

Family Handbook



Friendship Christian School

3160 Old Atlanta Rd ♦ Suwanee, GA 30024

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www.fcsga.org

Friendship Christian School

Family Handbook

Handbook Revisions

| Current Date | Revision Date | Revision Pages | Initial |
|-----------------------------------|------------------------|----------------|---------|
| 8/8/2007 5:51:00 PM | 8/8/2007 5:51:00 PM | | |
| 6/5/2008 6: 30 :00 PM | 6/5/2008 6:30:00 PM | 11 | mc |
| 9/17/2010 3 :44 :00 PM | 9/17/2010 3 :44 :00 PM | all | kf |
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Principal's Welcome



Honoring the Past, Charting the Future!

Welcome to Friendship Christian School, Home of the Spartans!

As we work hard toward building a tradition of high academic achievement steeped in a strong belief in Christianity, we wish to thank you for becoming a part of our school. This year we hope to continue efforts in building a solid partnership with students, families and staff. We always will work within boundaries as established by our Heavenly Father. The staff is focused in providing for all children the highest possible levels of academic success. Our parents are encouraged to become involved in the learning process and in the variety of student-centered activities offered every year. We appreciate the donation of time and resources to our students while modeling the same values and standards we embrace.

While Friendship Christian offers a dynamic Christian education for every student, we believe that the expectations for developing a safe and fertile learning environment are key to the success of our students and staff. To borrow from a Swiss psychiatrist "The curriculum is so much necessary new material, but warmth is the vital element for the growing plant and the soul of the child." In conclusion, we welcome you and look forward to continuing our valued partnership in the coming year.

In Christ,

A handwritten signature in black ink that reads "Dr. Tom Davis". The signature is written in a cursive, slightly slanted style.

Dr. Tom Davis

TABLE OF CONTENTS

| | |
|---|--------------|
| Overview | 5-7 |
| Welcome / History..... | 5 |
| Purpose of FCS | 5-6 |
| Statement of Faith..... | 6 |
| Vision, Mission, Core Values Statements | 6 |
| Educational Philosophy..... | 6 |
| Affiliation and Accreditation..... | 7 |
| School Office Hours / School Day Times..... | 7 |
| School Mascot and Verse..... | 7 |
| Pledges..... | 7 |
| Admissions | 8 |
| Admission Standards..... | 8 |
| Notice of Nondiscriminatory Policy as to Students | 8 |
| Admission Procedures..... | 8 |
| Re-Enrollment..... | 8 |
| Part-time or Home-School Admissions | 8 |
| Attendance | 9-11 |
| General Policies | 9 |
| Excused Absences..... | 9 |
| Unexcused Absences..... | 9 |
| Tardiness | 9 |
| Family Pre-Approved Absence Request | 10 |
| Attendance Appeal | 10 |
| Early Dismissals..... | 10 |
| Visitors / Identification Badges..... | 10 |
| Leaving the Campus..... | 10 |
| Bad Weather Conditions..... | 10 |
| Early and After-School Care..... | 10 |
| Car Pool..... | 11 |
| Academics | 12-18 |
| Grading System | 12 |
| Grade Scale | 12 |
| Grade Reporting | 12 |
| Progress Reports | 12 |
| Report Cards | 12 |
| Parent-Teacher Conferences | 12 |
| Class Schedules..... | 13 |
| Graduation Requirements | 13-14 |
| Promotion | 15 |
| Early Graduation | 15 |
| Advanced Placement Courses..... | 15-16 |
| Valedictorian/Salutatorian..... | 17 |
| Homework | 17 |
| Transfer Credit | 17 |
| Home-school Credit..... | 17 |
| Academic Awards..... | 17 |
| Make-Up Work | 18 |
| Academic Probation | 18 |

| | |
|---|--------------|
| <u>Discipline</u> | 19-22 |
| General..... | 19 |
| Student Expectations | 19-20 |
| Classroom Discipline | 20 |
| Consequences | 20 |
| Off Campus Behavior..... | 21 |
| Destruction of School Property | 21 |
| Searches | 22 |
| Weapons | 22 |
| Drug Testing..... | 22 |
| <u>Dress Code</u> | 23-27 |
| General Dress | 23 |
| Boys Dress Guidelines..... | 24-25 |
| Girls Dress Guidelines | 26-27 |
| Uniform Selection | 28 |
| <u>Finances</u> | 29-30 |
| Tuition | 29 |
| Application Fee / Registration Fee | 29 |
| Tuition Payments / Coupons..... | 29 |
| FCS Donations..... | 29 |
| Textbook Fees..... | 29 |
| Returned Checks / Refund Policy | 29 |
| Delinquent Tuition Policy..... | 29 |
| Special Activities and Projects | 30 |
| <u>General Information</u> | 31-34 |
| Field Trips..... | 31 |
| Pictures / Yearbook | 31 |
| Lunch Program..... | 31 |
| Textbooks and Supplies | 32 |
| Lost and Found | 32 |
| Chapel | 32 |
| Clubs and Extra-curricular Activities | 33 |
| <u>Health & Safety</u> | 34-35 |
| Requirements..... | 34 |
| Guidelines for Immunization | 34 |
| Birth Certificates | 34 |
| Accident or Illness | 34 |
| First Aid | 34 |
| Medication Policy..... | 34 |
| Head Lice..... | 35 |
| Communicable Diseases | 35 |
| <u>Transportation</u> | 36 |
| Student Driver Policy | 36 |
| <u>FAQ's</u> | 37-38 |

□ **OVERVIEW / WELCOME**

The administration, staff, and faculty of Friendship Christian School warmly welcome each one of your children to our school. We will continue to daily challenge and inspire them academically and spiritually.

We appreciate your obedience to the Biblical command to “train up a child in the way he should go” (Proverbs 22:6), and we pledge our cooperation with you as an extension of the Christian home. We hope to reinforce and build upon the Christian principles your children are being taught at home. We sincerely appreciate the trust you have placed in us to help you in this task.

Train up a child in the way he should go, even when he is old he will not depart from it.
Proverbs 22:6

The FCS Family Handbook is to help you understand our school’s philosophy and requirements. Please read and study this carefully, keeping it handy for future references. Please call us if you have any questions.

THE PURPOSE OF FRIENDSHIP CHRISTIAN SCHOOL

The purpose of Friendship Christian School is to provide an education, in support of the Christian family, in which students can grow in Christian character, academic achievement, personal development and social responsibility. To help fulfill this purpose, the faculty and staff commit to model Christ and to adhere to educational integrity, accuracy and excellence. With the Scriptures as our foundation, we seek to challenge our students to think critically from a Christian life and world view and to prepare them to live successfully as godly men and women in the world. Recognizing that God has blessed each student with different gifts and abilities, Friendship Christian School respects each student as an individual and strives to help each one reach his or her potential by pursuing excellence in every area of life.

We will serve our school family. We will take the mindset of Christ (Philippians 2:5-7) by seeking to meet the needs of our families. We will accomplish this by providing a safe, secure environment. We will work to provide an atmosphere that is wholesome and Christ-honoring. We will provide information that will be pertinent to today’s family. It is also our desire to be of service in areas of need apart from schooling, as well. We want to be used by God to serve the FCS family.

Your attitude should be the same as that of Christ Jesus; ...he made himself nothing taking the very nature of a servant, being made in human likeness. Philippians 2:5,7

We will teach our students using the filter of God’s Word. We believe that all truth is from God and that apart from Him it is impossible to teach the truth. We will integrate the Bible into each subject so that God’s perspective is made clear (II Timothy 3:15 and 16).

...how from infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness. 2 Timothy 3:15-16

Overall, FCS exists to further God's work in this world. We will work to train the leaders of the future. Through the students and families that are touched by this ministry, we are trusting God to impact our world. We thank God for His faithfulness in providing students, teachers, and finances during this time and the years to come. This is truly His work, established to provide an education that is Christ-centered as an extension of the Christian home.

STATEMENT OF FAITH

Friendship Christian School affirms the essentials of the Christian faith, which are:

1. We believe the Bible to be the inspired, the only infallible, inerrant, authoritative word of God.
2. We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man regeneration by the Holy Spirit is absolutely essential.
5. We believe that justification is by faith alone in Christ alone.
6. We believe in the spiritual unity of believers in our Lord Jesus Christ.

CORE VALUE STATEMENT

1. Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength, and Love your neighbor as yourself. (Mark 12:30)
2. Learning from Christ the treasures of knowledge and wisdom. (Colossians 2:3)
3. Living and walking in *the* truth. (III John 4)

EDUCATIONAL PHILOSOPHY

Because God is central in the universe and the source of all truth, education must be God-centered rather than man-centered, leading the student to see things as God sees them. Since the Bible is the revelation of God, it is normative in the educative process. The Bible provides content of its own, is the interpreter of content drawn from other sources and guides the application of truth to the student's life. While the Bible does not speak directly to every issue or give exhaustive details on all academic disciplines, its general principles provide guidance to determine the truth or falsehood of ideas or information drawn from other sources. God, as the source of all truth, and the Bible, as the reference point for every idea, point the student toward a Christian world and life view.

ACCREDITATION AND AFFILIATION

Friendship Christian School is accredited by the Georgia Accreditation Commission (GAC) and is a member of the Association of Christian Schools, International (ACSI).

SCHOOL OFFICE HOURS

School Office Hours are from Monday – Friday, 7:45 a.m. – 3:15 p.m. on school days. During the summer the offices are open from 9:00 a.m. – 2:00 p.m. Tuesday and Thursday only.

SCHOOL DAY TIMES

| | |
|---|---|
| Kindergarten – 5th Grade 8:15 a.m. - 2:45 p.m. | Middle School/High School 8:15 a.m. - 3:05 p.m. |
|---|---|

SCHOOL MASCOT / VERSE



FCS has chosen the Spartan as the mascot. To be a Spartan means being valiant and firm in the face of the biggest of obstacles. With Christ being our model and epitome of who we are, the mascot embodies principles which represent the actions which we want to have in our interactions in sports and activities. In the face of opposition, competition, and actions we want to be valiant and firm.

Our school verse represents our attitude through Christ:

“I no longer call you servants, because a servant does not know his master’s business. Instead, I have called you friends, for everything that I learned from my Father I have made known to you.” John 15:15

PLEDGES

Pledges are to be learned by each student. The pledges will be recited daily in grades K through 5 and in chapel weekly in the middle and high school.

- **Pledge of Allegiance to the American Flag**
 “I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”
- **Pledge of Allegiance to the Christian Flag**
 “I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one savior, crucified, risen, and coming again, with life everlasting to all who believe.”
- **Pledge of Allegiance to the Bible**
 “I pledge allegiance to the Bible, God’s Holy Word, I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart so that I might not sin against God”

□ ADMISSIONS / ADMISSION STANDARDS

Friendship Christian School is open to academically qualified students without regard to race, creed, color, sex, or national origin. All students, regardless of age, must live with parent(s) or legal guardian(s) to attend Friendship Christian School. Exceptions can be made only with administrative approval. It is implied in acceptance that all registration and application materials become a part of Friendship Christian School. Any negative information gained after the fact may be grounds for dismissal from school. Failure to provide complete and accurate details (i.e. probation, suspension, or any criminal offense) may lead to dismissal from FCS.

Friendship Christian School reserves the right to deny students admission to attend school at FCS. Likewise, FCS reserves the right to deny students from re-enrolling.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

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

ADMISSION PROCEDURES

1. Complete the application and record release forms and turn them into the school office.
2. Submit the application fee of \$125.00, set-up an interview with the headmaster for both you and your student(s). The completed application and records release forms are due prior to this interview.
3. If testing or second interview is necessary, you will be notified at the first interview. Some may request an interview with faculty or administrator prior to finalizing enrollment decision.
4. Acceptance notifications will be made within 3 days of the final interview indicating your enrollment status and conditions for attendance.
5. Following acceptance, registration is accomplished with the tuition contract and registration documents completed. Upon completion of these items, attendance can be scheduled.

Additionally, parents may schedule a shadow visit for their student to attend a day of school.

RE-ENROLLMENT

Beginning in the month of January, re-enrollments for the upcoming fall term are accepted for enrolled students on a first-come, first-served basis. A re-enrollment fee of \$350.00 is required. Beginning February 1, enrollment will become open to the public on a first-come, first-served basis.

Listed here are important dates for admissions/re-enrollment

| | |
|-----------|--|
| JANUARY | Begin Re-enrollment for returning students |
| FEBRUARY | Open enrollment, first come, first-serve basis |
| APRIL-MAY | New student Acceptance |

PART-TIME AND HOME-SCHOOL ADMISSIONS

FCS encourages the relationship and connections with parents of home-schoolers. The school offers part-time enrollment opportunities for the students' participation in academic, athletic, activities, and services for the support of the home-school family. Parents and students must meet all requirements and pay appropriate fees for admission to FCS to be eligible for attendance and/or services. Consult with the administration for services and opportunities available.

ATTENDANCE / GENERAL

Parents/guardians and students are reminded that Georgia law requires students to be enrolled in and regularly attend school. FCS provides the school's yearly calendar which allows for sufficient vacation periods. No student is permitted to leave campus without obtaining permission from the office and from his or her parent or guardian. An adult must sign out a student in the school office before the student can leave.

Students cannot accumulate more than ten (10) total absences in a semester. Once a student has exceeded absences in a given semester, the student's semester grade will be changed to an incomplete. If absences are not made up, all incompletes will revert to an F.

EXCUSED ABSENCES

Students may be excused for the following reasons:

- 1) Death in the family: Attending the funeral of a family member will not be counted against the total absences during a semester.
- 2) Family-Related Activities: FCS understands that there are certain extenuating circumstances when students must miss class for family-related activities. The school will approve up to a maximum of five days per semester. Please complete Family Approved Absence Form (see Family Approved Absence Request later in this section.)
- 3) Doctor's Appointments: FCS understands that all dentist and doctor appointments cannot be scheduled after school hours and students will miss class due to appointments. Students are responsible to bring a note from the doctor's office to verify the appointment.
- 4) Illnesses: From time to time students become ill and will miss class. If more than 3 days are missed due to illness a doctor's note is necessary.
- 5) College Visits: FCS encourages tenth, eleventh, and twelfth grade students to visit college campuses for the purpose of selecting a college to attend after graduation. Students must contact the school office in writing one week prior to departure date for this type of absence to be excused.
- 6) School-Related Activities: Any absence caused by a student participating in an off-campus school-related activity would be considered excused.
- 7) Church-Related Activities: Any absence caused by a student participating in an activity that is church sponsored would be considered excused. The student will be responsible for providing the school office with a written note from a church official to verify attendance at the function in order for the absence to be considered excused.
- 8) Registering to vote or voting.
- 9) Visiting with a parent or legal guardian who is in the military service in the armed forces and has been called to duty for or is on leave from overseas deployment to a combat zone or combat support post. The student may be excused for a maximum of 5 days per school year.

It is the responsibility of the parent(s)/guardian(s) to contact the school office, by 10:00 a.m. to report the student's absence. Students must submit a note or parents must fax or email the attendance office within five (5) school days for the student's absence to be considered excused. Attendance fax number 678-845-0418 or attendance email: frontdesk@fcsga.org. The parent/guardian must write the note, fax or e-mail stating the student's name, the date(s) of absence(s), and the reason for the absence. The principal may require students to present appropriate medical or other documentation upon return to school for the purpose of validating that absences are excused.

In case of extended illness, hospitalization or injury, the parent should apply for hospital homebound service. Hospital homebound service should be applied for immediately when absences of ten (10) days or more are anticipated for the student.

UNEXCUSED ABSENCES

Absences that are not specifically listed as excused are considered unexcused. When a student has an excessive amount of unexcused absences they may lose credit.

TARDINESS

Tardiness is disruptive to the educational process and also has an adverse effect on your child's learning. All students must be in their class rooms by 8:15 a.m. or will be counted tardy for the day. Five (5) morning tardies will equal one unexcused absence.

If a student is on campus, a tardy will be excused ONLY when a student is with faculty or administration. Students who have a consistent problem with tardiness will be handled with disciplinary consequences.

FAMILY PRE-APPROVED ABSENCE REQUEST

Please notify the school office in writing one week prior to the beginning of the activity. This will allow the office, student and parent to contact the teachers for work that can be completed in advance or work that will need to be made up upon the student's return to class.

ATTENDANCE APPEAL

If a student does not receive credit for work due to excessive absences, the parent may appeal in writing to the principal. The appeal must be clear, concise, and state specific reasons for the missed work during the entire semester.

EXCESSIVE ABSENCES, CHECK-OUTS OR TARDIES

If a student has excessive absences, early check-outs (not including an early release), and/or late check-ins, the student and/or parent may be referred to School Social Worker, Juvenile Court, State Court, and/or Department of Family and Children Services. A parent/guardian who violates the compulsory education law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's absence from school is considered a violation.

EARLY DISMISSALS

Students who wish to be dismissed early for ANY reason must bring a note signed by a parent to the school office at the time of checkout. Parents who do not send a written note must sign out the student IN PERSON or BY FAX. The administration reserves the right to excuse or not excuse the dismissal. Please check out your elementary student prior to 2:20 so as not to interrupt dismissal and carpool. After 2:20, please wait in the carpool for your student to be dismissed at 2:45. Middle and High school students may be checked out up until 2:45. Normal dismissal is 3:05. High school students need parental approval for early dismissal.

VISITORS / IDENTIFICATION BADGES

Alumni, parents, family members, and church staff members may visit. These individuals are welcome on campus; however, a visitor's pass must be obtained from the front office. Visitors

and/or prospective students are welcome on campus. The visitor will be issued a pass/identification badge from the front office which is to be worn during the entire visit and returned upon departure. All school rules will apply to any visiting student. Parents must have made an appointment and received approval from the teacher prior to going to a classroom. The teacher will notify the front desk that you are coming.

LEAVING THE CAMPUS

Friendship Christian School operates under a “closed campus policy.” Once a student arrives on school property in the morning, he is not to leave until being dismissed from school. Students are not allowed to walk to gas stations, restaurants, or any other place off campus at any time. Violations of this policy will result in disciplinary action. Students are required to be picked up immediately after school unless they are involved in extracurricular activities.

BAD WEATHER CONDITIONS

If Forsyth county schools close because of inclement weather, FCS will close also. Inclement weather days will be made up as indicated on the school calendar.

EARLY AND AFTER-SCHOOL CARE

FCS school hours are 8:15 a.m. – 3:05 p.m. extended care is provided for students who are on campus from 7:30 a.m. to school start and from school end until 6:00 p.m. Students must be picked up no later than 3:15 p.m. unless they are involved in a supervised after school sport or activity. Elementary and Middle High students who are not part of an organized activity and are on the campus after 3:15 p.m. will be assigned to the extended supervision room, and parents will be charged at a rate of \$1.00 per minute for the first 15 minutes/max of \$15.00 a day until the student is picked up by a responsible party.

Unless in After Care, FCS will not assume responsibility for students after 3:15 p.m. unless they are part of an organized team or event that takes place immediately following the school day. We are striving to maintain the safest possible environment for our students.

We will offer extended care daily until 6:00 p.m. Please see the school office for information.

CAR POOL: MORNING DROP-OFF AND AFTERNOON PICK-UP

MORNING DROP-OFF

Parents may drop-off their students in the car pool area after 7:30 a.m. in the carpool area. Students should NOT be dropped off BEFORE 7:30 a.m. FOR ANY REASON. Any student arriving from 7:30-7:45 must report immediately to the cafeteria where there will be staff coverage. However, there will not be anyone on duty in the halls or classrooms until 7:45. After 7:45, we very much prefer and would appreciate that all students proceed on their own to their classrooms. Most teachers have board work planned and the students know to begin that work.

AFTERNOON PICK-UP

Parents may pick-up students from the car pool lines from their vehicle or if parking then in the school lobby between 2:45 until 3:00 p.m. Kindergarten through grade 5 will release at 2:45 p.m. and grades 6 through 12 at 3:05 p.m. We will release students from the cafeteria to the lobby at your request. Middle and high school students may exit the building upon their release at 3:05 p.m. Parents are requested to refrain from entering the school during car pool so as to keep a safe and orderly environment during the release of students. Parents awaiting appointments or after-school activities will be held in the lobby area until 3:05 p.m. at which time they may enter the gym or designated activity area.

Under no circumstances are cars to be parked and vacated at the front driveway of the school. Particularly running between cars must be avoided. Please park in a marked space in the adjoining parking lots.

☐ ACADEMICS / GRADING SYSTEM

FCS computes grades on a semester system for the academic year. The school year consists of two grading periods (semesters) each of which are made up of two equal nine-week grading periods (quarters). For High School: courses are divided into 2 semesters of 90 school days each and earn .5 Carnegie units at successful completion. Normal class load is 7 periods for each semester. Grades K through 8 do not earn Carnegie units.

GRADE SCALE BY GRADE LEVEL

| 1 st | 2 nd – 5 th Grades | Upper School |
|---------------------------------|--|--|
| E – Exceeds expectations | A+ 98-100 | A+ 98-100 |
| S – Satisfactory | A 94-97 | A 94-97 |
| N – Needs improvement | A- 90-93 | A- 90-93 |
| | B+ 87-89 | B+ 87-89 |
| | B 83-86 | B 83-86 |
| | B- 80-82 | B- 80-82 |
| | C+ 77-79 | C+ 77-79 |
| | C 73-76 | C 73-76 |
| | C- 70-72 | C- 70-72 |
| | D+ 68-69 | F Below 69.5 |
| | D 64-67 | *This grade scale is a standard Georgia State requirement; No credit can be earned on grades less than 70%. |
| | D- 60-63 | |
| | F Below 60 | |

GRADE REPORTING

The purpose of our reporting system is to give parents and children an indication of progress, or lack of progress, which is being made. FCS uses an online grade reporting system called Headmaster so that parents have continual access to grades. A paper report card is available by request. End-of-year reports will be mailed home.

PARENT-TEACHER CONFERENCES

In order for a parent to know his child's progress, a scheduled conference with your child's teacher(s) will be made at the end of the first quarter. Report cards will be issued at this conference. Parents are urged to ask for conferences when necessary or simply, when you, as a parent, feel a need to meet. Please consult with the teachers' posted availability in the syllabus, web page, or conference appointment calendar for meeting times and preferences. Please feel free to call on the individual teacher directly or call the office and an appointment time will be arranged for you to confer with your child's teacher(s). **If time permits, conference dates will be within a week after you make contact with the school. In the event of an emergency where you need to speak to your child's teacher, please call the main school number at 678-845-0418 and they will locate the teacher for you.**

CLASS SCHEDULES

| Elementary | Middle School | High School |
|--|--|---|
| <p>School Start: 8:15am School End: 2:45pm</p> <p>Schedules set by individual teachers; Generally self-contained classrooms exist in K-3; Students in grades 4-6 will have a departmentalized schedule. This is where teachers specialize and teach in certain areas of the curriculum. Students may transit for enrichments, recess, and/or lunch. School times are determined by and set according to accreditation standards. Students are required to have 360 minutes of instruction time during each school day.</p> | <p>School Start: 8:15am School End: 3:05pm</p> <p>Students may rotate among teachers according to subject matter; Period by period schedules are used at the High School level. Our goal at FCS is to integrate students in service, while also maintaining class/grade boundaries according to and subject to ability and grade level. Middle school and High school, while on the 3rd floor together, maintain their independent hallways and course schedules.</p> | <p>Standard Daily Schedule</p> <p>7:45 – 8:10 - Class Arrival</p> <p>8:15 – 9:05 - 1st Period</p> <p>9:10 – 10:00 2nd Period</p> <p>10:00 – 10:10 BREAK</p> <p>10:15 – 11:05 -3rd Period</p> <p>11:10 – 12:00 -4th Period</p> <p>12:00 – 12:30 LUNCH</p> <p>12:35 – 1:25 -5th Period</p> <p>1:30 – 2:15 -6th Period</p> <p>2:15 – 3:05 -7th Period</p> |

COMPUTER ACCESS TO INFORMATION (HEADMASTER PROGRAM) INCLUDING GRADES

Much information can be accessed through your logging into Headmaster. This information includes items such as: grades, homework assignments, class schedules, behavior, attendance and parent contact information. The computer access can be made by following the below steps:

1. Go to www.fcsga.org
2. At the top of right hand corner of the page, click Headmaster Logon
3. Headmaster on Line sign in screen will come up
4. In the box which says “please log in” you will place your user name and password. These can be obtained from the front desk or your child’s teacher.
5. You will now have access to a variety of information by clicking on grades, attendance, homework assignments, class schedules and more. Click on the desired information at the top of the page.

GRADUATION REQUIREMENTS

FCS strives to maintain requirements that foster student's acceptance into the highest ranked colleges in the nation. These requirements are based on the Georgia State University system for admission. Students earn a Carnegie credit for each course passed, or ½ Carnegie credits for a semester course. In addition to the 26 credits required for graduation are SAT/ACT standardized test and 80 service hours. The following table outlines the courses and credits required for graduation from FCS.

Basic CPC requirements are 4 English courses, 4 math courses, 3 natural science courses, 4 social science courses, and 2 foreign language courses (both in the same language). The Board of Regents SAT 1 requirements are 480 verbal and 480 math.



College Prep Program of Study



| SUBJECT | CREDITS |
|---|--------------------|
| Bible | 4 |
| English | 4 |
| Math <ul style="list-style-type: none"> ▪ <i>Standard Courses: Prealgebra; Algebra 1; Geometry; Algebra 2; Precalculus</i> ▪ <i>Advanced Courses: Calculus; Statistics; Advanced Math</i> | 4 |
| Science <ul style="list-style-type: none"> ▪ <i>Biology</i> ▪ <i>Chemistry</i> ▪ <i>Physics / Physical Science</i> ▪ <i>Anatomy; Botany</i> | 4 |
| Social Studies <ul style="list-style-type: none"> ▪ <i>World Geography</i> ▪ <i>World History</i> ▪ <i>US History</i> ▪ <i>Government / Economics</i> | 4 |
| Foreign Language <ul style="list-style-type: none"> ▪ <i>(2 years of Same Language required; 3 years recommended)</i> | 2 |
| Physical Education / Health <i>(1 semester each)</i> | 1 |
| Electives | 3 |
| TOTAL CARNEGIE CREDITS REQUIRED | 26 |
| College Prep Tests: <i>PSAT / PLAN / ACT / SAT 1 / SAT 2 **</i> <i>** Not Required</i> | Standardized Tests |
| Community Service – 20 hr/year / Total 80 hours | Verification Form |

PROMOTION

Promotion in all grade levels will be based on the completion and passing of all classes. Classes not completed or passed may need to be made-up during summer school.

For High School, promotion is based on credits earned. Credits cannot be earned for course grades less than 70%. Students will be promoted and classified in the next grade level according to the following credits earned:

- To Enter the 10th Grade ~~~~~ Five (5) credits
- To Enter the 11th Grade ~~~~~ Eleven (11) credits
- To Enter the 12th Grade ~~~~~ Sixteen (16) credits

Summer school will count toward the needed credits to be promoted and classification in the next grade level. Every student must achieve a 2.0 GPA on a 4.0 scale to graduate.

ADVANCED PLACEMENT COURSES

Advanced Placement courses in the high school are weighted when calculating grade point averages (GPA). Weighted means that an additional grade point is added to the final point total for each semester GPA calculation when taking an advanced placement course. An “A” would be worth 5 points instead of 4; a “B” would be worth 4 points instead of 3, and so forth. Grades less than the 70% on the grade scale do not earn the AP course weighting. Weighting is for high school purposes only; colleges typically do not acknowledge extra grade points in the GPA.

PREREQUISITES

Selection of these courses requires an A or B in the respective previous year subject and the recommendation of the previous year’s teacher in the respective course.

AP INFORMATION ON THE WEB

Resources:

Georgia College 411: <http://gacollege411.org/>

College Board / AP Central: <http://www.collegeboard.com/>

Advanced Placement Course Information

- AP courses are more rigorous and use college-level curriculum.
- AP courses earn an extra point on the GPA.
- AP courses help the student prepare for college-level work.
- AP courses can earn credit or advanced placement in college.
- AP courses can save money on college tuition.
- AP courses can be a predictor of college academic success.
- AP courses require an end-of-course test. The test is scheduled in May by College Board/ given in school.
- Cost of AP test ~ \$85 / AP Course fee may be applied to cover text and additional costs of AP class.
- Application for an AP Course:
 - 1-Teacher recommendation;
 - 2-All prerequisite classes completed with grade of B or better;
 - 3-Administration approval;
 - 4-Parent/Student commitment agreement.

VALEDICTORIAN / SALUTATORIAN AWARDS

At graduation the top graduating students academically will be given the Valedictorian and Salutatorian awards. To qualify for Valedictorian the student must have a 3.90 GPA and for Salutatorian a minimum of 3.70 GPA is required.

COLLEGE TESTING REQUIREMENT

Every graduating senior will be required to take either the SAT or ACT and have the test score on file in the school office in order to receive a diploma from Friendship Christian School.

HOMEWORK

The faculty and staff of Friendship Christian School endorse and encourage the use of homework and reading practice to promote student learning. Students develop self-discipline by setting aside time after school hours to complete homework assignments. The purpose of homework includes increasing student achievement, involving parents in the learning process, and encouraging self-directed, independent learning. Assigning quality homework offers students opportunities for enrichment, practice of basic skills, and extension of instructional objectives.

Teachers have an obligation to assign homework as necessary to meet instructional objectives and to monitor student progress. As students' needs and achievement rates vary, so should homework assignments vary to accommodate these differences. Whether it is practice of skills and facts, research, or application activities, homework is valuable only when it connects with classroom activities and matches student's needs.

Long-term assignments develop good time management as well as creativity and personalized projects. Homework assignments will not be given on Wednesday nights. (Exception: upper school core or AP courses). Unannounced quizzes or tests will not be given on Thursdays. Long-term projects, calendared tests/quizzes may be due on Thursdays provided that the due date was established in advance of that particular Thursday.

Homework will be purposeful. Homework must be a priority at home in order for students to receive maximum benefit. Through a strong home/school partnership, homework has the potential to increase learning time and student achievement, which supports our ultimate goal. The following is simply a guideline for the amount of time spent on homework each night:

| | | | | |
|--------------|---------------|--|---------------|----------------------|
| Kindergarten | 5-10 minutes | | Fourth Grade | 40-50 minutes |
| First Grade | 10-20 minutes | | Fifth Grade | 50-60 minutes |
| Second Grade | 15-30 minutes | | Middle School | 1 hour to 1 hour 1/2 |
| Third Grade | 30-40 minutes | | High School | 1-2 hours |

If your child is spending longer than this on a regular basis, please make sure time is being used wisely and/or talk with the teacher about the excess. Unfinished class work assignments may be extending the time your child spends doing homework!

Teachers are required to place each week's homework on the board and to communicate in weekly newsletters and/or posting on web page. Assignments are posted in Headmaster and parents and students are requested to consult regularly for information. A weekly planner for your student is another good avenue for tracking your child's weekly homework. While the learning process is facilitated by a teacher and parent, homework is the responsibility of the student.

ACCEPTANCE OF TRANSFER CREDITS

Friendship Christian School accepts credits from accredited schools. Acceptance of credits from another institution is solely the decision of the FCS administration.

HOME SCHOOL CREDITS

Friendship Christian School does accept credits earned for high school graduation through home school programs. A student's transcript from FCS will indicate the institution for credits not earned at FCS. Evaluation of the student's academic abilities may be required.

ACADEMIC AWARDS

PRINCIPAL'S LIST----- Report card for a nine-week period- all grades 95 or above

"A" HONOR ROLL ----- Report card for a nine-week period- all grades 90 or above

"A-B" HONOR ROLL ----- Report card for a nine-week period- all grades 80 or above.

*Enrichment and Handwriting grades are not calculated in academic awards.

MAKE-UP WORK / LATE WORK

It is the student's responsibility to turn in make-up work when he/she is absent from school. Parents and students are encouraged to use Headmaster to retrieve the assignments daily. The student has five (5) school calendar days to make up work for every missed day. The teacher has the discretion to grant a longer period to make up work, if there are extenuating circumstances. It is the student's responsibility to make arrangements with the teacher within two days of returning to school to make up test(s). Students with unexcused absences will not be permitted to make up work unless extenuating circumstances (determined by the principal or the principal's designee) exist.

Parents should contact the school before 9:00 a.m. if they plan to pick up missed work. Work will be available to pick up after 3:05 p.m. Make-up assignments may be picked up in the front office after dismissal time. In an effort to minimize disruption, we ask that parents not pick up missed work or make-up assignments from the teacher during the school day.

If your child is going to miss school because of a trip or other unexcused absence, with sufficient advance notice, some future homework can be prepared. However, the teacher may not have work available prior to the time of the absence. If this is the case, your child may be allowed to make up the missed assignments upon their return to school. **Importantly, the teacher is not required to provide make-up work for an unexcused absence.** Finally, absences of any type can impact student learning and/or grades.

Students suspended out-of-school are responsible for securing assignments and completing assignments by the time they return to school. Failure to do so will result in loss of credit for the assignments missed during the out-of-school suspension.

| Middle School / High School |
|---|
| Tests, Quizzes, Projects, and other assignments scheduled prior to days of absence are due upon the student's return to school. No extra days will be allowed. |

ACADEMIC PROBATION

When a student's academic standing is falling below 75% averages in core subjects, the parent or school may initiate academic controls to help the student recover and improve performance. These may necessitate action plans, tutoring, behavior or study contracts, or other recommended steps from the combination and team-work of the teachers, administration, and parents. At a grading period, if a student does not have a minimum 2.0 GPA, the administration will invoke an academic probation to assure these steps are being accomplished for the benefit of the student toward maintaining enrollment at FCS.

CO-OPERATIVE PARENT EFFORT

Whenever possible, the school would appreciate being able to use the services of those business in which school parents are involved. Often this works out to be mutually beneficial. If any parent will make the administration aware of any service or supply that may be usable, it will be greatly appreciated. Occasionally, it may be necessary for the school to call upon parents for special needs which may be seasonable or one time in nature.

□ DISCIPLINE / GENERAL

The school and home must be parallel in disciplinary outlook for the moral and academic training to be effective. Only a philosophy and practice based on the revealed Word of God is acceptable. Discipline has moral content. It is both positive and negative.

Christian love is at the center of all discipline. The heart of love is grace and caring while the firmness of love is executing correction and chastening. The two must be balanced. Firmness minus love becomes harsh; whereas, love without firmness is sentimentality. Problems may develop if love is applied with this unbalance.

My son, do not despise the LORD's discipline and do not resent his rebuke, because the LORD disciplines those he loves, as a father the son he delights in. Proverbs 3:11-12

The responsibility and authority to discipline come from God. All discipline is designed to show the child that “all have sinned and come short of the glory of God” (Romans 3:23) and to lead him to submit himself cheerfully to God and His perfect will (Gal. 3:9-24).

Once a student has broken a rule that requires disciplinary action, it is important for the student to learn the responsibility of consequences. FCS asks each parent to help in this learning process by supporting the decisions of the administration in the area of discipline.

The Christian life is one of control. Students know what Christian behavior is, and such behavior is expected of them. While discipline is basically positive training, there is the negative side of correction and adherence to rules.

The administration is the judge of when an offense has been committed. An exception in the policy for one is not meant as an exception in the policy for another. FCS reserves the right to dismiss a student WITH or WITHOUT cause. FCS has a zero tolerance policy towards violence.

EXPECTATIONS OF STUDENTS

Since the Scriptures teach that we should conduct matters "decently and in order," FCS has established the following expectations for school conduct; the school expects that all students will abide by the following principles:

- Love God supremely and love one's neighbor as oneself.
- Respect the person, rights and property of others.
 - Everyone is expected to help keep the campus clean by picking after themselves.
 - Vandalism, destruction, defacing of school and/or personal property will be disciplined.
- Be honest in all matters.
- Promote a positive classroom learning environment with cooperation, calmness and respect.
 - Students may not bring onto campus or into the classroom items that are disturbing, distracting or annoying, such as water pistols, matches, noisemakers, stink bombs, etc.

- Students may not have in the classroom items that are not normally used there without teacher permission. (e.g., cell phones, electronic games, radios, disc players, toys, iPods, MP3 players, etc.).
 - Books and book bags should not be left in the hallways.
 - No food or drink is permitted in the classrooms, hallways, or any undesignated area without teacher permission.
 - Students should respect both the teacher and the other students by not talking, passing notes, grooming inappropriately, getting out of their seats, etc., during class time.
- Follow biblical principles and teaching by not engaging in illegal, immoral or questionable activities on or off campus.
 - Meet all commitments and obligations.

The school administration retains the right to discipline students for expectations not specifically itemized herein. The attitudes, behavior, and actions of students should be above reproach of the school expectations and the privilege of attendance may be revoked if the student does not meet them.

CLASSROOM DISCIPLINE

Teachers provide discipline accountability for their classes, which mirrors the FCS disciplinary policy. Teachers may use various discipline consequences outlined in their classroom rules and expectations. While some disciplinary steps are at the point of time and during the school day, teachers are asked to communicate with parents each step of the way in the disciplinary process. The FCS philosophy is that the classroom is the learning zone and that behavior or actions that take away from the time and effectiveness of learning is discouraged and disciplined. The classroom is to be valued, respected, and revered by all participants.

Friendship Christian School expects its students to live above reproach, showing respect to God, country, family, faculty, and fellow students. Therefore, the rules and regulations will be strictly enforced.

CONSEQUENCES-DESCRIPTIONS

After teacher imposed discipline actions, FCS uses five basic types of discipline: after school detention, Saturday school detention, suspension, probation, and expulsion. Listed here are these descriptions and any fees which may apply for each level:

AFTER SCHOOL DETENTION (\$5.00)

Detention will be supervised by a faculty member. Detention is served weekly on a prescribed day from 3:15 p.m. to 4:15 p.m. Detention dates may be rescheduled once if students make arrangement before the detention date. Failure to serve detention will result in an automatic one day Saturday school.

SATURDAY SCHOOL DETENTION (\$25.00)

Saturday school is the next progression in the FCS discipline plan. Saturday school will be held on the scheduled Saturday morning, unless otherwise told, from 8:30 a.m. - 12:00 p.m. The student will be required to bring twenty five dollars for the fee to pay for the supervisor. Students attending Saturday School detention will be required to be in FCS dress code.

SUSPENSION**IN-SCHOOL SUSPENSION**

ISS will be held during the school week. It will be a work day for all students. All students must report to Mr. Quinn, the Dean of Students, in his classroom by 8:15 a.m. Students must be in dress code or they will be sent home.

OUT-OF-SCHOOL SUSPENSION

OSS students who are disciplined in this manner are not allowed to come on school grounds on the specified dates. This includes athletic events, extra-curricular activities, or any other function related with the school. Out-of-School Suspension will be considered an unexcused absence for each day given and **no credit will be given for work missed due to the suspension.**

PROBATION

Students may be placed on a probationary status with recommendations for behavior improvements. During this period of time students and parents may meet with teachers and administration to evaluate and encourage the student into expected behavior.

EXPULSION:

Students who commit an offense that is deemed in violation of FCS guidelines or students who do not meet probation contract expectations may be removed from the school for the remainder of that school year. **Students who are expelled will have EXPULSION placed on their transcripts.**

OFF-CAMPUS BEHAVIOR

FCS expects our students to be mindful of off-campus behavior at non-school events in their representation of themselves, the school, and as Christians. This includes online behavior and representation through e-mail, web pages, facebook, etc. FCS encourages students to meet the standards set out in the handbook. When behavior is made public or comes to the attention of the administration, the school may invoke disciplinary measures. If known to others, we ask that it be addressed in the following manner:

Individuals with first-hand knowledge of activities inconsistent with the standards detailed in the handbook should go to the offending student, and if necessary, to the parents, according to the spirit of reconciliation described in the Matthew 18 principle of love, correction and good communication. Because as believers we have a unity with one another, we hope that accordance with the spirit of the Matthew 18 principle will result in the clarification and understanding of the problem and a commitment from the family to address the issue. If the directly affected parties are still not reconciled on the matter after pursuing the above steps, they may contact an administrator. We request that no information pass to others except those directly related. Be diligent to present ourselves holy and acceptable to God remaining in the spirit of reconciliation without gossip. After investigating the issue, this administration will determine any disciplinary measures that may be appropriate.

DESTRUCTION OF SCHOOL PROPERTY

All property and equipment at Friendship Christian School is dedicated to the Lord for the ministry of education. This property must be appreciated and used with respect and care. Any student caught deliberately defacing or destroying, in any way, school property is subject to disciplinary action. The student or his/her family will reimburse the school for all damages. Personal property of all employees of FCS will be treated with the same respect as school property.

SEARCHES

Friendship Christian School reserves the right to search with or without cause any student, automobile, back pack, purse, locker, or desk for suspicion of illegal or unauthorized materials. Students who refuse to be searched may be turned over to the authorities and the student could be asked to leave the school for the remainder of the year.

POSSESSION OF A WEAPON

It shall be unlawful for any person to carry or possess or have under such person's control while within a school safety zone or at a school building, school function, or school property or on a bus or other transportation furnished by the school any weapon or explosive compound, (Official Code of Georgia §16-11-127.1). State law (Official Code of Georgia §20-2-751.1) requires that any student determined to have brought a weapon to school will be expelled from school for a minimum of one calendar year, subject to modification on a case-by-case basis as required or authorized by state and federal law.

DRUG TESTING

FCS reserves the right to ask students who show probable cause to take a requested drug test. School attendance may be affected until results or enrollment decision is reached. An administrative meeting with student, parent, and administration will determine length and severity of situation.

□ DRESS CODE / REQUIREMENTS

The following dress code policies apply to all students enrolled at FCS while on campus or at any extracurricular activity which is organized or sponsored by FCS, or in which the student represents FCS as a participant. Although students will be permitted to change into clothing that is appropriate for specific programs, sports practices, games, community activities, etc., the general guidelines regarding modesty and neatness must be maintained. While FCS recognizes that cultural or societal expectations are not Biblical absolutes, the administration recognizes that appearance influences the atmosphere of the school and reflects the heart's attitude.

General Guidelines: modesty and neatness

- Neat in appearance (no holes, frays, patches, or worn out areas, properly hemmed, with logos properly attached on all items requiring the FCS logo)
- Modest (not tight or form fitting) See individual articles of clothing for specific modesty guidelines. Child will be asked to call home for a change of clothing if the dress code is not followed.
- The following articles of clothing are prohibited: low cut or see-through attire, halter tops, tube tops, spaghetti straps, sleeveless tops, tank tops, short-shorts, sofees, or any clothing with writing or pictures that exhibit innuendoes, sexual comments or implications, alcohol or tobacco products, music groups that do not reflect a Biblical lifestyle, or anything of a questionable nature. Extreme/faddish clothing, hair, makeup, or jewelry styles are prohibited.
- The FCS administration reserves the right to define such terms as “appropriate”, “inappropriate”, and “extreme.” Guidelines for appropriate, modest attire for special events or business casual days (upper school) will be issued prior to the scheduled event.
- Some articles of clothing may not be addressed specifically in the dress code. Those items will come under the discretion of the faculty and administration.
- All students are expected to comply with the dress code guidelines in spirit and in practice. Although some violations may be corrected immediately, issues regarding modesty or inappropriate clothing will necessitate a call home requesting a change of clothing and may result in suspension or dismissal if administration deems the violations as blatant attempts to be noncompliant.
- Any exceptions to the stated dress code guidelines must be approved by the administration in advance so that students, parents, faculty and staff members have been notified regarding the deviation. (spirit week, hat day, special field trips, etc.)

• **GUIDE FOR BOYS / GRADES K-12TH**

| Dress Code | August 2010 |
|---|---|
| Shirts | <p style="text-align: center;">White, red, black, or gray s/l sleeved collared polo with school logo</p> <ul style="list-style-type: none"> • Shirts must be tucked and only the top button may be unbuttoned. • Only solid white or same colored undershirts may be worn beneath the polo shirt. • A long sleeved shirt may not be worn under an outer shirt with short sleeves. |
| Pants/Shorts | <p style="text-align: center;">Khaki or Black Dockers style slacks OR khaki (long) shorts purchased from school approved merchants.</p> <ul style="list-style-type: none"> • Pants may not extend past the heel of the shoe. Shorts must be at least 3” below the fingertips • Plain blue jeans (no embellishments) may be worn on Fridays only. • Worn on the waist • A belt must be worn with all pants having belt loops. (Loops may not be removed to bypass this guideline.) • Vents may not be cut. • Cut off or frayed pants are not permitted. |
| Belts | <p style="text-align: center;">Brown/black leather, brown/black braided, or khaki stretch belt</p> <ul style="list-style-type: none"> • Belts may not have spikes or chains. |
| Footwear | <p style="text-align: center;">Solid white or solid black athletic shoes or black or brown conservative shoes</p> <ul style="list-style-type: none"> • Open toe/open heel shoes are not allowed including Birkenstocks, flip-flops, or sandals. • Boots, house slippers, and athletic shoes with “lights” are not permitted |
| Socks | <ul style="list-style-type: none"> • White athletic socks may be worn only with tennis shoes and must be visible above the shoe. • Solid black socks should be worn with black shoes. • Solid brown/khaki socks should be worn with brown shoes. • Socks must be worn with all shoes. |
| Hats | <ul style="list-style-type: none"> • Hats should not be worn in the buildings at any time. Hats must be taken off before entering the building and kept in the locker during the school day. • Administration reserves the right to grant permission to wear hats on a designated day or occasion. |
| Sweatshirts Sweaters Jackets | <ul style="list-style-type: none"> • Classroom approved outerwear attire: black, red, or gray cardigan or crew neck sweater with school logo (Must be purchased from school approved merchants.) • FCS spirit wear sweatshirts with or without the hoods may be worn at any time. Any sweater, sweatshirt, or jacket may be worn as outerwear but must be removed once inside and kept in the locker unless it meets the guidelines for classroom attire. |

• **GUIDE FOR GIRLS / GRADES K-12TH**

| Dress Code | August 2010 |
|----------------------|---|
| Shirts | <p style="text-align: center;">White, red, black, gray s/1 sleeved collared polo with school logo (Uniform merchants will have the designated acceptable style numbers.)</p> <ul style="list-style-type: none"> • Skin should not be exposed when bending over, reaching up, or raising arms above the head. • No cleavage visible; bust-line and all undergarments should be covered • Fit properly – Not accenting the bust/bunlines or oversized and baggy • A long sleeved shirt may not be worn under an outer shirt with short sleeves. • Top button (only) may be unbuttoned. • <u>Forsyth Christian</u> shirts are no longer allowed. |
| Skorts/Skirts | <p style="text-align: center;">School plaid/khaki skort or skirt purchased from school approved merchants. (Uniform merchants will have the designated acceptable style numbers.)</p> <ul style="list-style-type: none"> • Must fit properly at the waist and come no more than 3 inches above the knee. |
| Pants/Shorts | <p style="text-align: center;">Khaki or Black Dockers style slacks OR khaki (long) shorts purchased from the school approved merchants.</p> <ul style="list-style-type: none"> • Plain blue jeans (no embellishments) may be worn on Fridays only. • Pants may not extend past the heel of the shoe. Shorts must be at least 3”below the fingertips. • Worn on the waist • A belt must be worn with all pants having belt loops. (Loops may not be removed to bypass this guideline.) • Vents may not be cut. • Cut off or frayed pants are not permitted |
| Belts | <ul style="list-style-type: none"> • brown/black leather belt • brown/black braided belt • khaki stretch belt • Belts may not have spikes or chains |
| Footwear | <p style="text-align: center;">Solid white or solid black athletic shoes or black or brown conservative shoes</p> <ul style="list-style-type: none"> • Open toe/open heel shoes are not allowed including Birkenstocks, flip-flops, or sandals. • Boots, house slippers, and athletic shoes with “lights” are not permitted. • Heels – no more than 2” high |
| Socks | <ul style="list-style-type: none"> • K5-5th – solid white or black knee high socks/crew socks/tights, peds • 6th – 12 –solid white or black knee highs or tights, peds • White athletic socks may be worn only with tennis shoes and must be visible above the shoes. • Leggings are not allowed. • Socks/hosiery must be worn with all shoes. |

| | |
|---|--|
| Hats | <ul style="list-style-type: none"> Hats should not be worn in the buildings at any time or at any school related event (dances, field trips, sporting events, etc.) Hats must be taken off before entering the building and kept in the locker during the school day. Administration reserves the right to grant permission to wear hats on a designated day or occasion. |
| Sweatshirts Sweaters Jackets | <ul style="list-style-type: none"> Classroom approved outerwear attire: black, red, or gray cardigan or crew neck sweater with school logo (Must be purchased from school approved merchants.) FCS spirit wear sweatshirts with or without the hoods may be worn at any time. Any sweater, sweatshirt, or jacket may be worn as outerwear but must be removed once inside and kept in the locker unless it meets the guidelines for classroom attire. |
| Hair | <ul style="list-style-type: none"> Combed, neat Plaid, khaki, black, white, or red headbands, scrunchies, and bows on a barrette are acceptable. All hair accessories should coordinate with the uniform colors. General appearance must not be a distraction. |
| Jewelry | <ul style="list-style-type: none"> Earrings may be worn in the ears (only) and only 1 earring should be in each ear. "Body piercings" should not be visible. Earrings may not be longer than 1" or larger than a quarter in diameter. NO earrings for male students. |
| Tattoos | <ul style="list-style-type: none"> Must be completely covered at all times |
| P.E. | <ul style="list-style-type: none"> K-5th grade: School approved shorts/slacks and school approved collared shirt with sneakers. 6th – 12th : School appropriate exercise wear with sneakers. |
| Jeans Day (Fridays only) | <p style="text-align: center;">Plain blue jeans (no embellishments) White, red, black, gray s/l sleeved collared polo with school logo or FCS spirit wear.</p> <ul style="list-style-type: none"> Jeans with embellishments, holes, frays, patches, or worn out areas, are not permitted. Fit around the waist no clinging or form fitting pants (under-wear lines /underwear must not be visible) Vents may not be cut. Regular pant length must not be past the heel of the shoe. Cutoffs, athletic style with an elastic waist, sweatpants/warm-ups, pajama wear, and spandex are not permitted. |
| Field Trip Attire | <ul style="list-style-type: none"> Elementary: s/l sleeved red polo with school logo and khaki shorts/slacks Middle/High: s/l sleeved polo with school logo and khaki slacks Administration may approve/require a different dress code as dictated by the nature of the field trip. |
| Special Functions | <ul style="list-style-type: none"> Modesty and neatness guidelines will be followed when special functions require a dress code deviation. Administration must approve the dress code in advance and parents must be notified in writing. |

**THE ADMINISTRATION WILL SERVE AS FINAL AUTHORITY
IN MATTERS RELATED TO THE DRESS CODE.**

☐ FINANCES / TUITION

Friendship Christian School is pleased to offer a balanced college-preparatory education for the 2010-2011 year at the following tuition:

| KINDERGARTEN | GRADES FIRST – FIFTH | MIDDLE SCHOOL | HIGH SCHOOL |
|----------------|----------------------|----------------|----------------|
| \$6,850 Annual | \$7,200 Annual | \$7,600 Annual | \$8,200 Annual |

APPLICATION AND TESTING FEE

New students will be required to pay a \$125.00 application fee and a \$25.00 testing fee (grades K-12)

REGISTRATION FEE

Upon acceptance to Friendship Christian School, a registration fee in the amount of \$350 is required to hold each child's position. The maximum registration fee per family is \$700 per school year. The registration fee is non-refundable and is due annually. It is collected by the school upon notice of acceptance or re-enrollment. It is non-transferable. A student is considered registered upon receipt of the registration fee, a signed, completed enrollment form, and a copy of the student's birth certificate, social security card and immunization cards.

TUITION PAYMENTS

Payment plans:

- Annual: Tuition paid in full by June 1st, 2010 will be reduced by \$200.
- Semi-Annual: Tuition paid by June 1st and December 1st will be reduced by \$100. (\$50.00 per payment)
- Monthly: 10 monthly payments beginning June 1st through March 1st.

Tuition is non-refundable and is due in full unless an exception is authorized by the administration and/or Board of Trustees.

GEORGIA SPECIAL NEEDS SCHOLARSHIP

Friendship Christian School is authorized to receive students with the Georgia Special Needs Scholarship (GSNS). First year students can apply for this scholarship with a current Individual Education Plan (IEP) from a Georgia public school along with a student's Award Letter from the Georgia Department of Education. Second and subsequent year students will remain in the program as long as they are served under our Special Needs Program and maintain an IEP.

PART TIME STUDENTS

Students with unusual educational circumstances, such as home-schooling, may enroll at Friendship Christian School in a part-time capacity. A fee per course, per semester, will apply to each class in which the student enrolls.

TEXTBOOKS

Student textbook costs are included in tuition. All text books are the property of FCS and may not be written in unless deemed necessary by FCS administration. Text books may not be abused in any way. Replacement costs will be applied for damaged books.

RETURNED CHECKS

There is a \$30.00 fee charged by the bank for a returned check.

DELINQUENT TUITION POLICY

Prompt payment of tuition is essential to the operation of the school's financial obligations. There is a \$25.00 per student late fee charged for any monthly payments made after the 10th of the month. Should you encounter a circumstance prohibiting prompt payment, please contact the Business Manager Roman Barabolkin.

FCS reserves the right to withhold report cards and transcripts from families or institutions until contractual and financial obligations are fulfilled.

SPECIAL ACTIVITIES AND PROJECTS

From time to time there are special projects or activities for which it is necessary to raise monies. All such projects or activities must have administrative approval. All monies and materials are to have proper accountability with accurate records being maintained. Monies are to be turned in to the person in charge of the project. Reports are to be made to the administration at the conclusion of each project or activity for which monies are raised.

FCS DONATIONS

One of the reasons we are able to provide a higher standard of education for your child is the fact that many of our parents give donations to FCS. FCS is blessed by your contributions. If you elect to donate on a monthly basis, the amount can be added to your tuition and is included in the total amount due. Other donations may be given at your convenience to the receptionist at the front desk. We can give receipts for tax-deductions for contributions of cash or materials to the school.

□ GENERAL INFORMATION / FIELD-TRIPS

Classes or organizations may make trips to interesting and educational places in the area from time to time as a vital part of the instructional program. Parents will be notified beforehand of these trips. Permission slips are required from parents for field trips. FCS is committed to making field trips part of the educational process. Many field trips coincide with studies in the classroom, consequently, field trips are considered school days and absences follow regular attendance policy. Field trip policies:

1. Each grade will take two field trips per year. Field trips will be academically oriented and are part of the school academic schedule. Students who do not attend will need to complete the appropriate assignment related to the field trip.
2. Volunteer Driver information is available in the office outlining procedures and necessary items needed prior to event.
3. No siblings allowed on field trips without teacher permission.
4. Students are to remain with the group while on field-trip; no special arrangements are to be allowed which promote unfairness or catering to a special group without administrative approval.
5. Field Trip Attire: For each field trip the teacher will communicate the appropriate dress code for that trip per family handbook policy.

PICTURES

Every child has pictures taken twice during the year in the fall and spring. These pictures are taken by an outside vendor. Pre-payment of whichever package you choose is required. FCS reserves the right to use any picture and/or likeness of students and/or their families for marketing purposes. This includes, but is not limited to use on the FCS web site, FCS brochures, information packets, postcards and any other material the school may choose to use.

LUNCH PROGRAM

Hot lunches will be served daily. All lunches purchased ahead of time will cost \$4.00 each. Purchasing a lunch the day of will cost \$5.00 each. Any student who desires may bring a bag lunch. Students will have 30 minutes for lunch. Beverages and chips are available for purchase with cash.

To prevent disrupting classes in session during the lunch period, students will only be allowed to leave the lunchroom when the lunch period is over. No students will be allowed to loiter in the hallways or go to their lockers during this time. Other times for such activity are planned for in each student's schedule.

Lunch time is an enjoyable break in the day's schedule. Common manners and courtesy must be shown at all times in the lunchroom. Students are required to pick up their own trash. Any student who leaves a dirty area in the lunchroom will be required to assist in cleaning of the lunchroom and/or serve detention(s). At no time may a student throw food. Any damage, disregard to rules, or disrespect to supervising faculty will result in disciplinary action. No permission will be granted for a student to leave the school at anytime during the school day. Any student caught leaving campus without permission during lunch will serve an automatic Saturday school.

FCS parents are welcome to enjoy lunch with their child. FCS also welcomes you to celebrate your student's birthday by joining him/her for their lunch period after scheduling it with your student's teacher.

TEXTBOOKS AND SUPPLIES

Class materials are the responsibility of the student and must be purchased by the student before the first day of each new school year. Supply lists are made available on the website. Additional materials may be required by your student's teacher throughout the school year.

Friendship Christian School requires the use of the New International Version (NIV) of the Bible for scripture memorization, classroom, and chapels. Student Bibles should be brought the first day of school to remain and to be used in the classroom daily.

CHAPEL

Chapel is held weekly for all students in Grades K through twelve. Students are divided by age appropriateness for chapels. Special assemblies or events may be scheduled in which students must attend. These may occur in the Chapel time-slot. Parents are encouraged and welcomed to attend all chapels and/or assemblies.

COMMUNICATION

Teachers at Friendship Christian School will communicate with parents through class newsletters and weekly reports. Each child should have graded papers coming home each week. Graded papers will be placed in the student's communication folder. Upcoming events, assignments, special materials needed, as well as progress and behavioral reports are information you can expect from your child's teacher.

The newsletter should address the classroom instructional plans and general information. Some parents may feel daily or very frequent back and forth communication with the teacher is vital to their child's success. Should this be an area that presents challenge to the teacher's instructional day and responsibilities, the school may choose to accommodate this area via administrative involvement in the communication loop to protect our valuable instructional time for all students.

DROPPING OFF FORGOTTEN ITEMS FOR STUDENTS

Please make every effort to establish a routine for bringing necessary items to school each morning. In the event that your child forgets an item that must be brought to school, please bring that item to the front desk with your child's name and the teacher's name attached. Teachers will be contacted to pick up items when there is an instructional break. We will not interrupt the learning environment to take items to classrooms.

EMERGENCY NOTIFICATION TO PARENTS

FCS follows the Forsyth County Schools in regards to school closings, delays or early dismissals. Parents/guardians are requested to **make arrangements in advance** for taking care of their children when schools are closed for emergency reasons. FCS closings will be announced on the local and metro broadcast media outlets, the school website at www.fcsga.org and via our voicemail at 678-845-0418. In addition, an email will go out to all parents.

SCHOOL CLOSING AND DELAYED OPENING INFORMATION

School closings or delays will be announced as described above before 5:30 a.m. If school opening is delayed, please follow the same routine/schedule as normal, but push back the start time by two hours. On delayed days, lunch will be serviced and school will dismiss at the regular time.

EARLY DISMISSAL INFORMATION

Early dismissals will be announced as described above. In the event of inclement weather, notification will be as soon as the decision is made. In the event of a school crisis, parents/guardians will be notified after the safety and security of students is assured.

MESSAGES TO STUDENTS

All messages or information from parents to their students must be conveyed through the school office. All messages from parents will be delivered to students during their lunch period, unless there is an emergency. The use of cell phones for communication with students is prohibited.

AWARDS

The school will give various award certificates to students for achievement in all areas of their schooling. These certificates of recognition will vary according to the grade level. At the end of the year, students will be honored at the annual awards assembly for their academic achievements and at the annual “Athletic Banquet” for their athletic achievements.

EXTRA-CURRICULAR ACTIVITY PROBATION

Students participating in any before or after school activities that do not maintain a 2.0 GPA on a 4.0 scale from nine-week to nine-week will be placed on probation. A student on Extra-Curricular Probation will not be permitted to PLAY or PRACTICE until his or her grades are brought up to the appropriate level. A progress report will be collected and the student’s eligibility will be reinstated once a 2.0 or higher GPA is achieved.

NEWSLETTER

The Friendship Flyer, the school newsletter, is sent home via email each Friday and is always available on our website. The newsletter provides information about school functions and upcoming events. Classroom and individual notices and reminders will be sent home periodically. Please read these notices carefully for important information.

PETS

No pets of any kind are allowed at school without permission. Teachers may give special permission for pets to be brought to school as part of a special display or activity with the principal’s approval. Pets must be taken home immediately after the activity. However, under no circumstance is a potentially dangerous pet to be brought to school. We must be considerate of students who have allergies.

VOLUNTEERS

Parents, relatives, and friends of Friendship Christian School students are encouraged to volunteer in the school and at school sponsored events. A form is available at orientation for parents to indicate their interest in volunteering. Parents may also call the school for volunteer information. Volunteers must sign in and out in the office using the same procedures as other visitors. Please do not bring preschool age children into the classrooms as this can be very

disruptive to the instructional environment. If you have small children, and would like to volunteer, please speak to your child's teacher about opportunities to prepare instructional materials at home. This is also a great service for our school. Due to safety issues, small children are not permitted in workrooms.

□ HEALTH & SAFETY / REQUIREMENTS

Students attending Friendship Christian School must meet all state immunization requirements. *This documentation, transferable within the state, must include 1) a health examination; 2) Hearing/Vision and Dental exam 3) a certification of immunization: (HRS Form 3130), permanent medical exemption, or religious objection (HRS Form 681) on file.* All dates should be written in month/day/year format. Forms must be confirmed by your physician, and must be completed and on file in the school office by the first day of school. *No student will be allowed to attend school without this documentation.*

GUIDELINES FOR IMMUNIZATION

Any student entering school must have proof of immunization. Listed here are the guidelines for immunizations that must be filed with the school:

| Before Entering 6 th Grade | Before entering the 7 th grade |
|--|--|
| - five doses of diphtheria, tetanus, and pertussis | - MMR |
| - four doses of polio | - Tb booster |
| - two doses of measles vaccine | - Completion of Hepatitis B vaccine series |
| - one dose of mumps vaccine | |
| - one dose of rubella vaccine | |

BIRTH CERTIFICATES

At admission, each student should have on file a copy of birth certificate. Failure to provide a copy of the birth certificate will result in your child not being allowed to begin school.

ACCIDENT OR ILLNESS

A student who is ill or running a fever should be kept at home. When a student is deemed ill by the school, parents will be contacted and MUST pick up their child. *If the parents cannot be reached, a designated relative or neighbor (or, in an emergency, the family physician) will be contacted. In case of extreme emergency, and if the school is unable to contact the parents, relatives or a family physician, a doctor or hospital of the school's choosing will be contacted and asked to administer emergency aid to the student. If a student is unable to return to class, arrangements will be made to have the student sent home per information provided on the Student Emergency Procedure Card.* A sick child will not be allowed to remain on campus.

FIRST AID

First aid supplies are available in the office for student. If an injury occurs, first aid will be administered; however, no medical treatment or medication will be given without parental approval.

MEDICATION POLICY

All medications (prescription and nonprescription) must be brought to school by the parent/guardian. No student will be allowed to bring medications to school. Students may not have medication in their possession, except with a physician's order for emergency situations only. Medications brought in bags or other unmarked containers will not be given.

Prescription medication must be in the pharmacy container labeled with the child's name, date, name of medication, name of prescribing physician, time(s) the medication is to be given and name of pharmacy filling the prescription. Please ask the pharmacist to provide two labeled prescription bottles so that parents/guardians have one bottle at home and one at school. Do not send medication to the school that needs to be given only once daily or two/three times a day unless the physician specifically states at time during the school day for the medication to be given. If medication can be given at home, please do so.

Parents/guardians must provide specific instructions (including drugs and related equipment). It will be the responsibility of the parent/guardian to inform the school of any changes in pertinent data. A "Request for Administration of Medication" form must be completed by the parent/guardian. **New medications will not be given unless a new form is completed.** The bottom portion of the form is to be completed by the physician for **ANY** long-term medication (more than two weeks). The form may be brought to school by the parent or faxed by the parent or physician. Due to the risk of Reye's Syndrome in children under the age of 18, the school will require a physician's signature in order to give any aspirin-containing medications including Aspirin, Pepto-Bismol and Excedrin.

HEAD LICE

If it is discovered that a student has head lice or "nits" (eggs), the student may not return to the classroom until the school is furnished with a statement from his/her physician or the Forsyth County Health Department. The student's hair must be lice and nit free and is subject to inspection by a staff member prior to being allowed to return to the classroom.

COMMUNICABLE DISEASES

Friendship Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

If your child develops a communicable disease, please contact the school immediately. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator.

Any student or employee with a communicable disease for which immunization is available or is required by law shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, FCS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. FCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases in the school.

CHANGES IN STUDENT INFORMATION

In order to keep our records current, please notify the office immediately in writing of a change in any of the following: address, home telephone number, cell phone number, pager number, employer and phone number of each working parent, and person to call when parents cannot be reached. When we have an emergency, it is imperative that we be able to reach an adult caretaker immediately.

SAFETY

Maps showing fire drill procedures are posted in each room in the school. Fire drills are rehearsed monthly; tornado drills are rehearsed prior to the tornado season. Lockdown drills are held in the event such action becomes necessary. Please refer to the section “Emergency Dismissal” under Dismissal for information regarding school closings and early release during severe weather conditions.

Parents in the building during evacuation or tornado drills are expected to participate in the drill. Under no circumstances will you be permitted to take your child during a drill. Students are encouraged to report information about weapons, drugs, threats of violence or other dangerous or harmful situations to the Principal, Vice Principal, Dean of Students, teacher or other trusted adult.

HARASSMENT

The school forbids sexual, racial and other harassment of all employees and students while at school, in the work place or at any school event or activity. Any student, employee, applicant for employment or other person alleging a violation shall promptly notify the principal.

□ TRANSPORTATION/ STUDENT DRIVER POLICY

It is a privilege to drive to school, not a right. All students driving must practice safe driving habits while driving in the parking lots. Sophomores, juniors, and seniors may drive to school. Due to limited parking availability parking areas will be assigned.

Parking violations will be issued to students who do not park in the assigned student spaces, who are parked incorrectly, and who drive in a negligent way.

PARKING /DRIVING CONTRACT

(Continuous violations will result in permanent loss of driving privileges.)

- 1) Students found in violation of the driving policy are subject to disciplinary action, which could result up to an out-of-school suspension and/or loss of driving privileges.
- 2) Violations:
 - a) Students are not to move vehicles between classes.
 - b) Students are not to park in any spaces other than the assigned student parking.
 - c) Students are not allowed to go to the parking lot while school is in session without a pass from the school office.
 - d) Students are not to loiter in the parking lot before or after school.
 - e) Students are not to drive erratically and are to adhere to all driving rules of the road.
 - f) Absolutely no horseplay involving the moving automobile will be tolerated.
 - g) Stereos are not to be played loudly on school grounds (FCS will determine unacceptable volume).
 - h) While not an exhaustive list, FCS determines which actions may constitute violations of the student driving policy.
- 3) Vehicles parked on the campus are subject to search.
- 4) FCS is not responsible for any vehicles hit by baseballs, footballs, etc. before, during, or after school hours.
- 5) FCS is not responsible for theft.

TEENAGE AND ADULT DRIVER RESPONSIBILITY ACT

This law mandates the school to report non-compliant students 14-17 years old for the purpose of denying or suspending the driver's license. A non-compliant student is defined as one who has:

- 1) Dropped out of school without graduating and has remained out of school for ten consecutive days.
- 2) Ten or more school days of unexcused absences in the current academic year or ten or more school days of unexcused absences in the previous academic year; or
- 3) Been found in violation by a hearing officer, panel or tribunal of one of the following offenses, or has waived his or her right to a hearing and pleaded guilty to one of the following offenses:
 - a) Threatening, striking, or causing bodily harm to a teacher or other school personnel;
 - b) Possession (internal or external) or sale of drugs or alcohol on school property; or
 - c) Possession or use of a weapon on school property (For the purpose of reporting non-compliance under this Act only, the term "weapon" shall be defined in accordance with

- O.C.G.A §16-11-127.1 but shall not include any part of an archeological or cultural exhibit brought to school in connection with a school project),
- d) Any sexual offense (including sexual touching) prohibited under O.C.G.A Chapter 6 of Title 16; or
 - e) Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

SCHOOL PROVIDED TRANSPORTATION

Transportation to and from Friendship Christian School is not available through the school at this time. For athletic events and school trips volunteers/parents must provide the appropriate documentation.

QUESTIONS

What should I know if I just want to visit the campus (see my child/come to an appointment)?

When visiting the school campus you should always make arrangements with the teacher at least one day in advance. Also, please enter at the main school entrance. Visitor parking is available in the parking lot. Inside the main entrance is a receptionist who will greet you and help you get to where you are going. She will have you sign in and give you a visitor's pass. Please do not enter the main hallways without the pass.

How do I pick up my student early?

Come to the main office and let the receptionist know you are here to pick up your student. If you are not known by sight, you will be required to provide a photo ID. The receptionist will notify your child's teacher to send your child to the lobby for your pick up. We do not allow students to wait outside for you for safety reasons and to minimize the amount of class time missed.

What if I bring my student to school late?

If a student arrives to school late they need to sign in at the front desk. It is important to remember that five unexcused tardies count as an absence.

Who do I contact for:

Discussing my child's grade? The teacher first, then, if necessary, the Department Head

A question about discipline? The teacher first, then, if necessary, the Department Head

A question about attendance? Administrative Assistant

A question about curriculum? Department Head

Making an appointment with a teacher? Administrative Assistant

Needing a transcript? Registrar

A schedule question? Department Head

Help with applying for college? Dean of Students

Questions about the SAT/ACT? Dean of Students

Questions about my bill? Financial Office

**FCS reserves the right to make changes to the
FCS Family Handbook as deemed necessary.**

Please detach the following two pages, sign and return to the school.

1. Computer & Acceptable Internet Use Policy
2. Parent/Student Affirmation

Friendship Christian School

“Meeting needs with a REAL education; R-Relational; E-Experiential; A-Academic; L-for Life”

“Home of the Spartans”

3160 Old Atlanta Road
Suwanee, GA 30024

(678) 845-0418 Phone
(678) 845-0417 Fax
fcs@fcsga.org E-mail

www.fcsga.org
www.friendshipchristianschool.us

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

This policy applies to any and all desktop or laptop computers in faculty, administrative offices, in the FCS Tech Labs, Media/Library Centers, or in the classrooms. (Including, while on campus - personal computers)

INTRODUCTION

FCS considers teacher and student access to a computer network, including the Internet, to be a valuable educational and research tool. FCS encourages the use of computers and computer related technology in its technology labs and classrooms for the purpose of advancing and promoting teaching and learning. It is expected that both staff and students will learn to use computer related technology and apply these tools in appropriate ways in the classroom.

Communications over networks should not be considered private. Since proper network supervision and maintenance may occasionally require review and inspection of files, directories or messages, privacy in these communications is not guaranteed. The FCS administration and/or its network supervisors will access stored records where there is reasonable cause to expect misuse of the system, including, but not limited to the examination of new and old communications by a user in order to ascertain compliance with network guidelines for acceptable use.

Faculty, staff and students use FCS computer resources to support and enhance instruction, research, and administrative functions. Use of computer workstations integrally supports these educational activities. All users of FCS technology assume responsibility for using the computer workstations in an ethical and legal manner in accordance with school policies and state and federal laws.

STUDENT ACCESS TO ELECTRONIC INFORMATION

It should be understood that the use of technology and especially the Internet is a privilege, not a right. FCS reserves the right to specify who may use its equipment and the information contained therein, for what purpose and under what circumstances. Just as there are acceptable rules, behaviors and procedures for students and staff to follow while in school buildings and on school grounds, there are certain acceptable rules, behaviors and procedures associated with using the school's computer network and information services. Those who wish to use these services and the computer network must acknowledge that they understand these rules and demonstrate their willingness to follow these rules by signing the Technology Use Form on a yearly basis. Parents or guardians must also authorize student use of technology by signing the Technology Use Form, regardless of a student's age. Only authorized users may access the system.

ACCEPTABLE USE:

Users of FCS technology are required to comply with the FCS Use Policy. Failure to comply with the policy or its regulations may result in temporary suspension of network privileges, revocation of network privileges, school suspension, expulsion, and/or financial action as deemed appropriate and proper by the administration. The user is also bound by applicable state and federal laws as well as moral and ethical laws pertaining to technology use. We realize not every situation or use can be addressed here and the administration reserves the right to determine the degree or actions of items pertaining to computer use not mentioned herein.

The following activities are UNACCEPTABLE:

1. Destruction of, damage to, or unauthorized alteration of the school's computer equipment software, or network security procedures;
2. Behaving in a manner that is harassing, intimidating, or disruptive to others, including but not limited to use of computer equipment which serves to deny access to other users;
3. Use of electronic information networks in any way which violates the *Friendship Christian School Acceptable Use Policy*
4. Use of electronic information networks in any way which violates licensing and payment agreements between FCS and network/database providers;
5. Use of FCS workstations to access games and chat rooms not related to educational purposes or for commercial purposes.
6. Users are prohibited from misrepresenting themselves or impersonating others.
7. Users are prohibited from using technology for inappropriate purposes including but not limited to the following: playing games, downloading unapproved files, viewing or processing inappropriate text files or pictures, e.g. sites dealing with antisocial behavior, pornography, obscenity, profanity, discrimination or files which may be dangerous to the integrity of the network.
8. Users are prohibited from using the FCS computers for any actions deemed by the administration to be harassment, unethical, or of moral certitude.
9. Users are prohibited from posting chain letters or engaging in "spamming", the sending of unnecessary, annoying or inappropriate messages to other computer users.
10. Users are prohibited from wasting finite school resources, e.g. paper and ink. Ultimately, users are responsible for their actions while using FCS technology.
11. Users are prohibited from plagiarizing (copying) material from other students' work or material posted on internet sites.
12. Users are prohibited from copying software found on FCS computers.
13. Users are responsible for the safekeeping of their passwords and personal information.
14. If a student encounters information that makes him/her feel uncomfortable, they should report that information to a teacher or other staff member immediately.
15. Users may not share an account, login name or password with anyone. Students, who are suspended from computer or Internet use, either temporarily or permanently, may not team up with other students who have permission to use technology.

I give Friendship Christian School permission to post my students picture or work on the school web-site or for publication means.

I DO NOT give Friendship Christian School permission to post my students picture or work or wish to do so on an individual notice basis.

Parent Signature _____

Date _____

Parent Signature _____

Date _____

Friendship Christian School
Parent/Student Affirmation
2010/2011

FCS desires parents and students to be of one mind with the school staff in understanding the purpose and policies of the school. Consequently, we ask that parents to affirm that they have read the Friendship Christian School Family Handbook by the beginning of the year, and agree to support the school in matters that may arise. Students are also asked to be familiar with this handbook and to affirm this by their signature. Parents need to fill in and sign the appropriate spaces below indicating that the handbook has been read and that agreement has been made to support the enforcement of all policies and procedures.

Please sign and return to the school by Monday, November 1st. Thank you for your cooperation.

| | | |
|-------------------------------|--------------------|---------------------|
| STUDENT'S NAME (Please Print) | GRADE | STUDENT'S SIGNATURE |
| STUDENT'S NAME (Please Print) | GRADE | STUDENT'S SIGNATURE |
| STUDENT'S NAME (Please Print) | GRADE | STUDENT'S SIGNATURE |
| STUDENT'S NAME (Please Print) | GRADE | STUDENT'S SIGNATURE |
| STUDENT'S NAME (Please Print) | GRADE | STUDENT'S SIGNATURE |
| PARENT'S NAME (Please Print) | PARENT'S SIGNATURE | |

Please remove this page from the Handbook and return to the school office by Monday, November 1st.