



FRIENDSHIP CHRISTIAN SCHOOL

FAMILY HANDBOOK

K4 – 12

"Training Students to Change The World"

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Section 1: Overview

Welcome to Friendship Christian School — Home of the Spartans!

The administration, faculty, and staff of Friendship Christian School warmly welcome your children to our school. We are committed to challenging and inspiring them both academically and spiritually. We appreciate your faithfulness to the Biblical command to "train up a child in the way he should go" (Proverbs 22:6) and pledge our full cooperation as an extension of the Christian home.

In partnership with parents, we develop young men and women who are growing in their walk with Christ. We purposefully train students to think and live with a Biblical worldview, encouraging them to develop their God-given gifts and talents and to seek ways to impact the world for His glory.

At FCS, we believe the most productive path to developing strong Christian students comes through a three-way partnership of families, church, and school — each contributing to a student's spiritual and academic formation. This threefold partnership builds lasting confidence and supports students in fulfilling God's unique plan for their lives. We are committed to growing together as students, parents, and staff in this learning community.

We work diligently to build our academic, fine arts, and athletics programs and invite families to become actively involved. We deeply appreciate the contributions of time and resources made by our families, who model the Christian values and Biblical standards we share.

This Family Handbook is your guide to understanding FCS's philosophy, policies, and expectations. Please read it carefully, keep it accessible for future reference, and contact us with any questions.

Proverbs 1:7 reminds us: "The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction." We welcome you and look forward to another year of valued partnership.

Our Vision

- To glorify God as revealed through His Son Jesus Christ, our Lord and Savior
- To teach all subject matter from a Christ-centered perspective
- To pursue mastery and excellence in all subject areas
- To develop Christian principles and a Biblical worldview as a way of thinking, acting, and living
- To encourage each student to recognize his or her God-given talents and manifest the fruits of the Spirit
- To instill in each student a love and honor for home and family
- To prepare each student for leadership in the community
- To build cooperation, respect for authority, and personal responsibility

Statement of Faith

- We believe the Bible to be inspired, the only infallible, inerrant, and authoritative Word of God.
- We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit.

- We believe in the deity of our Lord Jesus Christ — His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, bodily resurrection, ascension to the right hand of the Father, and personal return in power and glory.
- We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is essential.
- We believe that justification is by faith alone in Christ alone.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ.
- We believe in seven literal days of creation as written in the Word of God.

Our Core Values

- FAITH: "Love the Lord your God with all your heart and all your soul and with all your mind and with all your strength." (Mark 12:30)
- COMMUNITY: "Love your neighbor as yourself." (Mark 12:31)
- LEARNING: "In Christ are hidden all the treasures of wisdom and knowledge." (Colossians 2:3)

Educational Philosophy

Because God is central to the universe and the source of all truth, education at FCS is God-centered rather than man-centered. We lead every student to see reality as God sees it. The Bible is foundational to our educational process — God is the source of all truth, and Scripture serves as the reference point for every subject and idea. We strive to point students toward a Christian worldview that shapes both their thinking and their lives.

Accreditation and Affiliation

Friendship Christian School is accredited by the Georgia Accrediting Commission (GAC) and is an active member of the Association of Christian Schools International (ACSI).

School Office Hours

Office hours are Monday–Friday, 7:30 a.m.–4:00 p.m. on school days. During the summer, the office is open 9:00 a.m.–3:00 p.m., with later appointments available upon request.

School Day Times

- Lower School: 8:00 a.m. – 2:45 p.m.
- Upper School: 8:00 a.m. – 3:00 p.m.

School Mascot and Verse

Our school mascot is the FCS Spartan — a total warrior. To be a Spartan is to be vigilant in the face of challenges, to conquer obstacles, to compete fiercely, and to demonstrate courageous character that reflects our passion for God.

Our school verse:

"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

School Pledges

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 for 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."

Section 2: Admissions

Admission Standards

Friendship Christian School welcomes academically qualified students without regard to race, creed, color, sex, or national origin. All students, regardless of age, must reside with a parent or legal guardian to attend FCS. Exceptions require administrative approval.

By accepting enrollment, families acknowledge that all registration and application materials become part of the student's permanent record at FCS. Failure to provide complete and accurate student records — including any history of probation, suspension, or criminal offense — may result in dismissal. FCS reserves the right to deny admission or re-enrollment.

Admission Procedures

- Complete the application and record release forms and submit them to the school office along with the \$150 application fee.
- Students in grades K4–5th are tested prior to acceptance. Upper-grade students may also be tested if needed.
- A decision letter will be sent by email.
- Upon acceptance, complete registration by returning a signed tuition contract and paying the \$350 registration fee.
- International students must complete the International Student Application Packet, participate in a Zoom interview, and apply for the appropriate visa if accepted.

Re-Enrollment

Beginning in January, re-enrollment for the upcoming fall term opens for currently enrolled students on a first-come, first-served basis. Re-enrollment fee details are included in the re-enrollment packet.

Section 3: Finances

Tuition

FCS is pleased to offer a balanced, college-preparatory Christian education at a competitive tuition rate. Full tuition details are available in the Financial Policy document on our website or from the business office.

Georgia Special Needs Scholarship (GSNSP)

FCS is authorized to receive students with the Georgia Special Needs Scholarship. Please visit the GSNS website for complete program information. Families whose students receive SB10 state funds must notify the school during the admissions process and provide the SB10 award printout to the business office. The award will be deducted from the tuition balance, and any remaining amount will be set up through FACTS for monthly payment.

Scholarships

Financial scholarships are occasionally available and have specific eligibility requirements. Applications are available on request from the business office.

Early Withdrawal Policy

If a family withdraws early, the following payments will be required:

Withdrawal between July 31st and September 30th: Family pays for August and September

Withdrawal between October 1st and December 31st: Family pays for the full first semester

Withdrawal any time after January 1st: Family pays for the entire school year

Outstanding balances will be turned over for collections if not paid within 60 days.

All school-related fees are non-refundable.

International students who withdraw will not receive a refund.

Students who are expelled will not receive a refund.

Textbooks

All textbooks are the property of FCS and may not be marked, written in, or highlighted. Books returned in unsatisfactory condition may incur a replacement fee.

Many upper school textbooks are available online. Access instructions will be provided by upper school staff. Classroom sets are also maintained for teacher instruction.

Returned Checks

A \$30.00 fee is charged for each returned check, including automatic FACTS tuition withdrawals. Unpaid balances will be referred to a collection agency.

Delinquent Tuition Policy

Timely tuition payment is essential to the school's ability to meet its financial obligations. If you anticipate difficulty making a payment, please contact the business office as early as possible.

Students with accounts more than 60 days past due may not be permitted to attend classes until suitable payment arrangements have been made. Accounts more than 60 days past due may also be referred for collections if no satisfactory payment arrangement has been established.

FCS Donations

Many FCS families choose to support the school through charitable giving — a generosity we deeply appreciate. Monthly donations can be added to your FACTS tuition account. One-time contributions may be made at the front desk or business office. FCS is a 501(c)(3) nonprofit organization; receipts for tax-deductible contributions are available upon request.

FCS families may also support the school through the Georgia SSO program, which offers a dollar-for-dollar credit on Georgia state income taxes. For more information, contact the business office or visit: www.ssoinc.org

Section 4: Health and Safety

Enrollment Health Requirements

The following documentation is required by the State of Georgia at enrollment. All records must be current, signed and dated by a physician or county health department, and on file before the first day of class:

- A health examination
- Hearing, vision, and dental exam results
- A Certification of Immunization (GA Form 3130) or a permanent medical exemption
- Parents who choose not to immunize for religious reasons must submit GA DPH Form 2208, signed and notarized

Birth Certificates

All students must have a copy of their birth certificate on file with the school before the first day of classes.

Accident or Illness

Students who are ill, vomiting, or running a fever must remain home. Students must be fever- and vomit-free for 24 hours — without medication — before returning to school.

If the school determines a student is ill during the school day, parents will be contacted and must pick up their child promptly. If parents are unreachable, the designated emergency contact will be notified.

For mild illness, office staff may administer basic first aid or over-the-counter medication (such as Tylenol) with parent permission. In the event of a serious emergency, the school reserves the right to transport a student by ambulance to the nearest hospital. A staff member will accompany the student, and parents will be notified of where to go.

FCS is not liable for illness or injury occurring on campus or at any school-sponsored event.

Prescription Medication Policy

All prescription medications must be delivered to school by a parent or guardian — students may not bring medications to school. Students may not carry medications on their person, except by physician's order for emergency situations (e.g., an inhaler for asthma).

Medications must be in the original pharmacy container, clearly labeled with:

- Student's name
- Date
- Medication name
- Prescribing physician's name

- Dosing schedule
- Name of the pharmacy

Do not send once-daily or twice-daily medications unless a physician specifically states they must be given during school hours. If medication can be administered at home, please do so.

A "Request for Administration of Medication" form must be completed by the parent or guardian. A new form is required for each new medication. For any long-term medication (more than two weeks), the bottom portion of the form must also be completed by the physician.

Head Lice

If a student is found to have head lice or nits, he or she may not return to the classroom until fully treated. The student's hair must be lice- and nit-free and is subject to staff inspection before re-entering class.

First Aid

First aid supplies are available in the office. First aid may be administered for minor injuries; however, no medication or medical treatment will be given without parental approval and a signed release form on file.

Communicable Diseases

FCS is committed to maintaining a healthy school environment. A "communicable disease" is any illness caused by a specific infectious agent that can be transmitted directly or indirectly to others.

Parents must notify the school office immediately if their child has been diagnosed with a communicable disease. The student must remain home until cleared by a physician. FCS reserves the right to take all necessary action to prevent the spread of communicable diseases within the school community.

Changes in Student Information

To keep school records current, please notify the office in writing of any changes to the following:

- Email address
- Home address
- Home or cell phone number
- Employer or work phone number
- Emergency contact information

Safety

FCS is a secure facility with 24-hour security cameras throughout the interior and exterior of the building. Front doors are locked between 8:00 a.m. and 2:30 p.m. Parents and visitors must use the doorbell to enter and must sign in through the front office.

Emergency procedure guidelines and policies are kept on file in the administrator's offices and are available upon request.

Fire drill maps are posted in every room. Fire drills are conducted monthly. Severe weather and lockdown drills are held at the beginning of each school year.

Parents present in the building during a drill must participate. Students may not leave with a parent during a drill under any circumstances.

Students are encouraged to report information about weapons, drugs, threats of violence, or other dangerous situations to an administrator or trusted adult.

Harassment

FCS prohibits harassment of all employees and students at school, at the workplace, or at any school event. Any student, employee, job applicant, or other individual who believes this policy has been violated should promptly report the concern to an administrator or the Head of School.

Section 5: Attendance

General

Georgia law requires students to be enrolled in and attend school daily. FCS provides an annual school calendar that allows ample time for family vacations. For a student to leave campus during the school day, a parent or authorized adult must sign the student out at the front desk or provide written or verbal notice to the school office.

Students may not accumulate more than ten (10) total absences per semester, including both excused and unexcused absences. Once a student reaches 10 absences in a semester, the family will be notified by administration of the risk of a truancy report. All situations will be evaluated on a case-by-case basis.

Parents of students with an extended absence of five (5) or more consecutive days should contact the administration directly.

Excused Absences

The following absences are considered excused:

- Death in the family
- Doctor's appointments
- Illness
- College visits
- Church-related activities: Absences for church-sponsored events are excused when at least one week's advance notice is given and the student provides a written note from a church official confirming attendance.
- School events

To report an absence as excused, parents or guardians must notify the front desk by email at frontdesk@fcsga.org no later than 10:00 a.m. on the day of the absence.

Unexcused Absences

Any absence not listed above is considered unexcused. Family trips are classified as unexcused absences. Per GADOE guidelines, students are permitted no more than five (5) unexcused absences per semester.

Tardies

Punctuality is essential to your child's learning experience. All students must be in their classrooms by 8:00 a.m. Students arriving after this time are marked tardy. A written note or a parent signing the student in at the office is required for an excused tardy. Upper school students who arrive late must obtain a tardy slip from the front desk before entering class. Excessive tardies may result in a meeting with administration.

Early Check-Out

Students who need to leave before dismissal must be signed out by a parent at the front desk. Please complete early check-outs before 2:30 p.m. to avoid disrupting dismissal and carpool. Students may be checked out by an older sibling only with written, emailed, or verbal authorization from a parent to the front desk.

Visitors and Identification

All campus visitors must sign in at the front desk and obtain a Visitor's Pass. Everyone on campus is required to display an identification card. Parents are not permitted to eat lunch with students or host birthday parties on school grounds.

Leaving Campus

FCS operates under a closed campus policy. Once a student arrives on school property in the morning, he or she may not leave until officially dismissed. All individuals entering and exiting the building must use the front doors.

Only seniors may leave campus for lunch. A senior who is tardy returning from lunch three (3) times will lose this privilege.

Students should be picked up promptly after school unless participating in extracurricular activities or enrolled in aftercare.

Inclement Weather

FCS follows Forsyth County Public Schools protocols for inclement weather decisions. If Forsyth County Schools close for the day, FCS will close as well and hold a digital learning day.

If Forsyth County announces a delayed opening or early release due to weather, all FCS families will be notified by email and through the Spartan App with our specific schedule for that day.

After-School Care

Elementary (K4–5th): Extended care is available from 3:15 p.m. to 6:00 p.m. Any elementary student on campus after 3:15 p.m. who is not part of an organized activity will be sent to aftercare. The daily fee is \$20.

Upper School (6th–12th): Students will be dismissed to the gym for carline from 3:00 to 3:15 p.m. Students not picked up by 3:15 p.m. will be moved to a supervised classroom. All upper school students must be picked up no later than 5:30 p.m. Students are not to remain in unassigned areas after school.

Carpool: Morning Drop-Off

Doors open at 7:30 a.m. Carpool begins at 7:45 a.m. No student should be on the 2nd or 3rd floor before 7:45 a.m.

Carpool: Afternoon Pick-Up

- K4–1st grade students will be released from the first-floor hallway beginning at 2:45 p.m.
- 2nd–5th grade students will be released from the cafeteria beginning at 2:45 p.m.
- Upper school students will be dismissed from the gym beginning at 3:00 p.m.

Important reminders:

- Do not park in the car line or leave your vehicle unattended in the front driveway.
- DO NOT EXIT YOUR CAR DURING CARPOOL.
- Faculty will be present to assist students in and out of vehicles.
- If you need to enter the building, please park in a marked space in the adjacent parking lot.
- All authorized pick-up adults should have their carpool number displayed.

Section 6: Academics

School Calendar

The current school calendar can be found on our website at www.fcsga.org

Grading Scale (K4–12th)

K4 and K5 Skill Sets and Enrichments

- E – Exceeds Expectations
- S – Satisfactory
- N – Needs Improvement

1st–12th Grading Scale

- 100-90 A
- 89-80 B
- 79-70 C
- 69-60 D
- 59-0 F

Honor Roll Recognition

- Principal's Honor Roll: All A's with a grade of 97 or higher in every class
- A Honor Roll: All A's
- A/B Honor Roll: All A's and B's

Grading System

FCS operates on a semester system. The school year is divided into two semesters, each consisting of two nine-week grading periods (quarters).

Upper school students earn 0.5 credits per course upon successful completion of each semester. A standard class load is seven (7) periods per semester. Students in grades K4–8 do not earn high school credits unless enrolled in a high school–level course.

Grade Reporting

FCS uses FACTS, an online grade reporting system, to communicate student progress. Parents have continual access to grades through the FACTS parent portal. All report cards are delivered electronically; paper copies are available upon request. Progress reports are emailed every Sunday evening for students in grades K5–12. Parents are notified daily of any missing assignments or posted failing grades.

Parent-Teacher Conferences

All parents are encouraged to attend Parent-Teacher Conferences, held on the early release day in October. Sign-up information will be distributed by administration and coordinated through the front desk. Conferences run 10–15 minutes and focus on academic and social progress from the first quarter.

Upper School Class Schedules

Upper school class schedules are set during the summer and distributed at orientation. Schedules are established in accordance with GAC accreditation standards. Students participating in dual enrollment or GAVS courses will have their schedules coordinated through the guidance office.

Testing

- Elementary and Middle School students take the IOWA Assessments in April.
- Students receiving SB10 scholarships are tested twice per year.
- The PSAT/NMSQT is administered to students in grades 8–11 in the fall.
- Students in grades 9–11 are automatically registered for the SAT each year. The SAT is optional for seniors.

Advanced Placement and Honors Courses

Advanced Placement (AP) and Honors courses in high school carry weighted grades when calculating GPA.

Grades below 70% do not receive AP or Honors weighting. Note: Colleges typically calculate their own GPA and may not apply additional weighting.

To earn college credit for an AP course, students must take the corresponding AP exam. Individual colleges set their own minimum score requirements.

Requirements for AP or Honors enrollment:

- Teacher recommendation
- Completion of all prerequisite courses
- Administration approval

Dual Enrollment

FCS partners with Truett McConnell University, the University of North Georgia, and Toccoa Falls College for dual enrollment opportunities. Upon acceptance, students are enrolled in the college course. Parents are financially responsible for any fees not covered by the Georgia Student Finance Commission. Students may not withdraw from a dual enrollment course without approval from the Upper School Principal or guidance counselor.

Dual Enrollment Prerequisites:

- Currently enrolled at FCS in 11th or 12th grade

- Minimum 3.0 GPA
- Principal's approval
- 10th-grade students may qualify with a minimum SAT score of 1200

Students should meet with the guidance counselor or Upper School Principal to determine eligibility and to obtain the dual enrollment application.

FACTS Parent Portal

Parents receive a FACTS login upon enrollment completion (also available through the school office). FACTS provides access to grades, homework assignments, class schedules, attendance records, behavior reports, lunch menus, tuition account information, and contact details.

Parents and guardians must keep current contact information — including phone number, address, and email — on file at all times. Many school communications are sent to the email address on file.

Grade Replacement and Class Retake Policy

FCS offers a retake option for any high school course a student wishes to repeat. The student may work with a tutor or teacher during the retake. The retake grade is based on class work, effort, and a final evaluation or test.

The original course will remain in the student's transcript. GA Futures requires both grades to appear; however, the GPA will be updated using the retake grade.

Retake courses are offered during the summer and cost \$1,500 per class.

Graduation Requirements

To graduate in Georgia, you must earn a minimum of 23 credits. These credits must include the following:

English/Language Arts: 4 credits

Mathematics: 4 credits

Science: 4 credits

Social Studies: 3 credits

Health and Physical Education: 1 credit

Fine Arts and/or World Language: 3 credits

Electives: 4 credits

Valedictorian and Salutatorian Awards

The top two graduating students will receive the Valedictorian and Salutatorian awards, respectively. Both recipients are expected to speak at graduation. To be eligible, students must have

a minimum cumulative GPA of 3.0 and have been enrolled at FCS for at least one full year prior to their senior year. Awards are calculated using the weighted GPA.

Acceptance of Transfer Credits

FCS accepts credits from accredited institutions. Acceptance is at the sole discretion of FCS administration.

Homeschool Credits

FCS accepts credits from accredited homeschool programs. The student's FCS transcript will note the institution of record for credits not earned at FCS. Academic testing may be required prior to admission and class placement.

Homework

FCS faculty endorse and encourage purposeful homework and reading practice to support student learning. Homework objectives include increasing academic achievement, engaging parents in the learning process, and developing self-directed, independent learners. Assignments — including Bible memory verses — are designed to be a meaningful use of time.

Teachers post each week's homework through multiple channels, including classroom boards, weekly newsletters (K4–5), Google Classroom, and FACTS. Individual class homework policies are detailed in each course syllabus provided at the beginning of the year.

Make-Up Work and Late Work

Students are responsible for completing all make-up work after an absence. Parents and students are encouraged to use FACTS to monitor assignments daily. The student has one (1) school day to make up work for each day missed. Teachers may grant additional time for extenuating circumstances. Students must arrange with teachers within two (2) days of returning to school when to complete missed tests or quizzes. Parents may contact the front desk regarding make-up work requests.

For extended absences, please contact the administration and the student's teachers in advance to arrange make-up work.

Students suspended out of school are responsible for completing and submitting all assignments by the time they return. Failure to do so will result in a grade of zero for missed work.

Academic Probation

A student whose average in any core subject falls below 60% will be placed on academic probation and may not participate in extracurricular activities. Progress will be re-evaluated weekly.

Student Records

All student records are maintained both electronically in the FACTS system and on paper in the school office. We maintain the following records for all students:

- Academic Transcripts
- Attendance Records
- Discipline Records
- Health Records

Parents have the right to view records by making a request and appointment at the front office.

Student records are maintained for a minimum of 3 years.

Section 7: Technology and Electronic Device Policy

General

FCS acknowledges the important role technology plays in today's world. Students are expected to adhere to the FCS Technology Policies (see Exhibit A). All online student accounts used for educational purposes are subject to monitoring and review by school administration, including any text content and attachments. FCS email, network applications, and all school-issued account or technology access are not private or confidential at any time.

While FCS maintains stringent internet filters, students may occasionally — intentionally or unintentionally — encounter inappropriate content online. Such activity is not condoned. Violations of the FCS Technology Policies may result in disciplinary action, including loss of access to FCS technology resources and/or confiscation of the device.

Phone Policy

Students who bring personal phones to campus must turn off their phones upon entering the building and immediately place them in the designated phone caddy. Violation of this policy will result in disciplinary action.

In emergencies, students may use the office phone. Parents needing to reach their child during the school day should contact the main office. Personal cell phones may be turned back on at 3:00 p.m. during afternoon dismissal. FCS is not liable for any damage, theft, or other issues involving personal phones on campus.

Section 8: Discipline

General

Effective moral and academic training requires consistency between home and school. All discipline at FCS is rooted in the principles of God's Word.

"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

All discipline records are part of a student's permanent record. Any student on probation — academic or disciplinary — may be dismissed from FCS for any non-compliance or violation of school rules. The administration serves as final judge in determining when an offense has occurred. FCS reserves the right to dismiss a student with or without stated cause.

Expectations of Students

FCS students are expected to uphold the following standards of conduct:

- Love God supremely and love one's neighbor as oneself
- Respect the person, rights, and property of others
- Help keep the campus clean by picking up after themselves
- Refrain from vandalism, destruction, or defacement of school or personal property
- Be honest in all matters, including the prohibition of plagiarism on all assignments
- Promote a positive classroom environment through cooperation, calm, and respect
- Not bring to campus any items that are disturbing, distracting, or disruptive
- Keep personal technology (phones, personal devices, computers, etc.) out of classrooms
- Not bring valuable personal items to school; if brought, items must be checked in to the Principal's office each morning — FCS is not responsible for lost, stolen, or damaged personal property
- Not bring food or drinks into classrooms, hallways, or undesignated areas without teacher permission (water bottles are always permitted)
- Respect teachers and fellow students by refraining from talking out of turn, passing notes, or leaving seats without permission
- Always comply with the dress code policy
- Refrain from illegal or immoral activities, on or off campus
- Meet all commitments and obligations

The administration reserves the right to address conduct not specifically listed here. Students whose attitudes, behavior, or actions are not above reproach may have their enrollment privilege revoked.

Daily Behavior Code (Grades K4-5)

Elementary students follow a color-based behavior system using the colors red, orange, yellow, green, and blue. Conduct notifications are sent home in student folders for parent communication. Please refer to your child's grade-level syllabus for specific classroom expectations.

Demerit Point System (Grades 6–12)

FCS uses a demerit point system to track disciplinary records. Parents are notified immediately by email whenever a student receives a write-up.

Once a student accumulates five (5) demerit points in any quarter, he or she may not participate in extracurricular activities — including sports, performances, and school trips — for the remainder of that quarter. Discipline-related demerit points reset at the beginning of each new quarter.

Consequences

After teacher-level discipline has been applied, FCS uses four primary disciplinary measures: after-school detention, probation, suspension, and expulsion. Students on probation are subject to weekly review and may be suspended or expelled for any further non-compliance.

After-School Detention

Detention is supervised by a faculty member and lasts one hour. Failure to serve detention results in an additional two-hour detention or suspension.

Probation

Students on probation are given specific behavioral and/or academic goals. During this period, students and parents may meet with teachers and administration to monitor progress and support improvement.

In-School Suspension (ISS)

Students assigned ISS report to school during regular school hours and complete all assignments under principal supervision. They will have silent lunch and will be dismissed at carline at the end of the school day.

Out-of-School Suspension (OSS)

Students assigned OSS are not permitted on school grounds during the suspension period. This includes athletic events, extracurricular activities, and any other school-related functions. All classwork must be completed and submitted on the day the student returns to school to receive credit.

Expulsion

Students who commit serious violations of FCS guidelines or who fail to meet probation contract expectations may be removed from school for the remainder of the academic year. An expulsion notation will be placed on the student's transcript. Expelled students remain financially responsible for all tuition and fees through the end of the school year. No refunds will be issued.

Off-Campus Behavior

FCS students represent themselves, their families, and their school community in all areas of life — including online activity, email, social media, and other digital platforms. FCS encourages students to always uphold handbook standards.

When off-campus conduct comes to the attention of the administration, the school may take appropriate disciplinary action. We ask that concerns be addressed in the spirit of Matthew 18:

- The person with first-hand knowledge should speak directly with the offending student and, if needed, with the student's parents.
- If the matter is not resolved, an administrator may be contacted.
- Information should not be shared beyond those directly involved.

The administration will investigate the matter and determine whether any disciplinary response is warranted.

Searches

FCS reserves the right to search — with or without cause — any student, automobile, backpack, purse, locker, pockets, or desk when there is suspicion of illegal or unauthorized materials. Students who refuse a search may be referred to law enforcement and asked to leave the school. Law enforcement will be contacted if illegal materials are found on school property.

Drug Testing

FCS reserves the right to require a drug test from any student who demonstrates probable cause. Upon receipt of results, administration will meet with the student and parents to discuss findings and any appropriate disciplinary action.

Property Usage

Students enrolled at FCS may use school property during regular school hours. The campus closes to outside business at 4:00 p.m., Monday through Friday. Students may remain on campus after hours only for approved extracurricular activities or school events, under authorized supervision.

Section 9: Dress Code

Requirements

The dress code applies to all FCS students while on campus or at any FCS-organized or FCS-sponsored extracurricular activity. While students may change into appropriate attire for sports, performances, or specific programs, the standards of modesty and neatness must be maintained at all times.

FCS recognizes that cultural norms are not Biblical absolutes; however, appearance affects the atmosphere and culture of our school community.

- K4 full-day students are not required to wear the school uniform but must wear modest, play-appropriate clothing.
- Costumes and pajamas are not permitted except on designated dress-down days.

All students are expected to comply with the dress code in spirit and in practice. Students found out of dress code must call home to have the appropriate item brought to school. If a parent or guardian is unavailable, the student will receive one warning. Upon a second offense, the student will be provided the item from the FCS Uniform Store and the family will be charged accordingly.

Uniform Guide (Grades K–12)

Shirts

- White, red, or black short- or long-sleeved collared polo with school logo
- Only solid white, black, or matching-color undershirts may be worn under the polo
- Shirts may be untucked every day except Wednesday (Chapel Day), when shirts must be tucked in

Pants and Shorts

- Khaki Docker-style slacks or khaki walking shorts (purchased from any retailer)
- Pants may not extend past the heel of the shoe or have elastic at the bottom
- Shorts must not be shorter than 3 inches above the knee
- Pants and shorts must be worn at the waist — not tight or baggy
- No shorts on Wednesday (Chapel Day)
- Upper school boys must wear belts on Wednesdays
- No cargo-style (outside pocket) pants or shorts
- No cut-off, torn, or frayed pants or shorts

Skorts and Skirts

- School plaid skirt or jumper must be purchased from the Uniform Store; required for Chapel Day
- The plaid skirt or jumper must fit properly at the waist and fall no more than 3 inches above the knee

- Khaki skirts or skorts (purchased anywhere) must also fit at the waist and fall no more than 3 inches above the knee
- Solid black leggings (no writing or mesh) may be worn under skirts

Belts

- Brown or black leather, brown or black braided, or khaki stretch belts are acceptable
- Belts with spikes, chains, or decorative designs are not permitted

Accessories and Hair

- Hats are not to be worn inside any building at any time
- All hair must be neat and presentable
- Unnatural hair colors are not permitted for any student
- Boys may not wear earrings to school or at school events
- Tattoos are not permitted
- Earbuds, earphones, and headphones may not be used at school unless specifically approved for a classroom learning program

Outerwear

- Crewneck sweatshirts with an FCS school or club logo (worn over polo shirt) are permitted in classrooms
- Athletic jackets (no hoodies) are permitted
- Any jacket may be worn as outerwear but must be removed inside the building unless it meets classroom attire guidelines

P.E. Uniform

- K4–5th grade: No uniform required; tennis shoes are required on PE days
- 6th–12th grade: Required PE uniform from the FCS Store (shirt and shorts with logos), worn with tennis shoes and socks. During cold weather, students may wear solid black or gray sweats for PE and must change back into the school uniform afterward.

Friday Uniform

- Jeans are permitted on Fridays only; jeans must have no holes, rips, or fraying
- Any uniform or spirit wear shirt is permitted; church or Christian-themed shirts are also allowed
- Plain T-shirts are not permitted on Fridays

Field Trip Attire

Please refer to the permission slip for each field trip's attire requirements.

Modesty Guidelines

- Maintain a neat, presentable appearance
- Shorts and skirts must not be more than 3 inches above the knee
- No crop tops
- Leggings may be worn with a top that covers the complete backside

- Administration will provide specific guidelines for Homecoming Court attire, trips, banquets, field day, and school programs
- The administration reserves the right to address any questions regarding modesty or appropriate dress

Section 10: Transportation and Student Driver Policy

General

Driving to school is a privilege, not a right. All student drivers must practice safe driving habits in the school parking lot at all times. Sophomores, juniors, and seniors may drive to school. Due to limited parking, student drivers are asked to park in the upper lot near the school sign.

Parking and Driving Contract

By driving to school, students agree to the following:

- Park in the designated upper lot near the FCS sign
- Never exceed 10 MPH in the parking lot
- Do not access the parking lot during school hours without an office pass
- Do not transport other students during the academic day (exceptions: senior lunch and sibling early dismissals)
- No horseplay involving vehicles will be tolerated
- Stereos must not be played at excessive volume on school grounds
- Vehicles parked on campus are subject to search
- FCS and New Life Campus are not responsible for vehicle damage or theft while on campus
- All individuals leaving campus outside of their academic day must sign out at the front desk

Teenage and Adult Driver Responsibility Act

Georgia law requires FCS to report non-compliant students ages 15–17 for the purpose of denying or suspending their driver's license or permit. A student is considered non-compliant if he or she has:

- Dropped out of school without graduating
- Ten (10) or more consecutive unexcused absences in the current academic year
- Been found in violation of any of the following:
 - Threatening, striking, or causing bodily harm to a teacher or school personnel
 - Possession or sale of drugs or alcohol on school property
 - Possession or use of a weapon on school property (as defined by O.C.G.A. §16-11-127.1, excluding archaeological or cultural exhibits used in school projects)
 - Any sexual offense prohibited under O.C.G.A. Chapter 6 of Title 16
 - Causing substantial physical or visible bodily harm to another person, including another student

Section 11: General Information

Field Trips

Field trips are an important part of FCS's instructional program. Parents will be notified in advance, and permission slips are required. Field trips are considered school days; attendance follows the regular attendance policy. Students who do not attend may be given an alternative assignment related to the field trip content.

Field Trip Policies:

- All field trips are academically oriented and tied to classroom instruction
- Volunteer drivers must provide a copy of their valid driver's license and insurance card before transporting any FCS student
- Siblings are not permitted on field trips without administrative approval
- Students must remain with their group at all times
- Appropriate attire for each field trip will be communicated on the permission slip

Pictures

Individual yearbook photos are taken each fall. Class photos are taken in the spring. Students who miss the fall session will be photographed during the spring make-up session. FCS uses an outside vendor for school photos; ordering information will be sent directly to parents from the vendor.

FCS reserves the right to use photos and video of students and their families for marketing purposes, including on the FCS website, brochures, social media, and other publications. All chapel services and performances are livestreamed on the FCS YouTube channel.

Lunch Program

Hot lunches are served daily. The monthly lunch calendar is available on the FACTS parent portal. Lunches must be pre-purchased through the FACTS family account. Same-day lunch orders must be placed and paid for at the front desk by 9:00 a.m.

Students may also bring lunch from home. Microwaves and a refrigerator are available for student use. The lunch period is 30 minutes.

Students must remain in the lunchroom until their lunch period ends — no loitering in hallways or visiting lockers during lunch. Students are expected to use common courtesy, clean up after themselves, and treat supervising staff with respect. Food throwing is never permitted. Violations will result in disciplinary action.

Only seniors may leave campus for lunch. Other students may not leave with seniors.

Supplies

Families are responsible for purchasing required class materials before the first day of school each year. Supply lists are available on the FCS website and at the school office. Teachers may request additional materials during the school year.

FCS recommends the NIV or ESV Bible for scripture memorization, classroom instruction, and weekly chapel services.

Chapel

Chapel is held weekly for all students in grades K4–12. Standard chapel services are divided into two groups: grades K4–5 and grades 6–12. Special assemblies may be scheduled combining all students; these occur during the elementary chapel time slot. Parents are warmly encouraged to attend all chapel services and assemblies.

Communication

FCS teachers communicate with families through FACTS and email.

- K4–5th grade: Class newsletters, the weekly Lantern (lower school newsletter), and weekly communication folders with graded papers
- 6th–12th grade: The Connection (upper school newsletter)

Teachers share upcoming events, assignments, special materials, and progress or behavioral updates. Class newsletters include the weekly spelling list, Bible verse, and homework outline. Grades and assignments are always accessible through FACTS.

Messages to Students

All messages for students must be relayed through the school office. Cell phone communication with students is prohibited during school hours (before or after school only).

Awards

Awards Chapels are held following each quarterly report card. Students earning Academic Honor Roll are publicly recognized. Additional recognitions include academic competition achievements, special student awards, and the "Teacher of the Quarter" award.

Lockers

Students in grades 4–12 are assigned a locker each year. Lockers may not be switched without administrative permission. Students may not share lockers.

Decoration guidelines:

- Modest decoration is permitted
- No stickers or markers on the inside or outside of lockers
- Photos must meet dress code standards

- No personal combination or key locks — the administration may open any locker at any time

Volunteers

Parents, relatives, and friends of FCS students are warmly invited to volunteer at school and school-sponsored events. Contact the front desk or your child's teacher for opportunities. Volunteers must sign in and out at the office and wear a badge issued at the front desk. Please do not bring younger siblings into classrooms while volunteering, as this can disrupt instruction.

Athletics and Extracurriculars

FCS is pleased to offer our students many activities outside of the classroom. These include, but are not limited to:

- Athletics: Cross Country, Volleyball, Basketball, and Soccer
- Academic Clubs and Societies: Math Team, SAT Prep, National Honor Society, Mu Alpha Theta, Chi Alpha Mu, History Bowl
- Clubs: Math Club, Book Club, Drama Club, Student Government

This handbook is subject to revision. Families will be notified of any changes throughout the school year. The most current version will always be available through the school office and the FACTS parent portal.

