

Faith Christian School

Parent and Student Handbook



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Head of School

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Introduction

History of Faith Bible Church and Faith Christian School

In 2017 a group of local believers purchased the old 7th Day Adventist School on Dudley Corners Road with the intention of starting a church and school. In May of 2019 Faith Bible Church was founded and in the fall of 2019 Faith Christian School opened its doors.

The mission of the school from day one was to prepare students to live for Christ. It is this desire that remains today. A desire to see each child grow spiritually, academically, and with a Biblical worldview. The school has been well received in the community and after starting with a small enrollment has enjoyed rapid growth.

The church is under the leadership of its Elders; Virgil Turner, John Stoltzfus, and Pastor Curtis Shenenberger. The school is under the leadership of its Head of School, Pastor Curtis Shenenberger.

Statements of School Purpose and Philosophy

A Cord of Three Strands

***Ecclesiastes 4:12** And if one prevail against him, two shall withstand him; and a threefold cord is not quickly broken.*

The teaching is clear. It is much more difficult to break a three-stranded cord than a single cord. The early Puritans and Pilgrims who settled this country believed in a “Holy Triad” of the three institutions of the home, the church, and the school. They believed that all three working together was necessary for the education and training of children. In other words, they believed what is taught in the church, and in the home, is supported and reinforced in the school.

Faith Christian School, as a non-denominational school, partners with parents and churches in the education and Christian character development of students. With this in mind, each member of the faculty and staff of Faith Christian School is a dedicated Christian that adheres to the *Statement of Faith* and the *Biblical Standard of Behavior* while regularly attending their local Bible believing, gospel preaching church.

Statement of Faith

The Scriptures

We believe the Holy Scriptures of the Old and New Testaments to be the Bible, as it is in truth, the Word of God (I Thessalonians 2:13). We believe in the verbal, plenary inspiration in the original writings, and God's preservation of His pure words to every generation (II Timothy 3:16, Psalms 12:6-8).

The Godhead

We believe in one Triune God, eternally existing in three persons--Father, Son, and Holy Spirit co-eternal in being, co-identical in nature, coequal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; II Corinthians 13:14).

The Person and Work of Christ

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (John 1:1-2, 14; Luke 1:35; Isaiah 9:6; 7:14; Philipians 2:5-8; Galatians 4:4-5).

We believe that the Lord Jesus Christ accomplished our redemption through His finished work on the cross as a representative, vicarious, substitutionary sacrifice; and that our justification is made sure by His literal, physical resurrection from the dead (Romans 3:24-25; I Peter 2:24; Ephesians 1:7; I Peter 1:3-5).

We believe that the Lord Jesus Christ ascended to Heaven, and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Hebrews 9:24, 7:25; Romans 8:34; I Jn 2:1-2).

The Way of Salvation

We believe that the clear message of salvation is "repentance toward God and faith toward our Lord Jesus Christ" (Acts 20:21). We believe that salvation is "by grace" plus nothing minus nothing. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Saviour Jesus Christ. (Ephesians 2:8-10; John 1:12; I Peter 1:18-19)

Statement of Mission

Preparing Students to Live for Christ

Faith Christian School strives to spiritually, and academically prepare students to fulfill God's purpose for their lives. FCS partners with the home and the church in fulfilling the Biblical responsibility given to parents to raise their children "in the nurture and admonition of the Lord." Our mission is to integrate Biblical truth into all academic subjects preparing our students to live for Christ upon graduation.

Statement of Vision

The vision of FCS is to prepare students to fulfill God's purpose for their lives foundationally, relationally, and through excellence:

Foundational: FCS is committed to building strong foundations in the lives of students. Spiritual foundations of faith in Jesus Christ, belief in God's Word, and a Biblical worldview. Academic foundations in the core subjects of Math, Language Arts, Science, Reading, History, and Bible. Athletic foundations through our varied sports programs. Fine Arts foundations through music, art, and theatre. Character foundations through a comprehensive system that builds a strong work ethic, honesty, and integrity. FCS offers much more, but our core value is a commitment to foundationally prepare each student to fulfill God's purpose for their lives.

Relational: FCS is a relational school. At the core of our vision is the understanding that FCS is in partnership with parents, and local churches in the education, Christian character development, and personal discipleship of its students. FCS guides and encourages each student to develop a real and genuine relationship with Jesus Christ. Each teacher is

encouraged to have a vibrant walk with the Lord and to invest their lives in the lives of their students. Students are encouraged to value the relationship with family, church, and their fellow man. FCS's retreats, chapel services, and opportunities to serve are part of our vision to see students who love the Lord and love their fellow man. It is our belief that a strong relationship with the Lord is a pre-requisite to fulfilling God's purpose in life.

Exceptional: FCS is committed to doing all to the glory of God. It is this belief that propels us to strive for excellence academically, spiritually, and in all other matters in life. All our encouraged to pursue excellence in what they are (inward character) and in what they do (outward conduct).

Excellence in God's eyes is doing one's best. This is in contrast to the world's standard of having to be the best. As a young person experiences success from his or her best effort, even more effort is exerted toward continued success. We believe in challenging students with this model of excellence so that they can achieve the goal of doing their best in their academic pursuits, extracurricular activities and in their service to others.

Statement of Educational Philosophy

The educational philosophy of FCS is based upon the understanding of Proverbs 9:10 "The fear of the Lord is the beginning of wisdom: and the knowledge of the holy is understanding." It is rooted in the understanding that God's wisdom is understood through a relationship with Jesus Christ as Savior, and Lord (I Corinthians 2:14).

Faith Christian School's philosophy of education is based on Psalm 1:1, Colossians 2:6-7, and Proverbs 9:10. The following statements identify the principles that apply to the educational process when viewed through the lens of a Biblical worldview.

1. Christian education is based on truth, of which God and His Word are the ultimate sources. God is revealed to us in nature, in His Son, and in His Word. The Bible, God's Word, is the only inerrant, authoritative and sufficient rule for faith and practice (Psalm 8:2-4; Hebrews 1:1-3, II Timothy 3:16-17).
2. Because of the Lordship of Christ, and the sovereignty of God, all areas of life and learning are regarded as sacred. (Romans 11:36)
3. Christian education is the result of all knowledge being tested against and integrated with, a Biblically based view of God and the world (Colossians 1:16-17; John 1:3).
4. The primary responsibility in the rearing and education of children lies with the parents (Deuteronomy 6:7-8; Genesis 17:7; Proverbs 22:6). However, Faith Christian School partners with parents and churches in the education and Christian character development of students (Deuteronomy 11:18; Psalm 78:4-5).
5. The Christian teacher is the key to Christian education. The Christian teacher is empowered by the Holy Spirit enabling the teacher to instruct, admonish, and train the student. The Christian teacher sets a Godly example and seeks to encourage Christian growth in students. Christian growth is the foundation for the student's academic, social, and personal growth (Colossians 1:28; Proverbs 1:7).
6. Christian education occurs as the Holy Spirit works in the hearts and minds of the students. Through general revelation students learn of God and His world (Acts 14:17; Romans 1:18-20) Through salvation in Jesus Christ students are provided with the ability to view life from a Biblical perspective (I Corinthians 2:14).

7. Students are created in the image of God with unique talents as well as particular developmental growth pattern. The learning process is therefore enhanced as teachers utilize varied teaching strategies and instructional environments (Psalm 139:13-15); Romans 12:4-8).
8. Students need unselfish and Christ like service to others to fully develop their talents and abilities. (I Corinthians 12).
9. Christian education performed at a high level brings glory to God and a witness to the unsaved (Philippians 1:9-11).
10. The goal of Christian education is to spiritually and academically prepare students to fulfill God's purpose for their lives (Romans 12:2).

Statement of Student Outcomes:

It is our goal to lead children in developing the following characteristics and qualities in their lives.

1. Articulate an understanding of the truth of salvation and the deity of Jesus Christ.
2. Testify of a real and genuine personal relationship with Jesus Christ.
3. Exhibit a tender heart seeking and desiring to fulfill God's purpose in their life.
4. Understand one's God-given gifts and use them to fulfill His purpose in their lives.
5. Engage in critical thinking and demonstrate an understanding of both a Biblical worldview and opposing worldviews.
6. Demonstrate an ability to *give an answer to every man that asketh you a reason of the hope that is in you (apologetics)*.
7. Understand how the Bible develops its themes of creation, fall, redemption, and restoration. Understand how these Biblical themes inform one's understanding of the liberal arts and sciences.
8. Think creatively to solve problems, combining appropriate skills and concepts learned across all disciplines.
9. Demonstrate the proficient mathematical skills and understanding necessary for stewardship of our God-given resources.
10. Demonstrate proficiency in the use of technology and exercise discernment and appropriateness in using it in one's personal life.
11. Present, defend, and critique an argument using rigorous logic and precise terminology.
12. Develop and demonstrate scientific knowledge and understanding of God's created order.
13. Exhibit the habits of a life-long learner, including an inclination to ask questions and consider new ideas.
14. Articulate God's providential directing of human history.
15. Understand and strive toward health in body, mind, and spirit.

Measurement of Student Outcomes:

Student outcome initiatives will be measured and monitored in the following ways.

- 1 – 4. Each student in FCS will each year receive a clear explanation of the plan of salvation. This will be done in the classroom, chapel service, and in a yearly high school guidance meeting conducted by an Elder of the Faith Bible Church.
- 5 – 7. Each student will receive instruction followed by accountability to the instruction in the form of testing during Bible class, Science class, and Christian Worldview class. FCS will also conduct a Biblical Worldview Survey to further measure the student's worldview in grades 9th through 12th grade.

- 8 – 15. The student outcomes are primarily measured and monitored in the various classes taught by Christian educators. Educators trained in Biblical integration and presenting material infused with Biblical truth from Christian publishers.

Admission Policies and Procedures

Nondiscrimination Policy

Faith Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its education policies, admission policies and other school-administered programs.

For Faith Christian School, the Bible (both the Old and New Testaments) is the foundation and final authority informing our understanding of the natures of both God and human beings. We affirm and teach that humanity is the distinct creation of God, made in His own image. He created them male and female as the crowning work of His creation. The Creator speaks of His creation as being "good" throughout the first chapter of Genesis, reaching a climax at the creation of man, in God's image, when He states that it is "very good." The gift of gender is part of the goodness of God's creation.

In Genesis 1 we find the description of a perfectly created paradise. Scripture uses the Hebrew word "tov," which means "healthy, it works, or good," which gives us insight as to how God viewed His creation. Creation through the first two chapters of Genesis appears to be functioning in proper accord with land producing vegetation, trees bearing fruit, the lights placed in the sky, animals of every kind moving on the earth, and mankind established as the ruler over God's creation. A pure design with the potential of eternal peace and compatibility for mankind to work the land and enjoy the fruit of his labor.

As Adam (the first man) named the animals, it became apparent that there was no biological mate for him to join in the command given to the birds and the fish, to be fruitful and multiply. Although, God had pronounced that the rest of creation was good, in Genesis 2:18 God declared that "It is not good that man should be alone; I will make a helper fit for him." To address this situation, the Creator fashioned a woman (Eve) to be the perfect complement to the first man (Adam). Scripture (Gen. 2:24) speaks of this first union as marriage. Man and woman come together and unite as husband and wife, becoming one flesh.

God intends that this one flesh relationship of one man and one woman in covenant commitment for a lifetime should reflect the union between Christ and His church. It also provides for the man and the woman, within marriage, the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loves the church.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual

and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

God had given all creation everything necessary to thrive. Both provision and protection were provided to all living creatures. By inference, we conclude that God's original creation had an absence of anxiety, illness, imperfections in childbirth, genetic faults, misunderstanding one's purpose, or hatred toward another. God had created a paradise, free of worry or cares. This paradise could continue because God had given an umbrella of provision (providing for every need) and protection (a hedge from the stain of sin.)

As the biblical account of God's creation unfolds, chapter three of Genesis records a dramatic change in the level of provision and protection that God affords to His creation. Through the temptation of Satan, the woman and man transgressed the command of God and fell from their original state of innocence.

Through the rebellion in Eden, sin entered the world. Adam and Eve were estranged from God, and that separation is spiritual death. On its own, the final effect of this would have been living forever in our sinful bodies, eternally separated from God. Romans 5:12 tells us that as a result of man's actions came sin, and as a result of sin came death, but not just spiritual death. In 1 Corinthians 15:20 Paul talks about the physical death of the *first Adam* and the physical death of Christ, the *last Adam*. Genesis 3 states that God expelled Adam and Eve from the Garden so that they would not eat of the Tree of Life and live forever. Physical death, as well as spiritual death, resulted from their sin.

At the expulsion of Adam and Eve from the Garden, God provided a sacrifice of animals whose skins provided clothing to the couple now aware of their nakedness. This first sacrifice provided a testament of hope for eternal life through Christ's ultimate sacrifice. Though the couple would not enjoy the same earthly paradise and would experience physical death, they would have the privilege of receiving eternal life, along with all who believe in the provision of Christ's payment for man's sin (John 3:16). It is only the grace of God through Jesus Christ that can bring man into His holy fellowship and enable him to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created human beings in His own image, and in that Christ died for mankind; therefore, every person possesses full dignity and is worthy of respect and Christian love.

In the time since the Fall, God has reduced His provision and protection and as a result, the consequences of the sinful human nature and the sin-cursed creation have become increasingly evident. These consequences include a reduction in the duration of the human lifespan (e.g., compared to Methuselah), the appearance of many kinds of illnesses, including birth defects, addictions of various sorts, confusion related to gender identity and/or sexual orientation, depression, and psychoses, among others.

Holy Scripture explicitly describes the effect that sin has taken on mankind (Rom 1:18-32): "The wrath of God is being revealed from heaven against all the godlessness and wickedness of men who suppress the truth by their wickedness, since what may be known about God is plain to them, because God has made it plain to them. For since the creation of the world God's invisible qualities-- his eternal power and divine nature-- have been clearly seen, being understood from what has been made, so that men are without excuse. ... Therefore, God gave them over in the sinful desires of their hearts to sexual impurity for the degrading of their bodies with one another. They exchanged the truth of God for a lie and worshiped and served created things rather than the Creator. They have become filled with every kind

of wickedness, evil, greed, and depravity. They are full of envy, murder, strife, deceit, and malice. They are gossips, slanderers, God-haters, insolent, arrogant and boastful; they invent ways of doing evil; they disobey their parents; they are senseless, faithless, heartless, ruthless. Although they know God's righteous decree that those who do such things deserve death, they not only continue to do these very things but also approve of those who practice them."

Despite this dismal depiction, fallen humanity is not without hope. Holy Scripture also teaches that God himself has provided a remedy for this corruption - a means for restoration and reconciliation - through the atoning work of Jesus Christ. "He [Jesus] was delivered over to death for our sins and was raised to life for our justification" (Rom. 4:25).

So how do we respond from a Biblical standpoint?

As a Christian community and a Christian school, FCS seeks to affirm and submit to the authoritative teaching of Holy Scripture in all areas, and particularly where Scripture speaks to Christian morals and conduct. Consequently, we recognize as sinful those attitudes and behaviors described in Scripture as sinful and recognize as good those attitudes and behaviors attested in Scripture as good. In practice, we actively seek to discourage sinful attitudes and actions, while at the same time encouraging holy living.

FCS recognizes and affirms the intrinsic dignity and value of all human beings, irrespective of attributes such as age, race, physical abilities, or religious beliefs. However, FCS can neither affirm nor endorse sinful attitudes and actions of individuals without compromising our fundamental mission and purpose. This applies to all areas of human endeavor, including the complex area of human sexuality and sexual sin.

Similarly, FCS cannot accommodate any changing values or morals in popular culture that conflict with biblical teaching. Again, to do so would compromise our fundamental mission and purpose. This is particularly relevant today when the popular culture in North America is moving away from values informed by a historic Judeo-Christian worldview. Some relevant examples include, (1) a rejection of the biblical notion of humans being either male or female, in favor of a notion which allows individuals to define their sexuality however they see fit, (2) a rejection of the biblical notion that marriage is rightly understood as being between one man and one woman, in favor of alternative constructs, such as homosexual unions, and an openness to additional innovation, and (3) a rejection of the biblical notions of chastity and fidelity, in favor of notions which encourage heterosexual and homosexual promiscuity, infidelity, and sexual experimentation - in our society nothing is seen as inherently wrong. These changing attitudes are inconsistent with genuine Christian beliefs, and therefore we reject them.

For these reasons, FCS has developed policies and guidelines, consistent with our understanding of the teaching of Holy Scripture, to provide a framework for operating the ministry, for making hiring decisions, and to set appropriate expectations for students, parents, and staff in a manner aligned with our beliefs.

How will this perspective inform hiring and enrollment at FCS?

FCS affirms the biblical understanding of sexuality as a gift from God (Genesis 2:24). In concert with biblical teaching, FCS supports the principle and practice of purity in singleness and fidelity in marriage, which is the union of one man and one woman. In addition, FCS recognizes that the gift of gender is part of the goodness of God's creation. Personal lifestyle choices or practices inconsistent with these

biblical teachings are also inconsistent with the mission of FCS. FCS affirms the biblical teaching that marriage is restricted to a privileged relationship between one man and one woman. FCS also affirms the biblical teaching that all sexual conduct outside the sanctity of marriage is sin, a turning away from God's ideal.

Employees of FCS are expected to live a lifestyle consistent with biblical principles articulated above. Students enrolled in Faith Christian School will be taught these principles of holy living, and will be expected to conform their behavior to these principles. In order to be faithful to our mission and calling, FCS believes that individuals who elect to continue in the fleshly behaviors of sexual immorality, idolatry, witchcraft, hatred, discord, jealousy, selfish ambition, creating factions, drunkenness, etc. (Gal.5:19-20) may be distanced from enrollment or employment at Faith Christian School.

FCS understands that while we all fall short of the glory of God (Romans 3:23), the grace of God poured out through the blood of His Son calls us to repentance, forgiveness, and new life in Christ (2 Corinthians 7:10; 12:21; 2 Timothy 2:25; 2 Peter 3:9). Therefore, FCS will always strive to treat all individuals within our community with dignity and respect. However, we will not negotiate the veracity of biblical absolutes on the altar of cultural compromise.

General School Admission Requirements

- FCS may refuse to admit a student with severe academic, disciplinary or psychological problems as FCS does not at this time have the resources to adequately provide proper education regarding these specialized needs.
- Any misrepresentation on entrance applications may result in forfeiture of enrollment.
- Students must be the proper age for their respective group by September 1.
- Students must be mature enough to be able to do their work and not disrupt the work of other students.
- Students must meet with the administration and/or teacher prior to enrollment.
- Students may be tested to assess their academic level.
- Middle and High School students must exhibit a desire to attend FCS, and they must willingly support the school's philosophy, policies, and regulations.

Admission Procedures

Step One: Parents schedule a Free Educational Success Consultation with the Head of School
Prospective students may be in attendance.

Step Two: Report card from prior school year should be brought to the office.(where applicable)
New Student Application must be signed, completed and FACTS online payments must be scheduled.
Student may be tested to assess their academic level.

All proper paperwork must be turned into the office prior to enrollment including:

- Copy of birth certificate
- Copy of Recent Report Card
- Up to date immunizations
- Current Emergency Information

- Authorized Pickup Form

At least one Parent/Guardian must attend Parent Orientation that takes place prior to the first day of school.

Assumptive Re-enrollment

FCS operates with an assumptive re-enrollment policy. Assumptive re-enrollment assumes you are coming back for the next school year unless you specifically notify the office of other intentions.

Here are the key components:

- Enrollment opens for all returning families on January 1st.
- Families NOT returning need to contact the office by January 15th.
- Families returning will have their registration fee automatically withdrawn from their FACTS account on January 31st. (Registration fees are non-refundable)
- All returning families desiring financial aid for the next school year need to apply via FACTS before February 28th.
- Notify the office of a change of address, phone number or other pertinent information.
- You do NOT need to re-enroll or fill out re-enrollment paperwork.
- Returning families will have their book fees withdrawn from their FACTS account on May 15th (Book fees are non-refundable).
- Financial payments for the next school year begins August 1st unless other arrangements are made.
- The family must update FACTS payment information by June 1st.

Selection of Students

Returning Students:

FCS is an assumptive re-enrollment school. Returning students have top priority. All students are assumed to be returning unless written notification is received in the office by January 15th and returning students automatically secured a seat in the classroom.

New Students:

New students will be accepted as spots are available until all classroom seats are filled. Please keep in mind that FCS does limit classroom size. If a classroom is nearing capacity, FCS will pool all prospective students and the students will be selected on the following criteria:

- Compatibility with school values
- FCS family history (are siblings enrolled)
- Number of children enrolling in FCS

Waiting List Procedures:

The above criteria also guide the selection of students on the waiting list. While it is impossible to predict when or if an opening may arise in your child's class, the school office will notify you immediately by telephone upon an opening becoming available. If a family cannot be reached, or a family does not respond within 48 hours, the school office will contact the next eligible family on the

waiting list. Therefore, it is imperative that the school office has up-to-date contact information on file. You may choose at any time to remove your family from the waiting list by contacting the school office.

New Student Enrollment Period

Faith Christian School is a continuous enrollment school. New students are accepted throughout the calendar year as long as there is room in the classroom.

Finances

Tuition and Fees

Financial rates and fees are available in the school office. Each year the tuition rate and fees will be available to each family by December 1st. Faith Christian School operates with the intent of making quality Christian education as affordable as possible.

Financial Aid

Financial aid is available to all qualifying families and must be applied for each year of enrollment. For new students, the financial aid application should be completed before scheduling the final interview. For returning students, the financial aid application should be completed before February 28th. Parents can access the financial aid application via the FACTS website. All financial aid information is secure and confidential.

Financial Policies

All rates are stated in the Tuition Rates Sheet that is included in the Enrollment Packet. Rates may change from year to year. When a student is enrolled at FCS it is understood that the parent/guardian is responsible for the financial obligations of the student. This obligation includes tuition, book fees, registration fees, testing fees and extended care fees where applicable.

The Faith Christian School of the Faith Bible Church is a private, not-for-profit corporation. Income from tuition and fees is insufficient to fully cover the cost of operating the school. Interested individuals or corporations are invited to contribute to the operations of the school via gifts for general expenses or by providing scholarships for deserving students who would be unable to afford such training.

Tuition is paid on an annual basis. Parents can choose from many payment options including 10 months, annual, or bi-annual payment. The annual payment is due on August 1st. The bi-annual payments are due on August 1st and January 1st. All payments of the 10-month plan are due on the 1st of each month beginning in August.

All returning families must register with FACTS tuition management by June 1st for the following school year. All new students will register with FACTS at the time of enrollment. FACTS will require direct debit from a bank or credit card account for tuition and fees. FCS families agree to abide by the policies and terms as set forth on the FACTS website.

Students enrolled before the 15th of the month will pay for the full month's tuition. Students enrolled after the 15th of the month will pay one-half of the month's tuition.

If a student is withdrawn or withdraws from FCS, the current month's tuition will not be refunded. All fees are non-refundable.

Report Cards will not be issued nor transcripts and school records released for those whose accounts are delinquent.

If an account becomes past 30 days delinquent, the parent or guardian may be asked to withdraw the student until the account becomes current or payment arrangements have been made with our Tuition Manager.

We realize that problems will arise and are willing to work with each situation. If you are having difficulties with your tuition or fees, please contact our Tuition Manager to make any financial arrangements.

Fees

1. Registration/Enrollment – This fee is due at the time of registration. It secures a spot for your child in our school and is non-refundable.
2. Book Fee – This fee varies depending on grade level and is paid when the student is registered. For returning students, the book fee is automatically taken out of your FACTS account on May15th of each year. This fee is non-refundable.
3. Graduation Fee – This fee is paid by all K-5 and 12th grade students and helps off-set the cost of graduation.

Attendance

General Policy

It is important that all students be regular in their school attendance. In order for a student to get the most out of classes, they need to be in attendance and on time. Absences are classified as excused and unexcused.

If an absence is foreseeable, please contact your child's teacher prior to being absent to make arrangements for missed work.

Attendance is mandatory for participation in After-School activities.

Any student who leaves before or arrives after 11:15 am on a scheduled day of school will be counted as absent for the day.

Excused Absences

Excused absences include a doctor's appointment, an illness verified by a parent, a family funeral, a driving test, an approved college visit, an approved vacation or any other absence coordinated in advance with the approval of the head of school. Students will need to bring in a written excuse to their teacher upon returning to school.

Unexcused Absences

Unexcused absences include any reason not listed above. Any absence that is not granted school approval is considered unexcused.

Absence Policies for All Grades

If a student misses 30 or more school days, he/she will need to repeat the grade or do one session of credit completion in FCS Summer School for every day missed over 30.

Middle School and High School Absences (Grades 7-12)

In addition to all of the previous attendance rules, junior high and high school students will fail a class according to the following:

- Class that meets 5 days a week Fail if 30 or more class sessions are missed.
- Class that meets 4 days a week Fail if 24 or more class sessions are missed.
- Class that meets 3 days a week Fail if 18 or more class sessions are missed.
- Class that meets 2 days a week Fail if 12 or more class sessions are missed.
- Class that meets 1 day a week Fail if 6 or more class sessions are missed.
- A student who is tardy three times in a quarter will be assessed one absence for that class.
- A student who misses 20 or more minutes of a class will be counted absent for that class.

Vacations

Each student may have up to five (5) vacation days as part of a pre-approved vacation, but only one incident per year. These pre-approved vacations are excused. The parents need to notify the school at least a week in advance to obtain the child's schoolwork. The schoolwork missed due to vacation must be completed by the student. All tests, quizzes and other work that needs to be completed at school must be made up.

Tardiness

Promptness is a valuable character quality and persistent tardiness is not accepted. Emergencies do arise and allowances will be made for them, such as family emergency (illness, injury, etc), an accident, traffic jams and extreme weather conditions.

When a student arrives after 8:15 am, he/she must report to the school office and sign in. All students will be marked "unexcused" unless he/she has a note from a parent, doctor, dentist or orthodontist. Students who are tardy and fail to check-in at the office will be marked absent for the day.

For every five (5) unexcused tardies in a quarter, students will have an absence added to their permanent record.

Behavior

Uniform Policy

Faith Christian School has a uniform policy for all students. It is our belief that uniforms improve the Christian learning environment in several important aspects:

1. Reduce non-academic distractions. Less stress on parents.
2. Improved relations between students and teachers.
3. Improved feeling of community.
4. Safety and reduced student behavioral problems.

Girls:

White or Light Blue Blouse, Polo Shirt.
Navy Blue or Khaki Skirts, Dresses.
Jumpers, Skorts that come to the knee.
Comfortable Shoes, No Flip Flops or Sandals.

Boys:

White or Light Blue Polo, Button-up Shirt.
Navy Blue or Khaki Cargo Shorts, Pants.
Comfortable Shoes, No Flip Flops or Sandals.
Hats are not permitted in school.

Casual Day Attire:

Every Friday is considered a casual day. There will be other non-uniform days during the school year. Students may wear spirit-wear any day of the week.

Please refrain from inappropriate language, graphics, short skirts, short dresses or shorts.

General Uniform Policy Information:

The uniform policy was written with you, the parent, in mind. It is as simple as it can possibly be and hopefully will make your back to school shopping less stressful. It is important that all students are in the proper uniform. If you have any questions, please do not hesitate to call us in the office at 410.438.6001 or email at faithcseagles@gmail.com

Student Behavior:

It is the goal of Faith Christian School to provide the best possible learning environment in a Christian atmosphere. We operate by the Biblical principle, "Do unto others as you would have them do unto you." FCS aspires to have a student body that exhibits an excellent spirit and have every student treated equally and fairly, regardless of nationality, race, or background.

FCS has Standards of Conduct that students are expected to demonstrate while in the school. By enforcing and adhering to these standards, we maintain an atmosphere that encourages mutual respect, personal responsibility, and helps build Christian character.

Negative behaviors include disrupting the classroom, lying, stealing, threatening others, disrespect, cursing, cheating, vandalism, gang-related items/symbols, skipping school, fighting, or other misconduct. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable.

The faculty and staff are committed to making every effort to deal with behavior issues promptly and professionally. Our hope is to accomplish this through good classroom management, relationship building between staff and student, and careful and timely communication with the home.

Repeated and problematic classroom behavior will be communicated both to the school administration and to the parent.

Actions of a more major and urgent matter will be communicated to the school administration and to the parent.

Student unwanted behavior that is problematic or of a major nature may result in either an in-school or out of school suspension (administration's decision).

Student behavior that threatens physical harm to others of self requires a note from a licensed professional before student can return to classes.

FCS reserves the right to expel a student if the student's conduct, attitude, or lack of effort renders his/her presence in the school detrimental. The FCS School Board will make the final decision concerning student expulsion.

Please feel free to contact the Head of School about any problem or question that concerns the welfare of students. It is the desire of the administration and faculty to be of service to both the parents and the students. Each teacher welcomes contact with the parents. We do urge, however, that you make an appointment for any in-person meeting you would like to schedule.

Searches for Suspicion of Unauthorized Materials:

FCS reserves the right to search any student's person and belongings in the event that the school suspects the student possesses an illegal or dangerous item. Such a search may be conducted without the student or parents' permission in accordance with the laws of the State of Maryland. The registration of a student at FCS constitutes parental consent to such searches. If there is suspicion of unauthorized materials the following items will be searched:

- Backpacks, purses, pockets, etc.
- Lockers, desks, etc.
- Any other personal belongings or school property.

Substance Abuse Prevention Policy

We believe we are created in God's image (Gen. 1:27) and are responsible to live as faithful representations of Christ. While we recognize that the world is imperfect and we all may struggle with lifestyle issues, we believe that, as Christians, we should recognize that our bodies are the temples of God (I Cor. 6:19) and that we must keep them in purity and health. One of the pressures society places on us is the temptation to use harmful substances, some of which are also illegal. We want FCS to be a place where students and faculty can learn together about the harmful effects of such substances and have the support to stand against the pressures to use them. Our intention with this policy is to allow us as a faith community to stand together in encouraging each other to be good stewards of the bodies God has given us.

The purpose of this policy is to direct students away from substance abuse and toward healthy, safe, and drug-free lives.

This policy applies to alcohol and other illegal drugs. The possession, use, delivery, transfer, or sale of alcohol or any other illicit drugs by students at any time or place during their years at FCS is expressly forbidden. Any student in violation of this policy can expect to be dismissed from school and reported to their parents and the appropriate law enforcement agency for possible legal action. Specific searches

may be made of a student's person, locker, vehicle, and/or other personal property if there is a reason to believe that the student may be in possession of illegal substances. An administrator and at least one other school employee will conduct all searches. Students who refuse to cooperate will be treated as if there is a violation of the policy. If there is substantial but not conclusive evidence, a drug test may be requested. If the requested drug test (at school's expense) is denied, the child may be subject to expulsion. Parents can request a hearing before the School Board. This hearing will be held either at a regular meeting of the Board or at a specially called meeting. The meeting will be held within 10 days, and the student will be suspended until after the hearing.

Self-Referral

Students and their families are encouraged to contact the school administration for help with discovered alcohol and/or other drug-related problems, with the assurance that such contacts will be handled sensitively and confidentially. A student who self-refers* to the school and is making satisfactory progress in following the recommendations of an approved drug treatment agency will not be liable to disciplinary actions if the self-referral occurs prior to being discovered. However, any lapse into drug use will result in all sanctions being applied. Substance testing may be required as a condition for continued enrollment.

- * This must be a true self-referral; a simple admission in response to questioning by the school authorities will not qualify as self-referral.

Personal Property/Articles Prohibited

Cigarettes and tobacco products, lighters, alcoholic beverages, narcotics, or weapons of any kind are not permitted on school property.

Anything not listed here, but deemed by the administration as unnecessary or inappropriate will be banned as well.

Cell Phones

Students are permitted to bring cell phones to school. Students will check their phones into the teacher before homeroom. If a cell phone is seen or heard during the day, the phone will be confiscated and turned into the school office. Repeated violation (3 or more) of this policy will result in loss of the privilege of having a cell phone in the student's possession at school. All students with 3 or more violations will need to turn their cell phone into the office at the beginning of the school day. Cell phone calls, pictures, text messages, video clips, etc, may not be made or used during the school day. No hands-free devices are permitted at anytime.

Academics

Academic Policies

As an institution, FCS is committed to academic achievement and excellence. To this end, we encourage diligence and commitment in each student. Every student deserves the chance to excel. Our commitment to this high level of academics is demonstrated through many factors.

Curriculum:

The curriculum we choose for our students is of the highest quality, not only academically, but also spiritually. The textbooks are chosen with careful consideration for the needs of the students and the goals of the School.

The scope and sequence of our curriculum may be viewed here: [Abeka Score and Sequence](https://www.abeka.com/ChristianSchool/ScopeandSequence.aspx)

<https://www.abeka.com/ChristianSchool/ScopeandSequence.aspx>

Homework:

We hold that homework is an integral part of the school education program. Homework is necessary for the achievement of excellence. It reinforces classroom learning and prepares students' minds for coming lessons. Parents should make every effort to encourage their children in doing their homework as well as assisting them with their work. Students should have approximately ten minutes of homework a night per grade level (i.e. 2nd grade = 20 minutes; 8th grade = 80 minutes, etc.)

It is the desire of FCS for students to have a proper school / family life balance. If homework becomes excessive, please notify the teacher and the school administration.

Academic Recognition:

a) Honor Roll

All students in good standing are eligible for recognition on the honor roll. Students are recognized based on letter grades. Students who receive all 'A' grades will be recognized with 'A Honor Roll'. Students who receive all 'A' & 'B' grades will be recognized with 'A-B Honor Roll'.

b) Annual Awards Ceremony

Students in all grades who achieve academic excellence are rewarded at the end of the school year academic awards ceremony.

Extra-curricular Activities:

Field Trips

The teachers arrange field trips to various sites that are relative to the education and cultural training of the students. The Mid-Atlantic abounds in places of special interest and benefits for the school. All FCS students are encouraged to participate in planned and announced field trips and to bear their share of the costs.

Annual Senior Trip

The school sponsors a trip for the senior class. Students raise the money throughout the year with various fundraising activities. Students then pay the balance, which is usually quite affordable. Faculty

members and/or parents serve as chaperones. Senior Trip may include education, recreation, and ministry activities.

Chapel Leadership Team

All 7th through 12th-grade students are eligible to be selected to the school chapel leadership team. The chapel leadership team is responsible for the music, announcements, skits, prayer, and other aspects which may include the preaching of the chapel service. Those who serve on the Chapel Leadership Team will receive a ¼ credit for this service.

Student Council

Each school year the students of FCS elect a governing body. This governing body consists of a President, a Vice-President, and a representative from the 7th, 8th, 9th, 10th, and 11th-grade class. The Student Council meets with the Head of School and provides the student body with a voice in governing and guiding the school. Specifically, the student council will address student concerns, interests, and activities. Those who serve on Student Council will receive a ¼ credit for this service.

Students Mentoring Students

All eligible students in grades 9th through 12th grade may receive credit for being part of the Students Mentoring Students program. This program allows older children to be mentor/tutor younger students. Each mentor will receive a ¼ credit for this service.

Grades and Testing

As an institution of academic excellence, FCS strives to maintain the best possible system of assessing academic achievement. The letter grade system is used on report cards and progress reports for grades 1-12. This system assigns a letter for certain ranges of numerical grades. All of our grading is based on a 100-point system.

Additionally, grades 9-12 have a computed Grade Point Average (GPA) which is used to calculate class rankings for grades 9-12, a cumulative GPA. This cumulative grade is used as a measure of a student's academic qualification for many colleges and universities.

Letter Grades & Numerical Values:

A = 90-100 The student has demonstrated:

- Excellent work and mastery in meeting the course objectives
- Well above average, rigorous standards-based achievement in coursework
- Outstanding level of proficiency as related to state standards/benchmarks
- Ability to consistently apply knowledge gained throughout new situations

B = 80-89 The student has demonstrated:

- Good work and consistent performance in meeting the course objectives
- Above-average standards-based achievement in coursework

- High level of proficiency as related to state standards/benchmarks
- Ability to often apply knowledge gained throughout new situations

C = 70-79 The student has demonstrated:

- Satisfactory work and performance in meeting the course objectives
- Acceptable standards-based achievement in coursework
- Limited level of proficiency as related to state standards/benchmarks
- Ability to sometimes apply knowledge gained throughout new situations

D = 60-69 The student has demonstrated:

- Below average work and performance in meeting the course objectives
- Minimal standards-based achievement in coursework
- Low level of proficiency as related to state standards/benchmarks
- Rare ability to apply knowledge gained throughout new situations

F = 0-59 The student has not met the minimal requirements.

A student may also receive an "I" for incomplete work.

Grade Categories and Weights:

The categorization and weighting of subjects will be as follows:

Elementary School:

	Math:	Phonics:	Language:	History:	Science:	Bible:
Tests:	50%	50%	50%	60%	60%	60%
Quizzes:	25%	40%	25%	40%	40%	40%
Homework:	25%	10%	25%			

Middle and High School:

	Math:	Language:	History:	Science:	Electives:	Bible:
Tests:	45%	50%	40%	50%	40%	ATD*
Quizzes:	35%	30%	35%	25%	30%	
Homework:	20%	20%	25%	25%	30%	

* At Teacher's Discretion

#These are flexible standards. Teacher's may modify categories and weights at their discretion.

Grade Point Average (GPA)

The Grade Point Average (GPA) is determined using a 4.00 system. This is the standard, accepted format used by colleges and accepted by the American Association of Christian Schools.

Report Cards and Progress Reports

Students in grades K3 through 12th receive report cards every nine weeks. Students in grades 1 through 12th will receive progress reports at the 4½-week mark during a marking period.

Standardized Achievement Tests

Standardized testing is necessary for both the individual evaluation and for effective evaluation of the total school program. Each year the Stanford Achievement Test will be administered in the spring over a two or three day period to students in grades K5 – 11th. A copy of the test results will be available to the parents with the students' final report card.

Promotion and Graduation

Promotion Requirements

Any elementary and middle school students failing more than three academic classes will repeat the grade. All elementary and middle school students failing one or two academic classes will be required to complete the corresponding credit recovery courses.

To be promoted to the 10th grade from the 9th grade, a student must receive a total of at least 6 credits as follows:

- 1 credit in English Language Arts
- 1 credit in Mathematics
- 1 credit in Science, or Social Studies, or a World Language
- 3 credits in other courses/electives

To be promoted to the 11th grade from the 10th grade, a student must receive a total of at least 12 credits as follows:

- 2 credits in English Language Arts
- 2 credits Mathematics
- 2 credits in Science, Social Studies, or a World Language
- 6 credits in other courses/electives

To be promoted to the 12th grade from the 11th grade, a student must receive a total of at least 18 credits as follows:

- 3 in English Language Arts
- 3 credits Mathematics
- 3 credits in Science
- 2 credits in Social Studies
- 2 credits in World Languages
- 9 credits in other courses/electives

Students must take the remaining required courses for graduation in the 12th grade as necessary to complete graduation requirements stated above.

Any student who fails a required credit for graduation will complete a corresponding credit recovery course.

Graduation Requirements

A student must obtain a minimum of 24 credits for graduation. Fulfilling the minimum requirements does not imply that the student does not need to take other classes. The student must take the classes assigned which will count towards the overall GPA. The recommended credit schedule presented here meets the state requirements for graduation. Credits toward a High School Diploma are earned beginning with the Ninth Grade Year. The following courses must be taken and passed in order for a diploma to be granted:

English: 4 Credits	History: 3 Credits	Mathematics: 4 Credits	Science: 3 Credits
Bible: 3 Credits	Foreign Language: 2 Credits	Physical Education: 1 Credit	
Electives: 3 ½ Credits	Health: ½ Credit		

Valedictorian

The valedictorian of Faith Christian School is the student graduating with the highest GPA:

- GPA is 3.0 or above (courses are weighted on difficulty)
- Minimum of two years at Faith Christian School

Salutatorian

The salutatorian of Faith Christian School is the student graduating with the second-highest GPA:

- GPA is 3.0 or above (courses are weighted on difficulty)
- Minimum of two years at Faith Christian School

Other Academic Information

Versions of the Bible

FCS uses the King James Version of the Bible for unity's sake. While we understand that some students attending the school may not use the King James Bible, it is the only English version of the Bible that will be used in classes.

Chapel Services

The worship of God and the preaching of God's Word is central to the function of a school like FCS. There are two weekly chapel services held; one for lower grades and one for the upper grades. Students are required to attend chapel each week.

Chapel programs may include faculty speakers, visiting pastors or missionaries, and student presentations. Chapel programs serve to edify and unify the student body.

Pledges

Students recite the pledges to the U.S. flag, the Christian flag, and the Bible every morning. They are as follows:

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."

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 and liberty for all who believe."

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 that I might not sin against God."

As Christian Americans, we make no attempt to conceal the importance of our national heritage and the Biblical principles on which our country was founded. For this reason, we proudly teach our students to have a deep respect for our country, for those in authorities, and for the personal liberties of others.

Technology Agreement

The use of the Internet is a privilege, not a right and inappropriate use will result in the cancellation of those privileges. While student use of the Internet will be supervised, and the content will be filtered, we believe the valuable information, and the potential benefits outweigh the possibility that users may access inappropriate or offensive material. Students are expected to exercise responsible Christian behavior when using the Internet.

These responsibilities include:

- Using the Internet in a way that is consistent with the mission and policies of FCS.
- Using the Internet for school-related or staff-approved educational work.
- Adhering to the rules of copyright.
- Respecting the data privacy or other users.
- Sending an email or accessing web pages only with teacher permission.
- Keeping personal information about oneself or others private. Such personal information includes address, phone number, credit card, social security numbers, password, or other confidential information.
- Understanding that email is guaranteed to be private. System administrators may access email or monitor activity when there is a reason to suspect inappropriate conduct.
- Copying, altering, or tampering with data files, software programs, or system settings on any school computer is strictly prohibited.
- Unauthorized persons may not use equipment, software, security passwords, network accounts, or access codes belonging to the school or other users.
- FCS reserves the right to review and remove any material stored on its equipment.

- Users must honor software licensing agreements and all rules of copyright and personal property.

Health Service, Illness, and First Aid

Communicable Disease Policy

FCS desires to maintain a healthful 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.

A teacher or administration official who has reason to suspect that a student or employee has a communicable disease shall immediately notify the school Head of School.

Any student or employee with a communicable disease shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease shall be excluded from school while ill. If the nature of the disease and circumstances warrant, FCS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease.

FCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

COVID Policy

- If a student tests positive, please notify the school office.
- If a student tests positive, the school will notify the parents of that classroom.
- If a student tests positive, the student and the siblings of that student need to remain home for a minimum of 5 days.
- Students are able to return to the classroom after a minimum of 5 days from the time of infection if you don't have a fever for 24 hours without the use of fever-reducing medication. If you have other symptoms, they should also be improving as well.

Illness at School

The school is not permitted to admit a child to class who has the symptoms of illness specified below unless written documentation from a licensed physician or verbal with written follow-up states the child has been diagnosed and poses no serious health risk to the child or to other children. The symptoms of illness for possible exclusion shall include but not be limited to any of the following:

- Severe pain or discomfort particularly in joints, abdomen, ears;
- Acute diarrhea characterized as two (2) times the child's usual frequency of bowel movements with a loose consistency within a period of twenty-four (24) hours;
- An episode of vomiting within a period of twenty-four (24) hours;
- Severe coughing or a sore throat;
- Oral or auxiliary temperature of 100.5 degrees F or above accompanied by behavior changes and/or other symptoms;

- Yellow (jaundiced) skin or yellow eyes;
- Red eyes with discharge;
- Infected, untreated skin patches or lesions;
- Difficult or rapid breathing;
- Severe itching of body or scalp;
- Skin rash lasting more than one day;
- Visibly enlarged lymph nodes;
- Blood or pus from ear, skin, urine, stool;
- Unusual behavior for the child characterized by no playing, confusion, persistent, inconsolable crying;
- Symptoms which indicate any of the following diseases:
 - Chicken Pox
 - Impetigo
 - Lice
 - Scabies
 - Strep Throat

Students becoming ill during the school day will be sent to the office. If they must be released early, the office will contact the parent to pick up their child. Students will not be permitted to remain at school if they are sick.

Medication

Prescription

The school office staff is not permitted by law to prescribe or administer medication. Students who require prescription medications must bring a doctor's note to the school office. The medication **must** be labeled with the following: the student's name, the dosage and the name of the medication. In addition, a note is needed from a parent giving the staff permission to administer the medication.

Non-prescription

Students who need non-prescription medications must submit a completed and signed non-prescription medication form by the parent. The school staff will not be held liable for the effects of medication given at the direction of a doctor or parent.

First Aid/Medical Emergency

FCS will put Band-Aids on cuts, administer ice on a bruise or minor cut and take temperatures.

In the event of a medical emergency, the school will attempt to contact parents for instructions. Should first aid be required, the school will administer the same. Should it be impossible to follow a parent's written instructions or to contact other designated persons in a medical emergency, the school will have the authority to have the child treated by any licensed physician and/or surgeon who may perform such procedures or administer such medications as the emergency requires for the relief of pain or to

preserve life and health. In non-medical emergencies, the school will take what action seems to be normal and appropriate.

On occasion, the need may arise for a parent to obtain medical treatment for their student after-school hours as a result of an accident, which happened at school. In such a case, the parent should call the school office with an update as soon as possible.

Health Records

Maryland law requires all students entering a school system to provide proof of immunizations. The Maryland Department of Education collaborates with the Maryland Department of Health to establish mandatory immunization requirements based on guidelines from the Centers for Disease Control and Prevention (CDC).

The list of immunizations can be found here:

https://health.maryland.gov/phpa/OIDEOR/IMMUN/Shared%20Documents/Min_Vacc_Req%2020_21_Final.pdf

Maryland allows two exemptions to immunizations:

- Medical Exemptions

Medical exemptions to any of the required immunizations must be requested in writing from your healthcare provider for situations related to: lost records, alternate catch-up schedules, Measles/Mumps/Rubella second dose given prior to the fourth birthday, history of Varicella (chicken pox) immunity and delayed schedules for children who are immunocompromised. The school office will need an official copy of the exemption for its files.

- Religious Exemptions

Religious exemptions are permissible and the school office must have an official copy of the exemption for its files.

Head Lice Management

Students with a live louse or nit will not be permitted to be at school. Before returning to class, students must have their hair checked by their pediatrician and a note must be issued to the school office.

Arrival and Dismissal

Arrival

- Students may arrive on campus between 7:45 am and 8:15 am (7:00 am if using Before Care). Students must report directly to the gymnasium for Before Care upon arrival before 7:45 am. After 7:45 am students should go directly to their homeroom or to their assigned class area in the gymnasium.
- At 8:15 am, any students not in their seats when the bell begins to ring are considered tardy and must sign-in at the school office to be admitted to class.

- Students are dropped off outside the rear gymnasium entrance. If you need extended time to drop off your students, please park your car and walk them to the entrance doors.
- Please drive carefully.

Dismissal

- All students are dismissed at 3:00 pm.
- Parents pick-up their students at the rear gymnasium entrance door. Please place your pick-up number in a visible location on your dashboard.
- Students who are not picked up by 3:30 pm will be placed in aftercare. Aftercare ends at 5:00 pm.

School Emergency Procedures

School Closing

At FCS the safety of both students and faculty is one of our highest concerns. In the event of inclement weather that might make travel to and/or from the school hazardous, FCS will make a decision about closing school.

Faith Christian School will follow Queen Anne's County schools for closures and delays. In the event the QA school system is closed, we will make our decision to close or delay independently. Parents will be notified by text message, email, in addition to postings on our social media accounts.

In the event that FCS has a half day of school, dismissal will begin at 11:30 am and all students should be picked up by noon. There is no aftercare available on half days.

Emergency Response Drills

FCS will conduct periodic emergency response drills throughout the year to prepare the school in case of a true emergency. The school will have approximately one fire drill per month during the school year.

Building Evacuation Plan

In case of an emergency requiring the vacating of building and property, FCS's emergency evacuation location is the church parsonage. The parsonage address is 413 Dudley Corners Road, Sudlersville, MD 21668.

Home – School Cooperation and Communication

At FCS we desire to maintain clear and open communication between home and school. That is the purpose of this Handbook.

Home to School Communication

Faith Christian School strives to be open and available for parent and student needs. Parents can communicate with teachers by simply making a phone call to the office, or emailing them directly. Parents are also able to contact the Head of School or Office Manager via phone or email. The Head of

School and Office Manager operate under an open door policy. Simply stop in, and if they are available, they will be happy to meet with you.

School to Home Communication

- Progress Reports: Progress reports are sent home the 5th week of each quarter.
- Report Cards: Quarterly.
- Parent – Teacher Conferences: 1st and 3rd quarter.
- Text Messaging and Email.
- GradeLink School Management System: Grades, Report Cards, Teacher Pages, School News.
- Faith Christian School’s Facebook page.
- In K-3 through K-5 a student work folder will be sent home via the student’s backpack with other pertinent information.
- In 1st through 6th grade student performance is communicated through a two-folder system. Folder #1 contains a schedule of tests/quizzes, homework, and pertinent classroom news. This folder is distributed via the student’s backpack each Monday. Folder #2 contains graded tests/quizzes and homework from the previous week. This folder is distributed via the student’s backpack each Tuesday.
- In grades 7 to 12th each student is given a student planner. The student is responsible for writing down the tests/quizzes and homework schedule for each class.

Assimilation Program for New Students

All new students will be part of the Faith Christian School’s Assimilation Program for New Students. This program seeks to make the transition into FCS as seamless as possible.

1. First Day of School:

- Each new student is partnered with a host student. The host student is responsible for helping the new student acclimate to their new school.
- Orientation meeting during the last period of school for all middle and high school students to ascertain how was their first day of school and address any problems or anything they didn’t understand.
- An explanation will be given concerning the open door policy of the school administration and how much you want each one of them to enjoy their school experience.

2. Second Week of School:

- Parents receive a call from the administrative office.
- This phone call allows parents to express their truest feelings.

3. Third or Fourth Week of School:

- Parents receive a call from the teacher.

4. Communication of Concerns:

During the first marking period, all concerns the parent has concerning their child and the school should be communicated quickly to the administration and/or the child's teacher. Feedback is especially helpful during the first marking period.

Likewise, all concerns the school has concerning the new student should be communicated to the home.

24 Hour Return Message Pledge.

All FCS faculty and staff will strive to return all parent messages within 24 hours.

Our Faith Christian School

COMMUNICATION PLEDGE

To Our Parents

Believing in the importance of communication, we pledge, to the best of our ability, to respond to your inquiries within 24 hours. Furthermore, we pledge to take the initiative to communicate with you regarding significant happenings involving your child. The time at which you contact the school may affect our ability to respond promptly. For example, if you call during the school day, the teacher you are trying to reach may be in class with students for the rest of the schedule. He or she may also have an after-school assignment or personal obligation that would fill the remainder of that day. Nonetheless, we will pledge to do our best to respond to you within 24 hours. We will communicate activities or significant happenings that involve your child. We desire to be "parent-sensitive" in these areas and will always seek to communicate with you. If a teacher does not respond to your contact within 24 hours, we request that the parent call the Head of School as soon as possible.

Miscellaneous School Policies

Student Vehicles

It is a privilege for FCS students to be able to drive a car to school. FCS students will park their vehicle in the front parking lot farthest away from Haven Ministries.

Students are permitted to transport other students with written permission from both the parent of the driver and the parent of the passenger. Please notify the school office of all such arrangements.

Visitors

1. General Guidelines

Parents and other visitors are welcome at Faith Christian School. All visitors must first report to the school office before going to a classroom or elsewhere on campus during school hours. Parents may make appointments to visit classrooms only upon administration approval. This allows uninterrupted learning to proceed in the classes.

Visitors must obtain a visitor pass from the school office upon arrival.

2. Prospective Students

Students at FCS may invite prospective students to visit the school, provided they receive permission at least one day in advance.

3. Closed Campus Policy

FCS operates a “closed-campus” policy. The head of school has been given authority to take appropriate action against any non-students including contacting the police, if deemed necessary, for the protection of your children.

Volunteers

Every parent and friend of FCS are encouraged to do volunteer service at the school. If you can volunteer and have not done so, or have not been called on in any area, contact the school office, as there are many areas of service.

Conclusion

Faith Christian School is dedicated to providing a quality education in a Christian atmosphere. Our student body will be protected from offensive, adverse conditions; therefore, all students are required to comply with regulations while on campus or at any school activity.

Compliance, not necessarily agreement, with these rules and regulations is required during the entire school year. Rules and regulations will also be in effect during any pre/post season school activities, summer athletic/cheerleading camps, and school-sponsored trips. Any serious misconduct during the summer vacation or outside of school may be considered grounds to deny admission/readmission.

The preceding policies have been established to protect the rights of individuals, both students, and faculty, and to ensure that Faith Christian School is truly a Christian school.

Faith Christian School retains the right to make changes, amendments, and corrections, as deemed necessary, to these rules and policies at any time, with or without prior notice.

