

# Fayetteville Christian School Handbook 2023-2024



**A Ministry of**

**MBBC**  
Mission Boulevard Baptist Church

## CONTACT INFORMATION

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**ALL GUARDIANS AND STUDENTS  
ARE RESPONSIBLE TO KNOW AND FOLLOW  
THE POLICIES AND PROCEDURES OF THIS HANDBOOK.**

Our policies and procedures are based upon the principles of the Bible, more than forty years of prayerful consideration and experience, and knowledge gleaned from other schools. Please read through the policies and procedures carefully.

***If you have any questions, please discuss them with a school administrator.***

## OUR PROGRAM

### ***Our Mission Statement***

*The mission of Fayetteville Christian School is to provide an affordable Christian education based upon the Bible, enabling our students to develop Christian character, to establish a sound academic foundation for their future, and to promote the Biblical worldview. Our program is designed for families who believe in the Lord Jesus Christ and are dedicated to serving Him.*

### ***A Brief History of FCS***

In 1978, the parents of the Mission Boulevard Baptist Church became convinced of the need for their children to have a Christian education. Because most families could not afford the rates of most Christian schools, we determined to work together to provide a Christian school for our children. All teachers and staff were parents giving their time to make an affordable Christian education for their children and others in the community. In the fall of 1978, MBBC began the Mission Boulevard Baptist Church Child Development Ministry for K4, and K5. The following year we added 1st and 2nd grades.

In the summer of 1981, the church youth group and their parents requested that we have all twelve grades. Stepping out in faith that the Lord would provide teachers, we announced that we would go through high school. Qualified people volunteered to teach the classes, and we have offered K4 through 12th grades ever since (K3 was offered until the 2023-2024 school year.)

In order to provide opportunities for our students in athletics, transfers, and scholarships, we applied for and achieved accreditation for the Secondary through the Arkansas Nonpublic School Accreditation Association (ANSAA) in 1994. The Elementary joined the Secondary in 2016, so that K5 through 12th grade are all accredited under ANSAA. Every 7 years, we go through the reaccreditation process to ensure our program remains sound and up to date.

Because God continues to call people to give their time and lives as an offering to Himself, FCS continues to provide an affordable, Christian education to Northwest Arkansas families.

### ***Our Philosophy***

A school's philosophy determines how it operates. Its philosophy includes its foundational concepts and guiding principles. A Christian education derives its foundational concepts and guiding principles from *the Bible*.

Fayetteville Christian School is based on the Biblical worldview with the traditional philosophy of education. The Bible tells of two educational institutions: the family and the church. The Lord has given parents the responsibility to train up their children (Pr. 22:6; Eph. 6:4; Dt. 6:7-8), and He has given His church the responsibility to teach His instructions (Mt. 28:19-20; Eph. 4:11-15). Operating under the auspices of the Mission Boulevard Baptist Church, FCS combines the efforts of parents and the church to provide a Christian education. Our competent Christian faculty helps parents provide their children academic instruction consistent with Christ-centered teaching received both in the home and the local church.

Fayetteville Christian School's philosophy is based upon the Biblical view of God and humanity. We recognize that God is the loving, righteous, and just ruler of the universe and that mankind, although created in the image of God, has chosen to fall into sin. Through Jesus Christ's death on the cross and His resurrection from the grave, God has provided the way for all of us to be reconciled to Him. The most important issues in life are that a person be reconciled to God through faith in Christ and that a person lives to bring others to Christ. This responsibility

to lead others to Christ requires one to develop in Christian character and to promote the Biblical worldview. It causes one to strive to be a leader, standing against the pressures to do wrong, and leading others in doing what is right.

### ***Our Guiding Principles***

- Education should be God centered. Because the LORD is the Lord of all aspects of life, all subjects should be viewed from His perspective and all ideas evaluated according to His Word. His truth is integrated throughout our curriculum.

- Education should focus on character development. Christ-like character is the most important quality for anyone to develop. Our choices, and thus our experiences, result from our character. Character training is accomplished by keeping clear standards and examples of good behavior before the students. Our students are expected to maintain proper attitudes and behavior; therefore, effective supervision and discipline are practiced.

- Education should prepare a person for adult life. Whether preparing for further education or for going directly into the work environment, everyone needs a spiritual orientation based upon the Bible; a mastery of reading, writing and math skills; a functional knowledge of history; a scientific understanding of the universe; and practical living skills. Academics, athletics, and extra-curricular activities help our students develop not only knowledge but also responsibility, courtesy, discipline, confidence, initiative, and other qualities they need to be successful adults.

- Education should be compassionately authoritarian. Because children are not born with the knowledge, skills, and character needed for adult life, they must be taught and trained. The teachers are responsible to impart knowledge and skills; therefore, the teachers must be worthy examples, understanding the importance of their influence upon the children, and must have authority to manage the class. To receive maximum benefit from the class, our students are responsible to respectfully submit to the teachers. Our teachers lovingly, firmly, and wisely guide the students throughout the education process.

Recognizing that it is humanly impossible to fulfill these guiding principles, we rely upon the wisdom and guidance of the Bible and the Spirit of God.

Fayetteville Christian School is a team composed of our parents, students, school personnel, and the church. The school partners with parents to educate their children. Our teachers and staff give their time in response to a spiritual calling to offer a Christian education that is affordable to those who are committed to a Biblically centered education for their children.

**Our ultimate goals are that all our students know Christ as Lord and Savior, that they have Christian character, and that they promote the Biblical worldview by their lives of service and testimony.**

### ***Our Statement of Faith***

The Mission Boulevard Baptist Church operates Fayetteville Christian School. The school adheres to the church's statement of faith. Major points of the Mission Boulevard Baptist Church statement of faith are as follows:

- The Bible is supernaturally inspired. It is the final revelation of the will of God to man; as such, it is the basis of all our beliefs. We use the Authorized King James Version as the textbook in our church and school.

- There is one living and true God, the infinite Spirit who is from everlasting to everlasting. He is omnipotent, omnipresent, and omniscient. His nature is righteous, just, and loving. He is the creator and ruler of the universe, worthy of all honor, confidence, and love.

•In the unity of the Godhead there are three persons: the Father, the Son, and the Holy Spirit, all equally God, of the same nature, yet fulfilling different offices in the work of redemption. The Father represents God's authority. Jesus Christ, the virgin-born Son, is the revealer of God and sacrifice for sin. The Holy Spirit convinces men of God's truth and draws them to Christ as Savior.

•We accept the Genesis account of Creation, that God directly created man in His own image. We reject the notion that living creatures evolve into new kinds of organisms.

•God created man in innocence, yet man voluntarily disobeyed God and fell into his present sinful condition; and all mankind are now sinners by choice and under just condemnation.

•God made humans male and female as expressed in their anatomy. Marriage is God's institution uniting one man and one woman for life.

•The devil is an actual person, created as an angel, who fell through pride and now is the enemy of God and Christ and humanity.

•The Gospel is God's means of saving man from sin. The Gospel is the good news of the death, burial, and resurrection of Christ to pay for the sins of mankind. It is the Gospel of Grace by which God saves all those who will come to Him repenting of their sins and trusting Him to keep His promise to save them.

•Salvation is the free gift of God. It is given by grace through faith without any works to all who receive Christ as their Lord and Savior. All believers have God's righteousness imputed to them. They are children of God by the new birth and have everlasting life. They are also citizens of the Kingdom of Heaven and are eternally secure in Christ.

•All Christians are responsible to live a pure, holy life, not in order to be saved, but to please Christ and to have an effective witness for Him.

•After removing believers in the Rapture, God will judge the earth in the Tribulation; and Christ will return to rule the earth for a thousand years. After the Millennial Reign of Christ, the unsaved will be judged, and believers will live forever with the Lord in a New Heaven and a New Earth.

•The Church is Christ's organization to carry the Gospel to the world and to make disciples. It is an educational institution. A church is a congregation of baptized believers covenanted together to fulfill the New Testament's instructions to the churches. The New Testament church has been doing His work from the time that the Lord Jesus Christ founded it during His earthly ministry until today, and it will continue until the end of the age.

Because FCS is an educational ministry of the Mission Boulevard Baptist Church, we do teach the Bible from the historic Baptist perspective. FCS has had the privilege to have students of many faiths in our program. While we respect the right of others to hold different beliefs, FCS teaches and upholds the historic Baptist viewpoint.

## **ACCREDITATION AND PERSONNEL**

### ***Accreditation***

Fayetteville Christian School is a fully accredited member of the Arkansas Nonpublic School Accrediting Association (ANSAA). ANSAA accreditation is recognized by the Arkansas Department of Education; and ANSAA is affiliated with the National Federation of Nonpublic School State Accrediting Associations, which is approved by the U.S. Office of Education and the Council for the Advancement and Support of Education.

Reaccreditation is required every 7 years, prompting us to continually evaluate our program, seek improvement, and implement best practices.

### **Personnel**

Since the school began in 1978, our faculty and staff have volunteered their time as an offering to God and a gift to the students and parents. Our teachers and staff deserve to be treated with the utmost respect by both the parents and the students.

All FCS personnel must agree to adhere to the school's educational program, demonstrate competency to fulfill their particular responsibilities in the school, and participate in the ongoing training programs of the school. Many of our teachers and staff are parents and grandparents of students in our school.

The FCS Superintendent is an Associate Pastor of our sponsoring church, Mission Boulevard Baptist Church, and the Vice Principals are members there.

### **Selection of Teachers/Staff**

All persons who desire to teach or work within our school are screened. This screening includes the following:

- A) Written application
- B) Personal Interview
- C) Reference Checks
- D) Criminal Background Check

*FCS admits students, faculty and staff of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at school. We do not discriminate on the basis of race, color, national or ethnic origin in the selection of students, faculty or staff, or in the administration of our educational policies, admissions policies, scholarships and loan programs, and athletic or other school administered programs.*

### **School Board**

The FCS school board is comprised of members of Mission Boulevard Baptist Church. The board holds open meetings at 7:00 pm on the third Monday of every other month in the 1<sup>st</sup> building conference room. Parents, teachers, and administrators are invited to discuss school related issues and suggest ideas for improvement. To submit an item for the agenda, one must contact the school board president one week before the monthly meeting.

### **Parents**

Because FCS is staffed by volunteers, it is absolutely essential that parents be actively involved in helping to do the work of the school. Examples include: teaching classes, substituting, tutoring, serving as teachers' aids, providing child care for teachers' children, making bulletin boards, supervising recesses and lunches, cleaning and repairing the buildings, and many other things. The school board, administration, and teachers regularly call upon parents to help meet the needs of the school. Parents or others who desire to meet a need should contact a teacher or administrator.

# ENROLLMENT GUIDELINES

## **Admissions**

FCS desires to minister to as many students as possible. FCS admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at school. We do not discriminate on the basis of race, color, or national or ethnic origin in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic or other school administered programs.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.)

We generally accept any student who is willing and able to receive a Christian education and who is willing to conform to our academic and behavior standards both at school and elsewhere, but *FCS reserves the right to deny enrollment to any student, if the administration deems it to be in the best interest of the student or of the school.*

FCS is not a reform school. Therefore, students not conforming to the standards of the school will not be allowed to enroll. Students already attending FCS, but not adhering to the standards of the school, will not be allowed to continue enrollment. Before enrolling their children, parents should review the standards of FCS carefully to ensure that the standards of the home do not conflict with the standards of the school.

To enroll in the K4 through 1<sup>st</sup> grades the student ***must*** be the proper age by July 31 (before August 1). In addition, children in these grade levels may need to meet certain developmental milestones.

FCS enrolls only full-time students.

FCS has an international student program. See the following section for information regarding the admissions process for international students.

## **General Enrollment Procedures**

1. Parents contact the school via online inquiry or by phone.
2. The Admissions Director or an administrator provides information about the school, its philosophy, and its programs.
3. Application documents are completed by the parents. Those, along with certain student records, are submitted to the school. If a child has previously been homeschooled, information regarding the local district of registration and any norm-referenced testing will need to be provided.
4. Placement testing and/or developmental screening, if deemed appropriate, is scheduled and performed. *A fee for such placement testing or screenings may be required.*
5. Documentation is reviewed and, if necessary, additional information and clarification is sought.
6. A meeting with the parents is scheduled. The student is also scheduled to interview if they are in 6<sup>th</sup>-12<sup>th</sup> grades. This meeting is designed in part to ensure that both the student and the parents understand our mission, philosophy, and statement of faith, and that they agree to conform in attitude, conversation, and behavior to the standards as outlined in the School Handbook.
7. The enrollment decision is made and communicated.



8. An official request for records is sent to all previous schools (student records must include a birth certificate, immunization records, & a social security card).
9. All applicable fees and tuition are paid.

### ***Placement***

Our curriculum is designed for the average student. Students must demonstrate sufficient academic or developmental preparation to be eligible for enrollment in FCS. We use developmental surveys, previous school records, and placement tests, as appropriate, to verify academic preparation for all grade levels. FCS does not offer special education programs, including 504 or IEP/ISP modifications, even if a student is under such programs when transferring into the school. Parents should *not* depend upon our volunteer staff and small average class size to meet the special needs of their child(ren). FCS reserves the right to deny admission to a student based upon documented nonaverage academic or developmental ability or progress.

FCS reserves the right to deny admission to any senior who may not meet the graduation requirements of the school within one academic year.

Secondary students entering FCS with deficiencies in credits must be able to complete those credits prior to graduation; otherwise, the student may be placed down one grade level to allow time to make up the credits.

International students are generally required to repeat a semester or academic year of study at FCS to allow them to develop their written and spoken English language skills without jeopardizing their academic standing, as well as to acclimate to our program of study. Exceptions can be made for students with superior language and study skill sets. International students are held to a higher standard academically than their US citizen counterparts.

All students are admitted on probationary academic status. If a new student does not show progress academically within the first quarter or semester of enrollment, the administration will meet with the parents to discuss the situation. It will be the option of the administration to leave the student in the current grade, move the student to a lower grade, or request that the student transfer out of FCS to pursue a program to meet their needs.

Also, all students are admitted on probationary behavioral status. Students whose behavior is found to be outside the standards of our school at any time within their first semester of enrollment may be asked to withdraw or may be expelled from FCS.

Probationary admission statuses expire at the semester. At that time, any academic or behavioral issues would be resolved under regular school policies.

*FCS does not allow students to skip grade levels.*

Incoming transfer students who have completed the 6th grade or above in a public, private, or homeschool environment will generally be placed into the grade that their transcript indicates is appropriate, unless the parents request them to repeat a prior grade or their records indicate a need for placement testing.

### ***International Student Admissions and Enrollment***

The International Student Advisor is the FCS Designated School Official between our school and the Student and Exchange Visitor Program of US Immigration and Customs Enforcement under the US Department of Homeland Security. The DSO has extensive training and experience in successfully placing, retaining, and transitioning our international students to colleges and universities inside and outside of the United States. The International Student Advisor receives

continuing education hours and updates regarding SEVP policies and procedures related to the Student and Exchange Visitor Information System (SEVIS).

The outline of the general enrollment procedures is followed for international students, but additional forms, interviews, and placement criteria are added, and are subject to verification and credential review. Our acceptance of an international student does not guarantee the student's home country will approve them to study abroad. FCS will adhere to new directives of the Department of Homeland Security.

FCS is authorized to issue I-20s. We generally focus on F-1 visa students, but we have also had F-2 and J-1 students attend, as well as students in special visiting scholar programs.

FCS admits international students to the 7<sup>th</sup> to 11<sup>th</sup> grades only. Admission into grade 12 would be an exception approved by the International Student Advisor and Guidance Counselor.

FCS also maintains internal policies regarding the number of international students who can be enrolled for a school year, as well as how many international students from a specific country can be enrolled in the same grade.

International student transfers out are treated as exceptions, as those students are typically admitted directly from their home country and expected to remain at FCS until graduation. Extenuating circumstances may cause FCS or the student's family to request a transfer. All decisions and efforts in those situations are determined, organized, and completed by the International Student Advisor and the Guidance Counselor.

### ***Reregistration***

Once a student is admitted to FCS, the student's enrollment will be renewed each year, unless the parent(s) or the school has communicated otherwise. Reregistration paperwork, including confirmation of student information and the update of medical and financial forms, will be facilitated with a packet for each family.

## **SCHEDULE RELATED ITEMS**

### ***Calendar***

The school calendar may be found at the back of this handbook, on the FCS website, or in the school office. The calendar references holidays and other planned closings.

### ***Daily Schedule***

K4 hours are Tuesday, Wednesday, and Friday mornings, 8:15 am to 11:30 am.

Kindergarten through 12<sup>th</sup> grade hours are Monday through Friday, 8:00 am to 3:00 pm.

### ***Closed Campus Policy***

FCS does not have an open campus. No students may, under any circumstances, leave the school property unless they are with a parent or other adult designated as a pick up contact or an exception has been granted by an administrator.

Students who walk to school, like all other students, must remain on campus during the official school hours of 8:00 am to 3:00 pm.

### ***School Closings or Early Dismissals***

FCS generally closes for inclement weather when Fayetteville Public Schools close, but we may close even when the public schools are in session. FCS school closings are announced via

our Remind texting program, by email, on television stations KHOG 29, KNWA 51, KFSM 5, on the FCS Facebook page, and at our website [www.fayettevillechristianschool.com](http://www.fayettevillechristianschool.com).

Extraordinary situations, such as widespread illness, onset of inclement weather, or activities related to our sponsoring church, may cause the administration to cancel classes either before or during the school day. These closures would be communicated by Remind or email.

### ***Early Check Out***

If a student needs to be checked out before the end of the school day, the parent should notify the school office regarding the departure time in advance. When the parent or other person preauthorized by both the parent(s) and administration arrive, they should enter the school's main entrance, check in with the administrative assistant or staff, and wait for their child in the foyer. The administrative assistant or staff member will contact the classroom teacher to request that the student be sent to the office and will record the early check out in the student information system. When the parent checks their child out of school, responsibility for the student's supervision transfers to the parent.

ANY STUDENT WHO LEAVES SCHOOL GROUNDS FOR ANY REASON DURING THE SCHOOL DAY WITHOUT BEING SIGNED OUT THROUGH THE OFFICE WILL BE SUBJECT TO DISCIPLINE.

Please note that field trips and other off-campus activities arranged by an administrator or teacher do not constitute early check out.

### ***Drop-off and Pick-up Times***

FCS CANNOT ASSUME RESPONSIBILITY FOR CHILDREN LEFT AT SCHOOL BEFORE 7:30 am OR LEFT AFTER 3:30 pm. IT IS UNDERSTOOD THAT THE SCHOOL IS RELEASED FROM RESPONSIBILITY FOR THE CHILD IF A PARENT OR DESIGNATED DRIVER FAILS TO DROP OFF OR PICK UP THEIR CHILD(REN) DURING SUPERVISED HOURS.

Parents must not bring their children to school earlier than 7:30 am. Official supervision will not be provided before 7:30 am. Parents must arrange to have their student(s) picked up from school each day.

Parents should NOT leave their students after school for them to attend activities which begin later than 3:30 pm, even if the activities are school related.

Unsupervised students will be placed under supervision as follows:

Any elementary students left at school longer than 20 minutes after class is dismissed will be assigned to our elementary after-school care provider in the 3<sup>rd</sup> grade room. Parents may be subject to fines for each incident.

Any secondary students left at school longer than 30 minutes after class is dismissed will be assigned to our secondary after-school tutor in the 8<sup>th</sup> grade room. Parents may be subject to fines for each incident.

### ***After School Care***

FCS has a paid after school program until 5:30 pm for K5 through 6<sup>th</sup> graders, and a paid after school program until 5:30 pm (or as otherwise scheduled) for secondary students. The rates for each program are set by the provider, and there may be a late fee assessed each day children are not picked on time. Invoices for after school supervision will be sent to parents by the provider. If these invoices are unpaid, they will be referred to FCS for collection.

## ATTENDANCE GUIDELINES

### **Absences**

Students' regular attendance at school is essential to their social and academic development and helps prepare them to accept the responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction, which results in higher student achievement.

The Arkansas Compulsory Attendance Law requires that "every parent, guardian, or other person residing within the State of Arkansas having custody or charge of any child age five (5) through seventeen (17) years...shall enroll and send the child to a public, private, or parochial school, or provide a home school for the child." Arkansas law requires that excessive absence standards be set by the school and that excessive absences be reported to the prosecuting attorney. It is the duty of parents to ensure that their children are in class on time, each day.

Students shall not be absent, as defined in this policy, more than 10 days in a semester. Parents are notified of student absences at each reporting period. The school may provide additional attendance information via text, email, or letter for those students who are near the 10-absence threshold.

If a student exceeds 10 absences in a semester, FCS may notify the prosecuting authority and the parent/guardian shall be subject to a civil penalty as prescribed by law. Days missed due to suspension or school functions shall not count toward the allowable number of days. It is solely at the discretion of administration whether exceptions are made to the absence threshold. The administration has final authority for judging the legitimacy of any absence.

*All absences for all elementary and secondary students should be documented by a call from a parent/guardian to the office at (479) 442-2565 on the (first) day of the absence, followed up with a written note from the parent/guardian upon the student's return. If the absence was illness related, the family should get a doctor's note at their doctor's visit (if one occurred) and provide it to the school.*

### **Excused Absences**

Absences are excused for the following reasons:

1. The student's illness or when attendance could jeopardize the health of other students;
2. Death or serious illness in their immediate family;
3. Observance of recognized holidays observed by their faith;
4. Attendance at an appointment with a government agency;
5. Attendance at a medical appointment;
6. Participation in a school event/activity;
7. Participation in an FFA, FHA, or 4-H sanctioned activity;
8. To participate in the election poll workers program for high school students;
9. Absences granted to allow a student to visit a parent or legal guardian who is a member of the military and been called to active duty, is on leave from active duty, or has returned from deployment to a combat zone or combat support post.

10. Absences granted, at the administration's discretion, to 17 year-old students who join the Arkansas National Guard while in eleventh grade to complete basic combat training between grades 11 and 12.
11. Absences for students excluded from school by the Arkansas Department of Health during a disease outbreak because a student has an immunization waiver or whose immunizations are not up to date.

NOTE: If a student seems ill, but is not under documented doctor's care, the student's situation will be evaluated by the school Health Clinic. It is the responsibility of the Health Clinic to determine when a student will return, absent specific instructions from the student's doctor. Students who are deemed able to return to school and do not have a contagious illness will be expected to return to school, even if they are still exhibiting some symptoms. Students who are deemed to have a contagious illness may not return to school until permitted.

### ***Unexcused Absences***

Absences not defined above shall be considered unexcused. Failure to notify the school regarding a student's absence may result in the classification of unexcused for that absence.

Absences for either routine or illness-related doctor visits should be documented by a note from the doctor's office. Multiple unexcused absences, or multiple absences which would generally be excused, may prompt administration to request additional information regarding the absences.

### ***Absences Procedures***

Absences in the elementary are tracked by subject period, and absences in the secondary are tracked by class period. An absence is defined by the lack of the student's presence for more than  $\frac{1}{2}$  of a period (subject or class), regardless of the cause. Thus, if a student reports to a class 25 minutes into the period, that student is considered absent for that period. If a student is absent for 3 of the 7 class periods in the day, they are considered absent for the day.

Students with over 10 unexcused absences in a course in a semester may not receive credit for that course or may be required to fulfill time obligations in Saturday School. If the student fails to receive credit for a sufficient number of courses, the student may, at the discretion of the administration, be denied promotion or graduation. Excessive absences could also be grounds for the dismissal of a student.

Parents are notified of student absences at each reporting period, and may receive additional, individual correspondence.

### ***Tardies***

Tardies in the elementary are tracked by subject period, and tardies in the secondary are tracked by class period. Tardies consist of arriving to a period (subject or class) after the designated start of that period.

More than 10 unexcused tardies in one quarter is considered excessive. (An excused tardy is one caused by a teacher or administrator, not the student or the parents.) Any student having over 10 unexcused tardies in one quarter may be assigned lunch detention or Saturday School to fulfill time obligations, or they may be subject to other disciplinary actions if their tardies are considered behavior related.

Continuous tardies may result in additional interventions, school board review, or student dismissal at the administration's discretion.

### ***Make-up Work***

Students who are absent for a period (subject or class) for 1 to 3 days are allowed a maximum of one day per each day of absence to complete all assignments, although they may complete their work earlier. This includes homework, projects, quizzes, and tests. Exceptions are quizzes and tests which were announced prior to the absence, with all applicable material having been covered and any expected review having already occurred. In that case, a student can be expected to make that work up immediately upon returning to school.

Students absent for a period (subject or class) for more than 3 days will not have a one to one ratio of days to make up their work, as that would be detrimental to their learning and disruptive to their class. The teacher will work with students (and parents of elementary students) to create a schedule for makeup work that gets the students back on track in the classroom as quickly as can be managed.

Work will be made up after all absences, even if the absence was planned. Teachers will not be required to provide assignments ahead of the absence. Teachers will send work home after the student returns to school with the expectation that the parents will assist the student in getting caught up.

**It is the students' responsibility to ensure that they make up assignments.**

Any situation which causes a teacher to issue an (I)ncomplete for a grading period must be resolved within 3 weeks (or a period of time deemed appropriate by the administration) and the grade changed; otherwise, the assignment(s) which is/are incomplete will be scored as a zero and calculated as such in the final grade.

## **CURRICULUM & STANDARDIZED TESTING**

### ***Curriculum***

Our curriculum combines sound academic standards and educational principles with Biblical truth. **Our program is designed for the average student.** FCS does not offer special education, Advanced Placement (AP), International Baccalaureate (IB), or Gifted and Talented (GT) programs. Our students' performance on standardized tests confirms that our students receive a quality education.

FCS primarily utilizes the curriculum of Abeka Book and Bob Jones Press. The secondary incorporates others, such as RedComet, University of Arkansas Press, and other publishers of specific subject materials. The secondary Bible curricula are developed and taught by members of Mission Boulevard Baptist Church and overseen by its pastoral staff.

FCS partners with Northwest Arkansas Community College through their Early College Experience Program to provide concurrent enrollment dual credit opportunity to seniors, with any exceptions requiring approval by the Guidance Counselor. Students wishing to participate must be seniors and obtain qualifying standardized test scores prior to class registration. This program is subject to change based on NWACC policy and procedure.

Online Driver's Education is offered, generally during the student's sophomore year.

### ***Standardized Testing***

Through a partnership with the Fayetteville Public School System, literacy assessments are conducted for students in K5, 1<sup>st</sup>, and 2<sup>nd</sup> grades.

The Stanford Achievement Test (SAT-10) is administered in 1<sup>st</sup> through 9<sup>th</sup> grades. Those results assist teachers and administration in evaluating our program from year to year. In addition, the results can be used to assess the progress and readiness of individual students. Our 10<sup>th</sup> graders take the PreACT, written by the ACT Corporation, and the 11<sup>th</sup> graders take the PSAT, written by the College Board. These two assessments predict ACT and SAT score potential, respectively. The PSAT also provides the opportunity for students to be considered for the National Merit Scholarship. Our 12<sup>th</sup> graders take either the ACT or SAT, depending upon scores received on a voluntarily taken ACT from their junior year.

*All standardized tests required by FCS are paid for by FCS.*

## **ACADEMIC GUIDELINES**

### ***Assignments***

Because completing assignments is an integral part of the educational program, each teacher may assign homework. Parents should assist their children to complete their assignments in these ways:

- Ensure that the student uses the time offered as study hall (either in an official study hall or in their regular classes), as well as lunch time, to do their homework.
- Help the student schedule time efficiently. Parents should enforce the use of the school-provided student planner by secondary students and encourage the use of a planner by elementary students.
- Provide a quiet and comfortable place for study.
- Help the student be motivated to complete assignments.

Elementary students may have about an hour or so of homework, and secondary students may have around two hours. Each student is expected to complete all homework assignments every day; but if a child seems to spend an excessive amount of time on homework, a conference with the teacher or administration may be in order. Because we want to support family church attendance, our teachers should assign only language, reading, and math homework on Wednesday nights. Major tests and projects will not be assigned for Wednesday evenings, unless an exception is necessary.

Students who do not complete their assignments are subject to discipline under the FCS discipline procedures. Students with incomplete assignments may receive a citation. They also may be expected to turn in the assignment, possibly at a decreased maximum score, or they may receive a zero.

Students are responsible for completing assignments regardless of their extra-curricular activities that they may have scheduled.

### ***Academic Honesty***

Because we want the students to learn the curriculum and because we expect the students to develop in Christian character, academic honesty is absolutely essential. Cheating in any form (including plagiarism) on any assignments, quizzes, tests or projects is NOT tolerated. Anyone who cheats or helps someone cheat can expect discipline ranging from a zero on the assignment or test to an F for the course. They may also be subject to extra assignments, suspension, or expulsion.

Parents should be aware that plagiarism, the use of Chat GPT or Quizlet, or any other use of materials either physically or virtually to obtain answers to quiz or test questions in advance are all considered cheating. If students are struggling in a class, parents should NOT purchase their own teacher books and assessment key. Instead, they can use the student book themselves, use the school tutors (if available), or use 3<sup>rd</sup> party tutors to help their child(ren) succeed.

International students may be allowed to utilize translators or other devices to assist them with their work while they transition to the use of the English language. This is determined at the discretion of the International Student Advisor and each teacher.

### **FCS GRADING SCALES**

**K4 is evaluated by the following:**

- O – Outstanding
- S – Satisfactory
- N – Needs Improvement
- NI – Not Introduced

**Academic Grading Scale for K5 through 12<sup>th</sup> grades:**

Percentage	Letter	Description	GPA Value
90-100%	A	Excellent	4.0
80-89%	B	Above Average	3.0
70-79%	C	Average	2.0
60-69%	D	Below Average	1.0
0-59%	F	Failing	0.0
N/A	I	Incomplete	N/A

Comments are used by teachers to communicate areas of strengths and weaknesses of students to their parents or to provide explanatory information about student performance.

**GPA**

FCS uses the 4-point scale to compute Grade Point Average (GPA). Physics and Pre-Calculus are considered honors courses and are computed on a 4.5 scale. Although students may participate in several nonacademic programs, such as drama, choir, or yearbook, their cumulative GPA may include only one semester credit from each specific activity.

Class rankings are calculated only for seniors and are based on the cumulative GPA.

**Reporting**

Teachers are encouraged to contact the parents of any student who is struggling or not meeting their potential. Twice per year (once in the Fall semester and once in the Spring semester), FCS holds Parent-Teacher conferences. Elementary teachers host sessions with individual student parents in their classroom. Secondary teachers are gathered in the activity gym for ease of access by parents of the students in their multiple classes and/or multiple grades. In the event that the in-person conferences are canceled, paper documentation will be provided to the parent(s) regarding student progress and achievement.

Student progress reports containing a snapshot of percentage grades will be sent home with the students for parental review at the midpoint of each quarter. Report cards containing quarter percentage grades, semester letter grades and GPA (when applicable), attendance information, and teacher comments are provided at Parent-Teacher Conferences after the 1<sup>st</sup> and 3<sup>rd</sup> quarters and mailed home after the 2<sup>nd</sup> and 4<sup>th</sup> quarters.

Official 7-semester transcripts will be provided to another school to which the student is transferring, colleges, universities, military recruiters, and scholarship programs, upon request;



however, neither the 8-semester official transcript nor the diploma will be released until the student's account is paid in full.

### ***Promotion and Retention***

K4 and K5 progress toward promotion readiness is reviewed by the teachers, administrator(s), and parents when determining retention. In the 1st through the 8th grades, any student receiving an F in either language or math is subject to being retained in the same grade the following year. When making the decision to promote or retain a student, the administration considers grades, information from teachers, and the needs of the student. In all cases, the administration has the final say about promoting or retaining students in FCS.

In the 9th through the 12th grades, any student failing one SEMESTER of a course required for graduation must repeat that semester with a passing grade to receive credit for that course. Some yearlong classes are evaluated at semester to determine if the class should be dropped before the end of the semester.

***Students may be required to repeat a course by attending FCS summer school (if offered), taking an approved online credit recovery class during the following year(s) before graduation, or by retaking the course in an FCS classroom during the following year(s) before graduation.*** It may be necessary for the student to repeat both semesters, depending on the class and the method to recover the credit. The Guidance Counselor will work with the student and family to determine the method of credit recovery. Additional fees may be associated with summer school or credit recovery classes. In the case of repeated classes, both semester grades will appear on the transcript and be used in the cumulative GPA calculation. The original grade will not be replaced.

FCS does not allow students to skip grade levels.

### ***High School Graduation Requirements***

A minimum of 22 credits are required to graduate from FCS. One unit of credit is given for a course which meets for a minimum of 120 hours per year. There are two plans for graduation, the General Diploma Plan and the College Preparatory Plan. Students will be placed in the College Preparatory Plan unless they have demonstrated an academic need to be in the General Diploma Plan.

At the discretion of the Guidance Counselor and in consultation with the teacher(s), parents, and student, a student may be moved from the College Preparatory Plan to the General Diploma Plan or vice versa.

All students are required to complete their graduation requirements and have their account paid in full before they receive their diploma and final transcript. Individual student participation in commencement exercises is at the discretion of the administration.

### ***FCS General Diploma Plan***

Under our General Diploma Plan, which meets the requirements of ANSAA and the Arkansas Department of Education for high school graduation, the following credits are required for graduation:

- 4 Bible (transfer students are not required to make up prior years of Bible credit)
- 4 English & ½ Oral Communication
- 4 Math (at minimum, Algebra A & B and Geometry A & B)
- 3 Science (including Physical Science and Biology)

- 3 Social Studies (World History, American History, ½ Civics and ½ Economics)
- ½ Physical Education & ½ Health
- ½ Fine Arts
- ½ Computer Applications & ½ Coding
- 1 Life Management

### ***FCS College Preparatory Plan***

Our College Preparatory Plan meets the requirements of ANSAA and the Arkansas Department of Education, providing the core curriculum requirements generally required for entrance into colleges and universities. Students wishing to qualify for admittance to selective universities or to be considered for particular scholarship programs should consult with the Guidance Counselor regarding those requirements.

In addition to the General Diploma Plan requirements,

- Amend the Math requirement to 4 credits to Algebra 1, Algebra 2, Geometry, & another advanced math course (typically PreCalculus, Statistics, or a concurrent NWACC class)
- Increase the Science requirement to 4 credits (Physical Science, Biology, Chemistry, & Physics)
- Add 2 credits Foreign Language (two years of the same language are required in order to meet college & university admissions standards – some transfer students may need to retake some foreign language classes, while international students can be exempted from this requirement)

### ***Standard Schedule***

FCS has a standard schedule for the secondary. The standard schedule includes required classes and student elective options. 9<sup>th</sup> through 12<sup>th</sup> grade students may select from dual credit classes, online elective classes, or extracurricular activities. ***All FCS students take a Bible course every year.*** All students, including seniors, must attend all class periods of the day.

### ***Concurrent Courses and Electives***

By partnering with Northwest Arkansas Community College, FCS offers college credit classes, taken online on our campus. To qualify for these classes, students must be seniors, have appropriate standardized test scores, and be admitted to the Early College Experience program. Concurrent classes do not replace the already established FCS classes outlined in the FCS College Preparatory Plan and daily schedule.

Our partnership with RedComet allow students to make up required credits not earned prior to their transfer to FCS. Students also have the opportunity to take elective classes virtually through the company. RedComet provides course offerings specific to Arkansas, and their classes are accepted by NCAA and the Arkansas Department of Education.

### ***Dropping a High School Course***

All secondary students' schedules are based upon the requirements for graduation AND the need for a well-rounded education; therefore, FCS requires students to complete some courses which may not be listed as graduation requirements. In the case of extreme hardship, a student may be permitted to drop a course, provided that the parents, the teacher, and the guidance counselor are in agreement AND that the class is not required for graduation.

Dropping a dual credit class or online course must fall under the established guidelines of those partnered organizations.

### **Honors**

FCS acknowledges Honor Roll students each semester for the 7th through 12th grades. To be qualified for the Honor Roll a student must maintain As and Bs in all classes/subjects.

To graduate with honors from high school, a student must have a cumulative GPA of at least 3.0. To graduate with high honors, a student must be in the College Preparatory Plan and have a weighted cumulative GPA of at least 3.5. Honors graduates are determined by their 8-semester transcript.

The FCS Valedictorian and Salutatorian are chosen by the administration based upon a combination of Christian character and cumulative GPA. In addition, they must have attended FCS for a minimum of two full years. Any student returning from expulsion from high school may be ineligible for these honors.

### **Academic Probation**

Academic Probation is incurred when a student's semester GPA falls below 1.5 on a 4.0 scale (secondary) or below a 70% (elementary). FCS cannot meet the academic needs of every student. If a student fails to achieve a 1.5 GPA by the following semester, he or she may be subject to removal from FCS. There may be other individual requirements as the administration deems necessary. Academic probation is ended after achieving a 2.0 GPA (secondary) or a 70% average (elementary) for a semester.

### **Student Service Programs**

In addition to fulfilling their academic and extracurricular duties, all students are expected to assist school personnel in cleaning and maintaining the facilities. This duty helps keep our facilities clean, develops in the students a sense of responsibility to care for their surroundings, and teaches them skills which they will use throughout their lives. Occasionally we call upon students to help with special projects, and we may assign scheduled duties to our secondary students as approved by a school administrator. Students may be asked to work in any area, including the school cafeteria. *Parents should contact an administrator if they wish to appeal their student's involvement in such school services.*

Community service days may be scheduled so students can participate in charitable activities. These service days are required and will be announced in advance.

### **School Library**

The FCS Library has a large selection of materials for students' research, projects, and recreational reading and viewing. Materials may be checked out for two weeks. Students will be assessed a book charge for any books not turned in each semester.

### **Lockers and Backpacks**

7<sup>th</sup> and 8<sup>th</sup> grade students are assigned one locker for their use, as well as a hallway hook for coats and backpacks. 9<sup>th</sup> through 12<sup>th</sup> grade students typically have two lockers. Books and supplies should be kept in the top locker, coats, gym bags, lunches, etc should be kept in the bottom locker, and backpacks should be stowed on top of the lockers.

Students may not carry their backpacks to class. Students should not store all of their belongings in their backpack, nor should they consistently take home all their books.

Students may use a combination lock on their locker to secure their belongings. The combination must be provided to the Guidance Counselor. If keyed locks are used on lockers, the extra key must be provided to the Guidance Counselor. In the event that the code or key is not made available, the lock will be removed.

### ***Guidance Services***

The Guidance Counselor is available to secondary students and their parents for assistance in gaining entrance to colleges, universities, the military, and the job force. One-on-one appointments are encouraged, particularly for juniors and seniors.

Although our school does not offer special education programs, FCS does partner with the Fayetteville Public School system to provide some services, such as Title I, speech therapy and testing services. Any parent, teacher, or administrator may suggest the need for services by contacting the Guidance Counselor (for secondary students) or the Elementary Vice Principal (for elementary students), who would determine whether to initiate an official request for services to the public school system. After the request for services, and any testing or interviews which must take place for adequate evaluation, a conference with the parents, FCS personnel, and FPS personnel is held to determine what, if any, actions will be taken.

## **EXTRACURRICULAR ACTIVITIES**

### ***Opportunities and Eligibility***

There is not an overall policy regarding eligibility for extracurricular activities, but in all cases students are ineligible to participate while suspended. Each sponsor may determine their thresholds, so each publish their own information.

The following activities may be available for students at FCS. This list is not all-inclusive, and particular activities are offered only when the student body shows interest AND a qualified individual volunteers to organize the events.

- Yearbook and elective classes, in person or online, are treated as regular classes, with no separate eligibility requirements.
- Band, Choir, Drama, and the Spirit Squad, when offered, are performance based after school activities, with the eligibility requirements being a commitment to the performance and practice schedules.
- FCS & Regional Science Fair participation is considered a required part of our Biology, Chemistry, and Physics classes and have no separate eligibility requirements.
- Regional & State ACTM Math Competition are events and are considered academic field trips, with no additional eligibility requirements.
- Class officers (includes President, Vice President, and Secretary/Treasurer for each of the 4 high school grade levels, as well as a Secondary Chaplain for the entire high school) are self-nominated, reviewed by administration, and elected by their class. They must have been enrolled for the entire semester previous to the nominations, during which they must have achieved a minimum of a 2.0 GPA, with no suspensions.
- Athletics (Basketball) requires the students and families to sign an agreement outlining the expectations, including potential drug testing, holding passing grades in all academic classes, attendance requirements at practices and games, nutrition, and attitude.

### ***Sportsmanship***

All FCS students, coaches, and fans are expected to practice good sportsmanship at all times by being positive and encouraging. It is the purpose of FCS extracurricular activities to develop students in Christian character and testimony. The Fan Code of Conduct is displayed at the Gymnasium entryway and should be followed by all players, personnel, parents, and visitors. The Basketball Player/Parent Contract regulates the behavior of student-athletes and their families. Sponsors of the remaining activities monitor participants for appropriate behavior.

## **EXPECTATIONS & DISCIPLINE PROCEDURES**

### ***Student Expectations Policy***

Character development, a major part of the FCS program, includes clear expectations and effective discipline. Teachers, parents, administrators, and students are all on the FCS team whose goal is to train the students in Christian character; therefore, we must all work together to achieve this goal.

The purpose of discipline is to train a child to learn to have a proper attitude and proper behavior. A major factor in effective discipline is consistency. Unmet student expectations must be dealt with. Misconduct requires consequences unpleasant enough that the child will choose to obey the rule rather than to receive the punishment, yet discipline should never be cruel or belittling. FCS seeks to do what is effective with each individual; however, when dealing with children in a group setting, it is necessary to have common standards of conduct and consequences.

### **FCS Student Expectations**

#### ***Students will respect themselves by:***

1. Fulfilling their daily responsibilities.
2. Coming to class(es) prepared and ready for learning.
3. Being truthful and practicing academic honesty.
4. Faithfully attending and participating in class(es).
5. Keeping their supplies organized and in order.

#### ***Students will respect staff by:***

1. Obeying all FCS personnel.
2. Addressing FCS personnel with a title of respect such as: Bro., Mr., Sir, Mrs., Miss, or Ma'am.
3. Paying close attention to their teachers, their studies, and their assignments.
4. Waiting for permission to talk and speaking at appropriate times.
5. Remaining seated or in the proper location.
6. Refraining from touching teacher's desks and/or supplies.

#### ***Students will respect others by:***

1. Valuing the rights and belongings of others.
2. Refraining from fighting, wrestling, bullying, intimidating, gossiping or other potentially harmful actions.
3. Refraining from bad language and rude noises.
4. Refraining from public displays of affection or other physical contact that is inappropriate.

### **General School Rules**

1. Respect the property of the school and other people. Willful defacing or destruction of any property, and/or stealing is not tolerated. Guardians will be required to pay a fee for any damages caused by their child(ren).
2. Do not vandalize school property or mark on the walls, or desks, including the teachers' desks, etc.
3. Do not chew gum at school.
4. Do not eat in a classroom without permission from a teacher or administrator.
5. Water bottles containing non-flavored water are allowed. Secondary students' water bottles must be clear.
6. In the cafeteria, use good manners, visit quietly, and clean up after yourself.
7. During lunch time, students must be in the cafeteria, picnic area, 8<sup>th</sup> grade room, or activity gym – under adult supervision. Students should NOT be in the classrooms, hallways, the sanctuary, behind the building(s), or in the parking lots without adult supervision at lunch.
8. Before school, students must be in the sanctuary (elementary) or in the foyer or picnic area(secondary) – under adult supervision. Students may enter classrooms at 7:50 am to prepare for the start of class.
9. After school, elementary students (except K5) must be in the activity gym for dismissal or with an adult. Secondary students must be in the hallways, foyer, or the picnic area – under adult supervision.
10. Do not be "off limits" without permission.
11. Keep our school clean, orderly and free from clutter.
12. Move quietly from place to place. No loud talking, yelling or running in the halls is allowed.
13. Do not adjust the thermostats.
14. Keep backpacks and supplies in designated areas during the school day.
15. Obey all fire and safety rules.
16. Bicycles cannot be ridden during school hours.
17. Student electronic devices (such as cell phones, iPads, smart watches, fitbits, laptops, or any communication device or item which can access internet resources) should not be brought to school. If they are on campus, the device(s) should be fully powered off and stored in the office or the student's locker or backpack. (Some translators are excepted.)
18. Other electronic items or toys (such as drones, remote control cars, etc) should not be brought to school or they may be seized by administration.
19. Real or toy weapons (for example, guns and knives), fireworks, skateboards, skates, roller blades, or other items that may cause personal injury are prohibited.
20. Unless an administrator authorizes it, pets are not allowed at school.
21. Any materials (including pictures, books, and music) promoting anti-Biblical philosophies, morals, etc. are not permitted on school grounds or at any school function.
22. Any questionable items will not be allowed on school grounds or at any school activities at any time; and they may be taken and kept by the administration.
23. In addition to our general school rules, FCS requires that our students, at school or elsewhere, maintain Christian standards of courtesy, kindness, morality and honesty; and that they refrain from swearing, indecent language, tobacco, alcoholic beverages, illegal drugs, immoral social events, sexual misconduct; and ungodly movies, videos, music, games, etc. which are characterized by such things as sensuality, the occult, profanity, rebellion, disrespect and gratuitous violence.

Our expectation of student behavior while off campus is that it should align with Christian values. Engaging in the above activities can cause the student to be suspended or expelled. Violations of this rule will be handled on a case-by-case basis by the administration.

## **FCS Discipline Procedures**

### ***Classification of Offenses***

These classifications provide guidelines for discipline and are not meant to be all-inclusive. To help ensure consistency in dealing with violations, offenses are classified as follows:

***Class 1 Offenses:*** Class 1 offenses may include the following:

1. Distracting other students, or any conduct or behavior which is disruptive to the orderly educational process.
2. Violations of rules concerning gum, candy, or food.
3. Gambling or participation in games of chance for money or things of value.
4. Non-conformity to dress code.
5. Inappropriate public displays of affection or physical contact.
6. Incomplete or missing homework.
7. Failure to bring proper materials to class.
8. Failure to pay library fines.
9. Being "off limits," such as in the upper parking lot, behind the buildings, or in the woods during any school hours, and unauthorized occupancy either on or off campus.
10. Generating rumors.
11. Any other violation which a staff or the administration deems to fall into this category.

### ***Class 1 Consequences:***

The FCS staff who determined that a student committed a Class 1 offense will issue the student a citation or inform the administration. The teacher copy is given to the Administrative Assistant, who logs it into our student information system and communicates it to the parents. It is then filed in the student's file.

In addition to issuing a citation, FCS personnel may also add consequences such as written assignment(s), removal of privileges, lunch detention(s), removal from class, or a referral to an administrator.

Generally, a student is expected to follow the teacher's preference in discipline as noted above. For repetitive behavioral citations, the student may be assigned more significant consequences. Repetitively cited behavior may be escalated to a Class 2 offense.

If a student is on Behavioral Probation Status, any Class 1 offense may be treated as a Class 2 offense, thus resulting in possible suspension.

***Class 2 Offenses:*** Class 2 offenses may include the following:

1. Chronic or extreme violation of any Class 1 offense.
2. Defiance to authority. Any verbal or non-verbal refusal to comply with a lawful directive or order of a teacher, administrator or any other school staff member or official.
3. Intentionally providing false information to another student or to a school official. Generating rumors, or boasting of misbehavior (even if the behavior did not occur); withholding or concealing information regarding student misconduct; hindering or failing to cooperate in an investigation into possible student misbehavior.

4. Failure to report to the school office when sent by a school official.
5. Possession or use of any kind of tobacco or other inappropriate substance.
6. Intimidating, bullying, or assaulting a student.
7. Fighting.
8. Any intentional or unintentional behavior that endangers another person.
9. Use of any obscene expressions (verbal, written, or gestures)
10. Inciting student misbehavior.
11. Malicious mischief.
12. Unauthorized absence from school or class.
13. Cheating of any kind (including plagiarism) on any assignment, test, or project.
14. Forgery, including forging parents' signature.
15. Inappropriate public displays of affection or physical contact.
16. Unjustified activation of a fire extinguisher or fire alarm system.
17. Possession of and/or igniting fireworks.
18. Violating Christian standards of conduct as defined in the "General School Rules".
19. Any other offense that the administration may deem to fall into this category.

***Class 2 Consequences:***

These offenses may result in a student's being assigned multiple lunch detentions, Saturday School, placed on Behavioral Probation, or being suspended from school for a minimum of one complete day up to a maximum of ten days. If a student is already on Behavioral Probation Status, any Class 2 offenses may be treated as a Class 3 offense, thus possibly resulting in expulsion.

***Class 3 Offenses:*** Class 3 offenses may include the following:

1. Use or transfer of illegal drugs or alcoholic beverages by any student at any time. FCS has a zero tolerance regarding drugs and alcohol. Students may be subject to random drug testing.
2. Arson: intentionally or unintentionally setting fire to any school property including trash cans.
3. Obscene communication: any verbal, written, gestures, etc. toward or about a teacher, administrator, or any other school official.
4. Cyberbullying.
5. Assault upon a teacher, administrator, or other school official.
6. Assault upon a student.
7. Vandalism.
8. Possession of any kind of weapon, actual or perceived.
9. Theft.
10. Arrest.
11. Repeated or extreme cheating of any kind (including plagiarism) on any assignment, test, or project.
12. Possession of stolen property.
13. Possession or distribution of any kind of pornographic material (written, auditory, visual, etc).
14. Sexual misconduct, as defined by the administration.
15. Stubborn, unmanageable conduct. FCS reserves the right to remove from school any student whose attitude or behavior appears to be contrary to the school's philosophy, even though the student may not have violated a particular school rule.
16. Any other offense that the administration may deem to fall into this category.



### ***Class 3 Consequences:***

Any Class 3 offense may result in the student being suspended or expelled from school. Students may reapply for the following academic year, but reapplying for admission does not guarantee readmission. Legal action may also be taken for most Class 3 offenses.

### ***Removal from Class***

Any FCS personnel may remove any student from any class or activity at any time that the authority feels that the child's presence is in any way hindering the educational process.

Administration may choose to permanently remove any student from a class if deemed appropriate.

### ***Lunch Detention***

Lunch Detention can be utilized for either behavioral consequence or for making up seat time for classes which the student has been excessively absent or tardy.

If assigned for behavioral consequences, it is assigned for the next possible day following the offense. Students go to the front of the lunch line, take their lunch to the detention room (8<sup>th</sup> grade), and do the assignment noted by the teacher. If no assignment was specified, the student will be required to sit quietly without talking or complete a writing assignment provided by the detention monitor. Lunch Detention lasts 20 minutes, beginning 5 minutes after the 5<sup>th</sup> period bell and ending 5 minutes before the 6<sup>th</sup> period bell.

Students tardy to or absent from lunch detention may be subject to additional days of lunch detention or Saturday School.

### ***Saturday School***

Saturday School can be utilized for either behavioral consequences for violation of Class 2 or Class 3 offenses or for making up seat time for classes which the student has been excessively absent or tardy.

Saturday School is assigned with the approval of an administrator. It begins at 8:00 am and dismisses at 12:00 noon. It is assigned within two weeks of the offense for behavioral issues and when necessary based on attendance.

Students in Saturday School will be required to complete a written assignment dealing with the cause of their disciplinary action. After completion of that assignment, the student is expected to work on FCS academic assignments for the entire time. No talking is allowed. No breaks are allowed, except for restroom breaks.

Students tardy to or absent from Saturday School are subject to an additional Saturday School assignment or suspension.

### ***Behavioral Probation***

Behavioral Probation can be incurred at the discretion of the administration when a student commits a Class 2 offense. Behavioral Probation Status lasts for 90 school days, and it carries over to the following school year. Any student on behavioral probation is subject to having a Class 1 offense treated as a Class 2 offense, and any Class 2 offense may result in the student's expulsion from school.

### ***Suspension***

Suspension occurs when a student is removed from school for a minimum of one complete school day or a maximum of ten school days. When a student is suspended from school the

number of days of the suspension will not be counted in the student's total absences. ***Make-up work, quizzes, and tests, during the time of suspension, must be completed by the student.*** It is the parents' or student's responsibility to contact teacher(s) to get their assignments. Although they may be permitted to attend practices, students suspended from school may not attend games or participate in competitions.

***Students suspended from school are not permitted on school property unless they are under the constant supervision of their parents or a school official – both instances requiring administrative approval.***

### ***Expulsion***

Expulsion is removal from enrollment for a minimum of 90 calendar days. Students may re-apply for admission, but reapplying for admission does not guarantee readmission to the school. The administration has authority to expel a student from school at the administrator's discretion, for any reason the administration deems necessary. When students are expelled from school, their grades are reported as of the date of removal from school. They may not receive credit for any further exams or assignments. Students who have been expelled from school are not permitted on school property.

### ***Discipline Agreement***

When parents enroll their children at FCS, they must sign one of the School Discipline Agreements. The Standard Agreement authorizes the school to use, on rare occasions, corporal punishment according to the school's corporal punishment procedures stated below. The Alternate Request states the reason that the parents do not want the school to use corporal discipline with their student, and it requires the parent to arrive within an hour of notification to discipline their child. If the student's behavior remains consistently unsatisfactory, or the parent does not abide by the "Alternate Request Guidelines", the parent must withdraw the child from the school.

Once a Discipline Agreement is in place for a student, that agreement will be in effect until the child withdraws or graduates from FCS, unless the administration is otherwise notified and a new Discipline Agreement is put in place.

### ***Corporal Punishment***

When a parent has authorized the school to administer corporal punishment, the following specifications are followed:

1. Prior to administering corporal punishment, administration contacts the parent(s) to discuss the disciplinary issue.
2. Only administrators are authorized to administer corporal punishment with the witness of another adult and not in front of other students.
3. Due process is observed before giving swats. The particular misbehavior that the student has committed is stated and the student is allowed to confess fault. If the student does not confess fault, but the official is convinced that the student is guilty, then swats will be administered. If there is reasonable doubt as to guilt, the administration may investigate the matter further.
4. Only the approved instruments may be used to administer corporal punishment. Students are swatted on the posterior. The maximum number of swats a student may receive in an incident is three. Male staff do not swat female students.

## DRESS CODE GUIDELINES & PROCEDURES

### ***Dress Code Policy***

The FCS dress code is based upon the school's desire to help our students reflect Christian character. We want our students to look neat and modest to encourage a sense of appropriate dress and to promote school unity.

We realize that it is not possible to address every single garment or accessory within a dress code. ***This dress code tells what the students are authorized to wear.*** Garments or accessories contrary to or outside this dress code may result in discipline. Administrators have liberty to address items not covered specifically in these guidelines. Any questions can be addressed to the administration.

### ***General Guidelines for Girls***

**Style:** The choice of tops and bottoms for any day's outfit should take into consideration the style and color of each piece, making sure they coordinate. Purposeful clashing is not allowed. Oversized or undersized items are not acceptable.

**Hair:** Girls' hair must be a naturally occurring color, neat, clean, groomed, and out of their eyes. Girls may not wear hats in the building.

**Accessories:** Girls may not have more than 2 earrings per ear at school. No other body piercings are acceptable.

**Appropriateness:** Sloppy or inappropriate appearance is not permitted.

### ***K4 – 12th Grade Girls Daily Dress Code***

**Skirts:** K5 – 12<sup>th</sup> grade girls may wear loose-fitting uniform-style jumpers or skirts (no one-piece rompers). Hemlines must be *below their knees* when standing. To maintain modesty on the playground, we recommend that the elementary girls wear spandex style shorts under their jumpers and skirts. Girls must wear their skirts with the top of the skirt at the natural waistline, not across the hips. If a skirt has belt loops, the girl needs to wear a belt. During cold weather, leggings may be worn under the girls' skirts.

***NOTE:*** *The school recommends that parents buy skirts that are longer than required to accommodate for growth during the school year.*

**Pants:** K5 – 12<sup>th</sup> grade girls may wear loose-fitting, uniform-style khaki, black, or navy pants OR loose-fitting, uniform-style khaki, black, or navy capris. Pants must be worn on the outside of any shoes or boots.

**Shorts:** Only K5 – 6<sup>th</sup> grade girls may wear loose fitting, knee length, uniform-style khaki, black, or navy shorts appropriate for school. **7<sup>th</sup> – 12<sup>th</sup> grade girls may not wear shorts.**

**Jeans:** Only K5 – 6<sup>th</sup> grade girls may wear loose fitting, traditional fit, blue or black jeans appropriate for school. **7<sup>th</sup> – 12<sup>th</sup> grade girls may not wear jeans.**

**Shirts/Blouses:** K5 – 12<sup>th</sup> grade girls may wear loose-fitting, solid colored, opaque (non-see through) traditional style polo shirts with sleeves extending to the middle of the upper arm. No white blouses/shirts are permitted. In addition, no long sleeve shirts may be worn under short sleeve shirts/blouses. Any logo on the shirts should be smaller than 4 x 4 inches.

**Shoes and Socks:** K5 – 12<sup>th</sup> grade girls need to wear shoes and socks that are coordinated with their outfits. The shoes need to be closed-in, front and back. Pants may not be tucked into boots.

Jackets and Coats: The only outer garments permitted in classes are solid color sweaters, sweatshirts, hoodies, and light jackets, with any logos smaller than 4 x 4 inches.

### ***Girls (All Grades) Casual Day Dress Code***

Tops: Girls may wear a loose-fitting FCS, or Christian themed, tee shirt or solid-colored sweatshirt.

Slacks: Girls may wear loose fitting jeans. No “skinny jeans” are allowed.

Shorts: If shorts have been authorized by the administration for a particular activity, they must be loose fitting, knee length shorts appropriate for school.

*NOTE: All other items must conform to the Daily Dress Code.*

### ***General Guidelines for Boys***

Hair: Boys’ hair must be their natural hair color, neat, clean, groomed and out of their eyes. Hair must be cut so it does not touch the eyebrows, the ears, or the collar. Extreme hairstyles are not permitted. Boys should be clean shaven, as facial hair is not allowed.

Accessories: Boys may not wear earrings or have other body piercings. Boys may not wear hats in the building.

Appropriateness: Sloppy or inappropriate appearance is not permitted.

### ***K4 – 12<sup>th</sup> Grade Boys Daily Dress Code***

Pants: K5 – 12th grade boys may wear solid-colored khaki, navy, or black uniform-style slacks OR traditional style jeans. No baggy jeans or “skinny jeans” are allowed. All pants must be worn at the waist.

Shorts: Only K5 – 6th grade boys may wear full, knee length, khaki, black, or navy (non-athletic) shorts appropriate for school. **7th -12th grade boys may not wear shorts.**

Shirts: K5 – 12th grade boys may wear loose-fitting, solid colored, standard-style, button-up dress shirts with collars (which must be worn tucked in, with a belt) OR loose-fitting, solid colored, opaque (not see-through), standard-style polo shirts (which may be worn untucked, without a belt). Long or short sleeves are acceptable. Shirts must be buttoned to at least one button from the collar. No long sleeve shirts may be worn under a short sleeve shirt. Any logo on the shirts should be smaller than 4 x 4 inches.

Shoes: K5 – 12th grade boys need to wear shoes and socks that are coordinated with their outfits. The shoes need to be closed-in, front and back.

Jackets and Coats: The only outer garments permitted in classes are solid color sweaters, sweatshirts, hoodies, and light jackets, with any logos smaller than 4 x 4 inches.

### ***Boys (All Grades) Casual Day Dress Code***

Shirts: Boys may wear a loose-fitting FCS or Christian themed tee shirt or solid colored sweatshirt.

Pants: Boys may wear traditional style jeans. No baggy jeans or “skinny jeans” are allowed. The pants must be worn at the waist.

Shorts: If shorts have been authorized by the administration for a particular activity, they must be full, knee-length, loose-fitting shorts, or as specified by the administration.

*NOTE: All other items must conform to the Daily Dress Code.*

### ***Spirit Days, Theme Days, & Other Special Dress Code Days***

From time to time, FCS administration will announce special days (such as “pajama day”). Stipulations will be given regarding the dress code in the days preceding the special day. STUDENTS NOT PARTICIPATING IN THE SPECIAL DAY MUST DRESS IN REGULAR DAILY DRESS CODE AND ARE NOT ALLOWED TO SUBSTITUTE CASUAL DAY DRESS CODE.

## **PARENT-SCHOOL RELATIONS**

Fayetteville Christian School understands the importance of involving parents. In fact, parents and the school are on the same team in the training of the children. We all have the same goal for the children, and that is to develop the children in Christian character and establish a sound academic foundation for their future. This is accomplished only when there is mutual respect, communication, and cooperation between parents and teachers.

We encourage parents to GET ACQUAINTED WITH THEIR CHILD’S TEACHERS, learn the teachers’ plans for the class, and discover what they can do to help the teacher.

### ***Custody***

When there is a custodial parent and a non-custodial parent, FCS always defers to the custodial parent’s preference. To maintain a peaceful, secure environment, FCS reserves the right to prohibit or regulate any person’s visitation at the school or at school events. FCS is responsible to copy non-custodial parents on grade reports, unless all parental rights have been removed by court order. Custodial parents will be asked to provide custodial documents and contact information regarding the non-custodial parent.

### ***Problem Solving Procedure***

If something happens in which a parent has questions or disagrees with school personnel, parents and students should seek to resolve the situation following these guidelines:

#### ***For minor issues***

- The parent should discuss the matter with the staff member involved in the situation. For this purpose, the parent should set up an appointment with the staff member through the appropriate office or contact the teacher directly. It is not appropriate for a parent to discuss concerns in the presence of other students. Any discussion should be had in a confidential fashion.
- If the problem must be addressed during school hours or before the particular staff member is available, the parent may discuss the matter with an administrator.
- If the problem is not resolved by discussing it with the person involved, the parent should contact an administrator.
- If the administration does not handle the problem to the parent’s satisfaction, the parent should contact the school board president to include the issue on the agenda of the next school board meeting.

#### ***For major issues***

- The parent should contact the administration to explain the situation. The administrator may call for a meeting with the parties involved to resolve the situation.

- If the administrator does not handle the problem to the parent's satisfaction, the parent should contact the superintendent to discuss the matter.
- If both levels of administration do not conclude the matter to the parent's satisfaction, the parent should contact the school board president to include the issue on the agenda of the next school board meeting.
- If the matter is not resolved at the school board level, the parents will need to enroll their student(s) elsewhere.

All parents and students are required to follow this Problem Solving Procedure. Failure on the part of a parent or a student to follow the Problem Solving Procedure may result in the removal of the student from FCS.

## **FINANCES**

### ***General Financial Policies***

Because we strive to keep expenses and tuition as low as possible, it is absolutely essential that all our families faithfully fulfill their financial responsibilities to the school.

Enrollment fees are non-refundable (Registration fee, Application fee, Graduation fee) as indicated within the financial agreement.

In addition, the FCS Book fees are nonrefundable. For convenience, families may have book fees calculated into the monthly tuition payment plan, the semester tuition payment plan, or paid in full. The payment plan a family selects for their book fees MUST also match the tuition payment plan selected. If a student loses a book or renders it unusable, the replacement book will be billed at cost.

Tuition may be paid via automatic draft (Option 1) by month, (Option 2) by semester, or (Option 3) paid in full. If a family elects to pay using Option 1, payment is due on the 15<sup>th</sup> of each month. If a family elects to pay using Option 2, payment is due in August and January for the upcoming semester. The payment option selected will apply for the entire school year. Regardless of the payment option selected, after the 15<sup>th</sup> of each month, a \$10 late fee will be assessed on those accounts with an unpaid amount due. All students are expected to have their account paid-in-full before they graduate from FCS. *Parents must immediately report any change of address (including the email address on file) or change of custody.* All financial transactions will be recorded on the parent accounting family record. ACH drafts and other forms of payment can be established by the school with any party in or out of the custodial parent accounting family. Billing statements will be emailed to the responsible parent's email address monthly.

FCS is a not-for-profit organization and gladly accepts donations. Upon the receipt of any donations made directly to FCS, the Treasurer will record the donation at the time of deposit. The Treasurer will then produce a letter of acknowledgement to the donor.

### ***Debt Collection Policy***

All student accounts are expected to have a fully paid balance at the end of each grading quarter. The grading quarters end during the months of October, December, March, and May.

If an account becomes delinquent, the FCS Treasurer contacts the family regarding payment. If no payment is forthcoming, the Superintendent and Admissions Director will work together with the Treasurer to attempt to resolve the issue. If payment is still not made, then the account will be referred to the Finance Committee of the FCS School Board. The Committee will follow

Board policy in regards to the referenced account. Note: penalties may be assessed to the account by the Committee.

Unresolved outstanding balances may lead to unenrollment of the student(s). FCS reserves the right to refer student accounts to external collection agencies in the name of the responsible party.

## **SAFETY & HEALTH**

### **Safety**

#### ***Safety Policy***

Fayetteville Christian School seeks to provide a safe and secure environment for the children who participate in our school. By implementing safe practices, our goal is to protect the children of FCS from incidents of misconduct or inappropriate behavior while also protecting our teachers and staff.

#### ***Safety Features***

FCS works to provide a safe learning environment for the children enrolled here. In order to supervise the student body, there is an extensive security camera system in place, complete with 4 separate monitoring stations located in administrative offices, as well as virtual access 24/7. In addition, members of the administration tour the grounds and buildings regularly, and teachers maintain order within the classrooms.

A magnetic door locking system is installed on every exterior door on our 4 buildings on campus, allowing for quick exit during emergencies, but limiting entrance to those with electronic keys or those who seek admittance through the main doors at the elementary building. We require all visitors to enter and check in through the main entrance of the elementary building.

#### ***Drills***

In the event of a tornado, students move to designated locations as determined by the building they are in at the time. Students assume positions as trained by the teacher and remain quiet at all times until an administrator announces the “all clear”.

In the event of an actual fire or a fire alarm sounding, students proceed in an orderly fashion, accompanied by their teacher, to predetermined meeting areas for each class. The teacher takes roll to ensure that all students have exited the building. Students return to class when an administrator announces the “all clear”.

Lockdown drills are practiced to prepare for emergency situations. During those times, the intercom system will be used to announce a general lockdown. Students assume positions as trained by the teacher and remain quiet until the administration announces the “all clear”.

#### ***Driving Standards***

For safety and the overall effective operation of the school, it is necessary that all drivers carefully observe and obey all regulations concerning dropping off and picking up children.

A map showing the process for pickup & dropoff is provided at Open House and in the office.

All students who drive to school must register their car in the school office and provide a copy of their driver's license and proof of insurance. They must park their cars in the upper parking lot. **Students may not return to their cars during the school day without permission.** Students are expected to drive safely; any unsafe driving may result in loss of the privilege to drive to school or other disciplinary measures.

### Health

FCS wants to ensure the good health of all its students. The school nurse keeps current medical files, including immunizations, on all students. All families receive a Health Handbook each year, and all students' files should contain a new Medical Release Form/Individualized Health Care Plan for each year.

FCS is required to have a copy of immunization records or an exemption letter before a child can attend classes. The Arkansas State Board of Health Rules and Regulations states, that "no child shall be admitted to a public or private school of this state who has not been immunized...as evidenced by an immunization record from a licensed physician or a public health department acknowledging the immunization...Every child must have received all of the vaccines, be in-process of receiving needed doses, show proof that they have a letter from the Arkansas Department of Health approving serology as proof of immunity, or applied for an exemption for those vaccines he/she has not received in order to continue attendance in a public or private school." In accordance with state law, **if a parent does not validate that their child's immunizations are current or provide an official letter of exemption, the student could be suspended from school.** Generally, the state requires that all students be in compliance by October 1<sup>st</sup>.

Chronic conditions such as diabetes, allergies (especially extreme allergies), and other conditions requiring medications must be on file with the nurse.

***Students should not report to school who have had any of these symptoms within the past 24 hours: fever over 100°, vomiting, or diarrhea. Students should also be kept at home who have cloudy drainage or a persistent cough.***

Children who become ill or hurt at school are brought to the office. If a child is in serious discomfort, the parent is called and asked to take the child home. In the meantime, everything is done for the child's comfort and welfare.

FCS requests that parents schedule all doctor appointments outside of school hours. However, if a parent must schedule a doctor appointment during school hours, a doctor's note verifying the appointment is required.

FCS offers vision and hearing screenings twice yearly to all students and staff. Notices are sent to parents and staff to alert them to sign themselves or their students up for the screenings.

FCS conducts scoliosis screening for young ladies in the 6<sup>th</sup> & 8<sup>th</sup> grades and young men in the 8<sup>th</sup> grade.

FCS reserves the right to test students for drug use.

FCS school officials, counselors, and teachers are **mandated by law** to report suspected child abuse or neglect. Also, administration may file a Family in Need of Services (FINS) petition with the Washington County Juvenile Court if it is deemed appropriate or necessary.



### ***First Aid***

In the case of small, superficial abrasions and cuts, the injury is cleaned gently and bandaged by a school official. Students are not permitted to help themselves to first aid materials.

There is an AED (defibrillator) by the school's main office for use during emergencies. Many FCS staff members have been certified in general first aid and CPR.

### ***Communicable Diseases***

Please refer to the Health Handbook for a list of common illnesses and their symptoms, as well as the guidelines for returning to school after each. Please note that symptoms may overlap one or more listed illnesses. Parents may be required to pick up their child from school at the discretion of the school nurse or the administration.

### ***Medication***

Students cannot keep medication (either over-the-counter or prescribed) with them. All medication brought from home must be given to the school nurse who will administer it as prescribed. The school nurse keeps on hand standard medications which may be administered to students who have parental permission to receive the medication. This authorization is given on the Medical Release Form or the Individualized Health Care Plan.

### ***FCS School Health Clinic***

FCS operates an on-site, free health clinic, available to all staff, students, and their families. The clinic has all the capabilities of a walk-in medical clinic, including testing for a variety of acute illnesses such as strep, flu, and COVID. The clinic also has the capability to assess, diagnose, and treat a variety of medical conditions and infections, ranging from diabetes to ear infections. This service allows for students and staff to remain in school and receive treatment for non-contagious illnesses or to be treated more rapidly for infections that require isolation. The school provides the clinic with equipment, and the provider offers her services free of charge. She also allows staff and families to contact her with any questions or needs that arise outside of clinic hours.

The Health Clinic is responsible to determine whether a student, faculty, or staff member should report to school. See the Attendance section for more information.

## **TECHNOLOGY**

### ***Electronic devices***

No student, regardless of age, is permitted to use a personal electronic device, including a cell phone, iPod, iPad, smart watch, laptop, etc before the school day or during the school day unless given specific permission by a staff member. Students should leave their electronic devices at home, in their car (if they drive to school), in their locker, or in their backpack. They should not carry the phone with them during school hours, even if it is powered down.

If any FCS personnel finds ***any electronic device*** being used by a student, without specific permission granted by a staff member, the device will be confiscated and held in the office. The parent will be required to come to the school to retrieve the device. For subsequent offenses after the first, a \$25 penalty must be paid before the item will be returned to the parent.

International students may receive an exception for translators, at the discretion of the International Student Advisor.

Students may lose privileges of cell phone use on school grounds before or after school if inappropriate use is discovered or suspected.

FCS is not responsible for any lost or stolen electronic devices.

### ***Acceptable Use Policy***

Fayetteville Christian School (FCS) has as part of its mission “to provide an affordable Christian education...to establish a sound academic foundation for [our students’] future.” As part of that mission, the FCS Technology Department has implemented policies and procedures surrounding the use of electronic devices to ensure their use in a responsible and lawful manner. FCS expects all faculty, students, and staff to use the school’s computers and networks for the intended purposes of education, research, and administration. Use of FCS resources is a privilege that may be revoked for violation of these policies and procedures.

All computers and network authorization remain under the control, custody, and supervision of the FCS Technology Department.

### **Educational Purpose**

1. FCS Technology has been established for the limited educational purpose of supervised classroom activities. Generally, the FCS Technology Department offers Keyboarding, Word Processing, and Business Computer Application classes to secondary students, and periods of classroom-related research opportunities for elementary and secondary grade levels.
2. FCS Technology has not been established as a public access service or a public forum. FCS has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in FCS Student Handbook and the law in your use of FCS Technology.
3. You may not use FCS Technology for commercial purposes. You may not offer, provide, or purchase products or services through the use of FCS Technology. The purchase of products or services via the internet is strictly limited to the FCS administrators and faculty and staff of FCS.
4. You may not use FCS Technology for political lobbying. However, you may use the system to respectfully and appropriately communicate with elected representatives and to express your opinion on political issues.
5. You are not allowed to download or install any software, add ons, apps, etc without authorization from the FCS Computer Systems Administrator or FCS Network Advisor.

### **Student Internet Access**

1. Students may have limited, supervised access to Internet World Wide Web information resources through the FCS computer lab.
2. All students will have access only while under the supervision of an FCS Computer Lab monitor, which may include administrators, staff, or faculty.
3. Students may have individual e-mail accounts, at the request of their teacher and ONLY with the approval of their parent or guardian.
4. Student’s parent(s) or custodial guardian can withdraw their approval for any access or privilege at any time.

## Unacceptable Uses

The following uses of FCS Technology are considered unacceptable:

1. Posting Personal Information
  - a. You will not post personally identifiable information about yourself or others. Personal contact information includes your social security number, addresses (personal, school, or work), telephone numbers (home, work, school, or cellular), financial information (credit or debit card numbers), etc. Do not use your (or another's) real last name or any information which would allow a person to be located without direct permission from FCS Technology personnel.
  - b. You will not agree to meet with someone you have met online without your parent or guardian's approval.
  - c. You will promptly disclose to your teacher or other school personnel any message you receive that is inappropriate or makes you feel uncomfortable.
2. Illegal Activities
  - a. You will not attempt to gain unauthorized access to FCS Technology or to any other computer system through FCS Technology or go beyond your authorized access. This includes attempting to login to an unauthorized computer or use an FCS Office computer, an FCS Teacher's computer, another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
  - b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
  - c. You will not use FCS Technology to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of any person, posting and/or browsing inappropriate content, posting and/or browsing details or situations that involve inappropriate content, etc.
  - d. Any use which violates state or federal law relating to trespass, copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
3. Breach of System Security
  - a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person. Never use another's account or password. You should log off the network when you cannot monitor the use of your machine.
  - b. You will immediately notify a teacher or the system administrator if you become aware of a possible security problem. Do not attempt to locate security issues, as this may be construed as illegal activity.
4. Inappropriate Language
  - a. Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
  - b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - c. You will not post information that could cause damage or a danger of disruption.
  - d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
  - e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.

- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.
5. Lack of Respect for Privacy
    - a. You will not re-post a message that was sent to you privately without permission of the person who sent you the message.
    - b. You will not post private information about another person.
  6. Disrespecting Resource Limits.
    - a. You will use FCS Technology only for educational activities.
    - b. You will not post or email chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
    - c. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.
  7. Plagiarism and Copyright Infringement
    - a. You will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.
    - b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law is complex, so ask your teacher if you have specific questions.
  8. Inappropriately Accessing Material
    - a. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for children and minors. Even though filters are in place, they are an imperfect means of blocking access to inappropriate material.
    - b. FCS will utilize filtering software or other technologies to prevent students from accessing materials/sites that are obscene, contain child pornography, or could be harmful to minors.
    - c. You will not use FCS Technology to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for subjects that may be considered as hate literature if the purpose of your access is to conduct research and both your teacher and parent or guardian have approved.
    - d. If you mistakenly access inappropriate information, you should immediately tell your teacher or another faculty or staff member. This will protect you against a claim that you have intentionally violated this Policy.
    - e. Your parents should instruct you if they would prefer to restrict your network and data access further. The school fully expects that you will follow your parent's instructions in this matter.

## Your Rights

1. Free Speech: Your right to free speech applies to your communication on the Internet. FCS Technology is considered a limited forum, similar to the school newsletter or yearbook, and therefore the School may restrict your speech for valid educational reasons. Within reason, freedom of speech and access to educational information will be honored.

2. Search and Seizure.
  - a. You should expect only limited privacy in the contents of your personal files on the School system. The situation is similar to the rights you have in the privacy of your desk or locker.
  - b. Routine maintenance and monitoring of FCS Technology may lead to discovery that you have violated this Policy, the FCS Student Handbook, or the law.
  - c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the FCS Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation. If this requires FCS Technology to monitor, inspect, copy, or review files maintained on district computer or networks, FCS reserves the right to do so. All information garnered shall be and remain the property of FCS and no user shall have any expectation of privacy regarding such materials.
  - d. Your parents have the right at any time to request to see the contents of your files.
3. Due Process
  - a. The School will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through FCS Technology.
  - b. In the event there is a claim that you have violated this Policy or the FCS Student Handbook, in your use of the FCS Technology, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation to a school administrator.
  - c. If the violation also involves a violation of other provisions of the FCS Student Handbook, it will be handled in a manner described in the FCS Student Handbook. Additional restrictions may be placed on your use of FCS Technology.

#### Limitation of Liability

The School makes no guarantee that the functions or the services provided by or through the School system will be error-free or without defect. The School will not be responsible for any damage you may suffer, including but not limited to, financial loss, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through the unauthorized use of the system or be liable for any claims or demands against system users by another party.

## MISCELLANEOUS

### ***School Lunch Program***

FCS is part of the National School Lunch Program (NSLP). Applications for free or reduced lunches are available in the lunchroom or in the school office. The NSLP operates within the USDA. The USDA is an equal opportunity provider and employer. School lunches are available for a nominal fee.

FCS reserves the right not to serve lunches to students with an outstanding lunchroom balance. No one may purchase food or drinks from the vending machines when the cafeteria is serving meals. Any violators will have their purchases confiscated with no refund.

Students at FCS may bring their lunches from home, but they may not order out lunches. If parents wish to provide a lunch to their child(ren) at lunchtime, they should drop the lunch(es)

off in the office for student pickup. FCS does not provide microwaves for student use. Students may not use the microwaves in the teacher's lounge in the elementary or the teacher workroom in the secondary.

### ***Transportation***

FCS does not offer bus service from and to the school for regular attendance. However, transportation is provided for extracurricular activities. This transportation may be in staff personal vehicles, a school van, a school bus, or parental personal vehicles. Students are expected to follow all safety regulations. They are also to be respectful, quiet, and orderly in loading, unloading, and sitting when on board the vehicle, whether in motion or not.

### ***Field Trips***

Field trips are an integral part of the educational program, even if the trip is primarily recreational. Students are expected to attend all field trips. Parents grant permission for their children to go on field trips as planned by FCS by their enrollment in the school. Teachers notify the parents of any field trips in advance and let them know of any special needs the children or class may have in regards to the field trip.

### ***Holidays, Special Events, & Fundraisers***

FCS enjoys celebrating holidays, but we want them to have the proper emphasis. We do not decorate for or celebrate Halloween. We do observe Christmas to honor the birth of Christ; but we do not have the students exchange gifts or decorate with Santa Claus. Elementary grades may enjoy Valentine's Day as a day of friendship, but we do not encourage Valentine's Day in our secondary in order to discourage the boyfriend-girlfriend emphasis. Easter is observed to honor the resurrection of Christ. FCS may have programs to celebrate Christmas, Easter, graduation, and other special events.

Birthdays are an important time for children. Parents or students may wish to bring goodies to commemorate a birthday, but arrangements must be made in advance with the teacher. The refreshments may be shared with elementary classes during recess or snack time, or in a specific class, as arranged with a teacher, for secondary students.

School sponsored fundraisers may also occur from time to time. Any fundraising must be pre-approved by a school administrator.

### ***Telephone Use***

Parent-student communication should be made before or after the school day. The office phones are the business phones of the church and school. Students are NOT ALLOWED to use the office phone except in emergencies and under adult supervision. Unless there is an emergency, our office staff may not be able to take messages to the students.

Students may not access or use their personal cell phones at any time during the day, unless given permission by an administrator or teacher.

### ***School Pictures***

Individual and class school pictures are taken in the spring of the year through a professional photography company. Parents are notified in advance of the date with an explanation of costs and options. Retakes are made if a problem with the photograph makes it necessary to do so.

### ***Student Records and Directory Information***

The information in the students' school records is the property of the custodial parents. Access to those records must be granted to any parent who has not had their parental privileges revoked by a court order. Parents may request to view their student's file, and an appointment must be held for that purpose within 45 days. Any information held in the file may be appealed by the parent, but administration has the final determination in what remains. The school may not necessarily provide a copy of the information in the file.

Some personally identifiable academic and/or directory information may be shared with others during the course of school. If parents do not want their child's information to be shared in the ways noted below, *the parent must notify the school in writing within 30 days of the first day of school or their child's enrollment date.*

FCS teachers may have students help grade one another's assignments or take roll or lunch count. The school may publicly release minimal student information such as: name, age, city of residence, grade in school, a photograph of the student, rank, standardized test scores, or academic achievements. Pictures of students may also appear on a school related website. Some teachers may post information or photos about their class activities on their FaceBook page.

### ***Visitors***

Visitors are generally prohibited. ALL VISITORS are required to make prior arrangements with the school office in advance so that custodial parent approval may be verified. To maintain a peaceful, secure environment, FCS reserves the right to prohibit or regulate any person's visitation at the school or at school events.

Students may bring or invite guests to school only if they have the custodial parent's authorization and an administrator's PRIOR permission. Any student visitors must conform to the school's rules. Student guests should not stay for the entire school day, but should rather selectively choose the time of day they wish to visit with friends and teachers. The time limits on guest visits will be determined on a case-by-case basis by administration.

***All visitors must go to the office upon arrival to check in.***

### ***Property Policies***

To enforce our rules and to ensure the safety of our students, school officials may require students to display items on their persons or in their belongings, including their pockets, purses, backpacks, lockers, vehicles, etc. If a student refuses to cooperate, he or she will be subject to expulsion from FCS. Lockers, desks, and parking lots, as well as personal items left there, are considered school property and may be searched by staff without permission of the student. Any property seized from a student will remain in possession of administration until the appropriate disposal is determined. Items may be discarded, returned to the student or the parent, or provided to law enforcement or other civil officials.

### ***Lost and Found***

Children tend to leave many items such as books, clothing, and lunch boxes at school. For your convenience, we provide a lost and found container at the school. However, we do periodically dispose of all items in the lost and found box. Parents should write their child's name on all their child's possessions so those items may be returned.

### ***Handbook Agreement***

FCS may require, as a part of registration or reregistration, parents and students to sign statements of agreement with all applicable policies and procedures regarding the policies in this handbook. However, even if you do not sign a specific agreement regarding our handbook, your child's enrollment at Fayetteville Christian School is your statement of agreement to the policies and procedures of FCS. To be excluded from a particular policy or process, you must submit in writing a specific exemption request within 30 days from the first day of school. If such a request is made, the administration will meet with you to determine the viable options in your particular situation. Outcomes may include: the student being exempted from the policy, a compromise to the policy for that student or the student body, or the student being transferred to another school.

### ***In Appreciation***

In conclusion, the entire FCS staff would like to say "Thank you!" to all who entrust the education and care of their children to us. Our ministry here is our gift to the Lord, and we hope that our service is an encouragement to you and your children. Our prayer is that the students of FCS come to know the Lord Jesus Christ as their Savior and grow in their relationship with Him.



<p><b>FAYETTEVILLE CHRISTIAN SCHOOL</b></p> <p><b>2023-2024 CALENDAR</b></p>		<p><b>JANUARY 2024</b></p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>01 New Year's Holiday 02 First Day back, K3 – 12<sup>th</sup> 15 Martin Luther King Day</p>																																																	
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