

FRIENDSHIP CHRISTIAN SCHOOL FAMILY HANDBOOK



3160 Old Atlanta Road
Suwanee, GA 30024
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Training Students to Change The World



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 worldview. 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 families, church, and school, with each contributing to the spiritual and academic education of a student. This threefold partnership builds a strong confidence in a student's development for fulfilling God's 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 families and parents to become involved in and support these Christ-centered activities. We appreciate the contribution of time and resources to our students while modeling the Christian values and Biblical 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 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). 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 manual 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 a college preparatory 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 Biblical worldview to prepare them to live successfully as godly men and women in the world. Recognizing that God blesses 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 Biblical excellence in a students developing 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 embrace the mindset of Christ (Philippians 2:5-7) by seeking to meet the needs of our families. We 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. 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 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

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 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 based 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 every student to see as God sees. Since the Bible is the revelation of God, it is foundational in the educational process. 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 an active member of the Association of Christian Schools International (ACSI) and the National Collegiate Athletic Association (NCAA).

SCHOOL OFFICE HOURS

School office hours are from Monday – Friday at 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

School day times are 8:00 a.m. – 2:45 p.m. for Lower School and 8:00 a.m. – 3:00 p.m. for Upper School.

SCHOOL MASCOT/VERSE

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

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

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 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 admission to attend school at FCS. Likewise, FCS reserves the right to deny students from re-enrolling. All students in K-4 through 5th grade, SB10 Resource, or IEP students through grade 12th are tested upon enrollment and twice a year.

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Friendship Christian School admits students of any race, national or ethnic origin to all the rights, privileges, programs, and activities generally 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 5th are tested prior to acceptance.
4. An acceptance letter will be sent by email within 5 days of the final interview.
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. Re-enrollment fee details will be available on the re-enrollment packet.

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. 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, including excused and unexcused. Once a student has exceeded 10 absences in each 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 marked EXCUSED ABSENCE for the following reasons:

1. Death in the family
2. Doctor's Appointments
3. Illnesses
 - a. 2 consecutive sick absences will require a doctor's note that will need to be brought in within 5 days for it to count as excused.
4. College Visits
5. 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 for the absence to be considered excused.

It is the responsibility of the parent(s)/guardian(s) to notify by email to frontdesk@fcsga.org by 10:00 a.m. to report the student's absence the day of to be considered excused. Family vacation does not count as an excused absence.

SCHOOL EVENTS

The following events will not count as absences:

1. Class Trips
2. Athletic Competitions/Games
3. Fine Arts Competitions
4. All ACSI Competitions
5. School Events

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 5 unexcused absences are allowed per semester according to the GADOE.

TARDINESS

Tardiness is disruptive to the educational process and 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. T slips are given at the front desk. 6th through 12th graders who are late must present a tardy slip. Excessive tardies will result

FAMILY PRE-APPROVED ABSENCE REQUEST

Please notify the school office in writing at least one week prior to the beginning of the activity. This will allow the office, student, and parent adequate time 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 CHECK OUT

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. 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 2:45. Middle and High school students may be checked out up until 2:30. Normal dismissal is 3:00. High school students need parental approval for early dismissal.

VISITORS / IDENTIFICATION CARDS

No visitors between the hours of 7:45 a.m. and 3:15 p.m. The only exceptions will be in the case of school events that require parental participation. In this case, visitors will sign it at the front desk and obtain a Visitor's Pass. Everyone on campus must have a FCS identification card.

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 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 and also receive an unexcused absence. 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. No student is ever allowed to leave out of the side doors.

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 will update via email, text, and social media.

EARLY AND AFTER-SCHOOL CARE

Elementary: Extended care for elementary grades is provided for students who are on campus from 3:30 p.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 3:15 p.m. will be sent to after care and a fee will be assigned. The fees are 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 6th through 12th will be dismissed to the gym for dismissal from 3:00 p.m. to 3:15 p.m. Students who are not picked up by 3:15 p.m. will be moved over to a teacher's classroom. Families will be charged \$5 a day for students who are waiting after 3:15 p.m. Students are to be picked up no later than 5:30 p.m.

We strive to maintain the safest possible environment for our students. Upper School students on campus after school are to be in a classroom, participating in a sport, tutoring, or ESL after school. Students in Upper School are not to be in an unassigned area after school.

CAR POOL: MORNING DROP-OFF

Doors will open at 7:30 a.m. No student should be on the 2nd or 3rd floor prior to 7:45 a.m.

CAR POOL: AFTERNOON PICK-UP

We will release Lower School students in K4-1st grade from the first floor hallway to the carline starting at 2:45 p.m. Lower School students in 2nd-5th grade will be released from the cafeteria also starting at 2:45 p.m. Upper School students will be dismissed from the GYM starting at 3:00 p.m. 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 will be 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 for 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.

ACADEMICS

GRADE SCALE BY GRADE LEVEL K4 THROUGH 12TH

Skill Sets & Enrichments for K4 & K5	1 st – 12 th 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- 79-77 C+ 76-74 C 73-70 C- 69-67 D+ 66-64 D 63-60 D- 59-0 F	Principal's Honor Roll – Students who receive straight A's and an average of a 97 for High School & and average of 95 for Middle School or above quarter GPA A Honor Roll – Students who receive straight A's in the given quarter AB Honor Roll – Students who received all A's and B's with or equal to more A's in the given quarter

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 Upper School, courses are divided into 2 semesters of 90 school days each and earn .5 credits upon successful completion. A normal class load is 7 periods for each semester. Grades K4 through 8 do not earn credits, 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 FACTS, previously known as

RenWeb, so that parents have continual access to grades. All report cards will be delivered electronically. Paper copies will be available by request. RenWeb progress reports are emailed each Sunday evening for all students.

PARENT-TEACHER CONFERENCES

All parents in grades K4-5th are required to attend the Parent Teacher Conference held on the early release date in October. Sign-up information will be sent out by administration and coordinated through the front desk. Conferences last 10-15 minutes and will include but are not limited to discussion of first quarter report card grades, and fall testing results.

UPPER SCHOOL CLASS SCHEDULES

Upper School class schedules are set over the Summer. They will be released in late July via RenWeb. 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 GAVS student schedules are set through the guidance office.

TESTING

Elementary and Upper School students are given the IOWA test in K5 through 8th grade. Students who receive SB10 dollars test twice a year. The PSAT/NMSQT is given to 8th through 11th graders. Students in 9th through 12th grades are to register for the SAT and ACT tests each year. International students are also to take the TOFEL prior to graduation.

ADVANCED PLACEMENT HONORS COURSES

Advanced Placement and Honors courses in high school are weighted when calculating grade point averages (GPA). Means that additional grade points are added to the final point total for each semester GPA calculation when taking an advanced placement or honors course. An "A" would be worth 5 points for Honors classes and a 5.5 for AP classes instead of 4; a "B" would be worth 4 points for Honors classes and a 4.5 for AP classes 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.

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

DUAL ENROLLMENT

FCS is partnered with Truett McConnell University, University of North Georgia and Toccoa Falls College, (A state accredited and nationally recognized private college) for the dual enrollment process. 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.

Dual Enrollment Program Prerequisites

1. Must be enrolled at FCS in 10th-12th grade
2. A minimum of 3.0 GPA
3. Principals Approval
4. No C's in any class

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. If you are planning to use colleges other than Toccoa Falls College or Truett McConnell University, you are responsible to meet that school's requirements.

COMPUTER ACCESS TO INFORMATION (FACTS/RenWeb) INCLUDING GRADES

Parents will obtain a login username for RenWeb, if not already obtained, at the annual Back to School night. It will also be available upon request through the office. This username 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. 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.renweb.com
2. Click on "ParentsWeb" on the top right corner and use FS-GA as the district code
3. A 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.

GRADE REPLACEMENT AND CLASS RETAKE POLICY

Friendship Christian School offers a retake for any high school classes that a student would like to retake. The student may be placed with a tutor or teacher for the retake class. The grade will be based upon the student's efforts, grades from the class work, and a final evaluation or test for the class. The student might be one to one or one to up to 18 in the class. We do not and cannot guarantee that the student will do better the second time around. If the student fails to do the work or fails to show up for the class, the student loses the funds and the grade will be marked accordingly. Retake does not mean that the original grade will be dropped from the transcript. GACollege411 (GAFutures) requires both grades to be reflected on the transcript.

Classes taken the second time have a charge of \$1,500 per class. These classes will take place over the summer. We do not promise any grade improvement as the grade(s) is based upon the students' work, efforts, tests and evaluations. FCS does not drop or do a replacement grade. It is a retake class

opportunity. GA Futures has approved and verified that all students in the state of Georgia are allowed to participate in retake classes even if they did not fail the class.

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 one year prior to the senior year to qualify for one of these positions.

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, 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 (K4-5), Google Classroom, and 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.

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 one (1) school calendar day 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 take the makeup test(s). Students with unexcused absences will not be permitted to make up work unless extenuating circumstances exist. Tests, quizzes, projects, and other assignments scheduled prior to days of absence are due upon the student's return to school. No extra days will be allowed.

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 a minimum of a week's 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 suspension.

ACADEMIC PROBATION

When a student's academic averages in core subjects fall below 60%, 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.

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:

1. Love God supremely and love one's neighbor as oneself.
2. Respect the person, rights and property of others.
3. Everyone is expected to help keep the campus clean by picking up after him or herself
 - a. Vandalism, destruction, or defacement of school and/or personal property will be disciplined.
 - b. Be honest in all matters.
4. Promote a positive classroom-learning environment with cooperation, calmness and respect.
 - a. 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.
 - b. 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.).
 - c. 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.
 - d. 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.
 - e. 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.

5. Follow biblical principles and teaching by not engaging in illegal, immoral, or questionable activities on or off campus.
6. 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. 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.

DEMERIT POINT SYSTEM

FCS participates in a point system to keep track of disciplinary records. Parents will be notified immediately via email once a student has been written up.

Once a student has reached 5 demerit points, they will not be able to participate in all extra-curricular activities including, but not limited to, sports, performances, and school trips.

LEVEL 1 Offense – 1 demerit

Display/Use of Cell Phones & Other Electronic Devices

- Games
- 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
- 2nd 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

- Disrupting Elementary Classroom hallways

- Not turning in homework (More than 5 zeros per quarter)
- 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

- Refer to pg 29 for dress code guidelines. Any violation will be subject to a 1 demerit point.

Tardy to School/Class

- 5 morning tardies (to 1st period per quarter)

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

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
- 2nd Offense – A zero given and a suspension
- Subsequent offenses may result in more serious administrative consequences.

Major Disruption:

- Automatic referral to administration
- Minimum Consequence: 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

Skiping Class/ Failure to Report to Assigned Area

- Teacher document and contact parent or guardian
- Referral to Administration with documentation
- Staying in unauthorized areas after the 3:15 p.m. dismissal time
 - Please refer to page 13

LEVEL 3 OFFENSES - 3 demerits

Profanity In/Out of the Classroom (in any language)

- 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/ disobedience to a direct rule

- 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/Bullying/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/selling cigarettes or a vape device or alcohol

- 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

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 for two hours. Failure to serve detention will result in an additional 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/ISS 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, social media, 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.

PROPERTY USAGE

Students enrolled at FCS may have access to school property during normal school day times of 8:00am – 2:45pm (lower school) and 8:00am – 3:00pm (upper school). FCS school is closed to business at 4:15pm Monday through Friday. Students enrolled at FCS may be on the property during extracurricular activities and school events/functions under the approved supervision of administrative or school faculty. No loitering, hanging around outside of these hours and activities/events, is permitted to be on the property. No students are permitted to be on campus school property on “red or green” calendar days when the school is closed to students. Red Days are administration-only days.

Friendship Christian School (FCS), administration and faculty are committed to providing a respectful and safe learning and working environment. Although the church building on the campus is open to the public during normal church operating hours, FCS, retains the right to restrict access to the church or any other building due to safety concerns.

The FCS handbook states

“the result of breaking and entering holds a mandatory consequence of out-of-school suspension, restitution, referral to law enforcement, and possible recommendation for expulsion.”

Georgia law, Section 16-7-21 (b) (1) states

“a person commits the offense of criminal trespass when he or she knowingly and without authority enters upon the premises and [is guilty of a misdemeanor] (d).”

In order to uphold safety and security, this statement letter, herein, serves as the FCS one-and-only zero-tolerance notice for the usage and access of the property. Students or any other public may not be on FCS property unless under direct supervision of an appropriated faculty and given permission by school administration. Any future trespassing will result in FCS notifying law enforcement, no exceptions.

TECHNOLOGY & ELECTRONIC DEVICE POLICY

INTRODUCTION

Friendship Christian School (FCS) acknowledges the prevalent role of technology in today's world. Our students and staff access a plethora of digital resources, including the internet, mobile phones, games, social media, and other personal technology devices, which enable interaction, creativity, and innovation. As an educational institution, we leverage these resources to engage students effectively, motivate learning, and promote collaboration among staff.

Students are expected to adhere to the Student Conduct Behavior Code when using FCS technology or network access, which includes respecting others' privacy. Any online student accounts for educational purposes are subject to monitoring and review, including any text and attachments linked to the student or students. Students must understand that FCS email, network applications, or account/technology access are not private or confidential at any time.

While we maintain stringent internet filters, there may be occasions where students unintentionally or intentionally encounter inappropriate materials online. Friendship Christian School DOES NOT condone such activities. Improper use of any FCS technology resource or network access contravenes the Student Conduct Behavior Code.

Access to these resources is a privilege, not a right, demanding all students to treat these learning tools with respect. FCS technology, network access, and electronic resources should not be used to:

1. Harm others.
2. Interfere with others' work.
3. Steal property.
4. Gain unauthorized access to others' files or programs.
5. Gain unauthorized access to online resources, including using someone else's password.
6. Alter the hardware or software configuration of any machine, including installing or deleting any software.
7. Misuse the network, including introducing software viruses and/or bypassing school security policies.
8. Steal, modify, or damage data and/or computers and network equipment.
9. Access, upload, download, and/or distribute pornographic, hate-oriented, profane, obscene, or sexually explicit material.

Violation of these guidelines can lead to disciplinary actions, which may include loss of access to FCS technology resources and further disciplinary measures as per existing FCS policies. These disciplinary actions may include confiscation of technology being used inappropriately.

BRING YOUR OWN DEVICE (BYOD) POLICY

To use the BYOD network, users must agree to use the school network when available and not personal mobile data service providers, on their devices. FCS is not responsible for any damages, fees, lost functionality, support, or costs that may be a result of students or staff members using personal devices.

Specific Guidelines for iPad Use:

1. Students are only allowed to use iPads when instructed by a teacher or administrator. Otherwise, iPads should remain in a backpack or personal bag.
2. iPads must be returned to the student's backpack before leaving the classroom.
3. Students found using iPads in hallways or bathrooms will receive a demerit.
4. iPads are not to be used during lunch.
5. Misuse of iPads will result in a demerit, and repeat offenders (three or more violations) will face a one-month technology probation.
6. If further infractions occur during probation, iPad privileges will be suspended indefinitely.
7. Upon iPad suspension, the student's account will be charged for the cost of physical books to replace digital ones.
8. After-school iPad usage requires a signed permission slip from a parent. FCS is not liable for any issues arising during this time.
9. Students should only access apps requested by the teacher or administrator in the classroom. Violations will result in a demerit, and repeated violations will result in iPad suspension.

Prohibited apps include but are not limited to: Social Media, VPNs, Chat apps (WhatsApp, Telegram, Messenger, etc.), and games not specified by the teacher for learning. Exceptions are Cool Math Games, Geometry Dash, Chess, IXL, Kahoot, and Quizlet. Students should remain connected to the student wifi (Device-Net) at all times to ensure proper connection to Apple Classroom.

PHONE POLICY

Students bringing phones to campus must place their devices in the phone caddy upon immediate arrival. Violation of this policy will result in a demerit, and repeat offenders will be suspended.

Phones and mobile devices should be turned off upon entering the school campus and are not permitted in the classroom, hallways, cafeteria, restrooms, or any common areas. Phones are also prohibited during transition times or between classes.

In case of emergencies, students can make calls from the office. Parents needing to contact their child urgently can reach them via the main office. Cell phones may be turned back on at 3:00 p.m. during afternoon dismissal. FCS is not liable for any issues arising during this time.

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.

ON-CAMPUS POLICY ON GUN AND / OR TOY GUN POSSESSION

Friendship Christian School prohibits (does “Not” allow) any person to possess on campus - any firearm, or gun, or toy gun, or gun replica, fake gun, or anything school officials claim resembles a gun / firearm on campus or within a 1,000 feet of the entire FCS campus property boundaries.

FCS is compliant and agrees with Georgia State Legal Code 16-11-127.1 (2017). FCS is compliant and agrees with the Gun-Free Schools Act (GFSA) and Gun-Free School Zones Act (GFSZA). This prohibition includes no school and no chapel building, no athletic field or athletic building, no pre-school and no childcare space, unless registered and approved in writing by the FCS Head of School and Executive Administrator and also registered and licensed with the State of Georgia.

49 states and the District of Columbia require that any student possessing a firearm on school property be expelled from a school for not less than, or a minimum of one (1) year. The GFSA allows some states to permit the chief administering officer of a local educational agency (school) to modify an expulsion for a student, in writing, on a case-by-case basis. The State of Georgia allows schools to grant individualized permission to permit-holders to carry.

At FCS only selected, or appointed, administrator(s) or teachers or school personnel, who are registered with the state of Georgia, “and” moreover, who are also registered as approved in writing and approved and on file by the Head of School and Executive Administrator of FCS may be permitted to carry or possess a firearm 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

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 property, school buses, at school-sponsored events, or while using school technology resources.

Students are not to send photos or videos of themselves partially or totally nude to any students.

Students who violate the guidelines for 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.

Friendship Christian School recognizes God's original, and biblically supported design through two genders, male and female. FCS reserves the right, within its sole discretion, to refuse admission of an applicant and/or to discontinue enrollment of a student who is participating in, promoting, supporting, or condoning pornography, sexual immorality, homosexual, lesbian, pansexual, transexual, or bisexual activity or lifestyle. This includes and is not limited to any campus community member who displays an inability or resistance to support the qualities and characteristics required of a Biblically-based and Christ-like lifestyle."

"1st Corinthians 6: 9 & 10. 18a & 19b-20. (English Standard Version)

(9) Do you not know that the unrighteous will not inherit the kingdom of God? Do not be deceived: neither the sexually immoral, nor idolaters, nor adulterers, nor men who practice homosexuality,

(10) nor thieves, nor the greedy, nor drunkards, nor revilers, nor swindlers will inherit the kingdom of God.

(18a) Flee from sexual immorality. (19b) You are not your own, (20) for you were bought with a price. So, glorify God in your body."

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 K4 full day program are not required to wear the school

uniform, but must wear shorts under a dress or skirt if worn. See the K4 syllabus for information on the dress code from the teacher. Costumes and pajamas are not allowed except on special dress down days.

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 inappropriately tight pants 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 wear a belt at all times on Wednesdays
- Students wear their shirt tucked in on chapel days and may wear it untucked on non-chapel days.
- 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. 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 be no shorter than 3” 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. .
- Shorts are not to be worn on chapel day.
- Boys are discouraged from wearing ponytails and are at the discretion of the administration’s approval. Hair must be out of the eyes and not below the collar for boys.
- Earphones are only allowed in the computer lab or when a student is working on a computer program. Not the cafeteria or before school.
- Hoodies are not allowed for Upper School students.

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.

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.

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

UNIFORM GUIDE GRADES K-12TH

Boy's Dress Code	
Shirts	<ul style="list-style-type: none"> • White, red, or black, s/l sleeved collared polo with school logo • 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. • All polo's and oxford shirts must have the school logo. Shirts may be untucked every day except for Wednesday. Students will tuck their shirts in on chapel day, (Wednesday).
Pants/Shorts	<p>Khaki Dockers style slacks and khaki (long) walking style shorts purchased <u>from any retail store</u></p> <ul style="list-style-type: none"> • Pants may not extend past the heel of the shoe or have elastic at the bottom of the pants. • Shorts must be at least 2" above the knee. Walking style and below the fingertip. • Plain jeans (no embellishments) may be worn on Fridays only. • Jeans may not be tight (skinny jeans, torn or frayed.) • Pants and shorts must be worn on the waist and not tight or baggy. No shorts on Wednesday chapel days. • Belts are required and shirts are to be tucked in on Wednesdays. • Vents may not be cut in clothing. No outside pockets (cargo style) pants or shorts. • Cut off, torn, frayed, holed, jeans, pants, and shorts are not permitted. • Joggers are not allowed.
Skorts/Skirts	<ul style="list-style-type: none"> • School plaid skirt and khaki skort must be purchased from the Uniform Store • The plaid skirt is required for chapel day. It must fit properly at the waist and come no more than 3 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. <p>Leggings in solid black with no writing or mesh can be worn under skirts.</p>
Belts FOR GUYS	<p>Brown/black leather, brown/black braided, or khaki stretch</p> <ul style="list-style-type: none"> • Belts may not have spikes or chains. • Required on Wednesdays
Hats Hair Earrings Tattoos	<ul style="list-style-type: none"> • Hats should not be worn in the buildings at any time. • Hats must be taken off before entering the building and kept in the locker during the school day.

Earphones	<ul style="list-style-type: none"> • Administration reserves the right to grant permission to wear hats on a designated day or occasion. • Boys' hair must not be below the collar of the shirt, be above the eyebrows and off the ears.. • No unnatural colors for all students. • Boys are NOT to wear earrings to school or to any school events. • No tattoos allowed. • Earbuds, earphones and headphones are not to be used at school unless being used in a learning program in a specific classroom with approval.
Sweatshirts Sweaters Jackets	<p>Classroom approved outerwear attire:</p> <ul style="list-style-type: none"> • Crewnecks with FCS school or club logo with polo underneath • Athletic Jackets (no hoodies) • 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. • Any FCS shirt or Christian shirt may be worn on Fridays.
P.E. FCS Store only	<p>K-5th grade</p> <ul style="list-style-type: none"> • No uniform necessary <p>6th – 12th</p> <ul style="list-style-type: none"> • Students are to wear the required PE uniform from the FCS Store with the logos on the sorts. The PE uniform includes tennis shoes and socks to dress-out for PE. During cold weather, grades 6th through 12th may change into sweats for PE (black or gray colors only). They must change back to the school uniform after PE is over.
Jeans Day (Fridays only) Spirit wear from the FCS Uniform Store Only	<p>Jeans</p> <ul style="list-style-type: none"> • No holes • No rips • No fray • No joggers <p>The red, black or white s/l sleeved collared polo with school logo or FCS club shirts/spirit wear are acceptable, as well as Church or Christian shirts.</p>
Field Trip Attire	<p>Elementary</p> <ul style="list-style-type: none"> • s/l sleeved <u>red polo</u> with school logo and jeans <p>Middle/High</p> <ul style="list-style-type: none"> • s/l sleeved <u>red polo</u> with school logo and khaki slacks <p>Administration may approve/require a different dress code as dictated by the nature of the field trip.</p>
Special Functions	<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>

FINANCES

TUITION

Friendship Christian School is pleased to offer a balanced college-preparatory education for the 2023-2024 year at the following tuition. This does not include fees that apply for attendance. Details are available on the Tuition Fees document.

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. Applications are available by request from the Head of School.

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 30th and September 30th and the monthly tuition of each of the months that they attend will be charged in facts. Starting October 1st, parents/guardians are responsible for the full tuition based on semesters: 1st is October to December and 2nd 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 accessed and a fee will apply for those damaged.

For upper school students, the majority of the textbooks are available on Bookshelf. This is an electronic platform and if the book is not available via Bookshelf, they will receive paper copies.

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 be paid 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, progress reports, 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 money. 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:

- 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.
- 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.
- No siblings allowed on field trips without administrative permission.
- 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.

- **Field Trip Attire:** For each field trip the teacher will communicate the appropriate dress code for that trip per family handbook policy.

PICTURES

Every child has pictures taken once in the fall. In the case a new student joins FCS after the fall picture date, the student will be able to do a make-up picture in the 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 purposes, 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 \$7.00 each day. Late orders are \$8.00 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.

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 seniors have permission to leave campus for lunch if the administration gives permission. The 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.

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 KJV, ESV, 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 12th. Students in K-5th will have class newsletters, RenWeb communication, and weekly reports for communication each week. In addition to these, you can find school information on the weekly Lantern (lower school newsletter) and the The Connection (upper school newsletter). Each child in K-5th 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 a 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.

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.

EARLY DISMISSAL INFORMATION

Early dismissals will be announced as described above. Early dismissal is 11:30 a.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 the first 3 grading periods. In addition, all FCS athletes will be recognized at our annual "Athletic Banquet" held in the spring of each year.

NEWSLETTER

The lower school newsletter (The Lantern) and the upper school newsletter (Spartan Scoop) are sent home weekly. The newsletter provides information about school functions and upcoming events. K4 through 5th send home classroom 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 4th through 12th 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. The administration has the authority to open any locker at any time.

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. Parents may call the school for volunteer information.. Volunteers must sign in and out 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:

- A health examination
- Hearing/vision and dental exam
- 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 6th grade:

- Five doses of diphtheria, tetanus, and pertussis
- Four doses of polio
- Two doses of measles vaccine
- One dose of mumps vaccine
- One dose of rubella vaccine

Before entering 7th grade:

- MMR
- TB booster
- Completion of Hep B vaccine series

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.

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 students. 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 is kept home until they have a physician's clearance.

If your child develops a communicable disease (ie: ringworm, 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 workplace 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 in an out-of-school suspension and/or loss of driving privileges.
3. Students are NOT to drive fast (above 10 MPH) in the parking lot.
4. Violations:
 - Students are not to move vehicles between classes.
 - Students are not to park in any spaces other than the assigned student parking.
 - Students are not allowed to go to the parking lot while school is in session without a pass from the school office.
 - Students are not to loiter in the parking lot before or after school.
 - Students are not to drive erratically and are to adhere to all driving rules of the road.
 - Absolutely no horseplay involving the moving automobile will be tolerated.
 - Stereos are not to be played loudly on school grounds (FCS will determine unacceptable volume).

- 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:

- Dropped out of school without graduating and has remained out of school for ten consecutive days.
- 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:
 - Threatening, striking, or causing bodily harm to teacher or other school personnel;
 - Possession (internal or external) or sale of drugs or alcohol on school property; or
 - 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),
 - Any sexual offense (including sexual touching) prohibited under O.C.G.A Chapter 6 of Title 16; or
 - 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.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

This policy applies to 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 iPads)

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 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

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 licensing and payment agreements between FCS and network/database providers.
4. 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.
5. Users are prohibited from misrepresenting themselves or impersonating others.
6. 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,
7. 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. If a student encounters information that makes him/her feel uncomfortable, they should report that information to a teacher or other staff member immediately.
 14. 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.