



*2018-2019  
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.*

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# 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 LifePoints 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 LifePoints Church
- A member of the California Scholarship Federation
- A non-profit educational organization, incorporated under the corporation laws of the State of California
- Fully accredited by the Western Association of Schools and Colleges (WASC)
- Fully accredited by the Association of Christian Schools International (ACSI)

## 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 damnation. (II Corinthians 5:1-11)

We believe that heaven and hell are definite places. (Matthew 5:22, Luke 12:5, John 14:1-6, Hebrews 9:27)

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. Freedom Christian School reserves its state and Federal constitutional rights to administrate its policies and procedures solely on the basis of biblical principles.

### **Enrollment Policies**

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

As a general guideline, admission of new students or continued enrollment is not permitted in any of the following cases.

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 is enrolling into the twelfth grade unless moving into the area (exceptions to be determined by the Board).
6. The student has been subject to repeated discipline, expelled from their previous school, been in reform school, or convicted of any crime.
7. The student does not have their financial account settled, with a prior private school.
8. Application for enrollment for the current year is submitted after APRIL 15<sup>TH</sup>, unless they have just moved into the area.
9. Students or parents do not support the doctrines of evangelical Christianity, and the standards, goals, and philosophy of Freedom Christian School.
10. The student lacks sufficient academic background – is not equipped to do the work at Freedom Christian School.
11. 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 Christian 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.)
12. 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.
13. 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.
2. Return the enrollment application forms to the school office with the 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. At the same time, please indicate to the school secretary which church staff member should be contacted for a reference.
3. When the church has been contacted, 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 or Iowa Basic Skills Test.
4. During the above appointment, an interview will be held with all middle school and high 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 letter when it is determined that the student may enroll.
6. Registration and curriculum fees must be paid in order for enrollment to be secured.
7. FCS must receive immunization records before registration is complete. No student will be accepted without these records unless their parent signs an Immunization Waiver.

## **Financial Policy**

Refer to the Fee Schedule for information on current costs. Each family must sign a financial agreement before the student is enrolled. A copy of this form will be provided to the family upon request.

## **Registration Fee**

A non-refundable registration fee is due upon admission to the school. The fee increases as the first day of school approaches as shown on the schedule.

## **Curriculum Fee**

The curriculum fee 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 fee and is non-refundable.

## **Miscellaneous Fees**

Applicable miscellaneous fees are due on the first day of school or when admitted, whichever occurs later. Lab fees may be charged for those classes that require special materials.

## **Tuition**

Ten Month Pay Plan Schedule: Tuition may be paid in ten equal monthly installments beginning August 1<sup>st</sup>. In case of enrollment after the beginning of the school year, tuition 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 on the 2<sup>nd</sup> of each month and 10% of the amount due per family on the second month with an unpaid account. All payments will first be applied to tuition. Any account more than 30 days delinquent (that is unpaid by the 2<sup>nd</sup> of the month following the billing month) will result in the suspension of the student(s) on the 2<sup>nd</sup> 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 graduations and promotions. Report cards shall 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 per additional statement.

A processing fee of \$25 will be charged on all returned checks.

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 is 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 for their first student as long as the new family continues enrollment in the school during their first year. In addition, the new family will receive an introductory rate for their first student during their first year of enrollment.

## **Donations**

In order to maintain a quality educational program, it is necessary for the school to receive donations to aid in the operation of the school. All 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 four fundraisers during the year in addition to the school auction. The funds raised from these events will help to provide the extras such as athletic events, equipment, and classroom improvements. Students will be responsible to raise a minimum amount. All funds raised above the minimum will be applied directly to the student's tuition account.

# Academic Standards & Procedures

## Grades

Report cards are issued every nine weeks. In the fifth week, a progress report will be sent to parents or guardians of all students.

The Elementary, Middle School and High 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.

In kindergarten through first grade, use the grading scale below.

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

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 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.

## **Make Up Work**

When a student is absent from class for an excused reason, it is the student's responsibility to arrange to make up missed assignments and tests.

See the Attendance Policy in the Office Policy Section for the definition of excused and unexcused absences.

*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.*

*If the absence is considered unexcused, a zero (0) will be given for all assigned work for the period of absence.*

## **Incomplete Grade Policy**

There will be a period of two weeks after report cards have been issued to make up any assignments needed to remove an "incomplete" grade. If not made up by that time, the "incomplete" will become an "F" for that report period.

## **Classroom Preparation**

Every state 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. A student coming to class unprepared will receive a zero (0) for that period.

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

## **Semester Final Exam Guidelines** (Middle School and High School)

Final examinations are given during the last week of each semester to students in grades 5-12.

Finals may cover a semester of material, so keep all pertinent notes in organized folders.

Students who have an excused absence at the time of the exams must schedule make-up exams solely at the discretion of the teacher.

## **Academic Probation Policy** (Middle School and High 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 (i.e. Homecoming, etc.).
4. The student will not go on field trips.
5. The student will not go on class trips.
6. The student will be required to attend all Freedom Christian School tutoring sessions.
7. The student will not be excused from classes for any reason other than serious illness for the student or death in the student's family.

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.

## Course Requirements (High School)

### 9<sup>th</sup> Grade

BIBLE  
ENGLISH  
MATH  
WORLD HISTORY & GEOGRAPHY  
SCIENCE (*Earth*)  
PHYSICAL EDUCATION  
ELECTIVE

### 10<sup>th</sup> Grade

BIBLE  
ENGLISH  
MATH  
SCIENCE (*Biology*)  
PHYSICAL EDUCATION  
FOREIGN LANGUAGE I  
HEALTH/DRIVER'S ED./GEOGRAPHY  
ELECTIVES

### 11<sup>th</sup> Grade

BIBLE  
ENGLISH  
U.S. HISTORY  
FOREIGN LANGUAGE II  
MATH (*strongly recommended*)  
ELECTIVES

### 12<sup>th</sup> Grade

BIBLE  
ENGLISH  
CIVICS/ECONOMICS  
SCIENCE (*strongly recommended*)  
MATH (*strongly recommended*)  
ELECTIVES

Because Freedom Christian School is a college preparatory school, *students must achieve a minimum of Algebra II in mathematics to qualify for graduation.* However, the school board and the administration strongly suggest students complete geometry and advanced mathematics before completing their high school career. In addition, students must complete physical science and biology to graduate although chemistry and physics are strongly recommended by the school board and the administration.

Electives: The general electives offered include fine arts, physical education, advanced math, physics, yearbook and computer. Students interested and qualified to take such classes should meet with the school administrator.

To allow for program changes, during the first two (2) weeks of the student's enrollment each year, a student may add or drop an elective class with the parent's, teacher's and administrator's approval. After the two-week period, classes cannot be changed without approval of the school board.

## Graduation/Promotion Requirements

### Elementary and Middle School

For a student to be promoted from the 4<sup>th</sup> or 8<sup>th</sup> grade, they must show proficiency in the core classes: Bible, English, Science, Math, and Social Studies.

The student will not be graduated or 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.

## High School

\*While in FCS, five (5) units per semester are required for Bible class. If the student is enrolled at FCS for less than eight (8) semesters, additional electives are required to make up the forty (40) units.

Required courses for graduation that receive a failing grade must be repeated and passed. Prerequisite courses must be passed before proceeding to the next higher course. All students are required to attend eight (8) class periods during freshman, sophomore, and junior years. With the approval of the administration, seniors may take five (5) classes. To qualify, a senior must have at least a 3.0 grade point average with all graduation requirements scheduled to be met before graduation. In addition, accounts must be paid in full and all textbooks and school resources returned before graduation.

\*\*While the state of California permits students to graduate from high school with 230 units, Freedom Christian School is a college preparatory school. In order to receive a diploma from FCS, students must acquire 260 units. Any rare exceptions to this policy would require school board approval for extenuating circumstances.

The following chart shows the number of units needed in each course and the total required for graduation (courses earn 5 units per semester):

<u>Subject</u>	<u>Number of Units Required</u>	
	High School Graduation	College Preparatory
*Bible	40	40
English	40	40
Math	20	30
Social Science	35	35
Science	20	30
Foreign Language	10	20
Fine Arts	10	10
Health & Driver's Ed	5	5
Physical Education	20	20
Electives	30	30
<b>Total Units</b>	<b>230**</b>	<b>260</b>

## California Scholarship Federation

Freedom Christian School is a member of the California Scholarship Federation, Inc. (CSF). CSF was established in 1921 and has over 1000 chapters. It is recognized by the institutions of higher learning throughout California.

CSF is administered by a State Board of Directors and purposes to stimulate interest and pride in high standards of scholarship – encouraging further education for highly



qualified young people. CSF keeps students informed of available general and specialized scholarships granted by many institutions and foundations in the country.

The CSF requirements are detailed. Interested students and parents should obtain information and materials from the school office.

## **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 seeds with shells
  - e. Pocket or any other form of knife or weapons of any kind
  - f. Other distractive items as identified by the staff
4. Sunglasses may be worn outdoors only.
5. Chewing gum is a privilege that will be revoked at any point during the school year that it is found on the ground, under tables, under chairs or any other place on the campus besides in a student’s mouth or in the trash containers. The privilege will also be revoked if a student is distracting by the way he/she chews gum (popping, cracking, blowing bubbles, etc.).
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. Seventh through twelfth grade students may purchase sodas only at noon and after school.
8. The student parking lot is off limits during school hours unless written permission is given by a staff member.
9. Loitering, play or visiting in the restroom, around the locker areas or around the office area are not permitted.
10. Students are expected to pick up after themselves and help keep the school rooms and grounds clean and neat.
11. No students will be allowed outside of class without a written hall pass from a teacher or a staff member.
12. Students should refrain from demonstrating personal 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".
13. Secondary students are not to be in the elementary playground area. They also may not be on the lower blacktop area when elementary students are at recess.
14. 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 H/I building or the east end of the DEF building; the church sanctuary, lobby and bathrooms; and the west side of the church building.

## **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 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; and cyber-bullying. FCS expects students

and/or staff to immediately report incidents of bullying to the teacher or principal. Staff who witness such acts take immediate steps to intervene. Each complaint of bullying will be promptly investigated. 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. 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. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

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 fully investigate each report.
- d. FCS prohibits retaliatory behavior against any complainant or any participant in the complaint process.
- e. Any one witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target 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 the bell rings. Students must have all class materials (book, paper, pencil, etc.) ready. All preparations such as sharpening pencils, this must be done before the bell rings.
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 page 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>-12<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. 9<sup>th</sup>-12<sup>th</sup> grade students will receive no credit after the first penalty date.* Any homework received by the teacher after that will be given no credit.

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 makeup 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. All students will have semester exams in each of their classes in January and June. A student who has received a 98% or above for each quarter of the semester will be excused from their semester exams.

11. To maintain order in the classroom and insure 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.

12. *Passing notes, talking to other students without permission, showing pictures, sign language, etc. are totally unacceptable in the classroom.* These will result in a detention.

13. *Cosmetic materials may not be used in any classroom. Any cosmetic materials which are in open sight will be confiscated by the teacher and the student will receive a detention.*

14. *No food or drink may be consumed during class or in chapel. Food and drinks may only be consumed in Room C during lunch or outside*

15. *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.

16. All students are expected to read the Freedom Christian School Student-Parent handbook and the Freedom Christian School Academic 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. Blouses and shirts that are designed to be tucked in must be tucked in neatly. Plain white pocket-less T-shirts (which are intended to be worn as undergarments) are not allowed.

**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.

**Pants/Shorts (all students):** Jeans and pants must be neat and clean with no holes, tears or patches and must be modestly fitting. K-6<sup>th</sup> grade students are permitted to wear walking shorts during 1<sup>st</sup> and 4<sup>th</sup> quarters. 7<sup>th</sup>-12<sup>th</sup> grade students are permitted to wear walking shorts throughout the school year. Tight-fitting shorts and frayed shorts are not permitted. All pants and shorts must be neatly hemmed. Shorts should extend to at least within three (3) inches of the top of the knee. Pants and shorts must be worn at the waistline. Anything so baggy that it would fall down without a belt or anything that exposes undergarments above the top of the pants is not permitted.

**Dresses, Skirts, and Culottes:** These should be modest in length when seated. To measure the appropriate length, it must be no more than three (3) inches above the floor when the student is in an upright, kneeling position. Leggings may not be worn as pants. Legging must be worn under dresses, skirts, culottes, etc.

**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-12th 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-12th 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' hair should not extend below the eyebrows covering the eyes or below the shirt collar. Tails are not allowed. Boys must be clean-shaven (no beards or mustaches). Extreme hairstyles are not acceptable for boys or girls nor are unnatural color (this includes unnatural shades of reds or blondes).

**Jewelry/Body Markings:** Boys are not permitted to pierce their ear(s) while attending FCS. If a boy's ear(s) is pierced before entering FCS, they may not wear earrings to school or to any school event. Dangling earrings are not allowed for elementary girls. Girls are not allowed to have more than two (2) earrings in each lobe. 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.

**Hats:** Hats may be worn, but they may not cover the face or eyes. All hats with bills must be turned backwards whenever the student is taking a quiz or test.

**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 (no culottes), or dress slacks with blouses (absolutely NO jeans – blue or any other color). For appropriate length of dresses or skirts, see "Dresses" above. For elementary students, tights or anklets are permitted. Boys must wear dress shirts and dress pants (absolutely NO jeans – blue or any other color – or t-shirts allowed). No students are permitted to wear shorts for "Event Dress".

**Dress Code Violations:** *The 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, graduations, 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 of 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 God's property. 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.

## **Book Lockers**

Middle School and High School students will be assigned a locker. The student must provide their own combination lock. *The combination must be registered with the school office before the student is permitted to place it on the locker.* Lockers that have combination locks that are not registered with the school office will have the locks cut off and the contents removed. FCS is not responsible for any loss of belongings.

## **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 in athletic competition with other schools. An additional fee may be charged to help 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 interscholastic competition. If a GPA below 2.0 or a failing grade is received for the following quarter, the student will be dismissed from Freedom Christian School. 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 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. *The appropriate FCS P.E. uniform must be worn by all students.*

## Vehicles

Students driving to school must have on file in the school office a copy of their California driver's license and evidence of proof of insurance. They are to park in the designated student parking area. Parking spaces will be assigned by the FCS office. Driving to school is a privilege. It is under the supervision of the administration and may be restricted or forbidden. Students as well as parents are expected to drive safely at all times and assume liability for any damage they do.

Once the students have arrived at school, the cars are off limits. Students must have a written pass from a staff member before they may go to any car until school is dismissed. Students and drivers under the age of 21 years may only transport other students if the driver has the appropriate FCS forms. These forms may be obtained at the school office.

## College Preparation

Prospective college students are encouraged to consult the school counselor. Plan for college early. It is important that a student take the right classes in high school to be ready for college. A number of college catalogs are available through the counseling office.

1. During the sophomore or junior year, obtain catalogs from the college of choice.
2. Apply for and take the College Entrance Examination Board Test (SAT or ACT)
3. Determine dates and procedures for scholarship applications and examinations.
4. Make application for admission at the proper times.

5. Take any college entrance examinations required by the college.
6. Work with the school counselor in preparing forms and letters to meet due dates. Student records such as transcripts, report cards, etc. will require a minimum of two business days for preparation. (For cost of record preparation, see the "College Preparation" section.) Students who would like the school office to provide recommendations for scholarships must submit the forms to the office a minimum of 2 or 3 weeks before the due date.
7. Students needing financial aid for college should begin working for scholarships in the ninth grade and keep a high standard throughout high school.

## **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 administrate its policies and procedures as well as select discipline and terminate students, solely on the basis of biblical principles.

### **Steps of Discipline**

**Detention:** is a means of discipline. Detention means a student has been assigned to clean the school campus for a period of at least thirty (30) minutes.

**Procedure:**

- a. When a detention is given, 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.*
- b. The student will sign in punctually at 12:15 and work until 12:30, giving the student 15 minutes to eat lunch.
- c. The student must remain silent and complete the assigned work.
- d. Failure to serve an assigned detention will result in:
  - 1<sup>st</sup> A double assignment of detention.

2<sup>nd</sup> A suspension until detention is served.

Four detentions in one quarter will result in two (2) days of suspension.

Five detentions in one quarter will result in expulsion.

**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. Cutting class – (being more than 10 minutes late to class is considered a cut).
10. Placing any form of graffiti or physical disfigurement on any school property.
11. 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 insure 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 student or his/her parent fails to bring a note to the office within two days of the student's return to school.
3. The absence is 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 the Terra Nova Standardized Test. 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 pay someone to administer the tests. These are extensive tests and could result in a fee of more than \$100.

## **Procedure**

1. Parents are asked to call the school office by 9:00 a.m. when a student is going to be absent.
2. When the student returns from an absence, the student has two days to bring a note to the school office that is signed by the student's parents for the absence to be considered excused unless a parent has already contacted the school office.
3. The student is required to bring a doctor's excuse for an absence of three or more consecutive days due to illness.

4. If a student leaves campus for any reason during normal school hours, a note signed by the student's parents or their verbal consent to the Administrator is required. *Unless the departure is a family or student emergency a written consent is required.*
5. Students are not allowed to leave campus at lunch unless their parents sign a release form and special authorization is given.

Excessive absences may result in a student being dropped from the school rolls and/or receipt of a failing or incomplete grade. *For elementary students, a total of twenty absences from class during a semester may result in a failing grade and therefore no credit for that semester. For introductory middle school students (5<sup>th</sup>-6<sup>th</sup> grade), core class absences meet the standards of elementary students, while all other class absences meet the standards of high school students. For 7<sup>th</sup>-12<sup>th</sup> grade students, a total of twelve absences from MWF classes or eight absences from TTh classes during a semester may result in a failing grade and therefore no credit for that semester.*

## **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.

### **TARDIES**

The following reasons will constitute an excused tardy to school or class:

1. Family emergency with a parent note.
2. Doctor visit with a parent note.
3. Student delayed by another teacher with a teacher note.
4. Administrator approved tardy.

When a student accumulates a number of unexcused tardies over a period of nine weeks, the following administrative action will be taken:

#### *Homeroom Tardies*

Should excessive tardies be earned during homeroom, the administrator will contact parents for a resolution.

#### *Between Class Tardies*

All tardies between classes will result in detention unless accompanied by a teacher or administrative pass.

## 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.*

## Hall Passes

The purpose of a hall pass is to provide a student with proof of teacher permission for leaving a class at any time. No student is permitted out of class at any time without a hall pass.

## 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 Room C during the lunch hour. 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.

Students in 7th-12th grade may leave the campus for lunch if their parents sign a lunch release form and special authorization is given. Should students return to class late, their parents will be contacted. Upon the second lunch tardy, the student (whether driver or passenger) will lose the privilege of leaving campus for lunch for two months. Students who leave the campus without the signed release form from their parents or who transport students who do not have a signed release form from their parents will lose the privilege for the remainder of the school year.

## **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 check out 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 check out 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.

## **Transcripts**

When a student transfers to another school, his cumulative record file is sent to the new school upon their request. Seniors who will be attending college must place a request for final transcripts at the end of their senior year. The name and address of the college should be included on the request. The first two (2) transcripts requested within the first year of graduation will carry no charge. Transfer students may request one transcript in addition to the one placed in the cumulative file. Each additional transcript will be sent upon receipt of a \$35.00 fee. A minimum two (2) business day notice is required for record preparation.

## **Early Dismissal/Late Arrival**

Students who need to be dismissed early are required to go to the school office before 8:25 a.m. on the day they need to leave campus and present the office staff with a note from their parents. The student will receive an early dismissal pass. When it is time for the student to leave, they must present the pass to their teacher and then go to the school office to sign out. If they return that same day, they must go to the school office and sign in before returning to class. Students arriving late to school must first check in with the school office to receive a pass before entering class. The student will have an unexcused tardy for the late arrival unless the reason meets the attendance policy guidelines for excused tardies and a note is presented to the school office.

## **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.



# Parent Section

## Disagreement

From time to time disagreements may occur as to practices, procedures, or amounts due. It is the desire of Freedom Christian School to resolve all disagreements and protect relationships between parents, student, and staff of Freedom Christian School and LifePoints Church. We believe interpersonal problems should be handled according to Matthew 18:15-17. Only in this way may problems be resolved instead of becoming source of irritation that leads to many sins (James 3:4-12).

Freedom Christian School requires that first the disagreement be discussed with the individual involved. For example, if you have a problem with your child's work at school, you should contact the teacher, not the school board chairman, administrator, or superintendent. If you have attempted to solve your problem with the teacher and you feel you have not received any satisfaction, you then see the administrator. If your problem cannot be resolved there, you are welcome to see the superintendent or submit the problem in writing to the school board.

As Christians, the parents, teachers and administrators of Freedom Christian School affirm the biblical principle and mandate to resolve our dispute(s) before Christians and not before the civil courts (I Corinthians 6:1-8). It is the expressed intent of the parties to the admission agreement that civil litigation will be avoided in favor of binding mediation or arbitration. All disputes, complaints, controversies, claims, or grievances not otherwise settled

- (a) between any parent and Freedom Christian School itself, or
- (b) between any parent and any pastor, officer, director, employee, volunteer or other member of Freedom Christian School,

will be resolved by binding arbitration conducted by mutually agreed upon arbitrator or if the parties cannot agree, an arbitrator appointed by the Association of Christian Conciliation Services whose national headquarters is 1537 Avenue D, Suite 352, Billings, MT 59102 (800-711-7118) (mail HisPeace.org). The parties will agree in writing to appoint an arbitrator(s) and submit to prescribed procedures for the arbitrator. In the event that the parties cannot agree, Christian conciliation service will appoint the arbitrator(s) and designate the procedures to be followed. No arbitrator will have any financial, professional, family, or social relationship with any party to the dispute which is likely to affect his/her impartiality or which might reasonably create an appearance of impartiality or bias. No arbitrator will be a member of the same church corporation as any party.

The procedure governing the arbitration process will be agreed to by the parties, or, in the event that the parties cannot agree, will be determined by the arbitrator.

The arbitrator will have the power and authority to make such decisions and awards as he/she deems appropriate, including granting damages, injunctive relief,

attorneys' fees, arbitration expenses, arbitration fees as well as any other related costs to the appropriate party. The arbitrator will further be empowered and authorized to grant the issuance of such mandatory directives, prohibitions, orders or restraints to enforce the agreement as he/she may deem necessary or advisable, directed to or against any of the parties hereto, including the directive or order requiring specific performance of any covenant, agreement, or provision of this agreement.

The decision of the arbitrator will be binding on all parties, and all parties will submit themselves to the personal jurisdiction of any court of competent jurisdiction, both State and Federal, for the entry of a judgment confirming the arbitrator's award. It is expressly agreed that the binding arbitration as provided herein will be the exclusive remedy for the parties absent a negotiated, out-of-court settlement, and none of the parties hereto will institute any civil action, petition, motion or other proceeding in any court of law or equity, whether related to church or not, other than for the sole purpose of enforcing the arbitrator's award hereunder. The foregoing agreement will be a bona fide defense in any action or proceeding contrary to this agreement.

The arbitration process is not a substitute for nor does it prohibit, any discipline proceeding or process set forth in this handbook, and will in no way effect the authority of the school to investigate reports of misconduct, conduct hearings, or administer discipline.

Nothing in this arbitration section will be construed to exclude any duty or requirement imposed by a contract of insurance coverage or, where an insurance company is the real party in interest, prohibit a civil lawsuit to procure compensation under a policy of insurance, but not to exceed policy limits.

Any submission of a dispute to arbitration will not be revoked by the death of any party to the dispute, and any award will be binding upon such persons, their heirs, and successors.

The arbitrator will have the power to order and direct what he/she will deem necessary to be done by either of the parties relating to the matters in dispute.

## **Volunteer Help**

The school has many tasks that cannot be completed without parents volunteering their help when needed. For this reason, parents are strongly 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!

## Car Pooling Suggestions

Two of the most important elements of a successful car pool are communication and cooperation. Smoothly operating car pools do not happen by themselves. We would like to suggest some helpful hints.

1. Having each student ready on time is a must.
2. Students should behave themselves while riding.
3. Parents should be responsible to call the driver ahead of time when the student will not be riding that day.
4. Tardies due to students arriving late because of car pools are not excused tardies.

## 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 3:10 p.m. The hours are 7:00 a.m. to 8:30 a.m. and from 3:10 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. 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 K-4<sup>th</sup> grade students who are not picked up by 3:20 p.m. must be enrolled in extended care by their classroom teacher. They may not wait in the parking lot for their transportation and they may not be supervised in the parking lot by older siblings.*

*Therefore, any parent who arrives after 3:20 p.m. to pick up their student(s) must sign them out of extended care. Students in 5<sup>th</sup> – 12<sup>th</sup> grade 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.*