

# Friendship Christian School

2017~2018

## Family Handbook



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“Training students to change the world”

# Friendship Christian School Family Handbook 2017 ~ 2018



## Handbook Revisions

Revision Date	Revision Pages	Initial
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## **Welcome to Friendship Christian School, Home of the Spartans!**

An FCS Spartan is a total warrior: To be a Spartan is to be vigilant in the face of new challenges, to conquer big obstacles, to be fierce in athletic competitions, and to show courageous actions that reflect our passion for God.

We strive to be excellent in our Christ-centered education as an extension of the Christian home. We partner with parents to develop young men and women who are growing in their walk with Christ. We purposefully train students in how to think and live with a Biblical World View. We encourage them in the development of their gifts and talents, and in seeking ways to impact the world.

We have found that the most productive path for growing a strong Christian student comes from a partnership of the families, church, and school, with each contributing to the spiritual and academic education of a child. This threefold partnership builds a strong confidence in the student's development for fulfilling God's purpose in his or her life. We seek to grow together as students, parents, and staff in this learning community.

We work diligently to build our languages, arts, and athletics programs and encourage our families and parents to become involved in and support these student-centered activities. We appreciate the contribution of time and resources to our students while modeling the same values and standards we embrace.

While Friendship Christian School offers a dynamic Christian education for every student, we believe that our expectations for developing a safe and fertile learning environment are important to the success of our students and staff. PROVERBS 1:7 "The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction." In conclusion, we welcome you and look forward to continuing our valued partnership in the coming year.

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## **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. 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.

**...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**

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. 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.

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 ( 2 Timothy 3:15-16).

## **STATEMENT OF FAITH**

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

1. We believe the Bible to be 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 gifts, equipping, and callings from 1 Corinthians 12:1-31, Ephesians 4:1-17, Acts 2.
7. We are a Creation school believing God created the universe in 6 days.
8. 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 your entire 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. (3 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 Accrediting 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. – 3:30 p.m. on school days. During the summer, the offices are open from 9:00 a.m. – 3:00 p.m. with later appointments available upon request.

## SCHOOL DAY TIMES

<b>Kindergarten – 5<sup>th</sup> Grade</b> 8:00 a.m. - 3:00 p.m.	<b>Middle School/High School</b> 8:00 a.m. - 3:15 p.m.
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## SCHOOL MASCOT / VERSE

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*

FCS Spartan is a total warrior: To be a Spartan, is to be vigilant in the face of new challenges, conquer big obstacles, be fierce in athletic competitions, and show courageous actions that reflect our passion for God. 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. Finally, the Spartan has courage in the face of opposition.

### ● 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. 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. All students in K-4 through 5<sup>th</sup> grade, SB10 Resource, or IEP students through grade 12<sup>th</sup> are tested upon enrollment and twice a year.

## **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 along with the \$150 application fee.
2. Once all school records are received, you will be contacted by the admissions office to set up a personal interview and testing for specific grades.
3. Students in grades K 4 through 5<sup>th</sup> are tested prior to acceptance.
4. Acceptance notifications will be made within 5 days of the final interview indicating your enrollment status and conditions for attendance.
5. Following acceptance, registration is completed with a returned tuition contract and registration documents, paying registration of \$350 paid. Upon completion of these items, an appointment can be scheduled.

## **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 for domestic families. International student re-registration is \$1,000 (which includes an I20)

Listed here are important dates for admissions/re-registration:

JANUARY ~ Begin Re-registration for returning students

FEBRUARY to JULY ~ Open enrollment, first come, first-serve basis and new student acceptance

## **PART-TIME AND HOME SCHOOL ADMISSIONS**

FCS offers part-time enrollment opportunities for two classes to the students in grades 9<sup>th</sup>-12<sup>th</sup>. Parents and students must meet all requirements and pay appropriate fees for admission to FCS to be eligible for attendance and/or services. Testing is also available for homeschooling students.

## **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. In order for a student to leave campus, the adult must sign a student out or give written or oral notice in the school office.

Students cannot accumulate more than ten (10) total absences in a semester. Once a student has exceeded 10 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 convert 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) Doctor's Appointments: FCS understands that not all dentist and doctor appointments can 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.
- 3) 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.
- 4) 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.
- 5) School-Related Activities: Any absence caused by a student participating in an off campus school-related activity would be considered excused.
- 6) Church-Related Activities: Any absence caused by a student participating in an activity that is church-sponsored would be considered excused if a one week notice is given. 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.

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: 678-845-0415 or attendance email: [frontdesk@fcsga.org](mailto:frontdesk@fcsga.org) or [Kathy.west@fcsga.org](mailto:Kathy.west@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 absences.

## **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. Only 10 absences are allowed per semester, with a total of 20 per year.

## **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 classrooms by 8:00 a.m., or will be counted tardy for the day. Students who are unexcused tardy will not be able to make up work that is missed because of the tardy. Students need a note to receive an excused tardy or the parent must come into the office to speak to the secretary. Pink tardy slips are given in the school office. 6<sup>th</sup> through 12<sup>th</sup> graders who are late must report to Dr. Johnson's office and present the pink tardy slip. Detention can be assigned to students who have an excessive amount of tardies. Lower school students take their pink tardy slip to their homeroom teacher.

## **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.

## **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. Each unexcused day's absence from school is considered a violation. The absence policy for Georgia, Forsyth County GAC accredited schools is 10 total unexcused absences per semester and nothing beyond this in order to pass for the school term. Parents are to call by 10 AM to report a student absence and send a written note upon return to school.

## **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 beginning of the day. 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 2:30 so as not to interrupt dismissal and carpool. After 2:30, please wait in the carpool for your student to be dismissed at 2:55. Middle and High school students may be checked out up until 2:45. Normal dismissal is 3:15. 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, all visitors' passes must be obtained from the front office prior to going to the classroom. This badge is to be worn during the entire visit and must be 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. Only juniors and senior students who have a permission slip on file in the school office may leave campus for lunch. Those participating in this off-campus lunch time must have a parent sign a release form from the office giving permission for the student to leave campus during that time frame. Students are not to return late from lunch. Those who are tardy upon return 3 times will lose the privilege of off campus lunch. Students are not allowed to walk to gas stations, restaurants or any other place off campus at any time without a parent note turned into the front office. 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. FCS and staff are not responsible for students who ride with other students at the lunch time frame or who walk off campus for lunch with parent permission. Students who walk home or ride a bike from school must have a permission slip on file in the office.

## **BAD WEATHER CONDITIONS**

FCS follows Forsyth County for weather days. Therefore, 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. We report to Chanel 11 News for school closings and send out emails through our RenWeb email list.

## **EARLY AND AFTER-SCHOOL CARE**

**Elementary:** Extended care for elementary grades is provided for students who are on campus from 3:30 a.m. up to 6:00 p.m. Any elementary student who is not a part of an organized activity and are on the campus after 3:30 p.m. will be sent to after care and a fee will be assigned. After care fee is a rate of \$15.00 per day or \$60 per week for early care and after care is \$15.00 per day or the family maximum rate of \$30.00 per day.

**Upper School:** Students in grades 6<sup>th</sup> through 12<sup>th</sup> will have the cafeteria available for waiting. Students who are on campus from 4:00 p.m. to 5:30 p.m. must report to after school study hall. Those students in the after school study hall will be charged \$15 per day or \$60 per week. Students are to be picked up no later than 5:30 p.m.

We are striving to maintain the safest possible environment for our students. Upper school students are to be in the cafeteria, a participating sport, tutoring, or ESOL after school. Students in upper school are not to be in an unassigned area after school.

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

### MORNING DROP-OFF

Students may be dropped off in the car pool area beginning at 7:00 a.m. Students should NOT be dropped off BEFORE 7:00 a.m. FOR ANY REASON. Any student arriving from 7:00-7:50 must report immediately to the cafeteria where there will be staff supervision. No student should be in the hallways prior to 7:50 a.m. Kindergarten students who arrive early are to report to the kindergarten classroom with the para-pro. K-4 and K-5 students who arrive early are to report to the pre-k 4 classroom with the para-pro.

### AFTERNOON PICK-UP

Parents should pick up students from the carpool lines after dismissal. Should you need to pick up your student prior to 2:30, you will need to come in and sign the student out at the office. We will release students from the cafeteria and gym to the office between 3:00 and 3:15. Middle and high school students may exit the building upon their release at 3:15 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. Under no circumstances are cars to be parked in the carline and vacated at the front driveway of the school. **DO NOT LEAVE YOUR CAR DURING CARPOOL.** Faculty are in the carpool area to assist with helping students in and out of the cars. Students are to not run between cars, but rather wait on the faculty member on duty. Please park in a marked space in the adjoining parking lots should you need to come in the building. Parents, guardians, and those authorized to pick up students should have the carpool number. Staff will ask new pick up people to show proof of I.D.

## GRADE SCALE BY GRADE LEVEL 1<sup>st</sup> through 12<sup>th</sup>

Enrichments and K-4 & Kindergarten	1 <sup>st</sup> through 12 <sup>th</sup> Grading Scale	Honor Roll
E - Exceeds expectations S - Satisfactory N - Needs Improvement	100 - 97 A+ 96 - 94 A 93 - 90 A- 89 - 87 B+ 86 - 84 B 83 - 80 B- 79 - 78 C+ 77-76 C 75 C- 74 -73 D+ 72-71 D 70 D- 69 F	Principal's List—97% and above in all subjects All A Honor Roll—90% and above in all subjects Merit Honor Roll— 80% and above in all subjects Exceptional Learners – Gold A/B Exceptional Learners – Silver B

### GPA - Grading Scale

90-100 = 4.0

80-89 = 3.0

75-79 = 2.0

70-74 = 1.0

69-Below = Failing

## **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 upon successful completion. A normal class load is 7 periods for each semester. Grades K through 8 do not earn Carnegie units, unless they are taking a HS class.

## **GRADE REPORTING**

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

## **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, 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 scheduled within a week after you make contact with the school. In the event of an emergency in which you need to speak to your child's teacher, please call the main school number at 678-845-0418 and someone will locate the teacher for you.**

## **CLASS SCHEDULES**

Schedules are given by the individual departments: Elementary and Upper school. School schedules are set according to accreditation standards and requires 360 minutes of instructional time during each school day. We have 180 days of school. Students on dual enrollment and home schooling part-time student schedules are set through the guidance office. Students in 9<sup>th</sup> will take the ARC test. Those high school students who haven't taken the ACT or SAT will take the ARC.

## **TESTING**

Elementary and Upper School students are given the IOWA or Terra Nova test in kindergarten through 8<sup>th</sup> grade. The PSAT/NMSQT is given to 8<sup>th</sup> through 11<sup>th</sup> graders. Students in 10<sup>th</sup> through 12<sup>th</sup> grades are to register for the SAT and ACT tests each year. International students are also to take the TOFEL prior to graduation. Students who receive SB10 dollars test twice a year.

## COMPUTER ACCESS TO INFORMATION (RenWeb PROGRAM) INCLUDING GRADES



Parents will obtain a log in number for RenWeb at the annual Back to School night. It will also be available upon request through the office. This number will not change from year to year. Much information can be accessed through logging into RenWeb. This information includes items such as grades, homework assignments, class schedules, behavior, attendance and various contact information. Parents/Guardians are to have a current phone number, address, and email on file in the office at all times. When a student receives a low grade of a D or below, an automatic email is sent to notify the parent/guardian at the time the grade is entered. Many communication emails will be sent using the email the parent/guardian provides.

The Ren Web access can be made by following these steps:

1. Go to [www.fcsga.org](http://www.fcsga.org)
2. Click on the RenWeb Logon and use FS-GA as the district code
3. RenWeb 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 school office.
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.
6. A how to log into RenWeb sheet is available in the school office.

### College Prep Program of Study

To be eligible for the college-advanced program, the student must have a 3.0 and an academic reference from administration for this program. Students who drop more than two college classes, who fail or who are flagged because of an academic issue (ie, cheating) will not be eligible for the dual enrollment program and thus, would be dropped from the program. An academic discipline will be recorded for students who receive an academic flag in this program. FCS strives to maintain requirements that foster the acceptance of our students into the highest ranked colleges and universities 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 credit for a semester course. In addition to the 26 credits required for graduation students are required to take Financial Peace, Family Living and at least one Bible class with the 30 service hours per year. The table and list below outlines the courses and credits required for graduation from FCS.

- Basic GAC requirements are 4 English courses, 4 math courses, 3 natural science courses, 4 social science courses, 1 fine arts credit, 1 physical Education/Health and 2 foreign language courses (both in the same language in consecutive years).
- 120 Community Service Hours



## GRADUATION REQUIREMENTS

Subject	Credits
<b>Bible (1 per year enrolled at FCS)</b>	<b>4</b>
<b>English:</b> Grammar and Literature	<b>4</b>
<b>Math:</b> Standard Courses: Pre-algebra, Algebra 1, Geometry, Algebra 2, Pre-Calculus, General Math, Financial Peace Advanced Courses: Calculus, Advanced consumer Math, Statistics	<b>4</b>
<b>Science:</b> Physical Science, Biology I, Chemistry I, Anatomy, Physics, Environmental Science, Astronomy, Marine Biology	<b>4</b>
<b>Social Studies:</b> World Geography, World History, US History, Government/Economics	<b>4</b>
<b>Foreign Language:</b> 2 years of same language required; 3 years r	<b>2</b>
<b>Physical Education/Health (1 Sem. Each)</b>	<b>1</b>
<b>Electives: (1 fine art required)</b>	<b>3</b>
<b>Total Carnegie Credits Required</b>	<b>26</b>

## PROMOTION

Promotion in all grade levels will be based on the satisfactory completion of all classes. Classes not completed or passed need to be made-up during summer school or through an online class.

For high school students, 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 10<sup>th</sup> Grade ~~~~~ Five (5) credits
- To Enter the 11<sup>th</sup> Grade ~~~~~ Eleven (11) credits
- To Enter the 12<sup>th</sup> Grade ~~~~~ Seventeen (17) credits

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

## ADVANCED PLACEMENT AND HONORS COURSES

Advanced Placement and Honors courses in high school are weighted when calculating grade point averages (GPA). 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. Honors class students will have extra work assigned beyond the standard required work in a given core subject.

AP courses require an end-of-course test. The test is scheduled in May by College Board and is given in various schools not on the FCS campus.

Cost of AP test is between \$85 and \$100 AP course fee may be applied to cover the textbook and any additional costs of AP class.

**Prerequisites and application for an AP and Honors Courses:**

- 1-Teacher recommendation
- 2-All prerequisite classes completed with grade of B or better
- 3-Administration approval
- 4-Parent/Student commitment agreement

**AP INFORMATION ON THE WEB**

Resources:

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

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

**Dual Enrollment:**

The dual enrollment program is offered for select students who are considered excellent in academic terms, are on the “A” honor roll and can pass the English proficiency test and have no modifications or accommodations. Students must first meet with the guidance counselor and upper school director to determine eligibility. Should the student meet the following requirements, they may obtain the dual enrollment application for one of the colleges or Universities. FCS is partnered with Georgia Tech, Truitt McConnell University, University of North GA, Georgia State and Toccoa Falls College, (A state accredited and nationally recognized private college) for the dual enrollment process. Dual enrollment is available for students who have made the “A” honor roll, express interest, plan to attend college or a university, are 16 years of age or older, have no F’s, have no discipline write-ups, have very strong academic records and leadership records. Finally, upon application and approval the student would be enrolled into the college class. Parents are financially responsible for any fees. Students once enrolled into this program cannot withdraw without the approval of the guidance office and Upper School Director of this program.

## **VALEDICTORIAN / SALUTATORIAN AWARDS**

At graduation, the top-graduating students academically will be given the Valedictorian and Salutatorian awards. Students who qualify must have a 3.0 and have at least two years prior to the senior year to qualify for one of these positions. The Valedictorian Scholarship is \$5,000. The Outstanding Senior Leadership and Character award is \$5,000.

## **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. International students are also required to take the TOFEL test to graduate.

## **ACCEPTANCE OF TRANSFER CREDITS**

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

## **HOMESCHOOL CREDITS**

Friendship Christian School does accept credits earned for high school graduation through home school programs from an accredited program. 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.

## **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 and encourage creativity, and personalized projects.

Homework assignments will not be given on Wednesday nights for elementary and middle school students with the exception of: Reading. *High school students will have homework any night of the week.*

Homework, including Bible memory verses, 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.

Teachers will post each week's homework on the board, weekly newsletters (K-5) and/or posting on the RenWeb web page. A weekly planner for your student is another good avenue for tracking your child's weekly homework. While teachers and parents facilitate the learning process, homework is the responsibility of the student. Parents should regularly consult Ren Web for homework and projects.

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!

### **HOMEWORK GUIDELINES**

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
Third Grade	30-40 minutes		High School	1-1 ½ hours

### **ACADEMIC AWARDS BY QUARTER**

**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 97 or above

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

**Exceptional Awards** -----Report card of Resource students with modifications or accommodations Gold (90 and above) and Silver (80 and above)

### **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 RenWeb to retrieve the assignments daily. The student has two (2) school calendar days to make up work for every one 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 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 3:15 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, some future homework can be prepared with sufficient advance notice. 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. Please note that, absences of any type can impact student learning and/or grades.

Students suspended out-of-school are responsible for securing 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.

**One day late = 10 points off      Two days late = 20 points off      Three days late = Zero**

<b>Middle School / High School</b>
Tests, quizzes, projects, and other assignments <b>scheduled prior</b> 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 averages in core subjects fall below 70% by the end of the academic period the student will be placed on academic probation and may not participate in any school extra-curricular activities. After two weeks, the student who is progressing is re-evaluated to determine if he or she will be removed from academic probation.

### **CO-OPERATIVE PARENT EFFORT**

Whenever possible, the school would appreciate being able to use the services of those businesses 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 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 and it can be both positive and negative. FCS follows the Georgia Forsyth County requirements on reporting discipline records.

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*

Any student on probation due to a discipline or academic issue may be dismissed upon review if there is any non-compliance or violation of the school rules and standards in conduct, speech and academic performance.

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 also the negative side of correction and adherence to rules.

The administration will be 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 all students to 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 up after him or herself
  - Vandalism, destruction, or defacement 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, computers, electronic games, radios, disc players, toys, iPods, MP3 players, etc.).

- Books, iPad, phones, and book bags should not be left in the hallways. The student understands personal items (games, phones, laptops or electronic devices) stolen or damaged are their responsibility and they are encouraged to leave these items at home.
- No food or drink is permitted in the classrooms, hallways, or any undesignated area without teacher permission. Only clear water bottles with water are allowed.
- Students should respect both the teacher and other students by not talking, passing notes, using cell phones, 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. A specific discipline infraction sheet is available through the school office.

## **CLASSROOM DISCIPLINE**

Teachers provide discipline accountability for their classes, which mirrors the FCS disciplinary policy. Teachers may use a “3 strikes you’re out” discipline. This method is outlined in their classroom rules and posted in their class syllabus. 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.

Elementary students work on the color system of red, orange, yellow, green, blue for behavior. Daily notifications via student’s folders are sent home for parent communication about conduct.

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 four basic types of discipline based upon the discipline outline: after school detention, suspension, probation, and expulsion. Any student on

probation will be on a weekly or bi-weekly review and may be expelled based upon a non-compliance or violation of the said probation.

**Listed here are these descriptions and any fees, which may apply for each level:**

**AFTER SCHOOL DETENTION**

A faculty member will supervise detention. Detention is served each Wednesday from 3:15 p.m. to 4:00 p.m. Failure to serve detention will result in a two hour detention or suspension. Students in ASD have committed a level 1 violation or higher on the discipline outline.

**OUT-OF-SCHOOL SUSPENSION**

Students who are disciplined in this manner are prohibited from being on school grounds on the specified dates. This includes athletic events, extra-curricular activities, or any other function related with the school. All classwork must be completed during the probationary period and turned in on the day the student returns in order to receive credit. Students who receive OSS have committed a level 2 or 3 or higher violation on the discipline outline.

**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. These students have committed a level 2 or higher violation on the discipline outline. All students with 20 demerits from a previous year will be on a probationary acceptance.

**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 have committed a level 4 violation on the discipline outline of violations. The Head of School has the right to expel a student if he or she is in violation of school rules. **Students who are expelled will have EXPULSION placed on their transcripts. Those expelled are held financially responsible for fees and tuition until the end of the school year. No tuition and fees are refundable.**

**OFF-CAMPUS BEHAVIOR**

FCS expects our students to be mindful of off-campus behavior at non-school events in their representation of themselves and the school. This includes online behavior and representation through e-mail, web pages, Facebook, etc. FCS encourages students to meet the standards set forth 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 by remaining in the spirit of reconciliation without gossip. After investigating the issue, the administration will determine whether any disciplinary measures 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 school property in any way is subject to an after school detention and a fine. 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. A student who has damaged school property is subject to probation any enrollment at the school. Fines are imposed for destruction of school property.

## **SEARCHES**

Friendship Christian School reserves the right to search with or without cause any student, automobile, backpack, purse, locker, pockets, person 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. The authorities will be called should a student bring a weapon on school property. FCS Administration has the right to search iPads and technology to ensure appropriate sites and downloads, etc. This includes iPad the school owns and iPad the student owns and brings on campus.

## **POSSESSION OF A WEAPON**

It shall be unlawful for any student 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, or as determined by the FCS administration. Only the approved administration who have a current carrying weapons permit for GA are allowed to carry a weapon on campus or have one in his office. FCS has two administration people that are permitted to have a weapon on campus.

## **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 an enrollment decision is reached. An

administrative meeting with student, parent, and administration will determine length and severity of the situation.

## **BULLYING**

FCS strives to provide an environment that is safe for each of our students. We do not allow bullying, harassment, intimidation, taunting, or teasing of any student in our school. The administrative team will deal with conduct that is considered bullying. Discipline that may be administered can include counseling, reprimand, detention, OSS, or expulsion.

## **SEXUAL MISCONDUCT**

**We highly discourage dating relationships. We encourage friendship and accountability while waiting on God's choice for courtship.**

Should your student decide to date, please know the following: The Georgia General Assembly requires GA accredited schools to inform parents and students of the consequences, including potential criminal penalties, of underage sexual conduct. The consequences can include the student being tried as an adult. Any behavior that is a violation of Chapter 6 of Title 16 of Georgia law, or parts b through c below, must be immediately reported to the police, the Area Superintendent and the Office of Student Discipline. The Chief of Forsyth County Schools Police, or designee will then notify the District Attorney.

No student shall engage in amorous kissing or similar displays of affection. No student shall willingly participate in any form of sexual activity. The local school administrator will report this to the proper authorities. No student shall expose one's intimate body parts or "moon" in public. Georgia law, O.C.G.A Paragraph 16-6-22.1, defines intimate body parts. No student shall commit any act of verbal, written, gesture-oriented, or physical, sexual misconduct on school on school property, school buses, at school-sponsored events, or while using school technology resources. Students who violate the guidelines for the sexual misconduct will be expelled from FCS and have the possibility of this conduct being reported to the proper authorities. Parents will be notified immediately, prior to the authorities.

## **TECHNOLOGY OFFENSES**

**All students who elect to bring a phone to school will check their cell phone in and out through Dr. Johnson's office on a daily basis. Phones are not allowed in classrooms, lockers, backpacks, etc. Only juniors and senior students who are checking out for lunch or a school activity are allowed to check their phones out during lunchtime and re-check it after lunch. Each student has a phone slot of their own and it is labeled with their name. This is a security monitored area and under lock.**

**iPads are prohibited during lunch. Students are NOT to be on any video games before school, after school, or during classes. iPads are to be left in the locker or backpack during lunch.**

All students using school technology must have a signed internet use form on file with the school. School technology, both in the lab and on campus, cannot be used for anything other than school related purposes. (a) Students will not purposely look for security problems because such an action may be considered an attempt to or maliciously disrupt the school technology resources. The police can be involved in such violations. (b) Students will not attempt to disrupt the school technology resources by destroying, altering or otherwise modifying technology. Hacking is strictly prohibited; (c) Students will not use school technology resources to solicit business, advertise, or engage in any other selling activities in support of non-school related fund-raising or private business enterprises; (d) Students will not engage in any activity that monopolizes, wastes or compromises school technology resources; (e) Students will not copy computer programs, software or other technology provided by the FCS school. Downloading unauthorized files is strictly prohibited; (f) No student shall attempt to threaten to, or actually damage, destroy, vandalize, or steal private property or school property while using school technology resources on or off grounds. (g) Students will not use school and personal technology resources including, but not limited to, personal iPads, phones, computers, and laptops, for the following: profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic or threatening; advocates illegal or dangerous acts; violence; contains knowingly false, recklessly false or defamatory information; or is otherwise harmful to minors as defined by the Children’s Internet Protection Act. Such activities are to be reported to the proper authorities. Students will not incite, urge, encourage, advise or counsel other students to violate any rule of this Code of Conduct. Students who violate the Technology rules and guidelines will lose their privileges to have the use of the following, but not limited to: iPads, phones, computers and laptops.

## **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. Students in the K-4 full day program are not required to wear the school uniform, but must wear shorts under a dress or skirt if worn. See the K-4 syllabus for information on the dress code from the teacher.

New students have a maximum of one-week grace period on dress code.

### **General Guidelines: Modesty and Neatness**

- Pants are not to be tight or form fitted. They may be tapered. Students with tight pants or blue jeans form fitted will be sent to change.
- 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.
- Students who are not in dress code will be asked to call home for a change of clothing if the dress code is not followed.
- Students wear a belt at all times if they have belt loops; this includes when the shirt is worn out.
- Students wear their shirt tucked in on chapel days and may wear it untucked on non-chapel days, but still wear the belt if they have belt loops.
- Students are to be in dress code each day. Dress code is checked every day. Students who are not in dress code in grades 6<sup>th</sup> through 12<sup>th</sup> will call a parent or guardian to come and bring a change of clothing for them. Should the adult not be able to bring the proper required dress code clothing, the student will be required to purchase the uniform through the school store, which is on campus. Students will have a write-up for not following dress code. Students may also receive a detention of one hour or more for repeated dress code violations.
- We strongly encourage all adults who transport the student to school to check the dress code prior to leaving home.
- The following articles of clothing are prohibited: low cut or see-through attire, halter tops, tube tops, spaghetti straps, tank tops, short-shorts, two piece swim wear for girls, 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 or jewelry styles are prohibited. Shoes that mark black marks on the floors are not to be worn.
- 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.
- Formal wear must be pre-approved. Sweetheart necklines, low cut backs are not allowed. Formal gowns that are strapless or have spaghetti straps are to have a wrap worn with them. See the school office for the handout and guidelines for homecoming court, trips, and banquets.
- Shorts length: Students who change for sports, school trips, etc. must have a short that is no shorter than the tip of the fingers.
- Students are not to change to street attire at school and be waiting around in unapproved attire.
- Students who participate for a swimming event must have the shorts length to finger tips or below for boys and girls wear a one-piece swimsuit.
- Girl’s skirts (Khaki and Plaid) must come to the top of the knee and no shorter than 2” above the knee. The skirt must be modest in length and follow the guideline of length.
- Some articles of clothing may not be addressed specifically in the dress code. When in doubt, ask administration personnel.
- Students are to wear the sweater and not the hoodie on Wednesdays.

- Students who are not in dress code will be sent to the office to call a parent to bring the correct clothes. Detentions will be assigned to those students out of dress code.
- Shorts are not to be worn on chapel day.
- Boys are discouraged from wearing ponytail and are at the discretion of the administration's approval. Hair must be out of the eyes and not below the collar for boys.
- Students dress shoes and tennis shoes are to be non-marking soles.
- 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.
- Earphones are only allowed in the computer lab or when a student is working on a computer program. Not the cafeteria or before school.

**THE ADMINISTRATION WILL SERVE AS FINAL AUTHORITY IN MATTERS RELATED TO THE DRESS CODE FOR BOYS AND GIRLS**

## GUIDE FOR BOYS / GRADES K-12<sup>TH</sup>

Boy's Dress Code	
<b>Shirts</b> <b>FCS Store</b>	<p><b>White, red, or black, s/l sleeved collared polo with school logo <u>Buckhead Only</u></b></p> <p>Only solid white or same colored undershirts may be worn beneath the polo shirt. Undershirts that are long and short sleeve must match the outer shirt.</p> <p>All polo's and oxford shirts must have the school logo. Shirts may be untucked every day, but chapel day. Students will tuck their shirts in on chapel day, (Wednesday).</p>
<b>Pants/Shorts</b> <b>FCS Store, any retail store</b>	<p><b>Khaki Dockers style slacks and khaki (long) walking style shorts <u>purchased from any retail store or Buckhead</u></b></p> <p>Pants may not extend past the heel of the shoe or have elastic at the bottom of the pant. Shorts must be at least 2" above the knee. Walking style and below the fingertip. Plain blue jeans (no embellishments) may be worn on Fridays only.</p> <p>The color must be a standard dark blue jean.</p> <p>Jeans may not be tight (skinny jeans, torn or frayed.)</p> <p>Pants and shorts must be worn on the waist and not tight or baggy. No shorts on Wednesday chapel days.</p> <p>A belt must be worn with all pants having belt loops.</p> <p>Vents may not be cut in clothing. No outside pockets (cargo style) pants or shorts.</p> <p>Cut off, torn, frayed, holed, jeans, pants, and shorts are not permitted.</p>
<b>Belts</b> <b>Any retail store</b>	<p><b>Brown/black leather, brown/black braided, or khaki stretch belt •</b></p> <p>Belts may not have spikes or chains.</p> <p>Belts are required even if the shirt is worn out.</p> <p>If the shorts or pants have loops, a belt must be worn.</p>
<b>Footwear</b> <b>Any retail store</b>	<p><b>Conservative shoes (Shoes should match the uniform and not distract)</b></p> <p><b>Tennis shoes, Strapped sandals, boots and dress shoes are allowed. Tennis shoes should be worn on all PE times. All dress shoes and tennis shoes are to be non-marking soles. They are not to leave black marks on the floors.</b></p> <p>Tennis shoes that are the school color(s) (No light ups or wheelie tennis shoes).</p> <p><b>Colors for shoes, sandals, tennis shoes, and boots include solid or a combination of black, red, white, gray, silver or brown or navy blue</b></p>
<b>Socks</b> <b>Any retail store</b>	<p><b>All socks</b> must be <b>visible</b> above the shoe.</p> <p>Solid black, gray, white or khaki socks are allowed.</p> <p>Socks must be worn with all tennis and dress shoes</p>
<b>Hats</b> <b>Hair</b> <b>Earrings</b> <b>Tattoos</b> <b>earphones</b>	<p>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. <b>Administration reserves the right to grant permission to wear hats on a designated day or occasion.</b> Boys must wear hair must not be below the collar of the shirt and be out of the eyes. No un-natural colors. Dyed hair of natural colors must be blended. Boys must not wear a full beard. They may wear a mustache or go-tee. Boys are NOT to wear earrings to school or to any school events. Tattoos must be covered by the shirt or apparel (Not visible). Ear buds, earphones and headphones are not to be used at school unless being used in a learning program in a specific classroom with approval.</p>
<b>Sweatshirts</b> <b>Sweaters</b> <b>Jackets</b> <b>FCS Store</b>	<p><b>Classroom approved outerwear attire:</b> Black crew or V- neck sweater with school logo may be worn, but are not required. If chosen, they must be from Buckhead Uniform or the FCS Uniform Store. Black nylon jacket (Must be purchased from FCS Uniform Store or Buckhead Uniform. FCS spirit wear may be worn on Fridays. <b>Hoodies must be FCS hoodies only.</b> The button and zip cardigan in black, gray, white or red may be worn any day of the week and is not required to have the school logo. Any 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. All classroom attire must be school uniform. No hoodies on Wednesdays.</p>

## GUIDE FOR GIRLS / GRADES K-12<sup>TH</sup>

Girl's Dress Code	
<p><b>Shirts</b>  <b>FCS Uniform store and/or</b></p>	<p style="text-align: center;"><b><u>FCS Uniform Store and Buckhead</u></b>  <b>White, red, or black s/l sleeved collared polo with school logo</b>            (Uniform merchant will have the designated acceptable style numbers.)</p> <p>Skin should not be exposed when bending over, reaching up, or raising arms above the head. The girl's chapel shirt is to have the logo at all times, even if no sweater or jumper is worn. No cleavage visible; bust-line and all undergarments should be covered. Undergarments should not be seen through a shirt. Fit properly – Not accenting the bust/bunlines or oversized and baggy A long sleeved shirt may be worn under a short sleeve shirt of one of the school colors. Top button (only) may be unbuttoned.</p>
<p><b>Skorts/Skirts</b>  <b>FCS Uniform store and/or</b></p>	<p style="text-align: center;"><b><u>FCS Uniform Store and Buckhead</u></b></p> <p><b>School plaid skirt and khaki skort must be purchased from school approved merchant</b>            (Uniform merchants will have the designated acceptable style numbers.) The plaid skirt is required for chapel day. It must fit properly at the waist and come no more than 2 inches above the knee. The skirt and skort cannot come to the middle of the thigh. It must be longer. Elementary girls may wear the plaid jumper that is available in the FCS Uniform store and the Buckhead shop. Leggings in black, white, or khaki can be worn under skirts.</p>
<p><b>Pants/Shorts</b>  <b>FCS Uniform store or any retail store</b></p>	<p style="text-align: center;"><b><u>Khaki Dockers style slacks and Capri slacks OR khaki (long/walking style) shorts purchased from any merchant or the FCS Uniform store</u></b></p> <p>Pants may not extend past the heel of the shoe. Shorts must not be at shorter than 2" above the knee and are to be a walking style. Plain blue jeans (no embellishments) may be worn on Fridays only. (Blue color) Jeans may not be tight (skinny jeans, torn or frayed.) Pants are to be Worn on the waist. A belt must be worn with all pants having belt loops. Vents and holes may not be cut in clothing. No outside pockets on pants or shorts (Cargo style) Cut off or frayed pants are not permitted. No tight, faded, holed, baggy or skinny pants or jeans.</p>
<p><b>Belts</b>  <b>Any retail store</b></p>	<p>Belts are to be worn with pants that have loops.            Colors include: brown/black/red/gray/white/silver            Belts may not have spikes or chains</p>
<p><b>Footwear</b>  <b>Any retail store</b></p>	<p style="text-align: center;"><b>Athletic shoes and Conservative dress shoes</b>  <b>(Shoes should match the uniform and not distract)</b></p> <p><b>Shoes are to be non-marking soles.</b> Tennis shoes, Strapped sandals, boots and dress shoes are allowed. Tennis shoes should be worn on all PE times. No high heels are to be worn during school hours. Dress shoes are not to mark black on the floors. Tennis shoes that are the school color(s) (No light ups or wheelie tennis shoes).  <b>Colors for shoes, sandals, tennis shoes, and boots include solid or a combination of black, red, white, gray, navy, silver or brown.</b></p>

<p><b>Socks</b> <b>Any retail store</b></p>	<p><b>All socks</b> must be <b>visible</b> above the shoe. Solid black, white or khaki socks are allowed. Socks must be worn with all tennis and socks or hosiery must be worn with dress shoes Hosiery must be a natural skin color or in the 4 color tight color choices: Tights and leggings may be black, khaki, white, and gray. Tights, leg wear must be solid school colors only.</p>
<p><b>Hats</b></p>	<p>Hats should not be worn in the buildings at any time. Head wear is to match the color of the uniforms. If a hat is worn to school, it should be in placed in the locker. Administration reserves the right to grant permission to wear hats on a designated day or occasion.</p>
<p><b>Sweatshirts</b> <b>Sweaters</b> <b>Jackets</b> <b>FCS Store only</b></p>	<p><b>Classroom approved outerwear attire:</b> Black crew or V- neck sweater with school logo may be worn, but are not required. If chosen, they must be from Buckhead Uniform or the FCS Uniform Store. <b>The black nylon jacket</b> (Must be purchased from FCS Uniform Store or Buckhead Uniform. <b>FCS spirit wear are only worn on Fridays.</b> Only FCS hoodies are allowed. The button and zip cardigan in black, white or red may be worn any day of the week and is not required to have the school logo. Any 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. All classroom attire must be school uniform. No hoodies on Wednesdays.</p>
<p><b>Hair</b></p>	<p><b>Guide for All Students</b> Plaid, khaki, black, white, or red headbands, scrunches, and bows on a barrette are acceptable for girls. All hair accessories should coordinate with the uniform colors. General appearance must not be a distraction. Hair must be styled and neat. Boys must wear hair must not be below the collar of the shirt and be out of the eyes. No un-natural colors. Dyed hair of natural colors must be blended.</p>
<p><b>Jewelry</b></p>	<p>Girls may wear a maximum of two earrings in each ear lobe. Earrings may not be longer than 1" or larger than a quarter in diameter. NO earrings for male students during school hours or at school events. "Body piercings" should not be visible.</p>
<p><b>Tattoos</b></p>	<p>Must be completely covered at all times</p>
<p><b>P.E.</b> <b>FCS Store only</b></p>	<p><b>K-5<sup>th</sup> grade:</b> School approved shorts/sweats and school approved collared shirt with sneakers. <b>6<sup>th</sup> – 12<sup>th</sup>:</b> Students are to wear the required PE uniform from the FCS Store or the Buckhead store, with the logos on the sorts and top. The PE uniform includes tennis shoes and socks to dress-out for PE. During cold weather, grades 6<sup>th</sup> through 12<sup>th</sup> may change into sweats for PE (black or gray colors only) with the PE athletic shirt. They must change back to the school uniform after PE is over.</p>
<p><b>Jeans Day</b> <b>(Fridays only)</b> <b>Spirit wear from the FCS Uniform Store Only</b></p>	<p>Blue jeans are to be blue. They are not to be tight or skinny jeans. No embellishments, tight, skinny jean, baggy, torn or frayed jeans. The red, black or white s/l sleeved collared polo with school logo, Christian T-shirts or FCS spirit wear are acceptable. Jeans must fit around the waist. No clinging or form fitting jeans (under-wear lines /underwear must not be visible). Vents and holes may not be cut. Regular pant length must not be past the heel of the shoe.</p>
<p><b>Field Trip Attire</b></p>	<p><b>Elementary:</b> s/l sleeved <u>red polo</u> with school logo and khaki shorts/slacks <b>Middle/High:</b> s/l sleeved <u>red polo</u> with school logo and khaki slacks Administration may approve/require a different dress code as dictated by the nature of the field trip.</p>
<p><b>Special Functions</b></p>	<p>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. A handout is given for special functions outlining the school required standards for that event.</p>

**The FCS School Uniform Store is open by appointments.**



## FINANCES / TUITION

Friendship Christian School is pleased to offer a balanced college-preparatory education for the 2017-2018 year at the following tuition:

K-4 Full Day	KINDERGARTEN	GRADES FIRST – FIFTH	MIDDLE SCHOOL	HIGH SCHOOL
\$6,817 Annual	\$8,812 Annual	\$9,263 Annual \$10,190 INT	\$9,778 Annual \$10,756 INT	\$10,448 Annual \$11,493 INT

### APPLICATION FEE

All new students are required to pay a \$150.00 application fee.

### REGISTRATION FEE

Upon acceptance to Friendship Christian School, an annual registration fee in the amount of \$350 for domestic students is required to hold each child's position. The maximum registration fee per family is \$700 per school year. For International students the annual registration fee is \$1,000, which includes the yearly I 20 papers. 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, and immunization certificate.

### TUTION

- Annual: Tuition paid in full by August 1<sup>st</sup>
- Semi-Annual: Tuition paid by August 1<sup>st</sup> and December 1<sup>st</sup>
- 10 Month Plan: Tuition due on the 1<sup>st</sup> of the month from August-May. Late enrolling students will pay from month of enrollment through May.

### FEES

- The Activity Fee includes field trips. It is \$50.00 Elementary (K4-5) and \$75.00 for Upper School (6-12) The activity fee covers transportation for off school events.
- Yearbook fee is an annual fee of \$50.00 and is paid prior to January.
- Graduation fee is \$200 for seniors only - K 4 and K 5 Graduation is \$30
- Drivers Education (optional class for 10<sup>th</sup> through 12<sup>th</sup>) is \$425
- Junior/Senior Banquet is \$75.00 each (for 11<sup>th</sup> through 12<sup>th</sup> graders)
- School Trip for 7<sup>th</sup> through 12<sup>th</sup> is \$420 minimum and maximum of \$1,500 for a senior trip (Typically the senior trip cost \$850 without food.
- Yearly technology fee for K through 5<sup>th</sup> is 8<sup>th</sup> is \$30, 6<sup>th</sup> – 12<sup>th</sup> \$200
- ESOL, After school ESOL and Tutoring are \$2,000 for each program

- Family Participation fee \$1,000 yearly
- Yearly technology fee is \$200 (9<sup>th</sup> through 12<sup>th</sup> only) Students in 9<sup>th</sup> through 12<sup>th</sup> are required to have an I Pad for school. We offer students an I Pad at a discounted rate of \$400. Students are to maintain the I Pad and make sure it is usable, not broken. In the event that it is damaged or broken, it will be the parent and student's responsibility to have it fixed or replaced. I Pads and what is downloaded, saved and used are monitored and are subject to a security check weekly through the school. See the handbook for specific details on the I Pad requirements and regulations.

## **GEORGIA SPECIAL NEEDS SCHOLARSHIP**

Friendship Christian School is authorized to receive students with the Georgia Special Needs Scholarship (GSNP). Please see the GSNS website for additional details about this program. If a student receives SB10 state funds, the parent must notify the school during the admissions process. The SB10 information printed out from the website must be given to the head of school and the finance office. The SB10 will be registered by the director of the resource department. The SB10 award will be deducted from the school tuition balance and any remaining balance will be set up in the FACTS system for monthly deductions.

**SCHOLARSHIPS** Only a few scholarships are available. Specific requirements must be met to qualify for one. To apply for a scholarship do so through the FCS website and schedule a meeting with the Head of School.

## **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. Application and Registration fees apply to all part-time students. Only 8<sup>th</sup> through 12<sup>th</sup> may apply for part-time.

## **EARLY WITHDRAW POLICY**

The early withdraw of a student(s) creates an opening with FCS that may not be able to fill with a viable candidate. A withdraw fee of \$250 per student who withdraws between July 30<sup>th</sup> and September 30<sup>th</sup> and the monthly tuition of each of the months that they attend will be charged in facts. Starting October 1<sup>st</sup>, parents/guardians are responsible for the full tuition based on semesters: 1<sup>st</sup> is October to December and 2<sup>nd</sup> is January to May. If a student withdraws during a semester, the parent/guardian is held responsible for the full tuition of that semester and the withdraw fee. Refunds are for tuition only, and will be made on accounts that are paid beyond the current semester. Official transcripts, report cards, and records cannot be released or sent to other schools with an outstanding balance remaining at FCS. Book fees will be accessed upon withdraw and parents will be charged for those and any fees, including but not limited to, field trips, class trips, technology fee, yearbook fee, etc. International students who withdraw will not

get a refund. All international students who register in January must pay for the remaining of the year and the next school year. Students expelled will not receive a refund.

## **TEXTBOOKS**

Student textbook costs of \$500 per year are included in the tuition. All textbooks are the property of FCS and may not be written in unless it is a consumable workbook. Textbooks may not be abused in any way. Replacement costs will be applied for damaged books. Any books returned damaged will be assessed and a fee will apply for those damaged. Book covers are needed for all hardback books.

## **RETURNED CHECKS**

There is a \$30.00 fee charged by the bank for each returned check. After the second check has not cleared, the further payments must pay by cash or money order. Unpaid checks and balances will be turned over to a collection agency.

## **DELINQUENT TUITION POLICY**

Prompt payment of tuition is essential for the school to meet 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 Finance Director. Students who have delinquent accounts of more than 60 days behind on tuition will not be permitted to attend classes.

**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 any amount on a monthly basis, the amount can be added to your tuition and be included in the total amount due. Other donations may be given at your convenience to the receptionist at the front desk. FCS is a non-profit institution and has a valid 501(c) 3. We can give receipts for tax-deductible 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. 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. The volunteer driver policy is available in the office. All volunteer drivers must read and complete the driver form outlining procedures and necessary items needed before they can drive on a school event and prior to the day of the event.
3. No siblings allowed on field trips without administrative permission.
4. Students are to remain with the group while on field trip; no special arrangements are to be allowed which promote unfairness to a special group.
5. Field Trip Attire: For each field trip the teacher will communicate the appropriate dress code for that trip per family handbook policy.
6. The annual cost for fieldtrips are K-5th \$50 and 6<sup>th</sup>-12<sup>th</sup> is \$75. This does not include food cost. The field trip cost is due at the start of the year with tuition arrangements. All class trips are a separate fee. Class trips range from \$300 to \$1,200. The 6<sup>th</sup> graders will take the annual Six Flags trip.
7. The annual school trip is the Creation Science Museum and the Ark Encounter in Kentucky and the senior trip to Washington DC trip. The trip ranges from \$275 to \$300 per year. All students in grades 7<sup>th</sup> through 12<sup>th</sup> participate in one of these trips.
8. Students in grades 6<sup>th</sup> through 12<sup>th</sup> participate in the annual retreat. The retreat is not an optional trip. All students in these grades attend the school retreat. The cost of the retreat is \$150 per child. \*6<sup>th</sup> grade is optional for this trip.
9. The students in 10<sup>th</sup> through 12<sup>th</sup> are open to attend the college trip tours. They must sign up in the school office.

## **PICTURES**

Every child has pictures taken twice during the year in the fall and spring. An outside vendor takes these pictures. 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 purpose, including but not limited to, live video feed from the classroom.* This includes, but is not limited to use on the FCS web site, FCS brochures, information packets, live video stream, 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 \$5.00 each day. Late orders are \$6.00 the day of. Orders for lunches must be made prior to 9:00 am. Any student who desires may bring a bag lunch. Microwaves and a refrigerator are available for student use.

Students will have 30 minutes for lunch. Beverages and snacks are available for purchase with cash. K-5<sup>th</sup> are not allowed to purchase soft drinks.

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.

Lunchtime 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.

Only juniors and seniors have permission to leave campus for lunch if the administration gives permission. The juniors and seniors, who have permission to leave at lunch with a written permission slip from a parent or guardian, must sign in and out at the school office. Other students are not to leave the school during lunchtime or at any time during the school day unless a parent comes and checks them out. Any student caught leaving campus without permission during the school day will be suspended. The students who go off campus must return on time or lose this privilege.

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.

## **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 and at the school office. Your student's teacher throughout the school year may require additional materials.

Friendship Christian School requires the use of the New American Standard (NAS) or New International Version (NIV) versions 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. Students should not rely on the Bible App on the iPad for classroom use.

## **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 RenWeb and email in grades K4 through 12<sup>th</sup>. Students in K-5<sup>th</sup> will have class newsletters, RenWeb communication, and weekly reports for communication each week. Each child in K-5<sup>th</sup> grades should have graded papers each week in the 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. Including the spelling list for the week, Bible verse for the week, a conduct mark and homework outline. Grades and homework can be accessed on RenWeb. Weekly communication is encouraged and 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. Middle school and upper school students will have assignment pads for homework information. Parents should sign the planner nightly.

## **SCHOOL CLOSING AND DELAYED OPENING INFORMATION**

School closings or delays will be announced as described above before 6:00 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. **FCS follows Forsyth county closing and calendar.**

## **EARLY DISMISSAL INFORMATION**

Early dismissals will be announced as described above. Early dismissal is 12:00 p.m. 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 unless it is after school hours, prior to school and during lunch time.

## **AWARDS**

The school will give various award certificates to students for achievement in all areas of their schooling after each grading period. In addition, all FCS athletes will be recognized at our annual "Athletic Banquet" held in the spring of each year.

## **NEWSLETTER**

The school newsletter is sent home via email every quarter. The newsletter provides information about school functions and upcoming events. K4 through 8<sup>th</sup> send home weekly newsletters. Classroom and individual notices and reminders will be sent home periodically. Please read these notices carefully for important information. Renweb letters and reports are vital information for you. If your email is not on file, you would not be able to receive the emails.

## **LOCKERS**

Students in grades 4<sup>th</sup> through 12<sup>th</sup> will receive a locker assignment each year. Students are not to change lockers without seeing the Upper School Supervisor. This rule is for safety and locker check security. Students may not share a locker. Students are not allowed to switch lockers. Students are allowed to decorate, in modesty. Lockers may not have stickers or markers used in or on them. Photos displayed are subject to locker checks and all subjects in locker photos dressed properly. Should a student choose to use a lock, the lock key copy and/or combination must be given to the school office and 4<sup>th</sup> and 5<sup>th</sup> give this to the homeroom teacher. Students are to keep their I pads in their lockers or back packs at lunch. Students may not enter another student's locker!

## **PETS**

No pets of any kind are allowed at school without permission from administration. 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 will be 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 at 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. Due to safety issues, small children are not permitted in workrooms.

## **HEALTH & SAFETY / REQUIREMENTS**

Parents who choose not to immunize their children for religious reasons must sign a notarized statement stating such. 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

Listed here are the guidelines for immunizations that must be filed with the school:

Before Entering 6 <sup>th</sup> Grade	Before Entering 7 <sup>th</sup> 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, vomiting or running a fever should be kept at home. Students must be 24 hours fever and/or vomit free. When the school deems a student ill, 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 and parents need to arrange the pick up of their child.

## CELL PHONE POLICY

Students who bring their cell phone are to check it into the cell phone slots. Students are not to have their cell phone with them in class, in a book bag, pocket or purse during the day. The cell phone is checked prior to the start of the day. It can be checked out at the end of the day. Students who leave early for lunch or a school event, etc. may check their phone in and out as needed for those events. Phones are NOT allowed in the classroom, gym, cafeteria during school hours. Students are not to have their I pads or ear phones out during lunch in the lunchroom. Video by game devices, phones and I Pads games prior to school and after school are prohibited.

## 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.

No over the counter medications will be administered by the school except in extreme situations and with parent permission and parents providing the medication.

## **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. Students can go to the Elemilice Company, which is local, and receive a clearance form.

## **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 and a release form on file. Please sign the release on file in the school office.

## **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. The parent must notify the school office immediately and the student kept home until they have a physician's clearance.

If your child develops a communicable disease (ie: ring worm, chicken pox, strep throat, mono, etc.) 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 a 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: email, 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**

We are a secure building with 24-hour security cameras in and outside the building. We will be locking the front doors between the hours of 9 and 2. Parents and visitors will knock or use the doorbell to enter the building. Parents and visitors are to sign in through the front office.

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 Head of School, Principal, Upper School Supervisor, to an administrator 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 students are asked to park in the upper lot near the school sign.

### **PARKING /DRIVING CONTRACT**

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

- 1) Student drivers are to park at the top of the hill near the FCS sign.
- 2) 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.
- 3) Student are NOT to drive fast (above 10 MPH) in the parking lot.
- 4) 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.
- 5) Vehicles parked on the campus are subject to search.
- 6) FCS is not responsible for any vehicles hit by baseballs, footballs, etc. before, during, or after school hours.
- 7) 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 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 noncompliance 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**

Please contact the front desk for information on carpooling families. We do not have a bus system for pick-up and drop off.

## **QUESTIONS**

### *1. 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 check in at the school office for a visitor badge. If you plan to visit a classroom, make arrangements in advance with the teacher. 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.

### *2. What if I drop off something for my student?*

Follow the directions for visiting campus and leave the object for your student with the receptionist, and she will have it delivered to them.

### *3. How do I pick up my student early?*

Come to the main office, or call and let the receptionist know you are here or on your way 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. Anyone who is an emergency pick-up or contact that is picking up a student must have a photo ID to show the receptionist.

### *4. What if I bring my student to school late?*

If a student arrives to school late, the parent will need to sign in at the front desk. It is important to remember that students can’t make up missed work unless the absence is excused. A note for any late or absent students is required. Students are only allowed 20 total absences for a year.

**Who do I contact for:**

*Discussing my child's grade?* The teacher first, then, if necessary, one of the Principals

*A question about discipline?* The teacher first, then, if necessary, one of Principals

*A question about attendance?* The secretary of a principal

*A question about curriculum?* The teacher first, then, if necessary, the administration

*Making an appointment with a teacher?* Secretary or a Principal

*Needing a transcript?* Upper School Principal

*A schedule question?* Upper School Principal

*Help with applying for college?* Guidance Counselor

*Questions about testing including the SAT/ACT?* Guidance Counselor and or Principal

*Questions about my bill?* Financial Director

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

**COMPUTER AND INTERNET ACCEPTABLE USE POLICY**

**This policy applies to any and all desktop, mobile devices, and/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, phones, and I Pads)**

**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 infraction and/or the actions of remediation taken pertaining to computer, phone and/or iPad use not mentioned herein.

### **The following activities are UNACCEPTABLE:**

1. Destruction of, damage to, or unauthorized alteration of the school's iPad, 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 iPad or 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, including, but not limited to, inappropriate sites, photos, videos and chat rooms which include partial nudity, full nudity and/or profanity.
6. Users are prohibited from misrepresenting themselves or impersonating others.
7. Users are prohibited from using FCS and personal computers, phones, and iPad 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. social media, sites dealing with antisocial behavior, pornography, obscenity,

profanity, discrimination, social media sites, or apps or files which may be dangerous to the integrity of the network and school on and off campus.

8. Users are prohibited from using the FCS computers and iPads (school's or personal) for any actions deemed by the administration to be cyber-bullying, trolling, 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.

## **Discipline Policy**

Offenses are assigned a level based on the seriousness of the offense, the disruption to the learning environment and the level of threat to the safety of students and staff.

**Level 1** offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program, or approved transportation. The schoolteacher will intervene in the misconduct. If further action is necessary, the school employee will submit a written (in RenWeb) disciplinary referral to the administrative office.

**Level 2** offenses are acts of misconduct that are more serious or disruptive than Level 1 offenses. Level 2 also includes repeated acts of Level 1 offenses, and acts directed against people or property that do not seriously endanger the health or safety of others. A disciplinary referral will be submitted in writing (in RenWeb) to the administrative office for these offenses. Students will be sent to the office for these offenses.

**Level 3** infractions are major acts of misconduct. They include repeated misconduct acts from Levels 1 & 2, serious disruptions of school order and threats to the health, safety and property of others. A disciplinary referral will be submitted to the administration for these offenses. Level 3 offenses may result in a long-term suspension, possible recommendation for expulsion and/or referral to law enforcement.

**Level 4** acts of misconduct are the most serious offenses. A disciplinary referral will be submitted to the administrative office for these offenses. Level 4 offenses will result in a mandatory long-term suspension with a possible recommendation for expulsion and a referral to law enforcement.

**The administration reserves the right to modify the discipline guidelines as needed to insure all students are provided a safe learning environment. Any student on probation for discipline may be subject, after review, to expulsion.**

Every five demerits = a detention

Every 10 demerits = detention and a parent conference

Every 15+ demerits = a detention, parent conference and probation contract agreement

Demerits reset at 1 month of good behavior with no write-ups. They do not accumulate beyond one month of consistent good behavior.

#### **LEVEL 1 Offense – 1 demerit**

##### Display/Use of Cell Phones & Other Electronic Devices

- Disciplinary action by the school or criminal penalties if the device is used in a criminal act.
- ***The school shall not be responsible for lost or stolen devices.***
- 1st Offense: Confiscation of item and warning
- 2<sup>nd</sup> Offense: Parent communication possible after school detention.
- Items confiscated may be picked up at the front office, by parent or guardian, **24 hours** after date of confiscation. Refusal to surrender device(s) shall be considered insubordination and the student can receive a detention or suspension as a result.

##### Class / School Disruption - classroom rules

- Class level
- Parent or guardian contact by teacher
- Teacher interventions documented (minimum of three interventions)
- Cell Phone Usage in class or another area at school during school hours and/or during school hours
- Subsequent Offenses: Referral to **Administration** with previous documentation



## Dress Code Violation

- Minor infractions
- Shirt not tucked-in on Wednesdays
- Saggy pants
- Teacher immediately correct infraction and document
- Contact parent
- Major infractions (inappropriate uniform)
- Referral to Administration **with documentation**

## Parking Rules Violation

### Minimum Consequence:

- 1st offense—Warning and write up in RenWeb
- 2nd offense—Letter to parent and a parent phone call with write up in Ren Web
- Subsequence offenses may result in more serious administrative consequences and write up in Ren Web
- Maximum Consequence: Loss of parking privileges for remainder of semester

## Tardy to School/Class

- Tardies – elementary report immediately to attendance office and take the slip to the homeroom teacher. Upper school report to Dr. Johnson and take the pink slip to class.

## Unauthorized Area

- Referral to Administration and parental contact
- Minimum- ADMINISTRATIVE DETENTION

## Public Display of Affection

- Teacher document and contact parent or guardian
- Referral to Administration with documentation
- Subsequent offenses may result in more serious administrative consequences

## Disruption on Bus

- All offenses follow bus referral protocol
- Minimum disruption- short-term removal from bus

## **LEVEL 2 Offense – 2 demerits**

### Cheating/Dishonesty

- Teacher notify parent: A zero given and a detention
- Referral to Administration
- 1st Offense - A zero given and a detention
- 2<sup>nd</sup> Offense – A zero given and a suspension

- Subsequent offenses may result in more serious administrative consequences.

#### Major Disruption:

- Automatic referral to administration
- Minimum Consequence: Wednesday detention

#### Plagiarism / Lying or Misrepresentation

- Minimum consequence: Confiscation of item; counseling; parent contact
- Maximum Consequence: Confiscation of item; out of school suspension and possible recommendation for expulsion

#### Skipping Class/ Failure to Report to Assigned Area

- Teacher document and contact parent or guardian
- Referral to Administration with documentation

### **LEVEL 3 OFFENSES - 3 demerits**

#### Profanity In/Out of the Classroom

- Teacher document and contact parent or guardian
- Referral to Administration with documentation and automatic suspension

#### Skipping School / Habitual Truant

- Teacher document and contact parent or guardian
- Referral to Administration with documentation

#### Leaving School Grounds without Permission Level 3

- Behavior Contract and parent contacted
- Continued behavior – Out of school suspension

#### Failure to Serve Detention

- Minimum consequence: In-School Suspension
- Subsequent Offense may result in more serious administrative consequences

#### False Accusations against Student

- Minimum consequence: Counseling and parent contact
- Maximum consequence: Out of school suspension and recommendation for expulsion

#### Insubordination

All Offenses: Administrative discretion up to and including out of school Suspension and recommendation for expulsion.

#### Public Display of Affection/Student Sexual Involvement

- Mandatory consequence: Out of school suspension, possible recommendation for expulsion and referral to law enforcement.

#### Threat to Student / Threatening Behavior/Bulling/Intimidation

- Minimum consequence: Out of school suspension
- Maximum consequence: Out of school suspension and possible recommendation for expulsion

#### Use of Profanity Directed at a School and/or Church Employee

- Minimum consequence: Out of school suspension and possible recommendation for expulsion

#### Vandalism – Less than \$1000

- Minimum consequence: Financial restitution, in school suspension
- Maximum consequence: Financial restitution, out of school suspension

#### Vandalism – \$1000 or More

- Mandatory consequence: Financial restitution, and detention or suspension as recommendation of the Head of School and for expulsion and referral to law enforcement

#### **LEVEL 4 - 4 demerits**

##### Alcohol, smoking and vaping on campus

- Mandatory consequence: Counseling, confiscation, out of school suspension, referral to law enforcement, and possible recommendation for expulsion

##### Stealing / Larceny / Theft -

- Mandatory consequence: Financial restitution, out of school suspension, recommendation for expulsion, and referral to law enforcement

##### Stealing / Larceny / Theft – Less than \$300 (SLT)

- All Offenses: Financial restitution; administrative discretion up to and including out of school suspension and recommendation for expulsion

##### Graphic Material

- Students using graphic photos or materials on computers, iPads or phones will receive one day suspended with a write up
- On the second violation the student will be two days suspended
- On the third violation the student will be expelled
- Sexting is prohibited and is grounds for expulsion

- Nudity on I Pads, cell phones or other electronic devices including, but not limited to these are grounds for expulsion from FCS and a report to the authorities.

#### Arson

- Mandatory consequence: Out of school suspension, recommendation for expulsion and referral to law enforcement

#### Assault

- Mandatory consequence: Recommendation for expulsion and possible referral to law enforcement

#### Battery

- Mandatory consequence: Recommendation for expulsion, and referral to law enforcement

#### Bomb Threat (BOM) / Explosives

- Mandatory consequence: Recommendation for expulsion, and referral to law enforcement

#### Breaking and Entering / Burglary

- Mandatory consequence: Out of school suspension, restitution, referral to law enforcement, and possible recommendation for expulsion

#### Drug Use or Possession / Drug Sale or Distribution

Mandatory consequence: Confiscation of item(s), recommendation for expulsion and referral to law enforcement

#### False Accusation against Staff Member

- Mandatory consequence: Out of school suspension, recommendation for expulsion and possible referral to law enforcement

#### False Fire Alarm

- Mandatory consequence: Out of school suspension and possible recommendation for expulsion and a minimum \$100 fine

#### False Summoning of Emergency Services

- Mandatory consequence: Out of school suspension and recommendation for expulsion

#### Fighting

- Minimum consequence: Out of school suspension

- Maximum consequence: Out of school suspension, possible recommendation for expulsion and referral to law enforcement

#### Firearms

- Mandatory consequence: Confiscation, recommendation for expulsion and referral to law enforcement

#### Fireworks

- Mandatory consequence: Confiscation, out of school suspension, possible recommendation for expulsion and referral to law enforcement

#### Malicious Destruction of School or Personal Property

- Minimum consequence: Financial restitution and out of school suspension (short term)
- Maximum consequence: Financial restitution, out of school suspension, recommendation for expulsion and referral to law enforcement

#### Robbery

- Mandatory consequence: Referral to law enforcement and possible recommendation for expulsion.

#### Sexual Harassment

- Minimum consequence: Out of school suspension
- Maximum consequence: Recommendation for expulsion

#### Threat to School and/or Church Employee

- Mandatory consequence: Out of school suspension, recommendation for expulsion, and possible referral to law enforcement

#### Weapons

- Mandatory consequence: Confiscation, recommendation for expulsion and referral to law enforcement

**THESE GUIDELINES APPLY TO ALL STUDENTS AT ANY SCHOOL RELATED ACTIVITY ON AND OFF CAMPUS. PARENTAL CONTACT WILL BE MADE PRIOR TO ALL SUSPENSIONS and EXPULSIONS**

**All students are held accountable to the handbook guidelines and rules.**