Faith Christian School
Purpose Statement

Faith Christian School’s purpose is to provide an exceptional educational program for each individual from a Biblical perspective challenging the whole student, offering a college preparatory education, and equipping each student to serve God and others in a global society.

Beliefs of Faith Christian School

1. God is the source of all truth and the Bible is given by Him as our supreme and final authority.
2. Because each student is created in the image of God with unique physical, social, emotional, intellectual and spiritual gifts, he is a valued individual within the community whose primary purpose is to glorify God.
3. The student will model what he sees; therefore, by God’s grace, all faculty and staff should strive to be Christian role models.
4. A variety of instructional strategies and learning activities should provide appropriate challenges for all Faith Christian School students.
5. All aspects of our educational program will be taught from a Biblical perspective.
6. The student is personally responsible and accountable for his behavior and personal integrity.
7. The student learns most effectively in a safe, structured, healthy environment.
8. Faith Christian School works in partnership with parents/guardians in education, yet the final responsibility for the child’s academic and spiritual development is at home.
9. The commitment to continuous school improvement is imperative in order to enable each student to become a confident, self-directed, life-long learner.
10. Faith Christian School emphasizes spiritual development, academic excellence, and extra-curricular activities as a means to glorify God in a global society.
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WELCOME TO FAITH CHRISTIAN SCHOOL (K-12)

The faculty, staff, administration and school board of Faith Christian School happily extend our greetings to you, the parents and students. We are honored to have been blessed by God with the responsibility to provide your children a tremendous opportunity for an education. It is our mission to develop all aspects of the child including spiritual, academic, and physical.

As a non-denominational Christian school we place a great emphasis on helping our students develop a personal relationship with God through our Biblical curriculum, as well as an emphasis on prayer, meditation, and living a Christian life. As a college preparatory school we have developed an advanced curriculum with the objective of preparing our students for future success at the next level of their educational journey. Finally, we feel that a strong emphasis on intramural and interscholastic sports will contribute to the physical development of our children, as well as prepare them for the competitive society in which they must be strong to excel.

This handbook provides you with information to help you better understand the school's purpose and operational policies. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, procedures, and programs. Please read and refer to this as often as necessary. The school board reserves the right to change any policy or procedure in this handbook at any time in its sole discretion after reasonable notice.

School Mascot-Leo
LETTER FROM THE HEADMASTER

August 12, 2013

Dear Faith Students and Parents:

As we enter a new school year at Faith Christian School, we have completed a two-year plan established at the beginning of my tenure. I believe you will be very pleased with the many areas of growth we have brought about as a result of this effort.

The most obvious change for the 2013-2014 school year is the expansion of our facilities with the completion of the new multipurpose room. You will now begin to see the positive impact this facility will have on many of our school programs. The facility will make an immediate impact on elementary physical education, rainy-day recess, high school lunch, and athletic programs.

In addition to growth in our facilities, we are proud to announce the addition of eight new faculty members. Of these additions, three are retired teachers, three have significant experience in education, and another has many years of experience in the business world. New faculty members include:

- Miss Kara Silvers, math-7, geometry, algebra II, and calculus
- Mrs. Juanita Badgett- algebra I, algebra II, and pre-calculus
- Mrs. Lark Milner-upper elementary science
- Mrs. Mary Dawson- upper elementary reading
- Mr. Denny Bailey-athletic director and elementary physical education
- Mrs. Jenny Jones-English-10, 11, 12 and consumer math
- Mrs. Laura Robinson-kindergarten
- Mrs. Debbie Simpson-second grade

A primary goal over the past two years has been to lower the student-teacher ratio at the elementary level. Increased enrollment in high school has allowed us to not only add additional secondary classes, but reduce the student-teacher ratio at lower grades to an average of 15:1.

A long range goal at Faith has been the possibility of adding elementary Spanish classes. While we expected to add this in the 2014-2015 school year, increased enrollment has allowed us to integrate Spanish in the fourth and fifth grade curriculum this year. We have also added a Spanish III class in the high school for the first time in school history.

Thanks to the continued support from the Parent Teacher Fellowship, several improvements have been made to the technology program. The need for a second computer lab was met this summer with the purchase of a laptop lab for use in the classrooms. This will have a huge impact on student computer access for research and provide further technological integration in the classroom. We will also be expanding the Aventa on-line courses to include physics and Spanish, as well as make courses available for students as electives.

I pray and have faith that God will bless our children as we begin a new year!

Sincerely,
Robert Phillips
Headmaster
School Board
Membership 2013-14

Faith Christian School has been a ministry of the Faith Presbyterian Church for over 30 years. The school is operated for the Glory of Christ and to meet the education needs of the youth of the church and the surrounding community. Faith Christian School is governed by a school board appointed by the Session of Faith Presbyterian Church and operated by a headmaster. The function of the FCS School Board is the creation of school policy and oversight of the headmaster who implements that policy and operates the school. The Session invests all administrative leadership and authority to operate the school to the Headmaster. The Headmaster is accountable to the Board chair and Senior pastor for implementation of operational procedures and to the School Board for implementation of school policy. While parents do not govern the school, ideas and suggestions from parents are necessary for the smooth operation of the school. The School Board assembles a Parent Advisory Committee (PAC) on an annual basis, which meets quarterly to discuss ideas for improving the school from a parental viewpoint. However, anyone is welcome to make suggestions and share their opinions.

Responsibilities: [From FCS Constitution]

1. The School Board shall establish all policies necessary for the Headmaster to operate the School under the oversight of the School Board Chairman.
2. The School Board shall establish and implement the operating budget of the School through the Headmaster.
3. The School Board Chairman will constitute the first court of appeal (above the Headmaster) on all policy dynamics of the school.
4. The School Board will constitute the second court of appeal (above the Headmaster and School Board Chairman) on all operational dynamics of the school.

We are very thankful to the men and women who serve as members of the School Board. Please pray for these individuals as they make wise decisions concerning the school.

Chairman       Dr. Boyce Callahan, Chairman of the School Board
Member         Mr. Roger Sawyer, Vice-Chairman
Member         Ms. Suzan Freeman
Member         Mr. Vince Mattox
Member         Mrs. Debbie Davis
Member         Dr. Jay Walker, Secretary
Member         Mr. Sonny Weaver
Member         Mrs. Maggie McDaniel
Member         Mr. Alan Robinson

Faith Christian School is a ministry of Faith Presbyterian Church of Anniston, AL. It is a board-operated school, accredited by the Southern Association of Colleges and Schools (SACS) and is a member of Association of Christian Schools International (ACSI). The school participates in AHSAA and Calhoun County athletics. The pastor of Faith Presbyterian Church is Rev. Rick Searle. The chairman of the board is Dr. Boyce Callahan. The headmaster of FCS is Mr. Robert Phillips.

"From everyone who has been given much, much will be demanded; and from the one who has been entrusted with much, much more will be asked." Luke 12:48b
HANDBOOK REVISION HIGHLIGHTS

This section of the handbook covers the major revisions to the handbook. If you read last year’s handbook, it will only be necessary to read this section and the sections to which they refer to for this year. It is divided by themes, not by topic, so that you understand why there was a change in these guidelines.

Arrival and Dismissal Procedures

Morning Daycare Program

We will be establishing an Morning Daycare Program as a convenience for our parents who must be at work prior to 7:15 a.m. This program will begin at 6:45 a.m. Students who arrive on campus prior to 7:15 a.m. should be enrolled in this program to be located in the same room as Afterschool Daycare (Lower Building Room #2). The cost will be $4.00 per day. (See Appendix I for arrival and dismissal traffic flow.)

Life Skills

Punctuality and Absences

As a result of changes made to school procedures and enforcement last year, there has been a tremendous improvement on the part of student punctuality and attendance. Students may continue to be absent for five days per semester with a parent excuse. There are no restrictions regarding what reasons a parent may choose to excuse a child for these five days. Additional absences will be granted with a doctor’s excuse. Finally, a maximum of five absences may also be granted with the prior approval of the headmaster for students in above average academic standing. We ask that you utilize the five days granted for each child prior to requesting additional days by headmaster approval. Requests for an excused absence by headmaster approval must be made in writing, preferably by e-mail. Any absences over five days per semester, not covered by a doctor’s excuse or the headmaster’s excuse must be made up in Saturday School.

There has been significant improvement regarding high school students arriving to class on time. Students may be tardy to school or class two times each quarter. On the third tardy, they will be referred to the office where the punishment will probably be afterschool detention. There will no longer be a tardy room for high school students first period.

Academics

Homework Recommendations

The following recommendations will be established as parameters on the average amount of homework to be assigned:

- Grades 1 and 2: 15 to 30 minutes (No more than two to three nights per week)
- Grade 3: 30 to 45 minutes
- Grades 4 through 6: 45 to 60 minutes (A maximum average of ten minutes per class.)
- Grades 7 and 8: 60 to 90 minutes
- Grades 9 through 12: 60 to 120 minutes
Operational Procedures

Dress Code

There have been no changes to the dress code. However, teachers of grades kindergarten through third have a great deal of flexibility in interpreting the dress code as a result of the young age of their children as well as the self-contained nature of their classes. As children begin changing classes in fourth grade there is a stricter interpretation of the dress code, as teachers are expected to interpret it according to the letter of the law.

High School Lunch

Students in grades 7-12 will now eat lunch in the new Faith Commons (multipurpose room). Students will leave their fourth period class at 11:07 and go directly to The Commons. Each class will be responsible for cleaning and putting away tables following lunch with the seventh and eighth grade assigned Monday, ninth grade assigned Tuesday, tenth grade assigned Wednesday, eleventh grade assigned Thursday, and twelfth grade assigned Friday.
ACCREDITATION

Faith Christian School (K-12) is fully accredited by the Southern Association of Colleges and Schools (SACS). All credits earned from Faith Christian School are fully accepted without question at all other public and/or private educational institutions. Faith is also a long time member of the Association of Christian Schools International (ACSI).

ADMISSIONS/ENTRANCE REQUIREMENTS

Faith Christian School admits students of any race, color, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. However, at least one of the parents or guardians who desire to enroll a student at Faith Christian School is expected to be a professing Christian.

In order to be academically eligible for attendance for grades 3-12 at Faith Christian School, a student must have scored at or above the 50th percentile rank on the Stanford Achievement Test (SAT) or similarly standardized test or a reasonably equivalent achievement test. The final determination of admittance and placement relative to academic standing rests with the headmaster.

The following guidelines will be used for admittance to Faith Christian School:

- Faith Christian School cannot meet the needs and therefore does not grant admittance to students who are married, expecting a child, or are already the parents of a child.
- Faith Christian School does not grant admittance to any student who has reached his/her 20th birthday at the time of his/her application.
- Faith Christian School does not grant admittance to any student who is under serious disciplinary action from any school or school district at the time of his/her application.
- Faith Christian School cannot meet the needs of and therefore does not grant admittance to any student who has been in or is presently in an alcohol or drug rehabilitation program.
- Faith Christian School cannot meet the needs of and therefore does not grant admittance to any student who has spent time in a school specifically designed for behavioral corrections.
- Faith Christian School does not grant admittance to a student if the student, parents or other family members historically have not been cooperative with previous educational institutions.

Primary acceptance or non-acceptance of a student to Faith Christian School is made by the headmaster. Non-acceptance decisions may be appealed to the Chairman of the School Board and then to the School Board, if necessary. Both the Chairman of the School Board and the School Board retain the right to turn down an appeal based on the individual circumstances of a case.

Age Requirements

Students entering prekindergarten must be four years old by September 1st. Students entering kindergarten must be five years old by September 1st. Students entering first grade must be six years old by September 1st.
APPLICATION POLICIES

All the forms necessary for application are available from the school office or the school website. The application must be filled in completely, the application fee paid and enrollment check given to the school. (The State Department of Health requires that all students entering school, provide a Certificate of Immunization from their family doctor or the Health Department.) The application form must be signed along with the signed Statement of Faith and Objectives; the signed Statement of Application Commitment, Statement of Cooperation, and Statement of Financial Commitment. New students applying for entrance into the upper school may be required to undergo a baseline evaluation at the discretion of the Headmaster. All new students in the grades 2-6 will be required to undergo a baseline evaluation. All new students to the Pre-K through 1st grade will be required to undergo an entrance evaluation to determine if the student is adequately prepared to be successful in the program for which they are applying.

Applications will not be considered complete unless all required items, including all forms, fees, evaluations and interview have been completed and the Headmaster and Board Chair sign. The application fee will be deposited immediately and is not refundable. The enrollment fee will not be deposited until the enrollment or re-enrollment is approved by the Headmaster and Board Chairman. The enrollment fee is refundable if the student is not accepted to the school.

ATHLETIC ACADEMIC REQUIREMENTS

Faith Christian High School (K-12) is a member of the Alabama High School Athletic Association (AHSSAA). The academic standards which must be met through this association for athletes to be eligible are available from the Athletic Director's office. FCHS will meet or exceed these standards. In addition, the school insists that academics be at the forefront of the student-athlete's agenda. The coach always has the prerogative to deny playing time or to assign disciplinary action to athletes who do not keep current with academic expectations. Parents of student athletes may always take students out of athletics should the parent realize that athletics is interfering with academics, although we highly encourage the parents to work with the coach to use their influence in helping the student athlete develop study skills, habits and values necessary to be a successful student athlete.

ATHLETIC LETTERS

To be eligible to earn a letter in a varsity sport, the following qualifications must be met as the minimum standards for consideration:

1. Meet the academic qualifications established by the state association and/or Faith Christian High School.
2. Participate (play) in a minimum of 50% of the season's games/matches.
3. Participate in a minimum of 80% of the season's practices. Student athletes are expected to be at all games and practices. The coach and/or athletic director must excuse all absences.
4. Letters may be denied to those student athletes whose conduct is unbecoming of a student athlete at a Christian School.

ATHLETIC VIOLATIONS BY FANS AND STUDENTS

The Alabama High School Athletic Association’s ejection policy is designed to help curb disorderly conduct during school athletic competition by players, coaches and/or fans. The first time a fan, athlete or coach is ejected from a game, the school is fined $300. If the offender takes the STAR sportsmanship remediation course, which is called “Behavior Mode,” within 10 days of the ejection, they will reduce the $300 fine to $100. This is only for the first ejection. The second ejection of the same person
at any subsequent game, any sport, carries a fine of $500 with a one game suspension and a third ejection has a fine of $750 and suspension for the remainder of the year for all sports. Actions that cause ejection include but are not limited to the following: swinging at an official, two unsportsmanlike penalties which would include cursing, swearing or threatening. Players, coaches or fans may cause the school to be fined by continually harassing officials with harsh remarks, cursing, or profanity or continual yelling critical remarks.

It is the position of the Faith Christian School Board that anyone, including fans, who cause the school to be fined for his/her conduct on the court/field/stands will be required to pay this fine. It is the hope of the School Board that the FCS community, whether athlete, coach or fan, would set a tone of civility in a strongly-contested event which allows the officials to do their job and will cause others to speak well of our Lord and Savior because of our behavior.

It is our position that we are held to a higher standard and example. The school is unwilling to have a third ejection/suspension on our record. Therefore, any fan or parent who is ejected a second time in one year will be forbidden from attending any FCHS athletic event either at home or away. Failure to comply with this policy will mean the removal of the athlete from the team. The school takes its reputation in the community and in the association. Repeated issues with fan behavior is serious and will not be tolerated.

By signing the Statement of Cooperation the parent(s) are agreeing to pay whatever fines are levied by the officials against them, their student or their extended family or guests and to comply with the school’s policy on fan behavior.

**ATTENDANCE REGULATIONS**

Regular attendance and achievement in school subjects are very closely related. School will be dismissed at a regular time each day, therefore, appointments with doctors, dentists, hair dresser, etc., should be made before or after school hours or on Saturdays, when possible. FCS is very careful to keep accurate attendance records. Our attendance policy will meet or exceed the requirements set forth by our accrediting association so as not to violate compulsory school attendance law. Failure to attend school may result in one or more violations of Alabama State Law and other laws concerning compulsory school attendance.

**I. Absences**

A. **Excused absences** include and are limited to the following:

1. Illness of student (parent statement)
2. Doctor’s appointment
3. Time to go take driver’s test for license
4. Severe illness of a member of the family
5. Death of a member of the family
6. Consultation with guidance counselor or school administrator during the day
7. Headmaster permission: Parent pre-arranged excused absences. The headmaster may deny all requests for headmaster-excused absences not pre-approved or applied for with sufficient advanced time to provide the necessary information. The only exception will be requests made due to circumstances outside of the family’s control and after all available absences have been used. Only the headmaster may approve a pre-arranged absence. The headmaster may only excuse absences for a maximum of five days total each semester. Any absences beyond these five days will be coded as **unexcused**. Parents of students who have below a “C” average in class work are advised not to take the student out of school for a pre-arranged absence. A request to the headmaster via e-mail or on a full sheet of paper written and signed by the parent must include the following information:
a. Date and homeroom teacher’s name
b. The reason for absence
c. Date of requested absence
d. Plans made with the teacher for work that will be missed with the understanding the teacher determines the plan.

8. Students have three days upon return to school for an absence (and one additional day for each day they have missed) in which to make up missed exams/work for excused absences. It is the responsibility of a high school student (grades 7-12) to contact the teacher to arrange for make-up work.

B. Unexcused absences include but are not limited to the following:
1. A parent note is not given to the school within three days of the absence or upon return to school
2. Sleeping in – not sick
3. Staying out to miss an exam in order to take it later or to complete an assigned project
4. Leaving school before the end of the day without permission from the administration
5. Unapproved personal family reasons
6. Skipping class without anyone’s permission
7. (HS only) Failure to report to class, homeroom or lunch before the late bell

A student who has an unexcused absence will receive a zero for all assigned work due or tests missed while absent

C. Admission after absence: All returning students must bring a note of explanation upon return to school. A note from the parent will only excuse the first five absences for a semester unless accompanied by a doctor’s excuse. Failure to provide a note to the school in a timely manner is considered truancy by the state of Alabama.

Elementary: If an elementary student will not be present at school, their parents should contact the school no later than 8:30 to inform the school of the absence. The student upon his/her return to school should present a note of explanation giving the student’s name, homeroom, and the date of absence, and the reason for absence to the classroom teacher. The note is to be written completely and signed by the student’s parent or guardian. The student absence will be marked excused or unexcused by the elementary teacher. Any absence not explained by a parent letter within three days upon return will be coded unexcused regardless of the reason. This is in compliance with the Code of Alabama State Law Section 16-28-15 (see below).

High School: If a secondary student will not be present at school, their parent should contact the school that morning and inform the school of the absence. The student upon his/her return to school should present a note of explanation giving the student’s name, homeroom, and the date of absence, and the reason for absence. The note is to be written completely and signed by the student’s parent or guardian. The secondary student will present the note from the parent to the appropriate school official. A parent may only excuse five days each semester unless accompanied by a doctor’s excuse. The absence will be coded AU or absent unexcused until a note is received. A parent is required to send a note to the school explaining their student’s absence regardless of the reason. Any absence not explained by a parent letter will be coded AUT or absent unexcused truant. This is in compliance with the Code of Alabama State Law Section 16-28-15.

“Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher, and a failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of said child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he has been diligent in his efforts to secure the attendance of such child.”
D. **Academic consequences for excessive absences:** In order to receive credit for a high school course, the student must not have missed more than five days in that course per semester. Any student who misses more than five days in any course must have a doctor’s written excuse for the next five subsequent absences in order to receive credit for the course. See method listed below to erase unexcused day by attending Saturday school. **NOTE:** Elementary students will repeat the grade should the child miss more than 20 total days of school.

E. **Athletic consequences for absence:** Students who do not attend school on a particular day because of illness may not participate in any extracurricular activities that day. The student must have been in attendance at least one-half of the school day in order to participate in extracurricular events after school on that day. **NOTE:** One-half day of school equals four periods.

F. **Saturday School for high school students:**

Students who wish to erase an *unexcused absence* may attend a Saturday school, which will be held on a case-by-case basis. This “school” is held on Saturday morning at the school for four hours between **8:00 a.m. and 12:00 p.m.** These four hours will be time to be used for study, research and/or assigned work to be completed for the child’s teachers. Attending Saturday School will erase the absence only. It will not necessarily be used to make up work missed on the unexcused date. Before the day is approved, the proper paperwork must be turned in with the fee of $30 paid to the supervising faculty member. This fee is forfeited if the student fails to report to the Saturday School date. The school office or supervising faculty member must be given appropriate notice if the student will not be able to attend.

II. **Tardy to school**

Being tardy to school is disruptive to the classroom environment and disrupts teaching and learning. Therefore, when a student is tardy, the school will take steps to minimize the adverse effect. A student is considered tardy to school if they are not in their classroom by the tardy bell for their school division. (7:30 for 7th-12th; 7:45 for PK-6th)

**Elementary admission:** Elementary students who arrive at school after 7:45 must be signed into the office by the appropriate adult. The office will then notify the student’s teacher and will send the student to their class at a time convenient to the teacher. If a student is tardy, it will count as one check on their behavioral discipline plan for that day. A student in grades three through six who is tardy three times per quarter will be referred to the office for punishment.

**High school admission:** Students may be tardy two times per quarter. With the third tardy the student will be referred to the office with the probable punishment afterschool detention.

III. **Tardy to class**

Students may only be tardy to class two times within a grading period for a specific class. On the third time tardy to class within a grading period the student’s actions will be written up as a disciplinary violation and they will be referred to the office for disciplinary action, with the minimal punishment being afterschool detention.

In addition, class time missed due to being late will be considered an unexcused absence and the student will not be allowed to make up work missed in class that day.
IV. Illness Policy

The intention of this policy is to provide a healthy and safe environment for our students. Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, recover and be treated for the illness. In order to help keep our children healthy, Faith Christian School requires adherence to the guidelines of this policy.

Children will not be allowed to attend school or school-related activities if they have anything contagious such as, but not limited to the following:

- **FEVER**: May return when fever free (under 100 degrees) for 24 hours, without medication
- **DIARRHEA / VOMITING**: May return when symptom free for 24 hours
- **STREPTHROAT**: May return after 24 hours of antibiotic treatment and no fever for 24 hours
- **CONJUNCTIVITIS (pink eye)**: May return 24 hours after treatment begins and eyes are free of discharge
- **HEAD LICE**: May return after treatment and removal of all live lice and nits from hair
- **RING WORM**: May return after treatment begins; area should be covered while in school for first 48 hours of treatment
- **IMPETIGO / STAPH / MRSA**: May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides
- **COMMUNICABLE DISEASES** (such as, but not limited to - influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical provider

If a student arrives at school with symptoms, or during the school day begins to show symptoms indicative of a condition listed above, a parent/guardian will be contacted and asked to pick the child up as soon as possible.

The parent/guardian needs to maintain direct contact with the school and the student’s teacher if the child is diagnosed with any communicable disease so the school can take appropriate steps to protect the entire student population.

BAD WEATHER CLOSINGS

It is the responsibility of the headmaster to decide whether the school will close due to inclement weather. While in general, we will follow the lead of local school systems, there are times that the public schools must close because of concerns that do not apply to private to Faith Christian. The announcement for closing the school for inclement weather will be made using all means of communication available to the school. We will send out communications via Renweb as a primary means of communication. The final authority regarding whether a child should be sent to school is the parent. If a parent chooses to keep their child home due to weather conditions student absences will be respected and students will be allowed to make up their work. This excused absence would be considered one of the five excuses granted to the parent for each semester.

BIBLE

The study of the Scriptures is recognized by the session of Faith Presbyterian Church as of fundamental importance. It is board policy that the Scriptures are studied in all grades. Students who are enrolled in 9-12 grade must acquire a bible credit every year they are enrolled at Faith. This is necessary to graduate from Faith Christian School. Transfer students do not have to make up the bible credit if they transfer in after that grade, (i.e. a student who transfers in their Junior year does not have to acquire a bible
credit for their freshman and sophomore year since they did not attend our school for those years.) The Scriptures inform our educational practices in the following ways:

- Scripture memorization.
- Basic familiarity, shared doctrine, history, survey knowledge, fundamental truths, practice and apologetics characterize the bible curriculum.
- Subject matter to be taught in a way that does not conflict with Biblical truth.
- Biblical truths will inform our pedagogy, policy, and practice.
- Biblical principles guide our discipline of the students.
- FCS will use the NIV (New International Version) published by Zondervan as its official version. (Due to the large number of versions available and the necessity to have one common standard for teaching, study and communication, the board has been set the version. The decision is not a sectarian one, but based on the fact that this version is one of the better versions to use in an academic setting.)

**RELATIONSHIP OF SCHOOL TO FAMILIES**

We believe that according to the Bible, the parents will be held accountable to God for the education of their children. This means that the parents must decide what educational institutions and other services they will use to fulfill that responsibility. However, the responsibility and authority to decide what is taught, when it is taught and how it is taught at Faith Christian School is that of the session and their proxies. We believe that the session will be held accountable for the quality of the education we offer in regards to general and special revelation. While parents may hold us accountable to do what we say we are going to do, they do not have the authority to dictate policy or the operation of the school. Our hope that the services and opportunities we provide at FCS can assist parents in fulfilling this responsibility for the education of their child.

We also believe that the parent will be held accountable to discipline and train their child up in the way they should go. While our staff and faculty, most of whom are parents themselves, will be sympathetic and understanding of this responsibility, we as a school and faculty will not assume the role of parent. We will implement a school disciplinary policy, which has been devised for a Christian community in the raising of a child. However, the school can only be responsible for the implementation of policy, not for the child’s adherence or disobedience to the policy and rules of the school. We are a school and it is our expectation that the parents do everything in their power to maximize the time a teacher has to teach. This means that the parent disciplines their child and instructs them in proper school behavior so that the teacher can spend their time teaching.

**CELL PHONES AT SCHOOL**

Students are not allowed to use cell phones in any capacities during the school day, except during times designated by a faculty member. All cell phones must be turned off during the school day, except at designated times. Cell phones are to be placed in an area designated by their teacher during their classes. The school assumes no liability for protection of student or parent cell phone during the school day.

Violations regarding the use of unregistered cell phones will be considered a moderate disciplinary infraction with probable initial punishment being confiscation of the cell phone pending a required parent conference. Confiscated cell phones or other contraband must be sent to the office with a record of referral.
CONTACT INFORMATION

The school uses physical addresses, phone numbers and emails as required contact information. If any of this information changes while enrolled, re-enrolled or pre-enrolled at FCS, please contact the school office by phone, email or letter indicating what contact information should be changed, removed or added.

CHECKING IN/OUT

The school attendance records, including checkout information, are legal documents and therefore must be kept with exceptional accuracy. It is absolutely necessary that only the proper people sign students out or in from school. Particularly in these times of broken, mixed and blended families, it is incumbent upon us to have a much stricter policy and operation of the sign-out procedure. Even if you do not have such legal issues, your adherence to this policy benefits those who do, as it adds to the integrity of our system.

Only parents and legal guardians can validly sign in students. (see exceptions for student drivers). If it is necessary for a student to arrive late, the parent must come directly to the office and sign their name on the IN/OUT sheet.

More importantly, if the student must leave school early, the parent must sign the IN/OUT sheet. Parents should never go to their child’s classroom to withdraw them unless specifically authorized by the headmaster. Student signatures are not valid and will be treated as such with the exception of the following circumstances: High school student drivers (Grades 10-12) will only be allowed to leave if they bring an official doctor’s or dentist’s appointment card to the office or a written parent request for the student to leave to go to the doctor or other medical reason.

VISITATION ON CAMPUS

Any visitor on campus must go directly to the office. To go anywhere on campus and/or have student contact, a visitor must sign in and receive a guest pass. Safety of the students requires that we are aware of every person on campus. This includes parents who need to speak with their children or bring items to their children. Not only are there serious safety concerns but the disruption to class and the normal functioning of the school can be significant. The school has the right to deny anyone permission to have access to the campus and will do so if the school feels it is in the best interest of any or all of the children, faculty or staff.

CLASS RANKINGS

Only courses in the core curriculum are considered in the calculation of class ranking. It will be calculated using numerical averages for grades 9-12. Core curriculum courses include: language arts, math, science, social studies, and Bible. Language arts includes English 9-12 and foreign language. Any Advanced Placement courses and calculus will receive an additional weight of 10 points per semester. Honors classes will receive an additional weight of 5 points per semester. These classes include:

- Spanish I, Spanish II and Spanish III
- algebra II, and pre-calculus
- chemistry, physics and anatomy

Weighted grades will only be reported on the transcript with a notation explaining our weighting policy. They will not be reported on the report card. They will only apply to class ranking and will not have an impact on the passing or failure of the class.

Valedictorian, Salutatorian and Historian will be those three students who meet all of the following criteria:
- They have the three highest class rankings
- They are receiving an Advanced Diploma (See diploma requirements near the end of this handbook for courses required for this diploma)
- They must have been enrolled as students at Faith Christian High School at the beginning of the first semester of the junior year with continuous enrollment from that point

**COMPLAINTS AND GRIEVANCES**

*The grievance process is only for the application of school policy. If there is a disagreement with the actual policy, the parent should notify the school in writing. The notice should give the policy and state the nature of the disagreement and why they disagree with it. Disagreement with a policy is not grounds for a complaint or grievance against the implementation of that policy.*

A complaint or grievance can be made when there is a lack of action or an action on the part of the school or one of its representatives, that fails to comply with school policy, oversteps the bounds of school policy, violates ethical standards, or does not represent the understood common values of our school. A parent’s opinion on teaching style, classroom management, grading procedures, or general demeanor is usually not a violation of operating procedure, but a difference of opinion. A coach’s decision on playing time, position, or even if a student is on the team is also a matter of opinion. Teachers and coaches will be allowed to teach and coach as God has gifted them.

When someone brings a complaint or grievance, it must be established that the action is required, forbidden, or unethical. It must also be established with credible evidence, which may include corroborating testimony. A parent may not make a formal complaint against any school employee unless they have had direct contact first with that employee. Parents cannot make a formal grievance or complaint based on hearsay or secondhand information. They cannot make a formal grievance or complaint on behalf of another parent.

All complaints or grievances concerning an employee should be brought to the appropriate school employee/coach/athletic director. Scripture is very clear that we are to go directly to the person with whom we have an issue. If a parent hears something from another parent or from a student, including their own child, it is only hearsay and possibly gossip until they hear it or experience it directly from that teacher. This includes their children. If a parent confronts a teacher based solely on the testimony of their child, they are not in compliance with this policy. They must meet with the teacher to ascertain the validity of what their child reported to them. If a parent establishes through direct contact with the teacher or coach that there is a problem and that problem cannot be resolved between the two of them, the parent may then approach the most immediate supervisor.

The Dean of Academic Affairs will be the first point of appeal for grades K-6. The Dean of Student Affairs will be the first point of appeal for grades 7-12. The Athletic Director will be the first point of appeal for matters of athletics. If an acceptable solution is not provided by the above school officials, the issue may be appealed to the headmaster.

If complaints or grievances regarding personnel or policy implementation are still unresolved after contact with the headmaster, a request may be made to appeal to the chairman of the school board. If proper cause is shown, the chairman of the school board may then bring the issue to the attention of the school board for review.

Parents are not under any circumstances to call individual school board members regarding complaints, concerns and grievances. Parent appeals directly to school board members or church officers may constitute sufficient cause for immediate expulsion of the child from Faith Christian School. If the process as outlined above does not provide an adequate solution to any conflicts that may arise, the parent may utilize the conciliation clause they signed when they were admitted to Faith Christian School that is reprinted below.
Conciliation Clause  
[Required for admittance to Faith Christian School]

The parties to the enrollment and re-enrollment agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each together in private or within the Christian church (See Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

CORRIDORS

1. There should never be running, horseplay or rowdiness in the corridors or on outside walkways.
2. No student/students are permitted to be in the corridors during a class period without a pass from the office personnel or teacher.
3. Always walk on the right side of the hall in the direction you are moving.
4. High school students are not to use the hallway containing the Kindergarten classrooms unless they are directed to do so because of bad weather; they have service project in the Kindergarten classes; or are using the classroom L-2.
5. High school students should always give right-of-way and defer to the younger children when using the hallway.
6. Items should not be left on the floor of the hallway, even underneath the backpack hooks, unless a faculty member has given permission. In the elementary school, it must be that student’s teacher.

DELIVERY POLICY

Flowers, balloons, candy, and other similar deliveries to students at school will not be accepted. This means we will not allow the items to remain in the office and the vendor will have to take the items with them when they leave. This is an interruption to the school day class time and interferes with the function of the office.

DISCIPLINE - STUDENT CODE OF CONDUCT

Foundation of Discipline

Discipline is every teacher’s and/or school employee’s responsibility, anytime, anywhere on campus. The philosophy of Faith Christian School presupposes that most discipline problems will be handled among teacher, student and parent in a calm, reasonable manner. The philosophy assumes that effective discipline leads to increased maturity and self-discipline on the part of the pupil. It is the expectation of the school that the parent support the teacher. If parents find themselves unwilling or unable to support the teacher, they should speak with administration concerning the policy in question before they discuss it with their child.

Accountability structure-The students are accountable to their parents for their behavior at Faith Christian School. While the school takes responsibility for promoting positive behavior, the ultimate responsibility for a child’s behavior rests with the parent.
Scope of discipline-The School Board is committed to the principle that disorderly and disruptive behavior can only be tolerated insofar as we are able to meet our obligations to all students involved. If a student’s behavior continues to prevent the school from meeting its obligations to all students or if a parent does not require their student comply with school policy or encourages their student in non-compliance, it is grounds for expulsion.

Expulsion-Students who persist in behavior that requires repeated discipline due to lack of self-control and/or failure of the parent to hold their child accountable to the expected behavior, will be expelled. Additionally, attitudes which are disrespectful to school authority, which breed discontent and incorrect attitude toward school policy and mission, and which lend themselves to undo difficulty in the school’s ability to implement policy, will be considered in the decisions to suspend, paddle or expel.

Means of Discipline

Based on the nature of the infraction, disciplinary action can be placed in one of the following categories:

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mild (levels 0-1)</td>
<td>Administered by the classroom teacher</td>
</tr>
<tr>
<td>Moderate (level 2)</td>
<td>Referred to a school administrator</td>
</tr>
<tr>
<td>Serious (level 3)</td>
<td>Referred to the headmaster</td>
</tr>
</tbody>
</table>

Definitions:

1. **Mild discipline** is administered by the individual teacher in harmony with his/her own methods and abilities consistent with school policies, including verbal reprimands, detention or corporal punishment. Mild discipline will be administered for first time violations of the code of conduct that primarily have an effect only on an individual student behavior that applies to a specific teacher or classroom and does not involve another student. For instance, gum chewing, talking in class, failure to return signed test papers, or not being prepared for class are examples of violations of the code of conduct or other behavior that only effect that student and do not interfere with the ability of the school to educate other students. Teachers reserve the right to refer any student to the office for mild disciplinary problems.

2. **Moderate discipline** is administered to violations or behavior that has a direct effect on the school’s ability to meet the educational commitments to other students. It will also be administered to students who have consistently broken rules after the teacher has exhausted other methods of discipline. Teachers are encouraged to refer moderate disciplinary problems to an administrator. Examples of such behavior include, but are not limited to, the following:

   1. Defiance of Authority—Behavior (verbal or nonverbal) that demonstrates a "direct disobedience" or rebellion to an instructor, assignment, or project.
   2. Academic Defiance—Repeated failure to accept responsibility for academic work.
   3. Propagating dissention—Continued negative attitude.
   4. Verbal or physical abuse—Mistreatment of other students.
   5. Excessive tardiness
   6. Excessive dress code violation(s)
   7. Any infraction which is deemed to be reviewed by an administrator and not classified as serious.

3. **Serious discipline** includes but is not limited to the following:

   a. Lying and other forms of deception.
   b. Misuse of technology, particularly cell phones and other such devices.
   c. Deliberate tardiness to class.
   d. Skipping classes or truancy.
e. Failure to report to responsible faculty or staff member.
f. Theft on school campus or during school activity.
g. The use of obscene or profane language.
h. Obscene or lewd remarks or gestures that are sexual in nature.
i. Actual possession and/or actual or intended distribution of pornographic material.
j. Physical, sexual, or verbal abuse of a student.
k. Blackmail, threats or intimidation of students or school personnel.
l. Slander or libel of a faculty member.
m. Unauthorized possession in the school of any kind of weapons including any type of firearm, bladed instruments such as knives, clubs, batons, stun guns, or other fighting instruments. The school must authorize items such as pepper spray, which are carried for defensive purposes. Use other than its intended defensive use will qualify it as an unauthorized weapon.
n. Commission of any felony crime, including:
   i. Actual or attempted possession, consumption, distribution or selling of alcohol on or off school property or at school-sponsored events. (See “Off Campus Behaviors”)
   ii. Actual or attempted possession, consumption, distribution or selling of non-prescribed drugs of any kind, on or off school property. (See “Off Campus Behaviors”)
   iii. Actual or attempted possession, consumption, distribution or selling of tobacco products on or off school property. (See “Off Campus Behaviors”)
   iv. Destruction of school property or school grounds. Parents will be held responsible for repairs to school property or other’s property. Report cards and transcripts will not be released until all financial obligations have been paid.
v. Gambling in any form.
o. Refusal to obey a teacher.
p. Failure to respect the responsibilities of the adult responsible for them.
   i. An unauthorized walk-out from a classroom, school building, or campus.
   ii. Deliberate failure to attend class.
   iii. Leaving areas designated during a field trip.
   iv. Presence in off-limits area of campus.
   v. Failure to reach the destination authorized by responsible adult. In cases where this is unavoidable, the student should make every attempt to make the responsible adult aware of their new location.
q. Behavior, including “pranks” that endanger the safety of another student.
r. Cheating, including plagiarism.
s. Sexual misconduct, including sexual contact with teacher or student.
t. Other serious moral misconduct on- or off-campus that might threaten the viability of the school to remain in operation.
u. Failure of a student to change behavior in response to repeated after-school detentions.
v. Failure of parents to cooperate with the school in the implementation of school policy. This includes cooperating with students in the violation of school policy, failure to require the student to comply with school policy, failure to follow school policy regarding parental participation, failure to support the teacher that precludes the teacher’s ability to meet the school’s obligations to the other students.
w. Inappropriate physical contact: Physical affection toward another student considered a “boyfriend” or “girlfriend” or they are “in a relationship with.” Any unwanted physical contact or affection toward another student or faculty member. Purposeful physical contact of a high school student with any faculty member of the opposite sex. This applies to any school activity on- or off-campus and as judged by the school authorities.
x. Lying to faculty member, administration, staff, or other adult working under school oversight.
y. Minor violations that recur after other methods of discipline have been applied may be subject to suspension and/or expulsion.
z. Failure to appear for a detention and/or repeated failure to appear on time for a detention.
   aa. Failure to comply with detention requirements.
   bb. Unacceptable behavior of student or a fan at athletic event.
   cc. Harassment, sexual or school (workplace).
   dd. Failure of a parent to investigate reports of their child’s aggressive and bullying behavior.
   ee. Failure of a parent to cooperate with another parent in the matters of aggressive and bullying behavior between their children.
   ff. Any other infraction the administration determines to be “severe.”

Serious discipline problems will be referred to the headmaster at the earliest possible time. The alleged offending student will be provided due process. If determined to be guilty, the offending student may be disciplined by any means identified in the Student Code of Conduct, including suspension and/or a recommendation for expulsion.

The school reserves the right to report to the proper authorities offenses that constitute a crime as established by the State of Alabama and to press charges against the student if the situation should so warrant.

Courtesy and respect to fellow human beings, elders and those in positions of authority are expected as proper Christian attitudes. The school administration reserves the right to add or delete rules that will enhance the educational process.

AFTERSCHOOL DETENTION

Detention:

- Students must serve the detention on the day of school following the day of the offense unless an exception is allowed by the headmaster. If a student fails to appear for a detention, they will be referred to the office for insubordination.
- Detentions will be served in the headmaster’s office, office of the dean of academic affairs, or in the classroom of a designated teacher.
- Students must report to afterschool detention on time. If a student fails to report to a detention on time, they will serve what time remains, and serve another full detention.
- Students are not allowed to engage in any activity, unless directed to do so by the teacher. This includes homework, reading, talking, drawing, or writing.
- Students are not allowed to sleep or put their head down on the desk.
- Students who violate the code of conduct during a detention will be referred to the office for insubordination.
- Students may not leave or be picked up early from detention.
- Teachers may not assign detention without making a disciplinary referral including an e-mail to the headmaster and parents.
- Digital referrals through Renweb are the only documentations required for any violations of the Code of Conduct unless otherwise directed by the headmaster.

Detentions may be postponed for reasons that are considered “excused” absences that cannot be rescheduled or done on another day with headmaster approval.

Detention will be held every day of the school week. In the first semester, detentions will begin at 3:10 p.m. and end at 4:00 p.m. Exceptions will not be made for students who have scheduled after school activities.

CORPORAL PUNISHMENT
Discipline procedures are set forth by the school board according to the Scriptures. We believe the Bible teaches the use of corporal punishment in the discipline of young people. “Train up a child in the way he should go; and when he is old, he will not depart from it” (Proverbs 22:6). “Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him” (Proverbs 22:15). Each teacher has your permission to administer corporal punishment if they deem it necessary. Reasons include repetition of lesser violations as well as the more serious violations of the code of conduct.

Corporal Punishment is usually administered in the high school as an alternative to suspension. It is also used, especially in the lower school, as a powerful tool in teaching self-control. Corporal punishment (spankings) will be administered only by teachers or school administrators in the presence of another faculty member in a private location. Female students will be spanked by female faculty members or in the presence of a female faculty member. Spankings are administered only by paddles issued by the school administrators and will be confined to three strikes to the buttocks. Parents will be notified via e-mail of the spanking through Renweb, which must be replied to by the next day to confirm that parents have read the referral.

**SUSPENSION**

A suspension is given to a student to remove them from the general school population or to send a clear message that the behavior is unacceptable in the school environment. A student will be seriously considered for expulsion after five days suspended within an academic year. A suspended student will receive zeroes for any assignment due during the suspension period. They are not allowed to come on campus or to participate in any school-sponsored activity on or off-campus on the day of the suspension.

**EXPULSION**

Expulsion is the permanent dismissal from school. Scripture is clear when it declares, “the scoffer is to be removed from the midst of those attempting to do what is right.” Matthew 18 and Deuteronomy also teach that being put out of the community is an acceptable form of justice and is used by the LORD as a means of grace.

While we believe the Bible does teach that the school must work with the parent to see that order is restored within the school family, there are situations in which an individual must be permanently removed from the community to protect the other members of the community, to preserve the academic endeavor and to not interfere with the sanctification of the student. Certain behaviors can only be addressed by the home, church and the Holy Spirit, and can only be tolerated for so long within a school. We are not the church or the student’s family and cannot assume those roles other than what is defined by our policy.

Expulsion is not a course of action we take lightly or without careful consideration. However, we believe that we as a school have defined mission and purpose and sphere of sovereignty. To violate that is to usurp God’s authority and undermine His work in a student’s life.

**DISCIPLINE FOR OFF-CAMPUS BEHAVIOR**

Guidelines for Off-Campus Behavior as a Student of Faith Christian School

During hours outside of school activities, a student is no longer under the direct authority of the school and is not subject to the consequences of the code of conduct. We are neither the family nor the church, nor do we wish to be. However, while a student is enrolled Faith Christian School, the family has agreed to support the school in its educational endeavors, even in matters that would indirectly affect the school’s ability to accomplish its vision, mission and goals. Students who attend here represent the school and its reputation. People outside of the school community will form opinions about our school based on parents and student behavior. We take this very seriously as many families depend on this school and we must maintain a good reputation in the community and an accurate representation of the vision and mission and operation of the school. Below is a general idea of behaviors which would be considered to have this indirect effect. These are divided into three categories with a respective course of action.
**Category I:** Examples of external behavior include, but are not limited to: Obscene or Habitual Profanity, Tobacco use or Recurrent Fellow Student Ridicule including Sexual Harassment

Step #1: Phone call: Notify parents of report and ask them to investigate. Document the phone call to parents as incident #1.

Step #2: If the same offense occurs again, ask parent to submit statement to school which confirms that this behavior is not habitual and will not occur again.

Step #3: If behavior continues, student will be subject to school disciplinary action in conjunction with meeting with the parents.

**Category II:** Examples of external behavior include, but are not limited to: alcohol possession and/or consumption or reckless driving (Citations issued)

Step #1: Phone call: Notify parents of report and ask them to investigate. Document the phone call to parents as incident. Inform parents and student that a confirmed second report during the school year will result in Faith Christian School treating this incident as a Category III offense.

Step #2: If same offense occurs second time or more (habitual), student will be subject to school disciplinary procedures with suspension or expulsion resulting.

**Category III:** External Examples of external behavior include, but are not limited to: acts of sexual immorality; possession, sale, or use of illegal drugs; any felonious behavior.

Step #1: Phone call: Notify parents of report and begin school Investigation if report comes from within school community.

Step #2: Meet with parents and student and explain outcome of internal Investigation; pray and discuss alternatives with parents and student; administer discipline if “guilty”: suspension or expulsion.

Step #3: Pre-enrollment meeting with parents and student if student is not expelled. Ask parents and student to submit statement to school which confirms that this behavior not habitual and will not occur again...final decision on re-enrollment to be prayerfully determined by administration subject to board approval; further incident will result in permanent expulsion.

Any investigation and action on the part of the school for off-campus behavior is to assist the parent in the correction of the child. It is also to fulfill our responsibility toward the other parents and students who are committed to a Christian atmosphere within the school. We will not use our position and influence to parent your child or to address moral issues that are the purview of a church. Investigations will not be made unless there is sufficient evidence or the corroborating testimony of at least two or more credible witnesses.

Our concern is always the heart of the student. This does not change the fact that there are always consequences for inappropriate behavior in the life of God’s children. The school may have to address external behaviors because of its direct or indirect effect on the institution and the school community.

**Implementation of Off-Campus Behavior Policy**

When it becomes necessary for the school to conduct an investigation, the school must be careful to follow these biblical principles: A) Matthew 18 and Genesis 6, confrontation in love, B) hear all sides of every story, and C) require two or three eyewitnesses willing to attest to the truth or falsehood of the story. The school board and administration, under the authority given to them as the directors of the school ministry, have the right to determine the proper procedures to discipline (“correct the behavior”), reconcile, or release a student from Faith Christian School as they seek to insure that all students at Faith are not subject to illegal or immoral offenses committed by other students within the student body. The leadership prayerfully recognizes the delicate balance between Scripture’s references to “forgiveness seventy times seven” and “removing the scoffer from your midst.” It is in the heart of all concerned that correction and reconciliation is possible; however, students whose behavior indicates indifference toward Christian values will be prayerfully asked to leave or be removed if deemed necessary.
DISMISSAL RULES

During the 2:45 p.m. dismissal at the gym, parents may use both lanes. During the 3:05 dismissal, only the lane closest to the school is to be used by parked vehicles. The outer lane should be kept clear for student drivers and vehicles that have picked up their passengers and need to leave. Students who have not been picked up after 3:20 p.m. will go to after school care until the parents pick them up. There will be a charge for this supervision by the after school care provider.

DRESS CODE

<table>
<thead>
<tr>
<th>Grades 7-12</th>
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<tbody>
<tr>
<td>ITEM</td>
</tr>
</tbody>
</table>
| Skirts/Skorts | N/A   | • Students may not wear skirts, skorts, or dresses.  
  • Exceptions will be made for formal occasions with the consent of the headmaster.  
  • Exceptions will be made for religious reasons with the understanding that no deviation may be made from wearing skirts or dresses. |
| Pants       | • Flat-front or pleated dress pants or Khaki-style pants  
  • Denim jeans | • Colors may vary with the exception of white.  
  • Material cannot be translucent.  
  • All boys’ pants must have belt loops and must be worn with a belt.  
  • Athletic, yoga, sweat, or camouflage pants are not permitted.  
  • No cargo pants  
  • Pants must be worn at the waist line. |
| Shorts      | • Flat-front or pleated Khaki style shorts  
  • Denim shorts | • Colors may vary with the exception of white.  
  • Material cannot be translucent.  
  • No cargo shorts may be worn by students in grades 7 through 12.  
  • All boys’ shorts must have belt loops and must be worn with a belt.  
  • Shorts must come to just above the student’s kneecap.  
  • All shorts worn in High School P.E. must be purchased through the school. |
| Belts       | • Leather, faux leather, and woven materials | • Required to be worn by boys |
| Shirts      | • Polo/golf shirt  
  Oxford cloth shirts may be worn but must be buttoned to the second | • At no time can underwear or the skin of the midriff area be exposed.  
  • Shirts with tails must remain tucked into pants. |
<table>
<thead>
<tr>
<th>Button</th>
<th>T-shirts</th>
<th>Shirts designed to be worn out may be worn out as long as no midriff or under garment is exposed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• T-shirts purchased and approved from Faith Christian School or Faith Presbyterian Church are permitted. T-shirts with a conservative branded sports logo (i.e. Alabama, Auburn, Nike are allowed).</td>
<td>• At no time can underwear or the skin of the midriff area be exposed.</td>
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</tr>
<tr>
<td>• No tight fitting polyester t-shirts will be allowed.</td>
<td>• T-shirts must have a crew neck or rounded neck.</td>
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<tr>
<td>• T-shirts must be rounded or crew neck.</td>
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<td>• Material cannot be translucent.</td>
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</tr>
<tr>
<td>• Non-Faith School or Faith Presbyterian Church t-shirts cannot carry any message beyond the conservative branded sports logo.</td>
<td>• Non-Faith School or Faith Presbyterian Church t-shirts cannot carry any message beyond the conservative branded sports logo.</td>
<td></td>
</tr>
<tr>
<td>Sweaters</td>
<td></td>
<td>Must be worn over an approved shirt</td>
</tr>
<tr>
<td>• Cardigan, V-neck, vest or crew-neck</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sweats or Jackets</td>
<td>• Must be worn with an approved shirt</td>
<td></td>
</tr>
<tr>
<td>Warm-ups</td>
<td>• Only those purchased through FCHS Athletic department</td>
<td>Must be worn with an approved shirt and only on days specified by the administration</td>
</tr>
<tr>
<td>Shoes</td>
<td>• The school does not prescribe a specific style of shoe.</td>
<td></td>
</tr>
<tr>
<td>• Shoes must be clean, odor-free, and in good condition.</td>
<td>• Shoes should be safe to wear on the tile floor and to go up carpeted stairs.</td>
<td></td>
</tr>
<tr>
<td>• Only athletic shoes may be worn on the gym floor.</td>
<td>• Only athletic shoes may be worn on the gym floor.</td>
<td></td>
</tr>
<tr>
<td>Hair</td>
<td>• No extremes in hair color or style</td>
<td></td>
</tr>
<tr>
<td>• Boys must be clean-shaven.</td>
<td>• Boys' hair may not extend below the bottom of the earlobe, over the eyes, or over the top of the shirt collar.</td>
<td></td>
</tr>
<tr>
<td>• Sideburns must be no lower than the bottom of the ear.</td>
<td>• No headgear with the exception of outdoor P.E. activities</td>
<td></td>
</tr>
<tr>
<td>Accessories</td>
<td>• No tattoos</td>
<td></td>
</tr>
<tr>
<td>• Earrings are the only acceptable pierced jewelry and are limited to two for each ear. Only female students are allowed to wear earrings. No sunglasses are to be worn indoors.</td>
<td>• No headgear with the exception of outdoor P.E. activities</td>
<td></td>
</tr>
<tr>
<td>• No headgear with the exception of outdoor P.E. activities</td>
<td>• No tattoos</td>
<td></td>
</tr>
</tbody>
</table>
# Grades 1-6

<table>
<thead>
<tr>
<th>ITEM</th>
<th>STYLE</th>
<th>GUIDELINES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pants</td>
<td>Slacks, jeans, gauchos, cropped or cargo pants permitted. No yoga, sweat or camouflage pants.</td>
<td>No low or ultra-low rise; no slacking or dragging the floor; no undergarments or midriff should be visible with any movement.</td>
</tr>
<tr>
<td>Shorts</td>
<td>Walking, Bermuda or cargo shorts permitted. No athletic shorts.</td>
<td>No low or ultra-low rise; no slacking; must be knee length; no undergarments or midriff should be visible with any movement.</td>
</tr>
<tr>
<td>Capris or Leggings</td>
<td>Because the nature of this style is form fitting, they may only be worn under a skirt, dress or jumper of approved length (no long shirts or sweaters).</td>
<td></td>
</tr>
<tr>
<td>Shirts or sweaters</td>
<td>Long or short sleeves permitted. No sleeveless or cap sleeves.</td>
<td>Long enough so that no midriff shows with any movement; neckline should be no lower than 4 finger widths below the collar bone; buttoned to one button from the collar; no undergarments should be visible with any movement.</td>
</tr>
</tbody>
</table>
| T-shirts      | • T-shirts purchased and approved from Faith Christian School or Faith Presbyterian Church are permitted. T-shirts with a conservative branded sports logo (i.e. Alabama, Auburn, Nike are allowed). | • At no time can underwear or the skin of the midriff area be exposed.  
• No tight fitting polyester t-shirts will be allowed.  
• T-shirts must have a crew neck or rounded neck.  
• Material cannot be translucent.  
• Non-Faith School or Faith Presbyterian Church t-shirts cannot carry any message beyond the conservative branded sports logo. |
| Dresses, Skirts, Jumpers | Must be no more than 2” above the knee (the same for slits); must have sleeves or be worn over an appropriate shirt; neckline should be no lower than 4 finger widths below the collar bone; buttoned to one button from the collar; no undergarments should be visible with any movement. |                                                                                               |
| Sweatshirts or Jackets | Must fit appropriately and be worn with an approved shirt.                                                                             |                                                                                               |
| Warm-up suit | Only those purchased through Faith Christian School Athletics.                                                                           | Must be worn with an approved shirt and only on days specified by the administration.        |
| Shoes         | The school does not prescribe a specific shoe.                                                                                           | • Shoes must be clean, odor-free, and in good condition.  
• Shoes should be safe to wear on the tile floor and to go up carpeted stairs. |
| Hair          | Well-groomed; no unnatural or extreme colors or styles.                                                                                  |                                                                                               |
| Accessories   | No extreme styles of makeup or jewelry; maximum of 2 earrings per earlobe; no hats, caps, head gear, or sunglasses during school hours; no body piercings or tattoos. |                                                                                               |
Guidelines for Dress Code for Physical Education

Students will be sold standard uniforms for physical education and assigned uniforms for athletic practices and games. Students will not be allowed to participate if the appropriate uniform is not worn and punishment will be at the discretion of the P.E. teacher and/or coach. Dressing out for physical education is considered a part of the academic expectations of the class and will be factored into the student’s grade.

Guidelines for Dress Code Outside School at School-Sponsored Events

The school dress code will prevail for all field trips unless specific permission is obtained from the headmaster regarding a special need or special circumstances which warrant modifications to the existing dress code. In some instances the dress code will be adjusted for field trips where more formal dress is required. Students must adhere to the requirements of the field trip dress or lose the privilege of participating in the field trip with possible academic and/or disciplinary consequences.

Consequences of Dress Code Non-compliance

Adherence to the dress code is a requirement for admission and attendance at Faith Christian School. As a college preparatory school it is our responsibility to teach students the appropriate dress for specific circumstances. In addition, improper dress can be a distraction for students and interfere in the learning process.

If a child is discovered to be out of dress code for a first offense, the parent will be contacted and the student will not be allowed back into class until the proper clothing is provided. If this is a recurring problem, violations will be considered insubordination of the Code of Conduct and result in graduated disciplinary action.

The administration of Faith Christian School and the Faith Christian School Board withholds the right to make changes to the dress code based on consistent non-compliance on the part of the student body.

EDUCATIONAL PHILOSOPHY OF FAITH CHRISTIAN HIGH SCHOOL

In Luke 2:52, we read that as a young man, “Jesus increased in wisdom and stature and in favor with God and man”. We believe this gives us the ideal balance of what should be included in a child’s development. Consequently, we stress education in each of these four areas of development: academic, physical, spiritual, and social.

Academic:

- Our objective is to provide a college preparatory education that results in graduation from college.
  - We will offer all necessary courses to be accepted by accredited institutions in the Southeastern United States.
  - Our academic expectations and standards will be such that they are prepared to maintain a passing or better grade in their college courses.
  - We will encourage, require and instill study skills, habits and values to carry them through the rigors of a college curriculum and lifestyle.
- We are committed to employ the most highly qualified teachers available in each area of instruction.
- We are committed to the instructional needs of students with average to above average intelligence. We will maintain an homogeny of these levels and will not use superior intelligence as an enrollment factor. We will provide instruction, as we can, for those students needing special attention in certain subjects. Tutorial assistance may be arranged for student benefit at parent expense.
- We are committed to small class sizes which are in compliance with SACS standards.
Faith Christian School

- In addition to college preparatory curriculum qualitatively equal or better than the public schools that meets SACS standards, we will offer Bible as a required course. We will also have strong emphasis on instruction in patriotism, respect for authority, the free enterprise system, and personal and career development.
- Every course will be taught from a Biblical World and Life View in order to teach the students that God plays a role in every area of our lives.

**Physical:**

- We believe that the body is a temple and therefore we are committed to teaching appropriate care including instruction in proper eating habits, rest and exercise.
- We have a strong physical education program for both boys and girls.
- We offer a competitive sports program in 7th-12th grades to teach teamwork, dedication, discipline, sportsmanship, self-control, and dignity and to build community in our school. A good athletic program helps overall school spirit.
- At the elementary level, emphasis will be on having fun, good sportsmanship, teamwork, participation by all regardless of individual ability, and fundamental athletic instruction. There will be a limited emphasis on competition. As students enter the secondary grades, more emphasis will be placed on dedication, discipline, and competition. At all levels we will strive to reward effort and dedication more than ability.

**Spiritual:**

- We believe that the single most important thing a child must learn is to have the proper relationship with God. Everything we do at our school is done with this basic foundation. While we are not the church and cannot address all spiritual issues, we can educate them in their relationship to God, particularly in regards to His Creation and our role as Stewards in it.
- Each teacher must have a clear Christian testimony, both in word and deed.
- We believe the Bible is the inspired, infallible Word of God.
- We will stand firm on the doctrines that are clear in the Scriptures. However, in those areas of Christian doctrine on which evangelical Bible-believing Christians disagree, we will give unbiased Biblical instruction on the various protestant understandings of the issues so that our students will have knowledge of all sides. Although our basic stance is of the "Reformed" position, we will not take a dogmatic stand on such things as mode of baptism, eschatological issues, the special gifts, form of church government, etc.
- Although our basic function is to provide instruction in the Christian doctrine and Christian living, we believe this is incomplete without providing opportunities to put that instruction into practice. Consequently, we will promote and support programs that will involve students in some type of service to their class, the school, their church and the Anniston and Calhoun County community.

**Social:**

- Children must learn their proper relationship with other people. We believe that our school should provide an environment that encourages, safeguards and expects the work of the Holy Spirit in the hearts of the students.
- At the high school level, we will have several planned social functions during the school year. Social events are meant to be celebratory of the work of God among His people.
- Social events will not be allowed to dilute the academic rigor but to increase involvement and passion for learning and the school environment.
- All social functions shall be properly chaperoned by staff and/or parents.
FIELD TRIPS

Field Trip Guidelines:

1. A Field Trip Request form must be completed and submitted to the headmaster by the teacher at least three weeks prior to the trip.

2. Parent-driven privately-owned vehicles may be used for transportation on school field trips if properly approved by the headmaster. If buses are used, the total cost of these buses must be paid by the group going on the field trip.

3. As a rule, teachers are limited to 2 grades per field trip per day for same destination for grades K-6; exceptions to this must have Headmaster approval. Grades 7-12 may go as a group on field trips subject to approval of the headmaster.

4. The costs associated with field trips should not prohibit any student from participating in field trips. Teachers should be aware of special financial needs.

5. The entire cost of a field trip must be financed from parents. Cost of transportation, tickets, meals, and other incidentals must be calculated into the amount due from each student prior to the field trip. Money collected for cost of field trip is to be receipted in school office prior to the field trip.

6. Field trips are limited to 1 per class per year for elementary classes. These do not include field trips which may be mandated by the school administration. Secondary classes must secure headmaster permission for field trips. Secondary field trips must have broad educational value to be allowed.

7. Field trips which are taken by specific grades each year and are reserved for that grade by the headmaster. This avoids duplication of field trips for students year by year.

8. Field trips to special events in the area which would fit our curriculum are allowed in addition to the designated field trip with headmaster approval.

9. Siblings of class members are not to be permitted to attend any field trip.

10. The teacher has the authority to select room parents to serve as designated parent chaperones. These parent chaperones will be assigned specific responsibilities to supervise a small group of students. Other parent visitors may accompany the group in their own vehicles; these parent visitors are not considered part of the field trip. Too many parents along on a trip could be distracting to a teacher trying to focus children on an educational lesson.

11. The lead teacher for the field trip will give complete emergency information to the Headmaster in case the school or parent needs to reach the group prior to return.

12. The authority for approval or disapproval for field trips rests with the Headmaster. The Headmaster may bring requests to the Board if he so chooses.

13. Children are not allowed to participate without a signed release from their parents.

Note: Under no circumstances are student drivers allowed to transport other students to or from field trips.
FINANCIAL POLICIES

Faith Christian School is a school with a high emphasis on outstanding academics and a structured, safe environment with a Christian atmosphere. However, it is a tuition-based school and receives no guaranteed subsidy. Because, operationally, we are a small non-profit organization, our financial policies are in place to maintain financial viability. We must have these policies in place so that we can continue to provide our educational product. Without these policies the school would go out of business. Failure of our parents to keep these policies has the potential of depriving all students of this quality education. Financial decision-making and capital development is the responsibility of the headmaster who works directly under the Faith School Board in executing financial policies.

Payment of Fees and Tuition

Prior to acceptance of new children, an application fee and a registration fee must be paid. These fees are non-refundable. Current students must pay a non-refundable re-enrollment registration fee before the student is enrolled for the following year. This fee is non-refundable. Monthly payments must be made by the tenth of each month. Payments after the tenth of each month will have a delinquent penalty. Payments after the 10th of the month will have an additional $10.00 charge to be increased to $20.00 if not paid by the 20th of each month. A $10.00 fee will also be billed for each returned check. After the third returned tuition or fee check, an account will be placed on a “cash only” basis as per FCS School Board Policy. If the tuition is not paid by the last day of the month, the student will be taken off the school rolls and not allowed to attend classes [see financial delinquent policy outlined below].

DONATIONS

Faith Christian School is continually striving to improve the quality of education offered to its students. Tuition alone cannot pay all the expenses required for school improvement and capital development. In a ministry of our size and the socioeconomic group of our main constituency, we can only make capital improvements and development through funds above and beyond tuition. Therefore, contributions to the school or any part of its program are welcomed and encouraged. If you are interested in making a tax-exempt contribution, make checks payable to Faith Christian School.

FINANCIAL DELINQUENCY POLICY

1. A report on financial delinquency will be kept current in the school office at all times. This report will be presented as information to the School Board every month at its stated meeting.
2. The school office will bill every school home no later than the 3rd of every month. This bill will communicate to the parents the current status of their financial obligation and the amount due to the school no later than the 10th of every month.
3. If a tuition delinquency occurs on the 10th of any month, a late penalty is added to the account on the 11th of the month.
4. If the tuition delinquency continues, a form letter noting the deficiency will be mailed to the parents no later than the 21st of the month. This note will notify the parents that if the outstanding delinquency continues until the last of the month, all students in that family will be removed from the school. A second late fee penalty is added on the 21st of the month.
5. If the tuition delinquency continues until the end of the month, the headmaster will suspend the delinquent students from the school on the first school day of the following month until the tuition is paid. No class attendance is allowed until tuition is paid.
6. If a school family finds itself in short-term financial straits that would prevent them from eliminating their financial delinquency prior to the last day of the month, they may request a face-to-face meeting with the Headmaster to ask for a modified payment schedule. The request for this meeting must be made in writing and submitted to the headmaster no later than the 25th of the month. The meeting must occur prior to the end of the month.
7. Normally, the headmaster will not approve a modified payment schedule that would carry more than 50% of the delinquent payment over into the next month. Under no circumstances will the headmaster approve
any modified payment plan that would involve the school’s tuition not to be completely paid by the last day of April of the school year.

8. No student shall be allowed to attend classes on the first day of school unless the student’s financial account is current with no delinquency.

9. Personal or business checks are accepted as payment for tuition or other school expenses; however, if a family writes three bad (returned) checks in a school year, then the family will be placed on a cash basis for the remainder of the school year.

FIRE/EMERGENCY DRILLS

Plans for emergency drills are posted on the wall of each classroom and detailed in the school safety plan located in the faculty handbook of all staff members. When the signal for the fire drill is given, students are instructed to rise immediately and go quietly following faculty directions as posted on the drill card in each room. (See Appendix II in the back of the manual.)

FOOD

LUNCHES

At present the school does not have a lunch plan for its students. The school makes available for purchase white milk and chocolate milk. Lunches must be provided from the home. The school administration has arranged with various vendors to supply meals delivered to the school at the request of the parents. Parents must make their own arrangement with the vendors. Vendors must agree to identify the meals by the child’s name and place meals in a designated place for pickup. Parents may only use approved vendors for lunches that are delivered. The parent may deliver a lunch to the school for their child.

Elementary students will have lunch in their respective classrooms. Students in grades 7-12 will have lunch in the Faith Commons where microwaves and a vendor table will be available. Faith Christian School does not allow students to leave campus for lunch without parental and administrative approval.

PARTIES AND FOOD-BASED FUND-RAISERS

Faith Christian School will not allow food prepared in a kitchen not inspected by the Calhoun County Health Department to be served to students at school. Food served to students at school must be individually wrapped and/or must be food which has been prepared under the supervision of a health department inspection.

FOOD IN CLASSROOMS

Neither food nor drink is allowed in the classroom, except during lunch-time, snack-time, parties, and other special occasions. The teacher has the authority to allow food and drink at other times. However, the student will be held responsible for misuse of that privilege.

VENDING

There are vending machines on campus that distribute food and drink to students. These arrangements are made between the school and the vendor. All decision as to the availability and contents of these machines will be made by the Headmaster in dealing with the vendors. Vending is not a guaranteed school service.
FUNDS-RAISING POLICY

AUTHORIZED FUND-RAISING ENTITIES:

1. Capital campaigns-The School Board will take the leadership in fund-raising for the needs of the school, including but not limited to: buildings, major renovation projects, endowment accounts, and major property enhancements (i.e. athletic field improvements, paving parking lots, etc.).

2. Academic program-The Parent Teacher Fellowship (PTF) will be allowed to conduct fund-raising activities which would involve parents of all grades for the benefit of the educational program of the school. The PTF leadership must have headmaster approval prior to any fund-raising. The projects approved will be designated for specific school needs. Examples of fund-raising allowed for the PTF include, but are not limited to, the following: auctions, yard sales, special dinners, special sale of items by parents, other sales approved by the headmaster. The use of students to go door-to-door to sell items is prohibited.

3. Fund-raising sales by students-These will be allowed with headmaster approval for clubs, student organizations, and special needs. Usually this will be limited to high school students; however, there may be occasions when the Headmaster will allow all students to raise funds for specific needs such as Christmas stockings for needy children etc. School-wide events such as Faculty/Student volleyball games, animal shows, etc. which raise funds for school needs will be allowed with Headmaster approval.

4. Athletic program-FADS (Faith Athletic Support and Development) is allowed to conduct fund-raising activities to be designated for the athletic program of the school. Under the direction of the headmaster and athletic director, the organization will develop funds for the continued enhancement of all athletic programs at Faith Christian School.

GENERAL GUIDELINES FOR ALL FUND-RAISING:

- No activities will be allowed which involve chance or gambling such as raffles, bingo, betting pools, etc.
- No items will be sold on consignment for the benefit of any organization except for Faith Christian School.
- All funds raised at FCS will be deposited in the school general fund account and expended by the headmaster according to proper accounting procedures.
- Students and teachers will not be allowed to disrupt class time to participate in special sales, etc.
- Students will be allowed to take communication letters home to parents to solicit parent involvement in sales.

GRADE CLASSIFICATION

A high school student is classified in a grade according to the number of credits earned.

**Freshman**
A student is classified as a freshman upon promotion from the 8th grade.

**Sophomore**
To attain sophomore status the student must have at least 6 credits earned during the freshman year. If they are retaking 2 or more core credits during their 2nd year of high school (9th-12th) they will be assigned a 9th grade homeroom until they earn those credits.

**Junior**
To attain junior status the student must have at least 13 credits earned during the freshman and sophomore years. If they are retaking 2 or more core credits during their 3rd year high school, they will assigned a 10th grade homeroom until they earn those credits.
Senior

To attain senior status the student must have at least 19 credits earned during the freshman, sophomore, and junior years. Students will not be assigned a senior homeroom until they have all credits necessary to enter their 4th year of high school and are enrolled on-campus in all classes necessary to graduate.

GRADING

Numerical grades are recorded on permanent cumulative records. Report cards are issued four times per year for all students. Grades 1 through 8 will have a single numeric grade entered. This grade will be the average of the two semesters. Any student in grades 1-8 failing both Math and English or having three failing grades in any combination will not be promoted under any condition.

Grades 9 through 12 will have a numeric grade for each semester entered. With the final exam, the semester grade is the average of the two quarters and the exam grade calculated as 20% of the semester grade. If the student is exempt from taking the final exam, semester grades are calculated by averaging the two quarters.

Numerical grades are recorded on permanent cumulative records. Report cards are issued four times per year for all students. At the end of the year the grade for first grade through eighth grade that is marked "Final Grade" will be recorded on the permanent cumulative record. Final grades for students in ninth through twelfth grade will be posted by semester since credit is earned by semesters.

Our grading system has been designed to give to the parent the most accurate evaluation of the child's progress. Basically, this evaluation is made in three areas: academics, honor and character. We at Faith Christian understand that God has made each student unique in talents, understanding, maturity, personality and many other ways. Because of this, a purely academic grading system is inadequate to understand your child's progress. Character/conduct progress is measured in much the same manner as the honor grades in that the teacher is responsible for discernment in the development in each of these areas. Any questions about the meaning of these areas should be directed to the teacher.

GRADING SCALE

Grades and other codes used in progress reports, report cards and Renweb gradebook are as follows:

**ACADEMIC GRADING:**

- **A** – Excellent work
- **B** – Above average work
- **C** – Average work
- **D** – Below average work
- **F** – Failing
- **I** – Incomplete

Grades: 90 - 100

Grades: 80 - 89

Grades: 70 - 79

Grades: 65 - 69

Less than 65

Designates grade is pending completion of all assignments.

**OTHER RENWEB CODES:**

- **P**—Pending: An extension on the due date was given or work was turned in and then returned to student to complete or redo. In either case it indicates that the assignment can be turned in later for full or partial credit.

- **M**—Missing: Assignment was never turned in. This assignment cannot be turned in and will count as a “0” in the grade book calculations.

- **I**—Incomplete: Assignment was not graded because it was not done completely or so poorly the teacher ceased grading. It was given back to the student to redo, but no credit will be received for the assignment. This code will also be entered if a “Pending” assignment is never returned to the teacher. An “I” calculates as a “0” in grade calculations.

- **A**—Absent: Student was absent on the day the assignment was due. The student must turn in the assignment upon the beginning of class on the day they return. This code calculates as a “0” in the grade book.
CONDUCT GRADE | DEFINITION
---|---
E--Excellent | Most Honoring Efforts
S--Satisfactory | Honoring Efforts
N--Needs Improvement | Little Effort (appearance on report card will disqualify a student for honor-based academic recognitions.)
U--Unsatisfactory | Dishonoring Efforts (appearance on report card will disqualify a student for honor-based academic recognitions.)

The Honor/Character grades are not averaged; only academic grades go on transcripts. All areas will be considered in school honors, awards, class officers, athletics, and other similar school activities.

SCHEDULE OF GRADE REPORTS FOR GRADES 1st-12th 2013-2014

<table>
<thead>
<tr>
<th>Nine Week Grading Period</th>
<th>Progress Reports sent home</th>
<th>Report Cards Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st (August 14 – October 18)</td>
<td>September 19</td>
<td>October 25</td>
</tr>
<tr>
<td>2nd (October 21 – December 20)</td>
<td>November 21</td>
<td>Mailed with January billing</td>
</tr>
<tr>
<td>3rd (January 6 – March 14)</td>
<td>February 13</td>
<td>March 21</td>
</tr>
<tr>
<td>4th (April 1 – May 22)</td>
<td>April 24</td>
<td>Mailed with June billing</td>
</tr>
</tbody>
</table>

HOMEWORK

Homework is the time students spend outside the classroom in assigned activities to practice, reinforce or apply newly-acquired skills and knowledge and to learn necessary skills of independent study.

In the lower grades, part of the goal is to gradually prepare pre-high school students for the rigors of 2 hours of homework a night.

Homework teaches such skills and values such preparation, enrichment, challenge, memorization, self-motivation, responsibility, praxis, etc. and we believe that these are things mandated by God. Students are mandated to learn them just as much as we are mandated to teach them.

Recommendations for time spent on homework

While the amount of time to be spent on homework is the primary responsibility of the classroom teacher who is expected to meet the standards of the curriculum, we do make recommendations regarding an average appropriate amount of time. This time should increase gradually as a child is promoted through school.

Grades 1 and 2: 15 to 30 minutes (No more than two to three nights per week)
Grade 3: 30 to 45 minutes
Grades 4 through 6: 45 to 60 minutes (An average of ten minutes per class)
Grades 7 and 8: 60 to 90 minutes
Grades 9 through 12: 60 to 120 minutes

The times listed above are averages of maximum estimates on given nights. It is understood that many nights students will not be expected to complete any homework. For example teachers are encouraged to limit homework on Wednesday nights, weekends, and holidays. In addition, students may control the amount of time spent on homework during the week by utilizing study halls, time provided in class, and weekends (if necessary).

There are four types of homework
- Memorization of basic rules, algorithms, or laws so the skill becomes rote.
- Increase in skill speed, used for improving students' abilities to apply these skills in more complex problem solving.
- Deepening understanding of a concept—providing students time to read further, elaborating on a new idea and expanding their understanding.
- Preparation for the following day’s learning, such as an advance organizer or cue to increase readiness for new information.

Accepting the reality of homework and developing homework skills, will not only prepare the student to handle school without parents (college) but also to participate in the maturation process God demands of us all.

**HARASSMENT AND BULLYING**

Faith Christian High School will not tolerate any type of harassment. Harassment includes a repeated pattern of verbal or physical unwelcome, hostile, and/or offensive behavior that has the purpose or effect of substantially interfering with an individual’s right to be treated with respect.

It is defined as offensive and unwelcome conduct, serious enough to adversely affect the terms and conditions of a person’s school (workplace), which occurs because the student’s legitimate station in life or is a form of retaliation both of which can be imputed to the school. Faith Christian School will not tolerate harassment.

As with any serious infraction to the Code of Conduct, students suspected of violations will be referred directly to the school administration. Using standard operating procedure, the school administration will handle the infraction through a series of graduated responses including student referral to the counselor, student conferences, detention, corporal punishment, required parent conferences, suspension and expulsion. Parents will only be involved as incidents pertain to the behavior of their child. All effort will be made to discourage any contact between parents of involved students.

**MEDIA CENTERS**

Faith Christian School Library Media Center is housed in the East Building. The computer lab is housed in the Lower Building. Their purpose is to implement, enrich and support the Christian philosophy and educational program of the school.

In addition to these resources, the school has a laptop laboratory which allows technological media to be used directly in the classroom. Classrooms are also equipped with computers, digital computers, I-pads and other digital projection devices which allows full integration of the internet and other digital media in the classroom.

**LIBRARY MEDIA CENTER**

The materials in the library media center are arranged primarily by age groups (Children, Primary, Juvenile, Young Adult, and Adult) and one user group (Professional Development), which is reserved for the faculty. These materials are classified according to the Dewey Decimal System with sections for Biography and Fiction. The media center is completely computer automated. All school media is searchable within the Master Library System software and student/faculty circulation (checking-in/checking-out) is handled through the system.

One full-time librarian and a part-time aide staff the media center. Activities in the library are flexible and communication among administration, library staff, church leadership, faculty, students and parents is given high priority in order to assure good stewardship and cooperation.

**LIBRARY MEDIA CENTER POLICIES:**

The media center is available each school day as per scheduled library periods. Students in grades K-6 participate in weekly library classes and flextime is available for all classes as scheduled by classroom
teachers. High school students are encouraged to use the library. The media center is also open to all users to check-out, return or renew materials and pay fines Monday through Friday from 7:35 - 8:30 a.m. and 3:00 - 3:15 p.m.

Books are normally checked out at the circulation desk for a one-week period. Books which are overdue are assessed a $0.25 fine per day per book, payable within one week after the book is returned. Overdue fines are not charged for days a student is absent from school or for days for which school was not in session. Checkout is withheld until fines are paid.

The fees for lost books will be determined by the current replacement cost plus a processing fee of $2.00. The fee should be paid within one week of receipt of the "Lost Book Form" sent home with the student. A refund (minus the processing fee of $2.00) will be given when a lost book is returned to the media center and is in usable condition as determined by the librarian.

Fees for damaged books will be assessed according to the severity of the damage and should be paid within one week of receipt of the "Damaged Book Form." All students are instructed regarding the proper care and handling of library materials.

Long-term delinquent library fines and fees for lost and damaged books will become part of the student financial records at the end of the semester; semester report cards will be held until payment is made.

Donations of materials to the library is always welcomed as a blessing from God. Donated items are evaluated according to collection development guidelines and used when appropriate.

COMPUTER LAB

The computer lab is governed by the Technology-use Policy of Faith Christian School and under the direct supervision of the technology coordinator. The lab is only to be used for academic purposes as prescribed by the computer lab teacher or the faculty member who assigned work on the computer.

COMPUTER LAB POLICIES

While the comprehensive list of technology use is found in our technology use policy, the most pertinent of those policies are listed below:

- The computers in the lab, including the access to the internet, are limited to the educational purpose of the class or visit to the lab.
- Students are not to shop online, access social websites such as Facebook and MySpace, check personal email, chat, or play online games using school computers or internet access.
- Students who access inappropriate websites will be subject to severe penalty such as suspension.
- The computers are not to be used to listen to music, download to computer or music player, or to browse for music.

Donations of computer hardware and software, as well as shelving or furniture items are also welcome.

LOCKERS

Student lockers will be issued at the beginning of the school year. These lockers are the property of Faith Christian School and are subject to search by school officials. Students are to be good stewards of the lockers they are given. They should be free of garbage and kept clean at all times.
These lockers should only be accessed by the student to whom it was assigned. Students opening the locker of another student will be subject to disciplinary action, unless permission has been expressly given by the student to whom the locker is assigned.

Lockers will be managed by the Student Government under the direction of the student government sponsor. There are a sufficient number of lockers to avoid sharing. Nothing is to be attached to a locker. Display of advertisements or pictures of tobacco products or alcoholic beverages, swimsuit-type pictures are prohibited in or on lockers. Students changing lockers without approval of the administration will be subject to disciplinary action.

Students who wish to switch lockers should contact their student government representative who will walk them through the process. The results of the change will be reported to the school office by the student government official in charge of the lockers.

Students may place a lock on their locker. A copy of the key and/or combination should be given to the school office. A copy of these may be given to the appropriate student government official.

Athletic-related equipment and clothing should not be kept in the academic lockers. The athletic locker rooms are to be maintained by the athletes and high school Physical Education students under the direction of the Physical Education teachers.

LOST AND FOUND

Students are encouraged to write their name in all clothing and other items brought to school. They are discouraged from bringing items of significant value. Items which are placed in Lost and Found will be donated to charity at the end of each nine weeks grading period.

MEDICATION

The Faith Christian School Board discourages the taking of medication at school during school hours by students. When it is absolutely necessary to administer prescription medication at school the conditions are as follows:

PRESCRIPTION MEDICATION:

- The parent must provide the school with a signed statement from the physician who prescribed the medication. The statement must name the medication, state the reason for the medication, specify the dosage, and specify time and duration that the medication will be administered. This information may be faxed to the school ((256) 236-4673 fax number).

- The medication must be delivered to the school administrator or designee/teacher by the parent or guardian in the original container with the current prescription label on the container. The label must state the student’s name, physician’s name, and date, name of medication, dosage and instructions for administration. Note: this may necessitate asking the pharmacist for two bottles when the medication is given to the parents.

- The parent or physician must provide school personnel with information concerning side effects of the medication or attach the side effects sheet provided by the pharmacist.

- The parent or guardian must complete a permission statement authorizing the school administrator or designee/teacher to assist the child in taking the medication.

NON-PRESCRIPTION MEDICATION:

Non-prescription drugs, including aspirin, Tylenol, etc. may be administered on a limited basis provided the parent has completed a permission statement authorizing the school administrator or
designee/teacher to assist the child in taking the medication. The medication must be in the original container and contain an additional label with the child’s name, dosage, and time for administration. This medication must be provided by the parents; FCS will not provide any internal medication for students.

**STORAGE OF MEDICATION:**

All medication must be stored in a secure place in the teacher’s classroom (K-6th) or school guidance counselor’s office (7th-12th). All medication must be administered by school personnel only. No student should take any medication unsupervised.

**MEDICAL INFORMATION SHEET:**

A medical form from an appropriate physician containing any pertinent health information must be provided to the school by parents of children who take medication regularly.

**PARENTAL INVOLVEMENT POLICY/PARENT VOLUNTEERS**

Your child has been given to you by God. This places a heavy responsibility on you. Therefore our staff and faculty will be sympathetic and understanding when working with you.

According to the Bible, the parent is to assume final responsibility for the education of the child. When your child comes to school, we are helping you in this responsibility for his/her education. Our Christian school thus becomes an extension of your Christian home. Opportunities for parents and grandparents to be involved in school activities are not only provided, but are welcomed and encouraged. Volunteer assistance is needed in such areas as field trips, parties, special classroom projects, etc. A volunteer survey form will be circulated early in the school year to help determine interest and placement. Room parent volunteers will be solicited at the Open House meeting each year.

Parent Teacher Fellowship (PTF) leadership meetings will be held periodically for the benefit of the parents and school. PTF officers are appointed by the headmaster. Volunteers are always welcome to work on this important organization.

Faith Athletics Development and Support (FADS) raises money for the development of our athletic program. FADS officers are elected yearly by the membership. FADS meets on the first Monday of each month. All supporters of the Faith Christian School are always welcome to join this organization.

**PARTIES – for Elementary Students only.**

The school allows each elementary class to have two parties during the school year. Parents are encouraged to participate by providing supplies and food.

Public Health Department regulations require that only properly packaged food purchased from an authorized vendor be served to our students. Home-made products are not allowed for the protection of your children.

**CHRISTMAS PARTY**

Information will be sent home by each teacher regarding the guidelines for the party and request for food/drinks to be brought in for the party. The following are general guidelines for all teachers: Special emphasis will be given to the incarnation of Christ in devotions, Bible time, bulletin boards, songs, etc. Teachers will refer the child’s questions concerning Santa Claus to the child’s parents. Each class will participate in a special program with emphasis on Christ’s Incarnation. Each class usually has an opportunity to provide assistance to others during the Thanksgiving/Christmas season.

**EASTER PARTY**

Same as Christmas with special emphasis on the Crucifixion and Resurrection of Christ.
TREAT TIME

There are selected “Treat Times” that teachers may call upon parents to provide special treats to celebrate specific days. Example: Valentine's Day, Thanksgiving Day, Special Curriculum Emphasis (Johnny Appleseed Day), Last day of School. (Because of the highly volatile nature of differing opinions of the nature of All Hallows Eve or Halloween, we will not have “Treat Times” that reference the term Halloween.) “Treat Times” are generally supervised by the teacher without parental presence. These events are short in duration and may not be broadened to “party” status.

BIRTHDAY REFRESHMENTS AT SCHOOL:

These are not “birthday parties”; this is refreshment time only. Refreshments may be shared during snack time or lunch for elementary students (grades K-6 only). Notification to the teacher must be given two days prior to the refreshments. Public Health Department regulations require that only properly packaged food purchased from an authorized vendor be served to our students. Home-made products are not allowed for the protection of your children.

BIRTHDAY PARTY INVITATION AND BIRTHDAY ACTIVITIES ON CAMPUS POLICY:

We are always excited to know that a parent will want to invite their child’s classmates to a birthday party at their home or at another location. This is a good way to build strong relationships in a grade level and to teach children Christian attitudes and hospitality (I Peter 4:9). We have found over the years that this works best with much thought given to the way in which these invitations are handled.

As always, remember to consider that whatever happens at school is noticed by all students and feelings can be hurt easily if some receive invitations and others do not or if some child gets a special consideration that cannot or will not be forthcoming from their parents. An example of this would include sending/bringing balloons to the classrooms for the child on their birthday or at lunch time or otherwise. We must ask all parents to adhere to the following guidelines:

1. If invitations are to be distributed at school, then all the grade class should be invited. This is allowed.
2. If only all boys are to attend a party, then it is permissible to only invite boys since all girls will not be invited. This works with all girls also.
3. If a child brings another child a birthday gift at school because they could not attend the party, the receiving child may not open the gift at school.
4. We have found that children compare things and sometimes want to make their party better than the ones before them. Because of this, we ask that no special arrangements be made that involve the school except for the refreshments at break or lunch time and that all the “special” things be kept at home. Examples include: balloons, flowers, piñatas, clowns, etc.

PASSES FOR BEING OUT OF CLASS

The school must know where your student is at all times. If it is necessary for a student to be somewhere other than their assigned location, the teacher should issue a pass to that student that indicates the destination. If the destination is something other than the office, car, locker, bathroom or counselor’s office, the note should indicate destination, duration of stay, and have the signature of the responsible teacher.

A student found in the building or on the grounds without a pass, in a location other than specified on a pass, or off the most direct route to the class or destination will face disciplinary action.
PICTURES

School day pictures are made during the school year and are available for purchase. All students will have their pictures made in order to be included in the school yearbook. Special pictures of athletic teams and seniors will be made available for purchase during the school year. School day pictures have been scheduled for August 28, 2013.

PREGNANCY POLICY FOR FAITH CHRISTIAN SCHOOL

1. Upon verification, the male and/or female student will be required to withdraw from Faith Christian School.
2. Counseling with a crisis pregnancy organization, their local church, or the Faith Presbyterian Church (if they have no local church home) will be offered and provided if desired.
3. Efforts will be made for the student(s) to enter some type of program (such as the public school homebound program) to resume or continue their education. Dependent upon the grade level in which this occurs, tutoring may be offered that can apply toward a Faith Christian School diploma (for example, late in a student’s senior year). Tuition fees will remain a requirement during this period of tutorial work.
4. If the school offers the academic option, valid credits from school-approved tutoring or other approved sources will be accepted toward a diploma at Faith Christian School if the student desires, and in accordance with state and SACS guidelines. Tuition will be paid accordingly during participation in this option.
5. No students who fall under this policy will be allowed to participate in the graduation ceremony; however, the student(s) will be acknowledged as having completed their diploma requirements.
6. All of the cooperative assistance offered above (items 2-5) is based upon the assumption that the student(s) show(s) a repentant spirit for the act of sin involved. If no repentance is displayed, the student(s) will be required to withdraw without the above assistance provided.
7. Continued love, help and support will be offered to any student who is required to withdraw from Faith Christian School due to pregnancy. For the benefit of the student body, no student (male or female) required to withdraw for this reason will be allowed to return to Faith Christian School as a student.

TEACHER CONFERENCES

The purpose of teacher conferences is to communicate progress in each area of learning. To make an appointment with your child’s teacher at any time, call the school office and leave a message to have the teacher call you. Teachers will gladly discuss your child’s progress. All of our teachers are available for parent conferences by appointment. Call the school at (256) 236-4499 to make an appointment as needed. Teachers are encouraged to schedule the conference so that an administrator or counselor may be present when possible.

Each fall and spring, Faith holds a Parent-Conference Day for students in grades PK through 6 at the end of the first and third nine weeks period for all parents. We ask parents to set aside time to meet on these days to talk with your child’s teacher or teachers. This is the most effective means of accurately communicating to the parents the progress of their child. Parents are encouraged to attend all such meetings and support the activities of this organization. A spirit of friendliness and cooperation among parents and teachers helps to provide a better learning and growing environment for children.

While less formal communication such as phone conferences or e-mails is an acceptable and convenient communication, we ask that you please avoid calling teachers at their homes unless there is an emergency. Teachers have been asked to not receive texts or phone calls during instructional time. Please leave a message for the teacher and they will contact you at the end of instructional periods. If you have an emergency during the school day, please contact the teacher through the school office.
SCHOLARSHIP POLICY FOR FINANCIAL ASSISTANCE

1. All scholarships are based on financial need and/or families who are considered “in the ministry” such as pastors and missionaries. No scholarships are given for academic merit, athletic involvement, or special endorsement.

2. All applications for financial scholarships must be submitted on the forms designated by the headmaster no later than March 15th. Applications must be accompanied with copies of the 1040 tax forms for two previous years. FCS uses an outside agency to determine greatest need; these forms are available from the school office and must be submitted by March 15th.

3. Applications will not be considered unless the re-enrollment fee or enrollment fee has been paid. The re-enrollment or enrollment fee for scholarship applicants will be held by the headmaster (if requested) until the scholarship has been awarded and accepted.

4. Applications will not be considered by the school board scholarship committee if there is any existing financial delinquency on the school account.

5. Application considerations by the scholarship committee, which will be appointed at the February School Board meeting, will be conducted March 15th-30th by the Scholarship committee.

6. Scholarship awards will be presented for consideration and confirmation at the School Board meeting in April.

7. Scholarship awards will be communicated via letter by the Headmaster no later than the last day of April.

8. The process for financial scholarship application and award will adhere to these time parameters in subsequent school years. Total amount to be awarded may vary from year to year with amount to be set by the School Board at the February meeting.

9. Financial delinquency exceeding 30 days at any time during the school year will result in immediate forfeiture of the scholarship award. Financial delinquency will then lead to removal of the student(s) from the school.

10. New student applicants after March 15 will be considered for scholarships at the discretion of the Scholarship Committee contingent upon the availability of funds.

SCHOOL BRANDING - Mascot, colors and crest

The school mascot is the lion named Leo. The school colors are green and gold. The use of school colors, school name, school crest, and the lion head must only be with school permission and according to the school board approved designs and brands. Any additional colors, crests, or designs used in association with Faith Christian School should only be used with the expressed permission of the Faith Christian School administration and/or school board.

SCHOOL HOURS

SCHOOL OFFICE HOURS:

The school office will be open from 7:15-3:30 on all school days. The school office is not open on the weekend or on holidays. During the summer, the office will be open from 8:00-3:00 on weekdays. The office will not be open on weekends, holidays, and office closings, which will be communicated on the Renweb calendar.

ARRIVAL

All students arriving prior to 7:30 should unload at the gym. Students in grades one through six should unload in the main church office after 7:30. All kindergarten students should unload by the gym (at
the Kindergarten entrance). Students who drive to school should use the lane nearest the creek and park in the student parking lot located directly west of the gym.

Grades 7 through 12 should arrive between 7:15 and 7:30. The tardy bell for grades 7 through 12 rings at 7:30 a.m. Grades K through 6 should arrive between 7:15 a.m. and 7:45 a.m. The tardy bell for grades K through 6 rings at 7:45 a.m. High school students who arrive on campus prior to 7:25 should report to the gym. Elementary students who report to school prior to 7:15 a.m. should report to the gym.

No student should be on campus prior to 7:15 a.m. unless they are enrolled in the Morning Daycare Program (6:45 a.m. until 7:15 a.m.). Any student on campus before 7:15 a.m. will be sent to the Morning Daycare Program and the parent will be billed. The cost for morning daycare is $4.00 per day.

**DISMISSAL**

Grades K through 6 will dismiss at 2:50 p.m. and should be picked up by 3:05 p.m. Students not picked up by 3:05 p.m. will be placed in after-school care. Grades 7 through 12 will dismiss at 3:05 p.m. and should be picked up by 3:25 p.m. Siblings of grades 7 through 12 students will be held until the 3:05 p.m. bell with their teacher and then released to the pickup point for their older sibling. High school students and their siblings not picked-up by 3:25 p.m. will be released to after-school care, for which the parent will incur a fee. High school students and their siblings in grades 7 and 8 will be picked up in front of the church. High school students and their siblings in grades 9 through 12 will be picked up in front of the gym.

**DAY CARE**

Morning and Afterschool Daycare are provided as a service of parents of Faith Christian School for a reasonable fee. Both programs are conducted in Lower Building Room #2 next door to the preschool classroom.

Morning Daycare lasts from 6:45 a.m. to 7:15 a.m. At 7:15 a.m. kindergarten students are escorted to their classrooms and all other students go to Early Bird in the gym. Afterschool Daycare is provided from 2:45 p.m. until 5:30 p.m. For more information, contact the FCS office.

**GYM**

The gym is under the direct authority of the head of the Athletic Director. It is considered a classroom and is not open to the public. Anyone who is not a student must check in at the office before entering. In addition to school hours, the gym is open during practice times. Practice times will be published at the beginning of the summer and overseen by the Athletic Director. We ask that coaches and parents work together to follow scheduled practice times.

**LORD’S DAY**

There will be no school activity on the campus on the LORD’S Day. Any use of the school facilities on the LORD’S Day must be approved by Faith Presbyterian Church. This includes the use of the fields or gym.

**STUDENT RECORDS**

Faith Christian High School will maintain on file in the Headmaster’s office a permanent cumulative record with information on each pupil enrolled. Student’s names and addresses, phone numbers, and parent names are declared as directory information. Should a student transfer to another school, a copy of the student’s record will be mailed at the request of that school if the student’s financial account is current and not delinquent. Student records will be held until all financial obligations are clear for Faith Christian School. Parents or students are welcome to view the contents of the permanent cumulative record by scheduling an appointment with the Guidance Counselor or the Headmaster.
TEACHERS

Teachers at Faith Christian School are selected from fully-qualified personnel who exemplify Christian character and personality. All teachers at Faith Christian School hold college degrees in their respective subject areas and are committed to their profession as their gift from God. Our faculty and staff meet the requirements of the Southern Association of Colleges and Schools.

TEXTBOOKS

ELEMENTARY

Elementary textbooks are provided by the school. They are considered school property and the families are expected to be good stewards of those items entrusted to them. The books are to be returned at the end of the year. Books that receive undue damage over the school year will need to be replaced by the family. Consumable workbooks may be kept by the family.

HIGH SCHOOL

Most high school textbooks are not provided by the school. Students must have all necessary books for their classes on their first day of school, unless there are extenuating circumstances with administrative approval. A list of required textbooks is published at the beginning of the summer prior to the school year. The majority of books in the Bible curriculum are provided by the school. The school will act as a consultant to help parents locate venues to purchase new or used copies of the textbooks. It is highly recommended that parents interested in used textbooks contact other families who had students in the grades their student is entering. Family contact information can be found in the school directory at the end of this handbook. The school will host an electronic book exchange using our Facebook account during the summer for parents/students who would like to utilize this source of books.

TELEPHONE USE-SEE ALSO CELL PHONE USE POLICY

Students will not be called out of class to answer the telephone except in an emergency. Students may not use telephones at school without specific approval by faculty or staff.

TRANSFER OR WITHDRAWAL FROM SCHOOL

If it is necessary to withdraw from school or transfer to another school, the parents or guardian must sign a release form for the transcript. The student is expected to turn in school property including textbooks, library books, uniforms and athletic equipment. Items not turned in will be charged to the account and will be part of the financial obligations mentioned below.

A withdrawal card will be issued in the office which is to be signed by all the student’s teachers, the librarian and guidance counselor. The signed card must be returned to the office. All your grades and other information will be inaccessible for other schools or job recommendations unless you clear your record completely, including financial obligations.

Any withdrawal will require fulfillment of the Financial Agreement guidelines signed at the first of the school year. A copy of this agreement is printed below this paragraph. In order to be relieved of this requirement of the Faith Christian School Board, the parent must present a written request to the headmaster for waiver of future financial obligations. The request must state the extreme reason for waiver. The decision of the headmaster may be appealed to the chairman of the school board. Appeal at this level is not automatically granted; cause must be shown as to why the Headmaster’s decision was inappropriate. The appeal must go through the Headmaster not around him. Any parent moving more
than 25 miles from Faith Christian school may ask for and receive an automatic waiver of future tuition. Please note that student records will not be released for any student who has a delinquent tuition or other cost to the school.

FINANCIAL COMMITMENT

Faith Christian School asks for a financial commitment for those who enroll or re-enroll for next year. Enrollment or re-enrollment is a commitment from the parents to pay for one semester tuition even if the child withdraws prior to the first day of school next school year. The rationale for this is as follows:

1. The school/church takes commitments very seriously. Commitments are like covenants which bind two parties together. As Christians, we should honor our word just as Christ honors His word to us.
2. The school commits to the parents to provide a full year of education for the anticipated tuition payments. The school is committed to be here for the child and plans each year’s budget based on the enrollment numbers.
3. The school depends on tuition payments to pay expenses. Expenses for the school include salaries for teachers, administrators, secretaries, librarian, guidance counselor, library aide, computer aide, custodians, maintenance person, and coaches. Expenses also include various contracts for copiers, computer maintenance, and software updates, as well as supplies, testing, textbooks and many more items in the school budget. The school budget is based on the commitments of the parents to send their child (ren) to the school. Once contractual relationships are made, the school cannot undo these contracts.
4. Please note that the school loses one semester of tuition should a child be enrolled and then not attend because only one semester of tuition is required to be paid. The second semester tuition is lost to the school and impacts the budget.
5. Parents should take very seriously the signature to enroll the child. Parents should wait until they are very sure that the child will attend before they enroll.
6. The enrollment commitment does guarantee that a slot will be held for the child and the school makes that commitment to the parents. If the child does not come the next school year, it is not a simple matter of saying that the school has plenty of time to “fill that slot”. Even if another child comes in that grade, the school still loses the anticipated full year tuition income from your child who does not come. The school would never call a parent and say that the enrolled child cannot come because the school has decided to decrease the number in a particular grade or some other reason and that the parent has plenty of time to find another school; that just does not happen.

STUDENT DRIVERS

Each student vehicle driven to school must be registered in the office with the proper registration form to be signed by student driver and parent. Cars and drivers must meet State of Alabama requirements in regard to licensing and insurance. This includes faculty children. Students who do not have a license or permit are not allowed to drive on school campus under any circumstance. Students who have only a driver’s permit must have their parent with them if they drive on campus. This applies whether school is in session or not.

When the student driver arrives on the school grounds, he/she is to collect the materials needed for the day from the car/truck and leave the parking area until the close of the school day. Students may not go back to the student parking lot during the day without permission from an administrator.

All student vehicles are subject to search with reasonable suspicion and all items are subject to seizure if they violate school policy.

Students must operate their vehicles in accordance with state and local laws and obey common rules of courtesy and consideration of others.

Students who drive recklessly, drive too fast, play music too loudly, drive while using their cell phone, cause an accident, strike a pedestrian, or carries an unauthorized student with them will be subject to immediate loss of driving privileges and may be detained until a parent can come and pick them up.
The administration has the right to revoke student-parking privileges if it is deemed that the student is operating a vehicle in an unsafe manner or that the continued operation of the vehicle would be a safety hazard to others.
## Faith Christian High School

### REQUIREMENTS FOR AN ACADEMIC DIPLOMA - 2014

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English Language Arts</strong></td>
<td></td>
</tr>
<tr>
<td>English 9</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 10</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 11</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 12</td>
<td>1 required credit</td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td></td>
</tr>
<tr>
<td>Algebra I (9th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Geometry (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Algebra II (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>*Approved Math Elective (12th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td></td>
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<tr>
<td>Biology (9th grade)</td>
<td>1 required credit</td>
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<tr>
<td>Physical Science (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>*Approved Life or Physical Science (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>*Anatomy (12th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td></td>
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<tr>
<td>World History since 1500 (9th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>U. S. History: Beginning to 1900 (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>U. S. History: 1900 to Present (11th grade)</td>
<td>1 required credit</td>
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<tr>
<td>(AP U. S. History may substitute for 1 credit)</td>
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</tr>
<tr>
<td>U.S. Government – 1st semester (12th grade)</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Economics – 2nd semester (12th grade)</td>
<td>.5 required credit</td>
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<tr>
<td><strong>Bible</strong></td>
<td></td>
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<tr>
<td>Bible 9</td>
<td>1 required credit</td>
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<tr>
<td>Bible 10</td>
<td>1 required credit</td>
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<tr>
<td>Bible 11</td>
<td>1 required credit</td>
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<tr>
<td>Bible 12</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Life Application/Service Ministry – 11th &amp; 12th grades</td>
<td>1 credit each year allowed</td>
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<tr>
<td><strong>Required Electives</strong></td>
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<tr>
<td>Computer Applications</td>
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<tr>
<td>Physical Education</td>
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<tr>
<td>Fine Arts: Choral Music, Art, Speech/Drama</td>
<td>.5 required credit</td>
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<tr>
<td>Health</td>
<td>.5 required credit</td>
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<tr>
<td>Other Electives</td>
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### Other Electives

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<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
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<tbody>
<tr>
<td>12th Grade Honor Choir Credit</td>
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<td>must meet criteria</td>
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<tr>
<td>Physical Education</td>
<td>.5</td>
<td>max 1 credit per year</td>
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<tr>
<td>Journalism (By teacher recommendation)</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Choral Music</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Debate</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Speech</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Creative writing</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Bible as Literature</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Life Application/Service Ministry - 11th &amp; 12th grades</td>
<td>.5</td>
<td>max 1 credit per year</td>
</tr>
<tr>
<td>Approved On-line Course through Faith Christian School</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Dual Enrollment Electives (Faith Campus or College Campus)*</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>

**Total credits required for graduation** 26

* Headmaster must approve these courses prior to granting credit for graduation.
Faith Christian High School

REQUIREMENTS FOR ADVANCED ACADEMIC DIPLOMA—2014

<table>
<thead>
<tr>
<th>English Language Arts</th>
<th>4 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 10</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 11</td>
<td>1 required credit</td>
</tr>
<tr>
<td>English 12 or AP English</td>
<td>1 required credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>4 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I or Geometry (9th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Geometry or Algebra II (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Pre-calculus or Algebra II (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Pre-calculus or Calculus (12th grade)</td>
<td>1 required credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Science</th>
<th>5 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology (9th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Physical Science (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Chemistry (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Physics (12th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Anatomy (12th grade) *</td>
<td>1 required credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Studies</th>
<th>4 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>World History since 1500 (9th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>U. S. History: Beginning to 1900 (10th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>U. S. History: 1900 to Present (11th grade)</td>
<td>1 required credit</td>
</tr>
<tr>
<td>[AP U. S. History may be taken in 11th grade for 1 credit]</td>
<td></td>
</tr>
<tr>
<td>U.S. Government – 1st semester (12th grade)</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Economics – 2nd semester (12th grade)</td>
<td>.5 required credit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bible/Ministry*</th>
<th>4 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible 9</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Bible 10</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Bible 11</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Bible 12</td>
<td>1 required credit</td>
</tr>
<tr>
<td>Life Application/Service Ministry – 11th &amp; 12th grades</td>
<td>1 credit each year allowed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Electives</th>
<th>5 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Applications</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Physical Education</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Fine Arts: Choral Music, Art, Speech/Drama</td>
<td>.5 required credit</td>
</tr>
<tr>
<td>Foreign Language (Must be same language)</td>
<td>2 required credits</td>
</tr>
<tr>
<td>Health</td>
<td>.5 required credit</td>
</tr>
</tbody>
</table>
Other electives required for 26 credits

Other Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Class Honor Choir Credit</td>
<td>1</td>
<td>must meet criteria</td>
</tr>
<tr>
<td>Physical Education</td>
<td>.5</td>
<td>max 1 credit per year</td>
</tr>
<tr>
<td>Journalism (By teacher recommendation)</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Choral Music</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Drama</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Speech</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Creative Writing</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Bible as Literature</td>
<td>.5</td>
<td>per semester</td>
</tr>
<tr>
<td>Approved On-line Course through Faith Christian School</td>
<td>TBD</td>
<td></td>
</tr>
<tr>
<td>Dual Enrollment Electives (Faith Campus or College Campus)</td>
<td>TBD</td>
<td></td>
</tr>
</tbody>
</table>

Total credits required for graduation: 26

**Advanced Diploma** is awarded for earning at least 26 credits, which include all required subjects and Chemistry, Physics/Anatomy, Algebra II, Advanced Math, and two credits of foreign language. Foreign Language must be two years of the same language.

**Academic Diploma:** This diploma (26 credits) is available only by recommendation of the Headmaster with an IGP (Individual Graduation Plan) approved by the parents and student. The Plan must include all required subjects (*) with a total of four credits each in Bible, math, science, social studies, and English.
# Faith Christian High School

## PLANNING GUIDE FOR GRADUATION (Grades 9-12)

Program of studies planned for: _______________________________ Grade: ____

### English Language Arts

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Year Earned</th>
<th>Credit Earned</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 9*</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 10*</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 11*</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 12*</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP English 12</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speech/Drama</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Journalism (Yearbook/newspaper)</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Year Earned</th>
<th>Credit Earned</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra I (8th grade)</td>
<td>0</td>
<td></td>
<td></td>
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<tr>
<td>Algebra I (9th grade)</td>
<td>1</td>
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<td></td>
</tr>
<tr>
<td>Geometry*</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Algebra II *</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Math *</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Science

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Year Earned</th>
<th>Credit Earned</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology *</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Science *</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemistry (11th grade) *</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physics (12th grade) *</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy and Physiology *</td>
<td>1</td>
<td></td>
<td></td>
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</tbody>
</table>

### Social Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Year Earned</th>
<th>Credit Earned</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>World History since 1500 (9th grade) *</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. History beginning to 1900 (10th grade) *</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. History 1900 to present (11th grade) *</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AP U.S. History for 11th grade</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Government 1st semester (12th grade) *</td>
<td>.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Economics 2nd semester (12th grade) *</td>
<td>.5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Required of all students  
# Required of Advanced Diploma Students

---

Page 1/2

Subtotals for this page: ___________________
### Bible/Ministry

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Year Earned</th>
<th>Credit Earned</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible 9*</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Bible 10*</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Bible 11*</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Bible 12*</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Bible 11/Ministry Project</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Bible 12/Ministry Project</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
</tbody>
</table>

### Physical Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Year Earned</th>
<th>Credit Earned</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Education 9*</td>
<td>.5</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Physical Education 10</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Physical Education 11</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Physical Education 12</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
</tbody>
</table>

### Fine Arts *

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Year Earned</th>
<th>Credit Earned</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choir (9TH, 10TH, 11TH, 12TH)</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Senior Honor Choir Credit</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Art (1 or 2 semesters)</td>
<td>.5 or 1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
</tbody>
</table>

### Foreign Language# (Must be same language)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Year Earned</th>
<th>Credit Earned</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish I</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Spanish II</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Spanish III</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Latin I</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Latin II</td>
<td>1</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Health* (9th grade)</td>
<td>.5</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
<tr>
<td>Computer Applications*</td>
<td>.5</td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
</tbody>
</table>

### Other Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Year Earned</th>
<th>Credit Earned</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electives (Faith Campus or College Campus)</td>
<td></td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
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<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>___________</td>
<td>___________</td>
<td>__</td>
</tr>
</tbody>
</table>

**Page 2/2** Totals of both pages: (must equal 26 for all diplomas) __________  __________

Date this plan developed: __________ Diploma Track: _______________________

Parent(s)’ Signature(s): _____________________________

*Required of all students

#Required of Advanced Diploma Students

+Anatomy is required for all seniors. Seniors may use anatomy as their fourth required science for the advanced diploma with headmaster approval.