be out during class or chapel. They must be turned off and placed in backpacks or purses during the school day. Any phone that makes noise of any type during class or chapel will be taken immediately by the teacher and given to the administration. Calls may be answered or returned during lunch or after 3:10 on cell phones. Cell phones must be off during tutoring until 4:00 when the switchboard closes. At that time, they must be turned on silent. The only calls that may be accepted during tutoring are those from parents, and the call must be taken in the tutoring room (not outside). Cell phone users must stay within the boundaries at all times – not behind buildings, etc. The only person who can use a cell phone is the owner of the cell phone – not their cell phone-less friends. (If parents want students to have cell phones, they will purchase a cell phone for them. Students without cell phones must use the school phone system.)
  7. No food or drinks are allowed in any buildings on campus except in room C during lunch time or by permission of a teacher under special circumstances.
  8. Loitering, play or visiting in the restroom, around the locker areas or around the office area are not permitted.
  9. Students are expected to pick up after themselves and help keep the school rooms and grounds clean and neat.
  10. Students should refrain from demonstrating physical affection on campus and at all school functions. Therefore, students are expected to honor the 6” rule. This states that the amount of space between a male and female student must be at least 6”.
  11. Students will be where they can be seen at all times when they are outside of buildings on campus. Areas off limits are any area of the field that extends beyond the south end of the T/K classroom building or the east end of the upper level classroom building; the church auditorium, lobby and bathrooms, the west side of the church building, and the parking lot in front of the chain.

## **Anti-Bullying Policy**

FCS believes that all students have a right to a safe and healthy school environment. The school promotes mutual respect, tolerance and acceptance. FCS will not tolerate

behavior that infringes on the physical and mental safety of any student. A student will not intimidate, harass or bully another student through words or actions. Such behavior includes direct physical contact, such as hitting, shoving; verbal assaults, such as teasing or name-calling; social isolation or manipulation; harassing, ridiculing, impersonating, mischaracterizing or defaming as well as any such conduct by electronic means (“cyber-bullying”). FCS expects students and/or staff to immediately report incidents of bullying to a teacher, staff member or principal. Staff who witness such acts take immediate steps to intervene and advise the principal. Each complaint of bullying will be promptly investigated to conclusion including collecting any evidence (screenshots, emails, witness statements). This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during lunch period, whether on or off campus, and during a school-sponsored activity or at any other time or manner when involving an FCS student. To ensure bullying does not occur, staff members will cultivate acceptance and understanding in all students to maintain a safe and healthy environment. Teachers will discuss this policy with their students in age-appropriate ways and will assure them that they need not endure any form of bullying.

Expected student conduct includes, but is not limited to the following:

- a. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- b. Students are expected to immediately report incidents of bullying to the teacher or principal.
- c. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner. However, the school reserves the right to decide if bullying has occurred and what consequences shall be imposed on the student who has engaged in bullying, which is commensurate with the severity of the harm caused.
- d. FCS prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- e. Anyone witnessing or experiencing bullying is strongly encouraged to report the incident; such reporting will not adversely reflect on the victim or witnesses in any way.

## **Class Conduct**

All students are expected to conduct themselves as Christians. This includes attitudes as well as actions. Respect for all staff, fellow students and visitors to the FCS campus are expected of all FCS students. This includes all adults who are on the school property. The following rules will be followed in the classroom:

1. Students are permitted in a classroom only when a teacher is present.



2. Students must come to class prepared. Students must be seated before time for the class to begin. Students must have all class materials (book, paper, pencil, etc.) ready. All preparations such as sharpening pencils, this must be done before class begins.
3. *All textbooks must be covered at all times with a non-stick cover by the student.* Students may use paper bags, or they may purchase book covers from the store. No inappropriate book covers allowed (rock stars, vulgar pictures, etc.).
4. Students must use the restroom during break times.
5. In cases of emergency, the office will place a call for the student. During other times, if parents message/call their student during class the student will not be able to return the call until lunch. All cell phones must be turned off during all classes. See “General Conduct” section for cell phone usage guidelines.
6. Homework is considered late if it is not prepared at the beginning of the class period. Any assignment which is handed in one day late by 7<sup>th</sup>-8<sup>th</sup> grade students will receive a 10% or one grade level penalty. Any assignment which is submitted two days late by 7<sup>th</sup>-8<sup>th</sup> grade students will receive a 20% or two grade level penalty. Similar reductions in grade for late work may also be applied to some assignments in other grades as well, as being on time with work deadlines is an important part of learning responsibility.
7. Homework must have the proper heading as directed by the class instructor. After the first week of school, students who do not have the proper heading on their papers will receive a 10% or one letter grade penalty. This practice is to prepare students for college and to enable teachers to track homework assignments properly.
8. Before students leave campus early (for any reason – including illness), they must submit homework assignments for all classes occurring later in the day. Otherwise the above homework rules apply.
9. Students who are absent have the same number of days as their absence to make up their homework. However, if the first day of their absence was a test day the student will be required to take the test on the day they return to school.
10. To maintain order in the classroom and ensure the education of all students, a student must raise their hand and be acknowledged before speaking aloud. The only exception is when the teacher has assigned students to work in groups.
11. Distracting activities during class time such as passing notes, talking to other students without permission, speaking out, showing pictures, sign language, etc. are not acceptable in the classroom, and can result in disciplinary action.
12. No food or drink (excepting water) may be consumed during class or in chapel. Food and drinks may only be consumed in the lunchroom during lunch or outside.

13. The classroom will be managed in a professional manner. Students are expected to conduct themselves accordingly. Behavior that detracts from the Christian education process will not be tolerated.

14. All students are expected to read the Freedom Christian School Student-Parent handbook before attending classes and abide by the rules therein.

## **Freedom Christian School Dress Code**

Freedom Christian School believes that there is a direct relationship between a student's appearance, conduct, attitude and values. Clothing worn by students will reflect modesty, cleanliness and neatness. Extreme fads are not allowed. These are general guidelines. However, the administration has the authority to determine the appropriate dress and appearance.

**Shirts/Blouses (all students):** No shirts are allowed which depict grotesque or offensive pictures, messages or advertisements that glorify or depict any person, group, tobacco or alcoholic beverage names. No attitude messages are permitted. Sports teams and sportswear logos are acceptable. We encourage shirts with a Christian message. Plain white pocketless T-shirts (which are intended to be worn as undergarments) are not allowed.

**General standards:** All clothing for both boys and girls should be neat, clean and modest in appearance.

**Girls:** Dresses and blouses that are halter style, bare midriffs, low cut (front and back styles), tank tops, or other revealing styles are not acceptable at school or at any school function.

**Undergarments:** No undergarments of any type are to be visible during school or at school events.

**Shoes:** For students in kindergarten through 6th grade, sandals with heel straps may be worn, but flip flops are not allowed. For 7th-8th grade students, flip flops and strapless sandals may be worn, unless the student is involved in outdoor activities (basketball during lunch, running on the campus, physical education, etc.). If a 7th-8th grade student is wearing strapless shoes when running, they will receive an immediate detention and they will lose the privilege of wearing strapless shoes for one month. At no time are bare feet permitted on the campus.

**Hair:** Boys must be clean-shaven (no beards or mustaches). Extreme hairstyles are not acceptable for boys or girls nor are unnatural colors (this includes unnatural shades of reds or blondes).

**Jewelry/Body Markings:** Dangling earrings are not allowed for elementary girls. No pierced jewelry is permitted except in girls' earlobes. No one is permitted to wear jewelry during P.E. or while participating in sports. No chains are to be worn from the waist. Students may not get body markings or feature distortions while attending FCS.

**Event Dress:** This is the appropriate attire for all programs, awards ceremonies, or when "Event Dress" is announced. Girls are required to wear dresses, skirts with blouses, or dress slacks with blouses (absolutely NO jeans – blue or any other color). Dresses or skirts should be no more than three (3) inches above the knee when in a kneeling upright position. For elementary students, tights or anklets are permitted. Boys must wear dress shirts and dress pants or neat-looking jeans. No students are permitted to wear shorts for "Event Dress".

**Dress Code Violations:** *A student will not be permitted to attend class unless properly dressed.* If a student arrives at school unacceptably dressed, his/her parents will be called at home or work. A parent may arrange for delivery of an appropriate change of clothes or arrange for the student to be taken home for the day. Detention will be assigned for inappropriate attire. Students must dress according to dress code at all school functions (sporting events, programs, parties, etc.). Students who arrive at extracurricular activities inappropriately dressed will be asked to leave the event.

## Chapel

Chapel times are special periods set aside each week for the school to come together to worship and praise the Lord and to learn more about Him.

Solomon wrote, "Let not mercy and truth forsake you, bind them around your neck, write them on the tablets of your heart, and so find favor and high esteem in the sight of God and man." (Proverbs 3:3,4) The continual hearing of God's Word is one way to write them on the tablets of the heart. Attendance at all chapels is required.

Students should always...

- Come ready to hear God speak to them.
- Bring their Bible.
- Not talk or distract others.
- Demonstrate proper courtesy and Christian hospitality to all speakers.
- Maintain a proper attitude of respect and worship.

## **Care of Buildings and Facilities**

The school facilities are dedicated to ministry. Therefore, they will be kept clean and neat. FCS students are expected to accept the responsibility of doing their share in care and maintenance of the facilities. It is admirable to pick up litter and place it in a wastebasket even though it belongs to someone else. Student damage to facilities will be charged to the student.

FCS students: Do not mark on desks, walls, floors, or books.  
Do not put feet on the furniture, fixtures, or walls.  
Do not sit on the tables, countertops or desks.  
Do not climb through windows.

## **Fire Drills**

Fire drills are extremely serious business. Exits must be made at the nearest convenient location as directed by the staff. Horseplay or talking during a fire drill is grounds for immediate discipline. Tampering with fire pull boxes by any student may be cause of immediate suspension or expulsion.

## **Other Safety Drills**

Students will demonstrate serious and attentive behavior during all other safety drills (such as earthquake and lock downs). Horseplay or talking during any of these drills will be grounds for immediate discipline.

## **Athletic Program**

The Freedom Christian School sports program offers students the opportunity to participate on a school team in athletic competition with other teams. An additional fee may be charged to cover the cost of each sport.

## **Eligibility for Athletics**

1. The student must maintain a minimum GPA of 2.0 without any failing grades.
2. GPA's will be calculated at the conclusion of each nine-week grading period.

3. Any student with a quarter GPA below 2.0 or a failing grade will be ineligible for the first four weeks of the next quarter. After four weeks, an eligibility evaluation will be conducted. Students who have brought their performance up to 2.0 with no failing grades will be eligible to resume sports participation. The administration may waive the ineligibility rule on the basis of unusual circumstances. Exceptions will be rare.
4. Students who are academically ineligible will not be allowed to practice or attend practices with the team nor sit on the bench during the time of ineligibility.
5. Any student who is absent from school will not be allowed to participate in sporting events on the day of his/her absence.

### **Athletic Injuries & Insurance**

All athletic injuries must be reported to the teacher, coach or aide on duty. This teacher or aide is required to fill out an injury form. The school provides secondary insurance on all students. This means that the family's insurance pays first. If it does not pay the entire amount, the school provided insurance will be contacted to pay the remainder to the extent of coverage allowed for the type of injury.

### **Physical Education**

All P.E. students are required to participate each class period. A note from a parent asking that a student be exempt from participation in P.E. will excuse a student for a maximum of two periods only. Longer exemptions will require a note from a doctor. Depending upon the length of the exemption, the student may be asked to write a paper about the sport being currently studied by the class. The student will be given the P.E. time to work on this assignment.

### **Discipline**

Students need character development. Character is demonstrated by how we respond to authority, whether to God or to man. Discipline is aimed at teaching obedience. The school discipline policy allows the staff discretion in dealing with attitudes as well as actions. There are a variety of timely measures and procedures used at Freedom Christian School to bring about the desired behavior and attitude of a student, and to signal parents of problems.

Freedom Christian School reserves its state and Federal constitutional rights to administer its policies and procedures as well as select discipline and terminate students, solely on the basis of biblical principles as interpreted by FCS.

## **Steps of Discipline**

**Detention:** is a possible means of discipline. Detention means a student has been detained from participating in some activity, and may also be required to assist in some project in the classroom or on the campus.

**Procedure:**

- a. When a detention is given that is to be served outside the scope of the regular class time the parents will be contacted by the teacher or school office staff member. Students are required to serve that detention within one week of the violation on the date determined by the school office and the parents. *No exceptions will be made except for illness.*

**Referral:** is when a student is referred to the administration because his/her behavior warrants immediate removal from class.

**Procedure:**

- a. 1<sup>st</sup> referral will result in a warning of consequences to follow. Instruction of what is expected will be given at this time. This will be followed by a phone call from the administration to the parents. The student will also miss the remainder of the class period and receive a zero (0).
- b. 2<sup>nd</sup> referral will result in a day of suspension and a parent conference.
- c. 3<sup>rd</sup> referral will result in suspension or expulsion.

**Suspension:** is withholding the privilege of attending class from the student. The intention is to discipline the student for a period of time in which he/she will have the opportunity to reflect upon the seriousness of his/her actions and attitude. Students will not be allowed to make-up class work or tests missed during suspension.

**Expulsion:** is dismissal from Freedom Christian School.

Expulsion results from misbehavior when other means of correction have not been effective or when behavior is serious enough to justify expulsion. Expulsions are at the discretion of the administration.

Some examples of offenses involving expulsion include but are not limited to:

1. Possession or use of illegal drugs, tobacco or alcohol, either on or off the campus. Students should not remain at any activity where drugs, alcohol, or tobacco are being consumed.
2. Carrying or using instruments to do bodily harm.
3. Striking a teacher or other school personnel.
4. Immorality.
5. Vandalism.
6. Involvement in gang activity.
7. Expressing a lack of desire to follow Jesus Christ.
8. Two suspensions within one year.
9. Demonstrating blatant disrespect for any adult or student on the school property.
10. A clear indication by the student that he/she does not want to attend FCS.
11. Knowing, but not reporting to the FCS administration or staff that someone else was planning to break a rule or a law or had already broken a rule or law.

Depending upon the severity of the offense, any of the following actions will result in suspension or expulsion:

1. Forging or using forged notes or excuses.
2. Smoking or possession of any form of tobacco.
3. Using inappropriate language or gestures (vulgarity/profanity).
4. Fighting – at least an automatic two-day suspension.
5. Threatening a teacher, school personnel or another student.
6. Stealing.
7. Leaving campus without permission at any time during the school day.
8. Cheating.
9. Placing any form of graffiti or physical disfigurement on any school property.
10. A non-cooperative attitude.

When a student is expelled, they will not be allowed to return to Freedom Christian School or any of its functions. Rare exceptions are the prerogative of the school board.

## **Office Policy**

### **Attendance Policy**

Regular school attendance is very important. Many lessons concerning spiritual insight, emotional maturity and social adjustment are often learned through the

dynamics of the student-teacher relationship. These types of lessons cannot be “made-up” like academic work. Because of this an award is offered for those students who have perfect attendance for the year. However, situations arise that prevent attendance, so the following policy is in force:

Any student absent from school will not be allowed to participate in any extracurricular function that day or evening.

A student’s absence is considered excused if the student is absent due to:

1. Illness,
2. Doctor or dentist appointment,
3. Death in the family or a close friend,
4. Other emergency – the emergency situation may or may not be excused at the discretion of the Administrator or staff, or
5. Anticipated absences which result when a parent knows ahead of time that the student will be absent from a single class or an entire day. Such absences for any reason other than those listed above must be approved at least 48 hours in advance by the school administration. The parent must submit a written request for the absence. The administration will then review the student’s current grades to ensure the absence will not result in negative consequences to the student’s academic record. When this occurs, *this student* must make **prior arrangements** with each teacher to complete assignments.

A student’s absence is considered unexcused if:

1. The absence was an intentional cut.
2. The above criteria were not met, and the absence is thus not considered excused by the administration.

If a student’s absence is considered unexcused, a zero (0) will be given for all assigned work for the period of his/her absence. All absences listed above are counted toward the total days absent. For any absence, parents are encouraged to contact the school office.

During the month of April, all students will be given standardized achievement tests. It is very important that all students are present during testing. The results will be placed in the student’s cumulative file. If a student is absent during these days for any reason other than illness, their parents will be required to pay the cost of a substitute to monitor the testing of their student(s) – because the school must procure a proctor to administer the tests. These are extensive tests and could result in a large fee for hours of proctoring. Contact the school office for information.



## Procedure

1. Parents are asked to email or call the school office by 9:00 a.m. when a student is going to be absent.
2. The student is required to bring a doctor's excuse for an absence of three or more consecutive days due to illness.
3. When a parent or authorized contact is arriving late with their student(s), they are to go with their student to the school office to sign them in.
4. When a parent or authorized contact is taking a student out of school early they are to go first to the school office to sign them out, and the office will contact the class for the student to come to the office.

Excessive absences affect a student's progress as well as that of the class, and may result in a student being dropped from the school rolls and/or receive a failing or incomplete grade. Twenty absences during a semester may result in a failing grade.

## Tardiness

*A student is considered tardy to class when he/she is not in the classroom when it is time to be in class.* Students are expected to attend class fully prepared with the materials needed for the class. Tardiness affects both the student who has missed part of class time instruction as well as other students in the class when distracted by a student's untimely entry. Parents and students are expected to make every effort to minimize tardiness.

## Early Dismissal/Late Arrival

On occasions when early dismissal or late arrival must occur the student is to accompany the parent to the school office where the parent signs them in/out, and the office will then advise the teacher that a student is coming to class or is to come to the office for dismissal.

## Telephone

The only school telephone available for student use is in the office. It may be used by the students only with office approval at lunch or before or after school. It may not be used during class time or between classes. *In case of an EMERGENCY during class time, the office staff will place calls for the student. Phone calls on the office*

*phone will be limited to three minutes. For cell phone policy, see "General Conduct" item 5.*

## **Visitors**

Freedom Christian School has a closed-campus policy. While visitors are at Freedom Christian School, they must remain with their host(s) and follow school policies (including dress code) during their time on campus. If they do not, arrangements will be made with the host family for the visitor to leave the campus immediately. *The office must be contacted at least two days in advance of the anticipated visit. Parents do not need to give notice to visit the campus, but they must check-in at the school office unless their classroom visit is a weekly occurrence.*

## **Meals**

A regular hot lunch program is not provided, so each student must bring a lunch or purchase food from the school snack bar. Students may not consume any food or beverage in any room or any building on campus except the lunchroom during the lunch hour except under special conditions. There is no refrigeration for student lunches. Kindergarten through 6th grade students are not allowed to leave campus for lunch with anyone except a parent without pre-arranged approval by the administration with the parent's permission.

## **Withdrawal from School**

If it becomes necessary for a student to leave school during the year, a checkout sheet will be given to the parents. The checkout sheet will detail the books, equipment and resources that must be returned to FCS. It is the responsibility of the parents to return these items immediately or pay for the items. The checkout form must be properly filled out and returned to the school office. Tuition fees will be based on the number of days the student has attended FCS and the fees stated in the Admission and Financial Agreement. All financial obligations as per the checkout list and the Financial Agreement will be paid before report cards or transcripts can be released to parents or guardians.

## **Medications**

Students must bring any medication that they are supposed to take during school hours to the office. The medication must be in its original container and accompanied with a note from either a parent or a physician.

## **Volunteer Help**

The school has many tasks that cannot be completed without parents volunteering their help when needed. For this reason, parents are encouraged to become involved by volunteering some time to help the school run smoothly. Volunteer help forms are available in the school office. Please pick one up and fill it out. Thank you!

## **Extended Care Program**

Extended care is available for students needing to be dropped off at school before 8:00 a.m. and for those children unable to be picked up by 3:30 p.m. The hours are 7:00 a.m. to 8:00 a.m. and 3:30 p.m. to 6:00 p.m. Extended care personnel will have a sign in/out sheet and all parents will be billed the current hourly rate for each hour or part thereof. Families will not be billed if their child arrives after 8:00 a.m. and before 8:30 a.m. nor if their child is picked up before 3:30 p.m. All students who are not picked up by 3:30 p.m. must be enrolled in extended care by their classroom teacher and will be billed for one hour if picked up by 4:30. They may not wait in the parking lot for their transportation and they may not be supervised in the parking lot by older siblings.

Any parent who arrives after 3:30 p.m. to pick up their student(s) must sign them out of extended care. Students who arrive before 8:00 a.m. or who have not left campus by 3:30 p.m. must enroll in extended care. Call the office for more details.