



# PARENT & STUDENT HANDBOOK 2017 – 2018 EDITION

FAITH CHRISTIAN SCHOOL OF WAUPACA ADMITS STUDENTS OF ANY RACE, COLOR, NATIONAL AND ETHNIC ORIGIN TO ALL THE RIGHTS, PRIVILEGES, PROGRAMS, AND ACTIVITIES GENERALLY ACCORDED OR MADE AVAILABLE TO STUDENTS AT THE SCHOOL. IT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL AND ETHNIC ORIGIN IN ADMINISTRATION OF ITS EDUCATIONAL POLICIES, ADMISSIONS POLICIES, SCHOLARSHIP PROGRAMS, AND OTHER SCHOOL-ADMINISTERED PROGRAMS.

## **Welcome to Faith Christian School!**

Welcome to Waupaca's new, Christ-centered, Bible-based, Christian discipleship school serving area families! Our God-given purpose is to help families raise up children to be disciples of Jesus Christ, teaching students to live a life of dependence on God in obedience to His Word.

Indeed, this has been the founding theme of Faith Christian School (FCS): following God's leading by responding to the heart's desire of local families. Relationally, we consider ourselves partners with parents, churches, and our community in the task and opportunity of making Christian disciples of the next generation. Committed to a Biblical worldview, the gospel, loving children, and helping them find their full purpose and destiny in Christ, FCS strives to instill a growing love of God. This is accomplished through developing a strong Christian worldview, modeling Christian-like character, using a biblically-integrated curriculum, teaching to varied learning types, fostering a teachable heart that loves learning, and discovering God's creation and order.

Academically, we present a rigorous classical Christian education that is independent from and free of Common Core content and agendas. In addition, our heart for discipleship has led us to group students in small classes, thereby maximizing students' opportunities for academic and spiritual growth, fostering discipleship in these critical years of formation. To promote academic success and growth, we administer placement exams to determine a student's instructional level and place them accordingly. We celebrate a student's achievements and provide support to help them grow, whether that means supported acceleration to bring them up to grade level or opportunities for above grade level placement in specific areas of strength.

To foster this at the high school level, the Lord has provided a blessed partnership with a high-quality, live and interactive virtual Christian academy, called *FreedomProject Academy*, allowing us to offer grades 7 through 12 with a wide variety of class choices, including foreign language, advanced placement courses and more. At the same time, our on-campus teachers support the middle and high school students through academic support and organizational management. In addition, all students participate in chapel, Biblical studies, physical education and the arts classes with their peers on campus.

In the 4K-5<sup>th</sup> grade program, students are also placed according to their abilities and are able to advance according to their instructional level. Ultimately, the goal is to provide an instructional plan that meets each student's needs. We are committed to small class sizes. Therefore, we organize our schedule so that students can be in different reading, math, science and social studies levels, while still participating in other courses with their peers.

We welcome you to join the Faith Christian School family as we embark on a Christ-centered educational journey toward a future of leaving a legacy of walking with Christ! We look forward to walking with you, glorifying God all along the way!

Sincerely,

Jaime Jackson, Principal

## **FCS's Vision**

The vision of Faith Christian School is to produce students who leave a legacy of walking with Christ to future generations. Having been grounded in the love, truth, and grace of God through effective discipleship within a strong Christian worldview, students will walk in obedience to the Word of God and His Holy Spirit doing all things to the glory of God.

## **FCS's Mission**

Faith Christian School exists to train students ready to share the Gospel of Jesus Christ by building a strong Christian worldview, godly wisdom, Christ-like character, and favor with God and man (Luke 2:52).

## **Objectives**

In light of Faith Christian School's mission, the following objectives are laid forth:

*Growth in Wisdom, Academically, Faith Christian School seeks*

- To instill a Biblical worldview with a reverence for God as the Creator and sovereign ruler of the universe.
- To nurture a positive attitude toward learning, realizing that work is performed unto God and not unto man. (Colossians 3:23)
- To ensure mastery of the basics in all academic areas.
- To encourage full academic potential.
- To develop higher level critical thinking skills.
- To develop and foster creativity and skills of expression.
- To encourage among both students and teachers a lifelong love of learning.
- To develop the ability to apply academic knowledge and skills to affect the world for Christ.

*Growth in Stature, Physically and Emotionally, Faith Christian School seeks*

- To model and develop Christian character traits.
- To promote good physical fitness & health habits with respect for the body as a temple of God.
- To teach that God created each person uniquely and specifically for His honor and glory.
- To teach and promote good health, hygiene, nutrition, physical fitness habits, and a respect for the body as the temple of God.
- To encourage an enjoyment of physical activity and develop age-appropriate physical skills.
- To develop skills to handle change and adversity. (James 1:2-4)

*Growth in Favor with God, Spiritually, Faith Christian School seeks*

- To lead students to a personal relationship with Jesus Christ.
- To help students identify and embrace God's plan, purpose, and will for their lives. (Ephesians 2:10)
- To help students understand the Holy Spirit's role in a believer's life and better follow His leading toward God's will.
- To help students better understand and embrace the essential doctrines of the Christian Faith.

To guide and encourage students in knowing and desiring God's will for their lives.  
To model Christ's love through servanthood to the local community and beyond. (Philippians 2:1-5)  
To train students in sharing the gospel of Jesus Christ while developing a heart for the lost in all nations. (Matthew 28:18-20)  
To train students to develop devotional times so that they grow in the Word of God through daily prayer and daily Bible study.  
To train students to use God's Word to evaluate all ideas and conduct in order to make wise decisions based on His absolute truth and thereby reflect the character of Christ. (2 Timothy 3:16)

*Growth in Favor with Man, Socially, Faith Christian School seeks*

To teach students the value of honesty and speaking truthfully in all matters.  
To model and encourage loving conflict resolution as found in Matthew 18:15-17.  
To establish an atmosphere of mutual respect, care, love, and understanding in interpersonal relationships with believers and non-believers while not compromising God's absolute truth.  
To be fishers of men by winning our fellow man over with godly character, love, and truth. (Matthew 22:39; Ephesians 4:15; John 8:32)

## **Core Values**

**Truth-** The Holy Bible is the inerrant, revealed Word of God and is taught as truth. Biblical truth is the foundation and guide for life and the learning experience. Biblically-integrated studies and a Biblical worldview are essential elements of Faith Christian School. (John 17:17)

**Grace-** Jesus Christ came demonstrating and delivering the grace (unmerited and generous acts and gifts) of God. We glorify God by receiving this grace, living in it, and showing it to others in what we do and how we do it. (Ephesians 4:7; 2 Corinthians 12:9)

**Discipleship-** Jesus' Great Commission is to make disciples of all peoples. We believe this is a distinctive of why Faith Christian School exists. All staff, programs, materials and activity support this commission. (Matthew 28:18-20)

**Potential-** All are made by God, in the image of God, and therefore inherently valuable. Furthermore, God's purpose is Christ-likeness in His people. As such, learning aims to engage students toward their full potential in Christ by seeking Him with all their hearts. (Jeremiah 29:11-14)

**Christian Personnel-** The board, administration, faculty, and staff of FCS are committed followers of Christ, known by their fruits, guided by the Word of God and the Spirit of Christ. (Ephesians 4:1-3)

**Operations-** The school's day-to-day operational practices are to be a consistent model of integrity, effectiveness, and accountability in an environment of joyful dependency on God's leading and provision. (Psalm 118:24)

## **FCS's Statement of Faith**

The following doctrines are the position of the Evangelical Free Church of America and are held by Faith Community Church. These primary elements of the Christian faith will be taught as truth and incorporated in programs and activities. Questions and teachings about other secondary or sectarian beliefs will be directed to parents.

### ***God***

1. We believe in one God (Mk. 12:29), Creator of all things (Gen. 1:1), holy infinitely perfect, and eternally existing (Ps. 102:25-27) in a loving unity of three equally divine Persons: the Father, the Son, and the Holy Spirit (1 Pet. 1:2). Having limitless knowledge and sovereign power God has graciously purposed from eternity to redeem a people for Himself and to make all things new for His own glory (Col. 1:15-23).

### ***The Bible***

2. We believe that God has spoken in the Scriptures (Heb. 1:1- 2), both Old and New Testaments (2 Pet. 3:15,16), through the words of human authors (Lk. 1:1-4). As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of His will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises (2 Tim. 3:16).

### ***The Human Condition***

3. We believe that God created Adam and Eve in His image (Gen. 1:26-27), but they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath (Eph. 2:1-2; 4:17-19). Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed (Act 4:12).

### ***Jesus Christ***

4. We believe that Jesus Christ is God incarnate, fully God and fully man, one Person in two natures. Jesus—Israel's promised Messiah—was conceived through the Holy Spirit (Matt. 1:18; Lk. 1:34,35) and born of the virgin Mary (Isa. 7:14). He lived a sinless life (Heb. 4:15), was crucified under Pontius Pilate (Matt. 27:26), arose bodily from the dead (Lk. 24:39), ascended into heaven (Acts 1:6-11) and sits at the right hand of God the Father (Heb. 1:3) as our High Priest (Heb. 2:17) and Advocate (Heb. 7:25).

### ***The Work of Christ***

5. We believe that Jesus Christ, as our representative and substitute, shed His blood on the cross as the perfect, all-sufficient sacrifice for our sins (Heb. 2:16-17). His atoning death and victorious resurrection constitute the only ground for salvation (1 Pet. 1:3).

### ***The Holy Spirit***

6. We believe that the Holy Spirit, in all that He does, glorifies the Lord Jesus Christ. He convicts the world of its guilt (Jn. 16:8). He regenerates sinners, and in Him they are baptized into union with Christ (Rom. 3:24) and adopted as heirs in the family of God (Eph. 1:5). He also indwells, illuminates (Phil. 1:9-11), guides (Jn. 16:13), equips and empowers believers for Christ-like living and service (Gal. 5:22-23, 25).

### ***The Church***

7. We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone (Eph. 2:8-9). They are united by the Holy Spirit in the body of Christ, of which He is the Head (Col. 1:18). The true church is manifest in local churches, whose membership should be composed only of believers. The Lord Jesus mandated two ordinances, baptism (Matt. 28:18-20) and the Lord's Supper (1 Cor. 11:23-26), which visibly and tangibly express the gospel. Though they are not the means of salvation,

when celebrated by the church in genuine faith, these ordinances confirm and nourish the believer (Acts 2:38).

### ***Christian Living***

8. We believe that God's justifying grace must not be separated from His sanctifying power and purpose (Matt. 12:33). God commands us to love Him supremely and others sacrificially and to live out our faith with care for one another, compassion toward the poor (Psa. 82:3-4) and justice for the oppressed (Matt. 23:23). With God's Word, the Spirit's power, and fervent prayer in Christ's name, we, are to combat the spiritual forces of evil (Eph. 6:10-18). In obedience to Christ's commission, we are to make disciples among all people, always bearing witness to the gospel in word and deed (Acts 1:8).

### ***Christ's Return***

9. We believe in the personal, \*premillennial, bodily return of our Lord Jesus Christ (Matt. 25:31). The coming of Christ, at a time known only to God, requires constant expectancy (Matt. 24:42-51) and, as our blessed hope, motivates the believer to godly living, sacrificial service and energetic mission (Heb. 9:28). *\*This is the doctrinal statement of Faith Community Church; however, at FCS we present a broad spectrum of scriptures regarding the return of Christ to build an understanding of the reality of His return, which should affect their faith and living, while leaving parents as the final authority to help guide their children to a personal position.*

### ***Response and Eternal Destiny***

10. We believe that God commands everyone everywhere to believe the gospel by turning to Him in repentance and receiving the Lord Jesus Christ (Acts 2:37-38). We believe that God will raise the dead bodily and judge the world (Rev. 20:12-13), assigning the unbeliever to condemnation and eternal conscious punishment (Rev. 14:11), and the believer to eternal blessedness and joy with the Lord, in the new heaven and the new earth, to the praise of His glorious grace (Rev. 21:1-3).

### ***Marriage***

11. Marriage is between one man and one woman. (1 Cor. 7:1-2; Matt. 19:4-5; Eph. 5:31)

### ***Identity***

12. God created humans male and female (Gen. 1:27), which defines a person's gender for the extent of his or her life.

**IMPORTANT NOTE:** Parents agree by signing the enrollment contract to support the school's doctrine. See [Evangelical Convictions](#) for further explanation.

## **Chapel**

Faith Christian School students start their day with daily worship and devotional time. Parents and family members are encouraged to attend as we see the value of the unity of joining together in corporate teaching of God's Word and corporate worship. (Hebrews 10:23-25)

## **FCS's Educational Philosophy**

1. The Bible clearly makes parents ultimately responsible to “bring up a child in the discipline and instruction of the Lord.” Therefore, we seek to teach and discipline in a manner consistent with the Bible and a godly home environment, while not usurping the parents’ role in child rearing. (Ephesians 6:4)
2. God’s character and attributes are revealed not only in His Word but also in every facet of His creation. We help students discover how math and science integrate in ways that show how this is true. (Romans 1:20)
3. Since God wants us to love him with all our heart, soul, mind, and strength, we challenge students to be open to how God reveals Himself in His creation and to pursue knowledge of Him with a strong desire to learn. (Matthew 22:37)
4. All students have varying learning styles that God has ordained and designed in them. Therefore, we will teach in ways to create multiple learning opportunities. (John 15:16)
5. We believe all students have the ability to learn. (Proverbs 1:2-7)
6. Students should work to their best ability and should be praised for doing so, rather than being compared to the achievement of others. It is our desire that the same is true in your relationship with your child and his/her learning.
7. We believe students should understand the different ways to learn and to respect the fact that since others may learn differently, they must participate joyfully in all ways of learning during class time.
8. Instructional time should give opportunity for students to experience innovative ideas within their varying learning styles.
9. Staff should view students as the Lord does, with a special heart for the young and their simplicity of faith and innocence. Therefore, we strive to accurately teach them the Word of God and how to apply it to their daily lives. (Mark 10:13-16)

## **Curriculum Goals & Design**

Faith Christian School’s curriculum is framed in the Classical education context. Fundamentally, Classical education takes a student through three stages of thinking and learning that ancient learners understood: grammar, logic, and rhetoric. Interestingly, these three stages fit well into the stages of child development and, therefore, serve a child’s educational growth process in an excellent way.

In this pattern, the “grammar stage” encompasses learning the building blocks and concepts of subjects (the knowing stage) and is the primary foundation of learning for the elementary grades. The “logic stage” involves finding the order and interrelation of information allowing analysis (the understanding stage). Developmentally, the ability to analyze begins at about the sixth grade level. And finally, the “rhetoric” stage is that of expressing and defending ideas (the expressing or influencing stage), which develops in the early high school years. Classical education has been found to be highly successful and supportive in developing the ability to intelligently and persuasively defend one’s Christian faith, which comes to its fulfillment in the “rhetoric stage.”

FCS will encourage the “rhetoric” stage of expression through speech, essay, debate, multimedia, music, visual art, role play, movement, etc.

Most importantly, the Bible will be taught directly and woven throughout language arts, social studies, science, music/art, health/physical education, and mathematics. Students will discover that God created learning so that we can fulfill our created role. In this way, we know more about His glory in all of creation. (Proverbs 1:2-7) For example, the Lord created language so that we can express ourselves in prayer and worship and to be able to read, understand, and apply His Word to our lives. Fundamentally, mathematics and science help us to understand His created order and the awesome uniqueness of His creation. Social studies develops an understanding of the role of society for us as individuals and our responsibility to it as a part of the Great Commission as well as an appreciation, awareness, and love for all people. To achieve this, students will learn to appreciate the different situations of Christians living around the world. In all grades, teachers will encourage music and visual art appreciation as we study other cultures to help students gain a Christ-centered perspective of the world, knowing that there will be people of every tribe, tongue and nation represented in heaven. (Revelation 7:9-10)

Overall, our goal is to help students develop a worldview where God is at the center and all things serve His will, which includes an academic understanding of our world so that we can put that knowledge to use to further His Kingdom to bring others to a saving knowledge of Jesus Christ.

## **ADMISSIONS**

### **Racial Nondiscrimination Policy**

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

### **Requirements of Enrollment**

Toilet trained and...

4 years old by September 2, 2017 for 4K

5 years old by September 2, 2017 for 5K

6 years old by September 2, 2017 for 1st grade

All students are given placement tests to determine where they fit into FCS’s curriculum. Students are placed in courses based on their readiness. If their readiness is below grade level, FCS works to develop a curriculum plan that will help them move toward grade level. If it is above, consideration and effort will be given to allow for more advanced placement as scheduling allows.

## **Admission Steps**

1. Pray for the Lord's guidance in this decision for your family.
2. Contact the principal via email at [jaime@faithchristianwaupaca.org](mailto:jaime@faithchristianwaupaca.org) or by phone at 920.660.2808 to express interest, request a copy and read the Parent-Student Handbook, set up a tour and time to meet, and/or attend an Informational Presentation.
3. Complete the application and enrollment forms.
4. Print and send the completed forms to Faith Community Church, ATTN: Faith Christian School, N2541 Cty. Rd. K, Waupaca, WI 54981, along with the \$25 application fee. Please make checks payable to Faith Community Church with Faith Christian School in the memo line.
5. Upon receipt of forms and application fee, the school principal will meet with you to answer any questions you may have about FCS and to clarify the school's expectations. If you would like to continue the enrollment process, placement tests for new students will be given to assist in determining if FCS can meet your child's needs and help determine the proper placement and curriculum for your child(ren).
6. After submitting the application, application fee, the interview and testing is finished, leadership will prayerfully review your child's application.
7. You will be given notice of recommendation to enroll your child(ren). A \$250 enrollment fee is due to secure each child's place in the class.

## **Tuition/Fee Information**

- Enrollment fees (\$250/per student) are due at the signing of the enrollment contract and are non-refundable unless FCS is unable to provide class space or offerings for your child.
- The application fee of \$25 is non-refundable and due with the completed application, unless the student cannot be accommodated at FCS.
- The first tuition payment is due by August 1<sup>st</sup>.
- In the event of a full class, your child may be placed on the school's waiting list even though all other admission requirements have been fulfilled. You will be notified in writing of your numbered position on this list. You may withdraw from the waiting list at any time.

Tuition is due in 10 equal payments on or before the 1st day of each month, August 1st, through May 1st. Options to pay in full, in two equal payments, or in four equal payments are also available. Please note the conditions for late payment as presented in the enrollment contract. Please be sure to follow your payment agreement carefully. The successful operation of the school makes it important for families to fulfill their financial obligations in a timely manner.

## Tuition Schedule for the 2017-2018 Year

Tuition schedule does not include application, enrollment or any other fees. Please inquire if scholarships are available if you would be in need.

4K	\$1350
KINDERGARTEN - FIFTH GRADE (traditional school)	\$2700
SIXTH GRADE – TWELFTH GRADE (virtual & traditional school)	\$2800*

\*Includes \$100 virtual academy fee.

Important note: Accepted enrollment with a signed contract is a legally binding contract by you to pay the full tuition amount so FCS can keep its staff compensation commitments. Withdrawal from FCS or expulsion from FCS does not remove or change the obligation to pay the full tuition amount. Records will not be released for accounts not paid in full.

### Payment Options:

_____ ONE PAYMENT	DUE 8/1/17
_____ TWO PAYMENTS	DUE 8/1/17 AND 12/1/17
_____ FOUR PAYMENTS	DUE 8/1/17, 11/1/17, 2/1/18, 5/1/18
_____ TEN PAYMENTS	DUE ON THE 1ST OF EVERY MONTH FROM 8/1/17 TO 5/1/18

IMPORTANT NOTE: Payments not received by the 5th of the month will be charged a \$25 late payment fee. Parents are responsible for contacting the school if special arrangements must be made. No contact will be considered failure to pay. Payments and/or their late fees not received by the end of the month due will be considered delinquent. Two delinquent payments in a school year or any delinquent payments or fees 60 days past due could result in your child's dismissal from the school. Grades and school records will be withheld on all delinquent accounts, whether for tuition or fees.

## Student-Teacher Ratio 4k-5th Grade

All 4K-5th grade classes are taught in the traditional classroom setting with the following student-to-teacher ratios.

4K/Kindergarten	12:1
1st Grade-Fifth Grade	12:1

## Student-Teacher Ratio 6th-12th Grade

6th-12 Grade-mixed student-to-teacher ratio

Faith Christian School (3 times per week per \*CORE course) up to 12:1

FreedomProject Academy online (2 times per week per \*CORE course) up to 30:1

\*Core courses include math, science, history, English and a language/humanities requirement.

Sixth-12th grade classes follow a combination of traditional classroom and online setting for the core classes. The intent is to bring Classical, Christian, Common Core-free education into places where it may otherwise be impossible. That is that ALL classes have in-person class time with FCS staff three times each week per class. More specifically, all core classes, which include math, science, history, English and a language/humanities credit are taught 2 times a week with the online teacher. ALL other classes such as Bible, physical education, art and music are taught exclusively by FCS teachers.

You are encouraged to visit the homepage of Grace Christian Academy of Pulaski, WI, at [www.gracechristianpulaski.org](http://www.gracechristianpulaski.org) to view videos explaining how this model has been very effectively implemented and is serving as a founding model of this cooperative online/traditional classroom learning model. These videos (located separately on the homepage) explain and provide parent and administrator testimony about the benefits of this model. In addition, please carefully read the written explanation that follows. Because of its success, FreedomProject Academy now endorses Grace Christian Academy as a private school partner and are working together to make Classical, Christian, Common Core-free education available to more families around the country. Its implementation at FCS is explained below. You are encouraged to follow-up with questions to Mrs. Jackson, the founding Principal and President at Grace Christian Academy, to find out more about how this model works.

CORE COURSES ONLINE INTERACTION: ONLY math, science, history, English, and a language/humanities credit requirement course are online courses, through a highly reputable, Classical, Christian, Common-Core free online academy called *FreedomProject Academy*, where the initial content is presented twice a week for 50 minutes. These classes can have up to 30 students online. The online teachers provide the initial course content instruction, providing online interaction with the teacher and other online students, assign coursework, projects, tests, quizzes, presentations, etc. Then FCS staff extends the learning as explained below.

CORE COURSES IN-PERSON FACILITATION: There are three one hour OFFLINE class days for math, science, history, English and the elective are facilitated by an FCS teacher IN PERSON, which are for the purpose of lab work, tutorials, reteaching, classwork, project assistance, and research. These offline classes will have up to 12 students.

## **Combined Grades**

Depending on circumstances, two levels may be combined. Student-teacher ratios will not exceed 12:1 for combined grades.

## **Lunch & Snacks**

Lunch service is not provided by FCS at this time. Parents must provide a sack lunch and water bottle, which is a great opportunity to teach healthy eating patterns. Because students who maintain a healthy, stable metabolism function the best throughout the day, fruit, vegetables, and healthy proteins and grains are an expected part of student lunches. These are important for a healthy diet as well as a productive school day. On the other hand, less healthy or very sweet lunches with high concentrations of sugars are common contributors to hyperactivity, obesity, and mood swings. As a result, sugary, sweet snacks or other junk food type items should be kept to a minimum (we recommend only one per day). For K-5th grade, a healthy mid-morning snack is needed. *\*Healthy snacks include: fruit, raisins, crackers, vegetables, yogurt, etc.*

As a policy, lunch supervisors who notice an unhealthy pattern (more unhealthy items/lack of healthy items/no lunch or snack brought to school) in a student's lunch will notify the principal, who will notify the parents of the student's eating patterns. Parents will be contacted with the expectation that they will help their child pack a healthy, well-balanced lunch/snack for the future. This expectation will be treated the same for all students.

## **Transportation & Pick-up Policies**

Parents must provide their own children's transportation to and from school daily. We believe in the quality of time with family before and after school. We choose to require students to be transported by an agreed upon individual to protect the child and his or her emotional growth. FCS should be notified if a student has a parent's permission to walk or bike home from school.

Parents/Guardians must promptly pick up their children from the front entrance of the school. Students will not be allowed to wait outside. If you will be late, it is your responsibility to call the school office as soon as possible. If another individual is to pick up your child, you must send written consent or call the school office in order for the school to release your child.

## **Morning Routine**

School will begin with a memory verse, followed by a devotional and worship. The Pledge of Allegiance is optional to recite. The weekly opportunity to recite the Pledge of Allegiance to the United States of America is required by State law for private schools. All students are expected to be respectful during these times.

### *Pledge of Allegiance to the United States of America*

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

## **Daily Schedule**

Your child's specific class schedule will be provided before the start of the school year. The school day begins at 8 am and ends at 3:15 pm. Students may be dropped off at Faith Community Church at 7:50 am. Students will be dropped off and picked up at the chapel entrance everyday. Parents should park in the lot, not in the drive-thru lane when picking children up after school. Elementary

students will be released to their parents in person, unless they have middle school or older siblings who can walk with them to the vehicle.

## **School Calendar for the 2017-2018 School Year**

In most cases the schedule below attempts to follow the Waupaca school district schedule. However, we believe philosophically that it is professionally and educationally responsible to replace half days with full day school days and full day teacher inservice days, which represent the major differences. Be assured that total required hours are still met and that meeting curriculum goals is not a concern due to our low class sizes. Please let the administration know early if this causes a concern for your family. FCS will do its best to meet the needs of its families and/or take this into consideration for future years.

**Detailed calendar TBA**

## **Attendance & Absences**

School attendance by minors is the legal responsibility of their parents. Quality education requires regular student attendance as well. However, we recognize that situations arise in which missing school is unavoidable.

For planned absences, please let the teacher and school know as soon as possible so that any assignments may be pre-arranged with you.

For unforeseeable absences, you must contact the school office before 8 AM if your child will be absent from school that day.

Teachers are not responsible for teaching concepts missed due to either a planned or unplanned absence.

## **Missed Assignments**

If it is expected that the student will be missing more than one day of school, please notify the child's teacher and administration so that missing assignments can be put together and picked up.

It is the responsibility of the family to help their child with missed assignments in a timely manner so that the child can successfully continue his or her academic growth. Unfortunately, the teacher cannot be held responsible for the missed work of students.

## **Inclement Weather Policy**

FCS follows Waupaca School District with regard to school closings, delays or early dismissals due to inclement weather. If there will be a deviation from the closing schedule, such as for days that FCS has school and WSD does not, you will be notified through a phone tree. There will NOT be a separate announcement for FCS on the radio or television. In the event that school closes during the day due to unforeseen circumstances, you will be notified via e-mail, text and/or phone call.

## **Emergency Contact & Health Information**

Initially provided on your child's application, please inform your child's teacher of any changes to this information.

## **Illness/Injury**

Should a student become sick or injured while at school, the parent will be called to come to school to get the student. Please keep "Student Emergency" form information current so that parents or other designated adults can be easily contacted should a need arise.

First aid given at school is for temporary care only. No matter how minor the injury may be, parents should check the injury at home. For certain injuries, tetanus boosters may be advisable.

Please notify the staff of any injury that would hinder the usual activity of the student while in school, especially participation in physical education or recess. The parent should provide written permission from a doctor if the injury requires him or her to be restricted from participation in normal school activities for more than one day. **Illness/Conditions Not Permitted at School**

Please be very considerate of the health of the other students and staff as you make the decision of whether or not to send your child to school in the event of illness. The student himself and the rest of the students and staff are benefitted by an ill student staying home to rest and recuperate. Students are expected to remain at home or will be sent home when they exhibit the following physical conditions:

Any communicable disease, such as chickenpox, pink eye, strep throat, flu, head lice, or ringworm, should be treated or in remission before returning to school. (This list is not exhaustive, but these are the more common diseases that require medical treatment).

Fever: Temperature must be below 100° for 24 hours without a fever reducing medication before returning to school.

Pink Eye: Student may return to school when the redness/pinkness of the eye disappears or upon a doctor's written consent.

The student should remain at home or will be sent home if conditions such as a significant runny nose, cough, sore throat, consistent sneezing, significant stomachache, vomiting, earache, or headache are evident. Please consider your child's ability to control symptoms by covering their cough or remembering to use hand sanitizer after blowing their nose. This will also be considered when a decision is made to contact a parent to arrange pick-up of an ill student. Hand sanitizer and tissues are available in every classroom and other places throughout the school.

## **Hygiene, Head Lice, etc.**

Since growing in stature is part of our mission statement, healthy personal hygiene as well as being well-groomed are both evidence of that growth in stature. We, at FCS, consider hygiene as part of healthy, responsible living that shows respect to others and themselves. Therefore, we teach these concepts in our health classes and throughout the school day. As a result, we seek to uphold standards of hygiene and grooming that will keep them healthy, present a good witness for themselves, the school, and the Lord, as well as prepare them for the expectations of a future employer. Related to this, parents with students who begin to show signs of puberty need to

respond to the changing needs of their children's personal hygiene, such as more frequent bathing, washing one's face, use of deodorant, etc. To be specific, FCS holds the following hygiene expectations. FCS students need to be:

1. Showering regularly.
2. Clean smelling.
3. Visibly cleaning, brushing, and/or combing hair. Bed head is not allowed.
4. Receiving regular hair cuts that are within the hairstyle guidelines found in the Dress Code section later.
5. Clean shaven as it applies for boys who are showing facial hair.
6. Wearing clean clothes, shoes, socks, and undergarments. NOTE: Clothes worn during physical education are susceptible to greater odor due to high-intensity activity and therefore students must be bringing in a fresh pair of PE clothes weekly.
7. Brushing teeth regularly.
8. Using deodorant for students entering or in puberty.
9. Washing hands regularly when using the restroom. In addition, no drawing on oneself is permitted.

If a student needs to be made aware that their hygiene needs improving, but it is not a serious situation, the student will be expected to improve the next day. If it is a significant situation, parents will be contacted to pick up the student so that they can take care of the issue and return to school. After an incident, parents are expected to make sure the student's grooming is appropriate for school life, until the student can show personal responsibility. If parents have been contacted and the problem continues, consequences may be applied at the discretion of the principal.

As a special note, head lice, is a common but very contagious occurrence in school children. Hence, regular showering is very important, though contact with a carrier is most often the cause. Head lice are tiny insects in the hair and on the scalp which usually cause itching. Therefore, intense itching is a sign that head lice may be present. Nits are lice eggs that look like small oval white specks that are attached to the hair and are the visible indication that lice are present. Each family should inspect their children periodically for any signs of head lice. If any signs of lice or nits are found, the student should be treated immediately and thoroughly. This will prevent others from being infested and help to prevent a head lice epidemic. Consult a professional if in doubt about the findings. Students may return to school when successfully treated for head lice and ALL nits manually removed.

## **Medication**

It is best to have medications and treatments administered at home. **No medication, including aspirin or cough drops, is to be kept in a student's possession** (only exception: asthma inhalers). Any medication or treatment (over-the-counter or prescription) to be administered at school must be supplied by the parent and be accompanied by the proper form. A *Medication Request* form with instructions for administering medication must be completed, signed by the parent, and submitted to the **school principal** in order to grant permission to give a student medications. **All such medications must be in the original prescription bottle, properly labeled with the student's name, dosage and time.**

## **Visitor Policy**

Parents are welcome to visit FCS throughout the day, whether to volunteer or visit. If volunteering, please make arrangements with the teacher before your visit. Student visitors are limited to

prospective students and FCS graduates. All parents and visitors must sign in at the FCS receptionist counter upon arrival and wear a visitor's badge, lanyard, or name tag provided by FCS staff throughout their stay. Visits should not disrupt instruction, testing, or other activities. Guests are asked to please adhere to the FCS dress code. Student visitors are not allowed on school campus during regular school hours unless approved in advance by the administration. **The lunch period is "closed," meaning that students may not leave campus unless accompanied by a parent.** This also means that student visitors are not permitted in the lunchroom.

## **Volunteering**

FCS staff and leadership appreciate and encourage volunteering. However, to ensure the safety of our students, regular volunteers interacting with students need to complete a volunteer application. Volunteers are subject to background checks.

## **Parent-Teacher Communication**

Email is the best way to communicate with your child's teacher. If it would be better to make a call, it is helpful to leave a message that includes your question/concern and the best phone number and time to be reached. Please direct your calls to the main office at 920.785.1276.

## **Dress Code**

Students and parents should understand that this dress code is intended to protect the hearts, minds, and eyes of our students and staff during their day together. When it comes to the subject of modest clothing, the first question we should ask ourselves is: *What am I trying to accomplish by what I wear?* Above all, modesty is ultimately a reflection of the heart. Our outer appearance should reflect the inner reality of our relationship with Jesus Christ and our desire to honor Him. Immodesty can stem from an obsession with self, the intention to be noticed, lack of consideration for others, and/or lack of self-control and self-esteem. Furthermore, as Christians, we are under the watchful eye of our unbelieving neighbors and should be set apart, not out of a self-righteousness, but out of a love for others and Christ. 1 Peter 2:12 states, "Be careful to live properly among your unbelieving neighbors. Then even if they accuse you of doing wrong, they will see your honorable behavior, and they will give honor to God when he judges the world."

Students violating the dress code may be given a warning, have their parents contacted to remedy the situation, or be required to wear school supplied over-clothing at the sole discretion of the school principal. FCS students are expected to dress modestly and appropriately at all home and away FCS activities. Students and parents should be careful to submit to the opinions of FCS staff as they are expected by administration to maintain an edifying learning environment that supports FCS's mission, vision, and philosophy of education. Thank you for submitting to FCS's dress code policy. Parental support is also a necessary element in training children to learn to submit to authority in situations that may not fit their personal style of dress, such as in the workplace.

For all the above reasons and those that follow, FCS has a dress code:

- To focus on learning

- To encourage virtues like humility, simplicity, and respect for others

- To discourage vices like pride, materialism, and sensuality

- To remind students of the seriousness of scholarly work. The dress code begins the process of learning to honor guidelines for work attire that may be different from your own preferences. Research shows that higher standards of dress increases achievement.

To help create a sense of community and unity on campus  
To develop a modest way of life

#### GENERAL REQUIREMENTS:

1. Students are to be cleanly dressed, groomed well, and show healthy hygiene (see the section entitled "Hygiene, Headlice, etc.).
2. No pictures, symbols, patterns, or sparkles or any writing on any items.
3. Small logos on shirts, pants and socks, less than one inch (about the size of a US quarter), are acceptable.
4. Students should not expect to use tape to cover anything that does not follow the dress code. It follows the dress code or it shouldn't be worn.
5. Clothing must be in good condition without stains, holes or frayed edges.
6. Careful attention should be paid by both boys and girls that shirts and pants not be revealing when lifting, sitting, or bending over.
7. Undergarments are not to show, nor are midriiffs. Belts should be worn as needed to prevent this.
8. Clothing should not be revealing or so tight that it clearly reveals/accentuates a student's body features.
9. Any body piercing (with the exception of 2 piercings per ear for girls) should not be displayed at school or any school events.
10. Sunglasses are not to be worn indoors nor are hats, bandannas and hoods, except in preparation to go outdoors.
11. Tattoos and drawing on oneself are not permitted.
12. Nail polish may be worn without decorations or pictures. Neon, sparkles, and black are not allowed.
13. For both boys and girls, extreme hair fads, colors and styles are not permitted including anything deemed detracting from the learning environment, such as afros, mohawks, long spikes, and others as deemed necessary.
14. As available, Faith Christian School clothing is encouraged.

#### SHIRTS (BOYS & GIRLS):

1. Students are free to wear any solid colors, stripes, polka dots, flowers, and plaids. No other patterns are allowed. Some examples of unacceptable patterns are animal-skin patterns, camouflage, tie dye, or gradients from one color to another.
2. Spaghetti straps and sleeveless shirts are not allowed.

#### PANTS/SHORTS:

1. Solid-colored khaki and cargo pants are acceptable, but gathered-legged jogging style pants are not allowed.
2. Dark, navy colored or black jeans without ornamentation are allowed as long as they are solid colored. No faded colors are allowed.
3. Solid or solid with stripes athletic pants are allowed for students in grades 4K-6 only.
4. On warm days, shorts may be worn but should be no shorter than the top of the knee when standing. Typically, shorts will be allowed in August, September and May. Any

special changes will be made by the principal based on especially hot weather forecasts, if needed.

#### SHOES:

1. Solid-colored closed-toed shoes are allowed. Snow boots should not be worn during class.
2. Athletic shoes are allowed, but flashy styles should try to be avoided.
3. No flip flops, sandals, or high heels.
4. No neon, sparkles or jewels are allowed.
5. Shoes must be tied at all times.

#### SOCKS:

1. White or black socks are allowed.

#### GIRLS ONLY:

1. Dresses and skirts must be top of the knee length or longer.
2. Knit pants of the patterns listed above are allowed, but gathered-legged jogging style pants are not allowed.
3. For girls, leggings may only be worn under skirts.
4. Allowable jewelry includes 1 ring per hand and 1 earring per ear of a diameter or length less than 1 inch (approximately the size of a US quarter or less). One necklace that lays flat on the neck or chest is allowed. Pendants should be one inch or less in size. No long necklaces are allowed.
5. No unnatural hair colors are allowed.
6. Hair accessories should follow the rules about color and patterns for other clothing.
7. For grades 8-12, nothing more than foundation, lip gloss of light colors and mascara is allowed for girls only. No eyeshadow, lipstick or blush is allowed. That is, it should hardly be noticeable. No sparkles are allowed.

#### BOYS ONLY:

1. Hair for boys needs to be neatly trimmed and clean in appearance and shouldn't cover a student's eyes, earlobes or extend below the collar.
2. One ring is allowed per hand. No earrings are allowed for boys.
3. One necklace that lays flat on the neck is allowed. Pendants should be one inch or less in size (about the diameter of a US quarter). No long necklaces are allowed.

#### PHYSICAL EDUCATION:

1. **ELEMENTARY STUDENTS:** For physical education, parents of elementary students should try to make sure that students are wearing clothing and shoes that promote physical movement. Skirts, dresses and dress shoes should be avoided on PE days. You will be notified of your child's schedule so that you can plan for this. If possible, it is helpful to have an extra pair of athletic shoes that are kept at school.
2. **MIDDLE SCHOOL/HIGH SCHOOL STUDENTS:** For physical education, students 6th grade and up should have athletic shorts and t-shirts that they may keep at school but must take home at the end of each week or class to be washed. Athletic shoes must be worn on PE days in grades 6-12. If possible, it is helpful to have an extra pair of athletic shoes that are kept at school, though it is not required.

## **Student Dating**

To maintain the focus on academics and spiritual growth at Faith Christian School, avoid controversies of what is appropriate or inappropriate, and to make sure there is no confusion amongst our younger students, no students are allowed to participate in dating relationships during school hours or off-campus with other students while students at Faith Christian School. We believe this promotes the sanctity of the male-female relationship for marriage because as a general rule high school students are not ready into a marriage relationship. While we understand that parents can differ on their opinions about teen dating and students likely have their own opinions, too, we choose to err on the stricter side for the reasons listed above as well as to keep our focus on the Lord, protect our student body from harm, to protect unity among our families and students, for our students to avoid any appearance of evil, and to focus on the mission of Faith Christian School. Enrollment at Faith Christian School assumes an agreement to follow this policy. Disobeying this policy is subject to the fullest extent of discipline just as any other FCS school policy.

## **Student Lockers**

Student lockers will be issued to students. They must take care of them, which includes keeping them organized and closed. Also, clothing (Phy. Ed. clothes, winter clothes, etc.) must be hung up nicely and neatly in lockers and/or coat racks at all times. Lockers are also the property of the academy. Lockers are open to inspection at any time for tidiness checks as well as search and seizure. Please note the policies regarding lockers in the "Search and Seizure" section of this handbook.

# **ACADEMICS**

## **Grading Policy**

4K up to 2nd Grade will use the following grading assessment:

E=Exceeds Expectations (This is not the same as an A, but it is when a student is truly learning beyond what is expected.)

M= Meets Expectations (Student has satisfactorily met learning goals.)

G = Growing (Improvement through continued growth has been shown, but student is not meeting curriculum goals at present.)

I= Insufficient Growth (Student is not progressing at a rate that will allow them to meet goals in time.)

NM = Not Meeting (Student is not meeting curriculum goals and no improvement has been shown.)

Third grade through twelfth grade will use the following standards:

100-93	A	72-70	C-
92-90	A-	69-67	D+
89-87	B+	66-63	D
86-83	B	62-60	D-
82-80	B-	59-0	F
79-77	C+		
76-73	C		

A student receiving an incomplete in a class must complete all work within one week.

### **Parent Feedback & Parent-Teacher Conferences**

You may be asked to complete a form regarding your impressions of your child's progress and any feedback you can give the teacher. In addition, parent-teacher conferences will be held twice a year. You will be notified in advance of the date and time. Please communicate early if you need to modify the time or date of the scheduled conference.

### **Parent Involvement**

These are ways that you should be involved in your child's education.

1. Pray for your child, FCS, and you as parents/guardians.
2. Establish responsible guidelines in your home of balancing homework and free time (i.e. video games, TV, internet, etc.) so that homework is encouraged to be done on time and to the best of the student's ability.
3. Review and discuss work sent home with your child.
4. Read papers sent home by teachers and principals as well as emails and newsletters.
5. Give homework help.
6. Communicate with your child's teacher early about any concerns you may have.
7. These are ways that you are encouraged to be involved in your child's education.
  - Contact your child's teacher about visiting their class.
  - Share your vocation with a class.
  - Accompany a class on a field trip.
  - Help in class with special activities/projects/celebrations.
  - Request feedback from the teacher on your impressions of your child's progress.
  - Request a special meeting with the teacher.

## **Homework Policy**

First, students should expect that ALL homework assignments MUST be completed, whether on time or late. In general, students should expect some homework with the intention is that it is meaningful for their growth. Parents should help children develop responsibility and provide accountability support at home. In addition, FCS staff stay in close communication with each other. In that, late homework consequences are invoked across the board. That is to say, that if a student has a missing assignment in Health class and Social Studies, a pattern is being developed and a parent may be contacted as well as quick action taken by staff regarding homework completion. In that, students should expect discipline for late homework and expect to have to finish it within a strict timeframe. Disciplinary actions could include but are not limited to losing recess, appropriate school service, calls home, parent-student-teacher meetings, and up to expulsion for rebellious defiance in relation to homework completion.

ONLINE COURSES: It should be noted that for students in online courses through Freedom Project Academy, late homework is not tolerated and is automatically a zero. Therefore, it is extremely important that parents support their children by creating successful homework study habits and environments at home and set up a home schedule that is conducive for successful homework completion early on.

## **DISCIPLINE**

FCS is committed to the philosophy and principles of Christian education. Student conduct which works against FCS's philosophy will not be condoned. The guidelines listed in this book are based on Christian principles, appropriate standards of conduct, and common sense. Guidelines provide boundaries for security and freedom. We expect that our students respond with positive attitudes and appropriate conduct.

Hebrews 12:11 suggests that discipline may be correctly viewed as both a process and a product. God expects parents or other authorities to discipline children so as to produce a child who consistently becomes a more self-disciplined adult, requiring less supervision as he matures. He, then as a self-disciplined adult, assumes the role of training the next generation. God's ultimate purpose in charging parents with this task is to prepare children to enter into and mature within His spiritual family and to respond to God with respect and obedience on the basis of their former training by their parents. FCS's philosophy of education and discipline exists to serve and further this ultimate spiritual goal.

The Bible clearly indicates that the parents are responsible for the discipline, that is, training or instruction of their children. Faith Christian School exists to assist parents in their God-given responsibilities. Therefore, FCS seeks not to assume the task which God gives to parents, but only to serve as the parents' appointed and authorized representatives in the child training process, in a limited way. In formulating a philosophy of education and discipline, FCS has attempted to align itself as closely as possible with the Bible's instructions to parents in order to provide the utmost consistency for the child between training to be taught at home and training received at FCS. In the same spirit, FCS likewise assumes parents will direct and discipline their children according to biblical principles as well as support the biblical training and discipline provided at FCS.

God-given responsibilities in the discipline process exist not only for parents and teachers, they exist likewise for the students. Students are to respond to FCS faculty and staff members with appropriate respect and courtesy. Any failure to maintain a biblical attitude of respect and obedience toward FCS authority which manifests itself in improper behavior or violated standards will result in disciplinary action. FCS expects that parents will support the administration in such disciplinary action by encouraging obedience and respectfulness. Attendance at Faith Christian School is a privilege and not a right. However, it is our heart's desire to partner with families in the nurturing of the student(s). At times, as situations require more drastic action, the Academy reserves the right and at its sole discretion can dismiss a student from attendance at FCS. In addition, the Academy reserves the right to deny re-admission to any student whose actions demonstrate that it is not in the school's best interest to allow re-admission. The best interest of the student, the student body, and the staff must all be taken into consideration in matters of a more serious nature.

### **Biblical Exhortation for Godly Behavior**

1. Use your time wisely: "Teach us to number our days aright, that we may gain a heart of wisdom." (Psalm 90:12)
2. Be considerate of others: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." (Eph. 4:29, 32)
3. Do not be misled. Bad company corrupts good moral character. (I Cor. 15:33)
4. These people honor me with their lips. But their hearts are far from me. (Mark 7:6)
5. Discipline yourself for the purpose of godliness. (I Tim. 4:7-12)
6. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. (Heb. 12:11)

### **Student Expectations**

1. No talking in class without being recognized; that is, students should raise their hands unless instructed by the teacher that it is ok to speak freely.
2. Students must have permission to leave their seats.
3. Students must keep their hands, feet, and other things to themselves.
4. Students must be kind in what they say to others and to their teachers.
5. Students must accept and obey any instruction or discipline from all teachers and staff.
6. Students shall respect the authority of all adults and the rights and property of others.
7. All student organizations that meet in the school must have an authorized sponsor with them.
8. Movement in the hallways, whether between classes or during classes, must be done quietly and in an orderly fashion.
9. Any student leaving a room during class time must have permission from their teacher.
10. Students may not make disrespectful noises or disruptions during school at any time.

In addition, **certain student behavior cannot be tolerated** and will result in action by the teacher and/or the administration. The following serve as examples but are not limited to include:

1. Use of physical force or verbal intimidation toward staff, administration, or students;
2. Leaving school property without permission;

3. Defacing any property of the school or another student (damage caused by the student will be paid for by the student or parent);
4. Bringing to school any article that distracts another (i.e. cell phones, cameras, games, iPods, etc.);
5. Being disrespectful toward fellow students, teachers or staff in attitude, words, or actions;
6. Noisy, distracting interruptions such as emotional outbursts, bodily noises, and any other annoying sounds;
7. Using profanity or vulgarity;
8. Lying, cheating, or stealing;
9. Inappropriate public display of affection toward members of the opposite sex, such as kissing, hand holding, embracing, etc.;
10. Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of FCS;
11. Obscene body language;
12. Chewing gum/eating candy at school;
13. Food or drinks, other than water;
14. Possession on their person, in their locker, in their backpack ,or in their cars of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, alcohol, or pornography;
15. Blatant disrespect or defiance.
16. Misbehavior during transportation to or from school activities will not be tolerated.
17. Entering the building before 7:30 AM, except with permission and supervision by a teacher.
18. Attendance at school functions, including athletics, on days of suspension. For continued suspensions, permission to attend activities or hold positions can be revoked for the remainder of the school year at the discretion of the principal.
19. Student use or entrance into staff offices, work areas not intended for student use, all parking lots and roadways during school hours, and construction areas. Some activities may be allowed for specific purposes with special permission and staff supervision.

## **Method of Discipline**

Students deserve to be treated fairly and reasonably. Discipline will be based on evaluation of the circumstances for each case. It is our belief that discipline must address attitudes of the heart, teach submission to authority without challenge, without excuse or delay, and lead students toward Christ-like behavior. Factors that will be considered are the seriousness of the offense, the student's age, frequency of misbehavior, and the student's attitude. Parents are asked and encouraged to foster the responsibility of their children and respect of those in authority by supporting the disciplinary actions taken by FCS staff.

## **General Parent Expectations**

1. Parents are expected to dress modestly and appropriately at all on- campus and school related events and field trips.
2. Parents are expected to be respectful of school staff and students and display Christ-like behavior through edifying speech.

3. Parents are asked to trust the judgment of FCS staff. However, we understand there may be times when a disagreement over the way a FCS policy was enforced or student behavior disciplined. In this event, all situations related to student discipline and any school-related concerns must be voiced only to those concerned, following the Matthew 18 principle.
4. Finally, parents are responsible to know and adhere to all school policies.

## **Misunderstandings/Conflict Resolution**

The faculty and staff of FCS are committed to resolving conflicts according to the principle of Matthew 18, the principle of giving good reports. Often problems are due to miscommunication. We seek to resolve conflict by the pattern expressed in Matthew 18:15-17, and in the spirit of Galatians 6:1. Forgiveness and restoration are the goals of conflict resolution. When a problem or misunderstanding arises, the parent or student **MUST** first go to the teacher or individual directly involved with the situation. If the problem is not resolved at that level, then the school principal may meet with the parent and teacher or individual. And finally if this does not resolve the situation, the matter may be brought before the school board.

## **Bullying & Harassment**

FCS strives to provide a safe, secure, and respectful learning environment for everyone in the school buildings, on school grounds, and at school-sponsored activities. Therefore, bullying and harassing behavior will not be tolerated in any FCS buildings, property, and educational environments so that there is no disruption to the learning environment and learning process.

Students who are victims of bullying or harassment will be protected and staff will strive to take action to protect the students. As a result, a student found bullying or harassing another will be disciplined by staff and/or escorted by staff to the school principal. Incidents and/or reports of bullying will be reported to the school principal to protect the safety of victims. An incident report will be filled out by any staff who observed the behavior or the student reporting the behavior or both as applicable.

Harassment, sexual or otherwise, is prohibited. Individuals who, upon investigation are determined to have engaged in harassment under the provision of this policy, may be subject to disciplinary action. An individual responsible for harassing behavior, whether bullying or otherwise, is subject to discretionary disciplinary action by FCS administration, including but not limited to notifying parents, meeting with administration, meeting with parents, suspension, expulsion, and reporting to law enforcement authorities as needed. Disciplinary action will be taken based on the results of investigation of the report. Students are also intended to be protected from any bullying or harassment by FCS staff in this policy.

In an effort to instill biblical values and create a safe and loving environment, the school has adopted a harassment policy. From time to time, in a large community such as a school, conflict and offense can occur. As part of living in a sinful world, we don't always relate to others as we should. When we try to exert power and influence over others, harassment can result.

FCS desires that students act in a loving manner toward students and staff and vice versa as Paul describes in Galatians 5:22-23 as love, joy, peace, patience, kindness, goodness,

gentleness, long-suffering, and self-control. We seek to implement a clear framework for dealing with bullying and harassment incidents in order to protect the students and help the instigator learn how to relate in a way that is loving and respectful to others. The Bible directs us in this way: *“My command is this: Love each other as I have loved you.”* John 15:12

Bullying occurs when a person or group is intimidated, frightened, excluded, or hurt by a *pattern* of behaviors directed at them by others. (Greg Griffiths, *“Bullying in Schools-the Hidden Curriculum”* (2003)). Harassment is unwanted physical contact, gestures, or verbal exchanges, whether sexual or otherwise.

Our policy is based on the motto that bullying and harassment are “not OK at FCS.” FCS recognizes that not all behaviors should be considered bullying, harassment, or willful violation of this policy. However, those that are found to be so after investigation, will be subject to disciplinary action. First, behaviors need to be assessed by the authority figures in the school.

The following may be forms of bullying and harassment:

- Physical aggression-including hitting, punching, kicking, etc.
- Teasing or verbal abuse-including putdowns, insults, name calling, or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- Setting up of humiliating experiences
- Damaging a persons property / possessions or taking them without permission
- Threatening gestures, actions or words
- Written/verbal/ electronic messages that contain threats, putdowns, gossip, sexual remarks, or slandering
- Inappropriate and unwanted physical touch or words spoken, whether sexual or not

**In order to best serve the victim, FCS has set forth the following guidelines for its students, staff, and parents:**

1. Students should ask the offending student to stop. Students should take appropriate steps to discourage or prevent bullying. Students should be willing to resolve bullying situations, employing forgiveness and changes in behavior.
2. Students are expected to make incidents known as they happen, that is to share it and ask for permission to go to share it with staff that they feel safe. They should go to the office to complete an incident report after it happens. Completing an incident report is necessary to deal with the problem correctly and quickly for the student’s safety. In some cases, facts from bystanders may need to be gathered.
3. If a student prefers to have a parent report the situation, this is understandable. Students are strongly encouraged to share incidents with their parents. However, students who wait to inform staff/administration can slow the process of effective resolution to the problem. However, FCS does understand a child’s need for protection and help from his parents to address these issues which are often emotionally difficult. Parents are encouraged to take what their children say seriously and to report bullying concerns to the teacher first. Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters. Parents not satisfied with the action may refer to principals if the need arises.

4. All staff will have access to the information recorded on all incidents so that they may be aware of any issues between students.
5. Staff and administration view bullying allegations as a serious matter not to be taken lightly. Thus, staff and administration will work diligently to address the situation in a timely manner with the intent to maximize the safety of the victim.
6. Parent(s) of victims and instigators may be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.
7. Parents are asked to help the school in addressing the source of the problem at home. It will take a team effort to help the instigator learn to understand and respect the value of others in God's eyes. It will also take the family to help encourage the victim to maintain the knowledge of his worth in God's eyes and help of the Lord to protect both his heart, mind, and body.

Truly, the heart of FCS and its staff is to provide a safe and loving environment for students to learn and grow closer to the Lord. FCS seeks to not only teach what God's Word teaches us about the value of each individual, but also to help students put such behavior and thinking into practice.

## **Electronic Communications & Technology Policy**

Time will be spent to help students become comfortable technology users for learning and for use in real-life situations. For example, students will use online programs to facilitate learning and to meet the different learning styles of students. They will also use technology to publish their own writing and express their learning in various ways, such as graphing, to express collected data, etc. All students and parents must read, sign, return, and abide by the *Electronic Communications Agreement*. By signing that you and your child have read this handbook together, you are also agreeing to the responsibilities set forth regarding the use of technology at FCS.

The Electronic Communications Policy at FCS is intended to provide employees and students with guidance concerning use of the school's electronic communication systems so that the professional and personal use of technology represents the godly character and reputation of FCS and its staff. This type of electronic usage includes, but is not limited to its computer systems, access to the Internet, email, and telephone/wireless systems. This policy applies whether those systems are accessed from FCS's premises or from off site. This policy also places limited restrictions on the use by students of certain devices that they may own. If abuse of the electronic communication systems is observed, then disciplinary actions will be handled by the teacher, principal, and/or school board as deemed necessary.

FCS provides internet access and e-mail to its older students for educational purposes. Computers and other related equipment and devices, like all other office equipment that is provided by the school, are the property of FCS. Students should not consider any of their e-mail, internet usage, or telephone calls made on the school's equipment or systems to be private or confidential. All such usage may be monitored or inspected at any time by FCS.

In addition to student expectations regarding electronic communication and equipment, students are also expected to make a good faith effort to manage their technology by way of faith. We do utilize a strong content filter and strive to protect minor children from inappropriate material that may be found while using the network. Even with those

safeguards in place, FCS staff cannot 100% guarantee that everything will be filtered. Safe internet usage will be taught and is a skill and responsibility that students are expected to utilize as they use the Internet in a God-honoring way for its intended academic purposes. Safe utilization of the internet for homework and take-home projects is the responsibility of the parents.

The use of online chat rooms, wikis, blogs, forums, social media, and other tools will be under teacher supervised settings and used for valid instructional purposes within the educational settings.

Finally, severe violation of students will be reported by the supervising staff member to the principal by filling out an *Incident Report Form*. Any student responsible for a breach in FCS electronic communications policy is subject to disciplinary action.

### **Unacceptable Use of Technology**

It is impossible to completely define unacceptable use of technology. However, for the purpose of illustration, some examples are:

- Sending or displaying offensive messages or pictures;
- Using offensive or obscene language;
- Damaging equipment or networks;
- Violating copyright laws;
- Using others' passwords;
- Trespassing in others' folders, work, or files;
- Unauthorized access such as hacking;
- Intentionally wasting resources;
- Circumventing the content filter by any means;
- Regularly employing the technology for commercial or political purposes; and
- Any form of harassment using electronic devices, commonly known as "cyber bullying" by students, staff, or third parties is prohibited and will not be tolerated in the school. "Cyber bullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form on or off site which disrupts or prevents a safe and positive educational and working environment for an individual or group of students may also be considered cyber bullying and, therefore, under the disciplinary rule of FCS. Finally, *Unacceptable use of technology may also be unlawful and subject to prosecution based on its severity and legal implications.*

Again, the heart of FCS is to use technology as a tool for learning, expression of learning, and communication. Thank you for respecting others and abiding by FCS's expectations in this area.

## **Academic Integrity**

Faith Christian School strives to teach students the importance of personal and academic integrity: "He [God] stores up sound wisdom for the upright; He is a shield to those who walk in integrity." Proverbs 2:7 Cheating, falsifying, plagiarism, and theft or alteration of academic materials rob the child of God of academic integrity and will not be tolerated. Cheating is defined as obtaining, attempting to obtain, aiding another to obtain credit for work, or any improvement of evaluation of performance by any dishonest or deceptive means. Examples of cheating or academic dishonesty include but are not limited to:

- Copying another student's homework, quiz, test or other paper without express permission from the teacher;
- Using or allowing another student to misrepresent or fabricate work as one's own, unless part of a group project when work is shared;
- Unauthorized possession, distribution or use of test or quiz materials in advance, using or displaying notes, "cheat sheets," or any other information devices inappropriate to the prescribed test conditions;
- Seeking to deceitfully obtain, collaborate, or secure answers during a test or quiz from any outside source, whether through visual, auditory, written, electronic, or verbal means; and
- Plagiarism in any form. Plagiarism carries severe academic consequences that can result in the failure of a course.

In general, discipline of issues of academic integrity remain at the discretion of the teacher. Concerned parents should contact the student's teacher. However, we encourage parents to respect the observation and investigation by the teacher.

## **Drugs and Alcohol**

Faith Christian School will not tolerate the buying, selling, possession, or any transfer of drugs and/or alcohol. Issues related to drug use, possession, and/or transfer will result in dismissal of the offending student or students. Consumption of drugs or alcohol is neither compatible nor permissible within the wholesome Christian environment we provide at FCS. Although consumption is an expulsion offense, individual situations will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. Situations that warrant restoration will be given due consideration by the respective principal. The administration of the Academy reserves the right (as per the safety of that student or any other student) to require drug testing with the understanding that confidentiality will be maintained. If the parents and/or student refuse to submit to the test, or refuse to submit the test results to FCS, then the student's privilege to attend the Academy will be revoked.

## **Guns and Weapons**

Faith Christian School does not allow guns, knives, weapons, or their facsimile (fake representations of weapons) on campus. Firearms and dangerous weapons are prohibited on all property of FCS. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons exempt from this prohibition. Weapons will be confiscated immediately and the

student carrying the weapon should be escorted by a staff member to the office. A student carrying a weapon is subject to discretionary disciplinary action, including but not limited to notifying parents, meeting with parents, suspension, expulsion, and reporting to law enforcement authorities. Violation of this policy may result in the immediate dismissal of the participating student or students with the exception of a facsimile, which may result in suspension or dismissal at the discretion of the administration.

## **Search and Seizure**

To maintain order and discipline in the Academy and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student automobiles and may seize illegal, unauthorized, or contraband materials discovered in the search. FCS reserves the right to invite the Waupaca Police Department, another police department if needed, and/or appropriate narcotics search group to visit at any time during the school year to search for drugs. Any weapons, alcohol, drugs or drug paraphernalia found in lockers, cars or other items under the student's control will constitute possession. The following policies apply:

1. **Personal Searches:** A student and/or personal effects (e.g., purse, backpack, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Students may be asked to empty their pockets, pocketbooks, wallets, backpacks, etc. without the parent's permission or the student's permission. Enrollment of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is required (as per the safety of that student or any other student), then the parents will be phoned and must come to school to perform the search. If the parents fail to come to the Academy to perform the search in a reasonable time (one hour) and/or the student refuses to empty his/her pockets or remove from his or her person what is suspected, then the student's privilege to attend this Academy will be revoked. Please understand that FCS views unwillingness to bear testimony to one's own innocence not only as insubordinate behavior but also cause for staff and administration to have a concern of trust and safety of other students.
2. **Locker Searches:** Student lockers or any other storage spaces are Academy property and remain at all times under the control of the Academy; however, students are expected to assume full responsibility for the security of their lockers. The Academy exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property because school property is subject to search at any time by Academy officials. Students are responsible for whatever is contained in desks and lockers issued to them by the school. Periodic general inspections of lockers may be conducted by school authorities without notice, without student consent, without parental consent, and without a search warrant.
3. **Seizure of Illegal Materials:** If a search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

## **Dismissals**

Faith Christian School reserves the right of suspension or dismissal at any time during the school year at the discretion of the respective administration. Any pupil who persistently neglects work, who fails to meet academic standards, who exercises poor citizenship, who

continues to be uncooperative, or whose parents fail to cooperate, may be dismissed from the school. Dismissal will be administered by the respective principal with the advice and approval of the school board. Appeal of a dismissal may be made in writing to the principal within three days of the dismissal. A student may not attend classes during request for an appeal. A student who has lost the privilege to attend FCS is not permitted to attend school related events.

## **School Information**

Faith Christian School is located at Faith Community Church at N2541 Cty. Rd. Hwy K in Waupaca, WI 54981. Its main offices are located Faith Community Church, phone 715.258.8857. Between sessions, appointments can be made by contacting Mrs. Jackson at 920.660.2808, the school principal, personally. Please leave a detailed message regarding your questions and when it is best to reach you. Your call will be returned as soon as possible. During school hours, the easiest method of communication directly to the principal via email at [jaime@faithchristianwaupaca.org](mailto:jaime@faithchristianwaupaca.org). We look forward to hearing from you!

## **About the Principal**

*Mrs. Jaime Jackson - Master of Arts in Educational Leadership, Certified Administrator (K-12), Certified K-9 in Reading/Language Arts, Mathematics, Social Studies, Spanish & Business*

Having been called to be the founding principal of Faith Christian School, Mrs. Jackson will serve as the principal. Mrs. Jackson has been prepared for this position through being called to be the founder of Grace Christian Academy, a non-denominational Christian school in Pulaski, WI. Serving as its President of the Board of Directors for the last 5 years, she was its principal in its inaugural year and is trained and certified through her Masters Degree and certification in Educational Administration as a K-12 school principal for Illinois and Wisconsin. With 9 years of professional teaching and 4 years of homeschooling, she is passionate about youth ministry and missionary work in Asia. Mrs. Jackson is married to her husband, Dave, and together they have two children, Zoe and Isaiah, who all had an integral part of founding Faith Christian School in Pulaski. Zoe and Isaiah attended there for its first two years. Mrs. Jackson's husband, Dave, joined Jaime as part of the teaching staff. Mrs. Jackson taught elementary social studies, math and art, and Mr. Jackson taught K-12 music and technology. Now they are walking together as FCS's founding family, and Zoe and Isaiah attend Faith Christian School.

## **In Closing**

As the principal of Faith Christian School, I look forward to hearing from you as you share your interest in the ministry of FCS. There are many ways to partner with FCS that not only include enrollment, but also volunteering, financial support, prayer partnership, student sponsorship, and sharing the mission and vision of FCS with others. Please make a point to contact me to get together to discuss how you could be a part of what God is doing in the Waupaca area! I'd love to share all of what God has done so far to make

Faith Christian School a reality! We'd love to hear from you! We are serving you for God's Glory!

Sincerely,

Mrs. Jaime Jackson, Faith Christian School Principal & Teacher