

Faith Christian School

Policy Manual

As of 11/15/19

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1. Admissions Policy

Dates: Approved 4/22/97, revised 11/15/19

Objective: To ensure consistent and fair procedures for admission to Faith Christian School

Scope: This policy applies to all prospective students

Definitions: *Guardian:* The person(s) legally responsible for the child.

Guidelines:

1. Believing that God has given parents the primary responsibility to instruct their children in the love and fear of the Lord, we perceive our mission to be one of reinforcing and supplementing the religious training given in the home. Therefore, it is required that at least one parent (or guardian) be a professed Christian. We believe a child's growth is best if nurtured by parents, church, and the school.
2. While recognizing the worth and promise of all children, but further recognizing that we are not professionally trained or equipped to teach to children with certain medical needs or severe learning disorders, we may be unable to accept these precious children for admission.
3. Prior to enrollment, at least one parent (guardian) must sign the Faith Christian School Covenant and the Enrollment Contract.
4. Students of currently enrolled families have priority over students of prospective school families on the waiting list. If a prospective student has been on the waiting list for one year, he will have the same status as students of currently enrolled school families.
5. Faith Christian School does not discriminate on the basis of race, sex, or national origin in the administration of its admission policies.
6. In order to comply with state health regulations, each year the school requires written verification of proper immunization status or qualified objection for every student.

2. Amendments and Alterations to the By-Laws Policy

Dates: Approved 07/28/98

Objective: To reiterate the requirements for amendments and alterations to the By-Laws of Faith Christian School as stated in the By-Laws.

Scope: This policy applies only to changes in the By-Laws

Definitions:

Guidelines:

The Faith Christian School, Inc. By-Laws, excluding Articles II and III, may only be altered, amended, or repealed by a vote of at least three-quarters of the Board of Directors (hereinafter “Board”) members at any regular or special meeting, provided a minimum of ten days written advance notice of the meeting has been mailed to all Association and Board members of record at their last known address, specifically enumerating such proposed changes or amendments. The proposed changes would be provided to the membership of the association in written form at least thirty days prior to the actual vote.

3. Approval of Application for Enrollment Policy

Dates: Draft 01/02/97, revised and approved 04/22/97; revised draft 08/03/01; approved 08/14/01; revised 10/21/08.

Objective: To establish the procedure for approving applications for enrollment in Faith Christian School.

Scope: This policy applies to all applicants of Faith Christian School

Definitions: *Complete* - an application is considered complete when a signed application form, previous official school records, teacher recommendations, grammar/language/math assessments appropriate for grade level of entry, and a copy of the final report card for the grade level immediately preceding the one being applied for, and a completed Parent Questionnaire Form are on file in the school office and all applicable fees have been paid.

Guidelines: For a prospective student to be enrolled in Faith Christian School, the following requirements must be met:

- The student’s application for enrollment must be complete.
- The Head of School, or his designates, must conduct a personal interview with the parents and student.
- The Admissions Committee reviews the applicant's completed packet and makes an enrollment decision. The Admissions Committee consists of Division Heads and the Head of School.
- The Head of School has the approval authority for all admissions.

4. Attendance Policy

Dates: Approved 07/08/97; revised 10/21/08, 1/15/19

Objective: To establish a policy that encourages student attendance at school. At school a student is exposed to various types of instruction. Because each class period should contribute significantly to the curriculum objectives of Faith Christian School, and because the instructional program is progressive and sequential, it is

necessary to encourage student attendance in all prescribed classes. However, in recognizing the authority of parents over their children, we understand that parents may decide that it is in the best interests of their child not to attend school on a particular day.

Scope: This policy applies to all students.

Definitions:

Planned absence: any absence that is the result of parents deciding to excuse their student from attendance at school for reasons that are foreseeable. Examples are absences due to family vacations, doctor or dentist visits, programs that are not school-related, etc.

Unplanned absence: any unforeseeable absence. Specific examples are illnesses, or family emergencies.

Guidelines:

1. A record of attendance for each student will be kept in the office. The total number of days absent and days present will be recorded on the student's quarterly report.
2. Detailed guidelines addressing absences from school will be published in the Employee Handbook and in the Student Handbook.
 - a) The guidelines will distinguish between planned and unplanned as well as short and extended absences.
 - b) The guidelines will address issues including the following: extension of due dates, consequences of missing assignment deadlines, absences resulting from participation in extracurricular activities, amount of missed work required to be completed, etc.
3. In the event a student is absent from a class, or from school, for more than ten days during one quarter (for any reason), the student's parents will meet with the Division Head or the Head of School (and teacher(s) if necessary) to determine whether the student will receive a letter grade or an incomplete on his report card.
4. When applicable, a student must complete final exams before a semester grade will be given. A student who is absent during a final exam will receive a grade of I (incomplete) in the pertinent course until the missed exam is completed.
5. Upon request from parents, the Head of School is authorized to waive requirements set by other provisions of this policy. In doing so, he should take into account the following: the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.
6. Otherwise, it is assumed that all students enrolled in Faith Christian School will attend all prescribed classes, i.e. parents and/or students may not choose which or how many classes to attend. After twenty absences for the year in any given class, the student may not receive credit and a passing grade for the class except in unusual and extenuating circumstances at the approval of the Head of School.

5. Bible Translation Policy

Dates: Draft 01/02/97, approved 01/07/97; revised 08/14/01, 1/15/19

Objective: To provide order and continuity in Bible reading, memorization and study by establishing a uniform translation of the Scripture to be used in Faith Christian School.

Scope: This policy applies to all classes at Faith Christian School.

Definitions: N/A

Guidelines:

1. The New International Version (NIV) of the Bible will be the primary translation used at FCS, with other translations used for supplemental purposes and comparison studies. Although other translations would also be suitable as the primary translation, having uniformity provides continuity in Bible reading, memorization, and study.
2. For standardization purposes, Lower School students will be issued an NIV Bible that will be used during Bible class. This Bible will be used for study, memorization, and recitation in the Lower School at Faith Christian School.
3. Parents who do not want their child(ren) to use the NIV may petition the Head of School for a waiver of this policy.

6. Capital Expenditure Policy

Dates: Approved 07/08/97; Revised 1/15/19

Objective: To set procedures for capital expenditures.

Scope: This policy concerns itself with the expenditure of funds that are not allocated as part of the annual operations budget of Faith Christian School. Such funds may come as designated gifts, funds from auction or other fundraising activity, grants, etc.

Definitions:

Capital expenditures: Funds spent generally on improvements or extensive repairs and which are not allocated in the annual operations budget.

Projected costs: The total cost of labor and materials associated with the project from start to finish.

Guidelines: To be followed for all capital expenditures:

1. If the projected cost of a non-planned capital expenditure exceeds \$10,000, the Head of School must notify the Board Treasurer or the Chairman of the Board for approval before project may proceed.
2. Any capital expenditure under \$10,000 which would clearly benefit from competitive bidding, then competitive bids are strongly recommended but not required. Over \$10,000 at least two bids are required unless extenuating circumstances would suggest otherwise. Head of School should always consult Board Chair when there are extenuating circumstances.

7. Check Signing Policy

Dates: Approved 04/21/98; revised 11/27/01, 8/16/05, 10/4/2018, 1/15/19

Objective: To clearly delineate the requirement for signatures on checks written by Faith Christian School

Scope: This policy applies to payroll checks and checks for any amounts for normal operating expenses of the school

Definitions: N/A

Guidelines:

1. The Director of Finance is authorized to sign any check for amounts up to \$2,000. The Head of School is authorized to sign checks for amounts up to \$4,000. Any check that is for an amount greater than \$4,000 must be signed by two authorized signers.
2. Any authorized signer may independently sign recurring monthly bills (ex. mortgage, power bill).
3. Authorized signers on the School's operating accounts will always include the Head of School, the Director of Finance and one additional director designated by the Head of School.

8. Class Size Policy

Dates: Approved 07/28/98; revised 5/21/02; revised 10/21/08, revised 1/15/19

Objective: To provide the administration with approved guidelines on preferred class sizes.

Scope: This policy applies to all grade levels of Faith Christian School.

Definitions: "Continuing students" -- Those students who are continuing, uninterrupted, classes at Faith Christian School.

Guidelines:

1. Faith Christian School has planned for, and seen the benefits of a relatively small student: teacher ratio in the classrooms. In order to facilitate personal attention and small group work, class sizes will be limited to 20:1, but subject to Head of School review up to twenty-two students may be permitted per class.
2. The Head of School is permitted to exceed the class size of twenty and go up to a maximum of twenty-two students under circumstances similar in nature to the following:
 - a. When students of staff members or continuing families would be excluded from a class;
 - b. When there would not be an inordinate burden placed on the classroom teacher or facilities;
 - c. When restoration of the approved ratio is possible in the future;
 - d. Other case-by-case scenarios that come up whereby the Head of School finds it appropriate to expand class sizes up to twenty-two.
3. Should there ever be a case where the Head of School has reason to expand beyond 22 students, he/she must get Board Approval.
4. Priority Placement: In order to facilitate student placement in classes, the following priority listing will be adhered to:
 - a) School-age children of staff.

- b) Continuing students properly reregistered.
- c) New students from continuing families (e.g. younger siblings).
- d) Children who were enrolled in Faith Christian School in a previous year but whose enrollment was discontinued for reasons other than academic failure or behavioral problems.
- e) New students from the general public.

9. Controversial Subjects Policy

Dates: Approved 07/28/98

Objective: To establish a policy that helps FCS to respect the convictions of parents and teachers in various academic subject areas, while at the same time maintaining our goal of teaching all subjects in the light of a comprehensive Christian worldview.

Scope: This policy applies to all teaching staff in the course of their teaching duties. It does not apply to non-teaching staff nor to teaching staff on their own time.

Definitions: Controversial subject: a subject which Christian families and churches commonly consider divisive, whether or not the introduction of the topic was planned by the teacher or brought up by a student (e.g. Environmentalism, old earth/young earth, partisan politics, etc.).

Guidelines:

1. If in the course of teaching a class, a teacher sees that a subject has arisen which he has good reason to believe is controversial, and discussion of that subject will not help him achieve the goals set for that class in the curriculum guide, then the teacher will not allow class time for the discussion of the topic at all.
2. If a subject arises which the teacher has reason to believe is controversial and the discussion of that topic will help achieve the goals set forth in the curriculum guide for that subject, then the teacher will do the following:
 - a) As necessary, instruct the class on the responsibility of Christians to be charitable in debate.
 - b) Instruct the class on their responsibility to honor the teaching they have received from their parents on this subject.
 - c) As appropriate, (i.e. pertinent to the stated goals of the class) direct the students' attention to informed sources on each side of the subject(s) concerned. This may be done in a variety of forms, such as a research paper, guest speakers, reading differing authors, etc. Strongly encourage the students to become knowledgeable of the most widely held views on the topic.
 - d) Refrain from pursuing tangents or other unplanned subject matter that will lead to a possible mishandling/poor teaching of controversial subjects.
 - e) The teacher is to remember that according to Scripture and the stated goals of FCS, he is serving as a role model of a mature Christian adult to the students. As such, teachers are never to enter into an adversarial debate with student/s on controversial

subjects within a classroom setting. Even though the teacher may hold strong personal convictions regarding the subject, in light of this policy and sound teaching practices, he is to encourage a gracious and scholarly attitude in the students.

10. Course Description Policy

Dates: Approved 07/08/97; Revised 1/15/19

Objective: To help ensure that the goals of Faith Christian School are being met in each class.

Scope: This policy applies to all non-elective courses taught in Faith Christian School.

Definitions: N/A

Guidelines:

3. The Head of School will keep a notebook in which each course taught in Faith Christian School will be summarized in a separate course description.
4. At the top of each course description will be the course title, grade, instructor, text(s), and pre-requisites.
5. The components of each course description will include a brief description of class content, objectives, skills. A breakdown of content by quarter will be provided at the end of the document.

11. Discipline Policy

Dates: Draft 12/12/96, revised 04/22/97, 07/28/98, 08/14/01, 10/21/08, 1/15/19.

Objective: To provide clear understanding of the approach Faith Christian School has towards discipline and to provide guidelines for the administration of discipline.

Scope: This applies to all faculty, staff and students of Faith Christian School.

Guidelines:

Hebrews 12:11 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.

Proverbs 1:7 The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline.

We uphold the biblical understanding that all persons (even young children) were originally created in the image of God. In Adam's sin, however, humanity was alienated from God and it is now man's nature to be disobedient to God. The things children say and do are a reflection of the abundance of their hearts, and are symptoms of the deeper human struggle against God's authority in our lives.

Therefore, correction and discipline must address heart issues and must be designed to guide children towards their need for God's grace in Jesus Christ. Maintaining an orderly

atmosphere in the school and the classroom is critical to the learning process and more importantly, it is reflective of the principles and absolutes of Scripture. As in all other areas of education at Faith School, love and forgiveness will be an integral part of the discipline of a student.

1. Classroom Discipline

The goal of all classroom discipline is to come alongside parents to disciple their children in the training and admonition of the Lord. Toward this end, teachers will strive to train students to develop habits that promote learning and order in the classroom as well as Christ-like character in the student. The majority of discipline problems are handled by the teacher at the classroom level. Faith Christian School seeks to teach and train children to demonstrate their love for God by giving honor and obedience to their parents and the authorities divinely placed in their lives.

Teachers will make use of phone calls or email to notify parents of any student concerns, inviting a conversation if necessary or beneficial. Teachers will be in constant communication with the appropriate Division School Head to address these issues.

2. Administrative Involvement

The Division Head is involved in the classroom discipline process in an ongoing way as a coach and encourager. The Division Head will intervene in the training and discipline process when teachers' attempts at training student behaviors are ineffective. In order to address student offenses and behaviors, the Division Head will meet with students and teachers, call parents, and conference with teachers and parents as needed.

The Division Head or Head of School may employ any of the following methods in the discipline process:

3. Suspension

A suspended student is not allowed to attend classes, participate in any athletic or extra-curricular events, or represent the school in any manner during the term of his or her suspension. In-school suspension will be served on campus. Out-of-school suspension students will not be allowed on campus during the term of suspension.

3.1. Suspension for the Remainder of the Day

For offenses the Head of School deems to be especially severe, he may suspend the student for the remainder of the school day. In such cases, he will call one of the student's parents, explain the offense to them, and request that they come pick up the student as soon as possible.

Suspension for 1-5 Days For repeat offenders, the Head of School may suspend the student not only for the remainder of the current day but for 1 to 5 additional days. Students under suspension will be required to complete all assignments and homework during their suspension. During the time of suspension, the student is not permitted on campus during regular school hours or permitted to participate in organized school activities. A suspended student may re-enter the School without formal application.

4. Probation

For especially serious problems, the Head of School may place a student on probation. Probation is instituted only after consultation and counseling with the student and parents,

and typically lasts for six weeks, though it may be for the remainder of the school year. Student activities may be limited during the probation period, and the student may be asked to relinquish all positions of trust and responsibility for the remainder of the year.

Students who are suspended will be allowed to make up all academic work missed, however work missed during a suspension will be subject to the maximum-of-70% rule. Students should personally contact their teachers to get their assignments and be prepared to turn them in and/or take tests on the day that they return to class unless they make other arrangements with the teacher.

Students who have been suspended during the year will not automatically receive re-enrollment materials until the school year has been completed satisfactorily.

5. Dismissal

In the event that none of the methods available to either teacher or the Head of School are effective in correcting a student's behavior or attitude, or if a first offense is of such serious magnitude, the Head of School may dismiss the student. A student is separated from the School for the remainder of the school year. In certain cases a dismissal might be for the following school year. Dismissed students are not permitted on campus during regular school hours or to participate in organized school activities. A dismissed student may apply for re-admission to the Head of School, though acceptance is not guaranteed.

6. Expulsion

In more serious cases a student may be separated from the School permanently. The parents of an expelled (or dismissed) student may appeal the decision in writing to the School Board no later than fourteen days from the dismissal or expulsion date.

7. Appeals Process

If the parents of a student want to challenge a particular disciplinary action taken towards their student, the following conferences should be requested in sequence to achieve resolution:

- a. The teacher involved in the action
- b. The Division Head
- c. The Head of School

12. Divorce Policy

Dates: Approved 07/08/97; revised 10/21/08, 1/15/19

Objectives: To maintain a strong Christian witness to Faith Christian School students through the submission of its teachers to Biblical teaching as traditionally understood by the historical Christian church; to apply the demands of our Statement of Faith and By-Laws consistently in hiring and maintaining the staff of Faith Christian School.

Scope: This policy applies to all faculty, staff and Board members of Faith Christian School.

Definitions:

Christian Role Model - A professing Christian who demonstrates the following traits as well as those listed in our Christian Role Model Policy:

- Submission to the Scriptures as the final authority in faith and practice.
- Evidence of the indwelling of the Holy Spirit who is the author of holiness and power.
- Necessary demonstration of spiritual fruit as described by the Word of God.

Guidelines:

Because modern churches vary widely in their practice in matters of discipline and holiness, it will be the responsibility of the Head of School to determine to the best of his or her ability the suitability of staff members and the responsibility of the Board of Directors to determine to the best of its ability the suitability of future Board members as Christian role models for our students. As pertaining to divorce, the following guidelines will consistently be followed:

- Marriage is to be between one man and one woman (Titus 1:6). Marriage is always intended to be for life, and divorce is never required or preferred.
- Divorce and remarriage are permitted under the grounds of adultery (Matthew 5:31, 32) and irremediable abandonment (I Corinthians 7:10-16).
- If the staff or Board member was the wronged party, he/she must have made every effort to be reconciled, involving the rightful church authority thoughtfully and obediently.
- If a staff member or potential staff member divorced and/or remarried without Biblical authority as defined above, that person must have confessed his/her sin to God and to the person(s) offended and made every effort to be reconciled. If reconciliation is impossible, he/she must have declared repentance in his/her heart.
- All staff members must sign a statement stating that they have followed Biblical principles exactly as outlined above. If they can truthfully sign such a statement, it is not necessary to discuss the matter with the Board. If they cannot sign the statement, the circumstances of the applicant's divorce and/or remarriage will be considered by the Head of School on a case by case basis so as to determine whether an applicant's divorce and/or remarriage is Biblically sanctioned and thus consistent with Christian holiness and a faithful witness. In considering each case, the Head of School should seek the council of the staff member's pastor yet recognize that not all churches would accept the guidelines listed above. The Head of School should seek the board for additional guidance. The final decision for faculty and staff will rest with the Head of School.
- All Board members must sign a statement stating that they have followed Biblical principles exactly as outlined above. If they can truthfully sign such a statement, it is not necessary to discuss the matter with the Board. If they cannot sign the

statement, the circumstances of the applicant's divorce and/or remarriage will be considered by the Board on a case by case basis so as to determine whether an applicant's divorce and/or remarriage is Biblically sanctioned and thus consistent with Christian holiness and a faithful witness. In considering each case, the Board should seek the council of the Board member's pastor yet recognize that not all churches would accept the guidelines listed above. The final decision for Board members will rest with the Board.

13. Dress Requirements Policy

Dates: Approved 04/15/97, amended 06/09/97
Revised 04/08/98, 07/18/00

Objective: To establish guidelines and limits for appropriate student dress.

Scope: This policy applies to all students at Faith Christian School.

Definitions: N/A

Principle: The Dress Code is designed:

- To improve student behavior and productivity, and to instill in students a sense of belonging and loyalty to the school.
- To diminish fashion consciousness and socioeconomic cliques.
- To promote a positive impression of our school within our community.

Guidelines:

1. Students at Faith Christian School will be subject to Dress Requirements as administered by the Head of School.
2. Any portion of the Dress Requirements which mandates a certain cost to families must be approved by the Board of Directors or a committee acting on its behalf.
3. Changes in the Dress Requirements should be announced to the Board or its designated committee at least thirty days prior to their announcement to the School Association at large.

14. Enrollment Contract Policy

Dates: Approved 08/11/98; revised 10/21/08, 1/15/19

Objective: To establish guidelines for defining, implementing and administering the enrollment contract.

Scope: This applies to all students seeking enrollment in FCS

Definitions: N/A

Guidelines:

1. The enrollment contract exists as an instrument for documenting a family's commitment to enrolling and maintaining their student in FCS.
2. Every family enrolling a student must sign the enrollment contract as a condition for enrollment.
3. The enrollment contract defines the financial commitment to which families agree when enrolling students at FCS.
 - a) that they agree to pay the required tuition and fees
 - b) that such obligation is for the entire tuition and fees
 - c) that such obligation continues despite absence, withdrawal or dismissal from the school
4. The enrollment contract reiterates the covenant to abide by and be bound by the rules and policies of FCS.

15. Expected Conduct Policy

Dates: Approved 07/28/98

Objective: To establish clear expectations of the conduct that is expected from students at Faith Christian School.

Scope: This policy applies to all students at Faith Christian School at all times during all school related activities.

Definitions: N/A

Guidelines:

1. The responsibility for training a child in Godly behavior belongs to the parents, but in order to maintain an orderly, disciplined and wholesome environment for learning, the following code of conduct is elucidated. Our standards are not intended to usurp parental training but as our standards are based solidly upon Scripture, they should serve to reinforce and supplement the Godly training in the home.
2. A student is expected to behave in a manner that exhibits the following characteristics:
 - a) *Cheerful, immediate obedience to authority* (parents, teachers, staff, etc.) and adherence to school regulations when a person in authority is not present.
 - b) *Responsibility* in doing assigned or expected tasks, such as homework.
 - c) *Cooperation* with others in playing and working at school.
 - d) *Courtesy* and *respect* for others.
 - e) *Cleanliness* in person and property.
 - f) *Truthfulness* in word and life.
 - g) *Respect* for the property of the school and other people.
 - h) *Promptness* in attendance and assignments.
 - i) *Morally upright conduct* in all areas of life, including language, social relationships, and recreation.
 - j) *Abstention* from the use of alcohol, tobacco and drugs.
 - k) *Service* to one another and community.

References: Deuteronomy 6:4-9; Ephesians 6:4; I Corinthians 8:9,12-13; 9:27; 10:31-32; 14:40; Philippians 1:27; 2:3-4; Colossians 3:17; Hebrews 13:17; I Peter 2:9; 3:3-4.

16. Extracurricular Activities Policy

Dates: Approved 07/08/97; revised 10/21/08, 1/15/19

Objective: To provide direction and an implementation framework for all extracurricular activities in line with the established philosophy, purpose, and standards of Faith Christian School.

Scope: This policy concerns the establishment and operation of extracurricular activities at the Lower School, Middle School and Upper School, as well as methods and standards of student participation therein.

Definitions:

Extracurricular Activity: An organized, school sanctioned activity intended for student participation and enrichment beyond the prescribed academic (curricular) activities. As such, participation in such activities (which generally occurs outside of regularly scheduled class time) is considered voluntary. Examples include student organizations and clubs, athletics, drama, and special music groups, debate, etc.

Guidelines:

1. Extracurricular activities will not take priority over the academic program at Faith Christian School.
2. The hiring of non-staff directors or coaches must be approved by the Head of School. The hiring of staff members to be directors or coaches must be approved by the Head of School.
3. The purpose of all such activities must conform to established Faith Christian School philosophy and standards.
4. All FCS students participating in extracurricular activities must maintain a GPA of 2.0 or above and must pass every course. The Division Head or the Head of School has discretion in extenuating circumstances to waive this requirement.
5. Operating expenses for such activities will be paid by participant fees or by participant-initiated fundraising, unless funds are specifically included in the Faith Christian School annual budget.

17. Fee Collection Policy

Dates: Approved 07/08/97; revised 1/15/19

Objective: To ensure that fees are collected in a timely manner and to establish policy whereby unpaid fees are collected as quickly as possible.

Scope: This process is to be followed unless specific other arrangements have been made between the Head of School or designee and the families involved. Good faith will be presumed on the part of these families unless subsequent circumstances indicate no positive action can be expected.

Definition:

Overdue fees: Fees not paid in full by the tenth day of the month.

Guidelines:

As a general rule, no reminders for regular payment of fees will be sent until such time as the payment becomes overdue.

The following process is to be followed in the collection of overdue fees:

- In the event fees are not paid by the tenth of each month, a late fee of \$25 will be added.
- If within thirty days fees are still not paid, or arrangements for payment have not been made, the Head of School or his designee will contact the student's parents.
- Should payment of fees not be received after sixty days, or the arrangements/agreements made as above not fulfilled, the Director of Finance will inform the family (ies) concerned that their students are subject to potential expulsion for financial reasons. Expulsion does not eliminate financial obligation and the administration reserves the right to pursue collection methods.
- All student records will be retained until the matter is resolved.
- Before final report cards will be given to a student, all fees, fines, and tuition must be paid and all books and materials belonging to Faith Christian School must be returned.

18. Indexed Tuition Policy

Dates: Approved 07/08/97; revised 10/21/08, 1/15/19

Objective: To establish a policy for tuition assistance.

Scope: This policy applies to all prospective students of Faith Christian School.

Definitions: N/A

Guidelines:

1. Any family who believes they will require financial assistance to meet the tuition obligations for their children to attend Faith Christian School (FCS) are to make their requests known to the Director of Enrollment.
2. The family will be required to submit personal financial information to an independent needs assessment company selected by FCS. The company will make a recommendation to the Indexed Tuition Committee regarding an applicant's demonstrated financial need.
3. Requests for tuition assistance will be evaluated by the Indexed Tuition Committee based upon the following criteria:
 - a) Applicants' demonstrated commitment to Christian and Classical education.
 - b) Applicants' demonstrated financial need.
 - c) Availability of funds.
4. An Indexed Tuition Committee comprised of 3-5 members will be responsible for reviewing tuition assistance requests and allocating available funds. This will be done in such a manner as to insure anonymity and confidentiality.

5. Applications for indexed tuition for prospective families are to be submitted with the application for enrollment.
6. Applications for Indexed Tuition for currently enrolled families are to be submitted by a date established by the Head of School to coincide with re-enrollment deadlines. All applications received by that date will receive equal consideration. Applications received after the deadline will be considered on a case by case basis as funds permit.
7. Applicants will be notified of the outcome of their application in a timely manner.
8. Special circumstances such as late application for enrollment or unexpected significant changes in a family's financial situation will be considered on a case by case basis. Additional awards for tuition assistance may be made as additional funds become available.

19. Fundraising Policy

Dates: Approved 07/28/98; revised 10/21/08, 1/15/19

Objective: To establish guidelines for the fundraising activities of Faith Christian School.

Scope: This policy is limited to the fundraising activities of Faith Christian School. It does not apply to the generation of assets through the provision of educational or ancillary services to patrons.

Definitions:

Fund-raising: any activity or effort which is associated with the school, with a goal or an effect of raising monies other than regular fees and tuition, for the school or for school activities.

Direct sales: activities generating assets by providing goods or services to a buyer, with proceeds and/or net proceeds benefitting the school; the costs of the goods or services to the buyer are somewhat competitive with the free market.

Indirect sales or incentives: activities generating assets by offering goods or services of lower value than the donation (e.g., a logo coffee mug valued at \$5 in return for a \$50 donation).

Gifts: assets received without providing goods, services or privileges to the donor.

Gifts in kind: charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given.

General Guidelines:

- All fund-raising activities must be approved by the Director of Development and with consultation as needed from the Advancement Committee.
- The school will cultivate a culture of cheerful and selfless giving so that time, money and other resources are given to the school in a godly manner and with godly motives.
- The school does not require any student, parent, staff member, or other person associated

with the school to donate or to participate in fundraising activities. The school strongly encourages participation in the service project component of Project Faith and similar activities.

Guidelines for Gift Acceptance: see Gift Acceptance Policy.

Guidelines for Fund-raising Activities.

1. For activities that are overtly intended as fund-raisers, the school will emphasize a few effective events rather than many small activities.
2. Fund-raising activities shall not include any events or behaviors in conflict with Scripture or with other school policies, nor shall they be conducted for any purposes in conflict with Scripture or with other school policies. When in doubt, the school will avoid any appearance of evil, impropriety or poor taste.
3. School events will be planned, organized and conducted only by school staff, school groups (e.g., Latin Club) and school-related organizations (e.g., PVO), although assistance may be accepted from outside individuals and organizations (e.g., a restaurant or conference center where an event will be hosted).
4. Proceeds from such events may come from tickets and admission fees; refreshment sales; direct sales of goods associated with the school (e.g., logo apparel); and other appropriate components of the event.
5. The following events may include some component of fund-raising:
 - a. Social events associated with the school shall not be presented as fund-raising activities but may include profits from items or concessions sold (e.g., skate parties, family fun nights, proms, galas, receptions, and dinners).
 - b. Arts events and athletic events associated with the school shall advance the purposes of the school and shall not be designed or presented as fund-raising activities, but may include sales of tickets, works of art, concessions and the like (e.g., concerts, tournaments, displays, and shows).
 - c. Overt fund-raising events are the only events for which or during which direct requests for donations may be made (e.g., dinners with keynote speakers, auctions and consignment sales, Project Faith, car washes).
6. All fund-raising activities will be judged based on their congruence with Faith Christian School's Donor Bill of Rights.

Students and their families are not permitted to engage in any direct sales activities in the name of Faith Christian School to anyone outside the FCS community.

20. Minimum Graduation Requirements Policy

Dates: Approved 01/07/97; Revised 08/19/97, 08/11/98, 08/22/99, 11/27/01, 10/21/08, 1/15/19.

Objectives: To delineate the minimum requirements for graduation from Faith Christian School.

Scope: This policy applies to all students graduating from Faith Christian School.

Definitions: N/A

Guidelines:

Students accumulate academic credits toward graduation in grades 9-12. In order to graduate, a student must successfully complete the required coursework and four years of credit-worthy academic study at the secondary level.

Core Academic Studies ‡			
Field of Study	Credits Per Year	Number of Years	Number of Credits
Literature	.5-9 th ; 1-10 th ; 1-11 th ; 1-12 th	4 years	3.5
Rhetoric	1 credit	1 year	1
History	1 credit	4 years	4
Mathematics*	1 credit	3 or 4 years	3 or 4
Science**	1 credit	3 or 4 years	3 or 4
Foreign Language***	1 credit	3 or 4 years	3 or 4
Thesis	1 credit	1 year	1
Sub-Total		4 years	20.5 or 21.5

Integrated Studies			
Field of Study	Credits Per Year	Number of Years	Number of Credits
Bible/Theology	.5-9 th ; 1 -10 th ; 1 - 11 th ; .25 - 12 th	4 years	2.75
Fine Arts or Elective	.5 credit	3 or 4 years	1.5 or 2
Sub-Total			4.25 or 4.75 credits
Total			25.25 - 26.25 credits

‡ **Core Academic Courses are required for all students for graduation. Students are required to take no fewer than (6) classes in their senior year.**

* Minimum Requirement: Algebra I, Geometry, and Algebra II; Trigonometry is taught **either** in Geometry or Algebra II, depending on tracking. Students must take either four years of math or four years of science in grades 9-12 to graduate. Students completing Algebra I in the eighth grade receive a credit in Math that counts toward graduation requirements.

** Minimum Requirement: Conceptual Physics, Biology, and Chemistry; students must take either four years of math or four years of science to graduate.

*** Students completing Latin I in the eighth grade receive a credit in Foreign Language but are still required to take at least three years of a foreign language in the Upper School.

21. Homework Policy

Dates: Approved 04/22/97
Revised 06/30/98, 08/22/00, 10/21/08.

Objective: To assist in the coordination of Faith Christian School's academic priorities and homework.

Scope: This policy applies to Faith Christian School's entire academic program.

Definitions: N/A

Guidelines:

- Faith Christian School recognizes the priority of church and family in the Christian community. The level and coordination of homework assigned will seek to honor that priority while recognizing the detrimental consequences of attempting to set absolute limits.
- Homework is a necessary means of accumulating and reinforcing learning in a high-quality academic environment.
- Middle School students will be mainly responsible for assignments which reinforce material being taught in the classroom.

- Upper School students will be increasingly responsible to use time out of school for research and discovery of information pertinent to their classroom activities.

22. Honor Code Policy

Dates: 06/30/98; revised 10/21/08

Objectives: 1) to define the Honor Code for Lower, Middle, and Upper Schools
2) to describe the communication of the Honor Code to the student body

Scope: This applies to all students at Faith Christian School.

Guidelines:

1. The Lower School uses the following as a reminder to students regarding their conduct:

Together at School

*Together we will be **diligent** to honor God through our work.*

*Together we will be **obedient** to those who lead us.*

*Together we will be **kind** to others who work with us.*

*Together we will be **respectful** to those around us.*

*Together we will be **truthful** to always uphold the One who is Truth, Jesus Christ.*

2. The Middle and Upper School Honor Code:

I will respectfully obey all those in authority over me without argument.

I will tell the truth in all circumstances.

I will submit to and uphold the Statement of Academic Integrity.

I will not steal nor damage the property of others and will respect the privacy of others.

I will honor my moral obligations to reveal the wrongdoing of others in these matters.

3. Lower School teachers integrate “Together at School” into Bible classes during the first two weeks of school. In addition, the Lower School Head reviews the Lower School Honor Code in the first five devotionals of each semester.

4. The Head of Middle and Upper School reviews the Middle and Upper School Honor Code once each quarter during an assembly.

23. Learning Disabilities Policy

Dates: Approved 07/28/98; revised 10/21/08, 1/15/19

Objective: To clarify the educational goals of Faith Christian School.

Scope: This policy applies to all students and teachers in all classrooms of Faith Christian School.

Definitions:

Severe Learning Disability: Any condition in a potential student which would require a separate classroom, program, and staff in order to provide the educational services desired by the parents (e.g. Down's syndrome with moderate/severe mental retardation).

Learning Disability: Any condition in a potential student or student which does not require a separate classroom, program or staff in order to provide the educational services desired by the parents (e.g. attention deficit disorder, dyslexia, etc.) For the purpose of this policy, it is not important whether or not the condition was accurately diagnosed and is a genuine learning disability.

Guidelines:

1. Due to the lack of adequate staff, funding and facilities, combined with the rigorous nature of the curriculum, children with a significant learning disability may not be admitted to Faith Christian School unless exception is granted by the Head of School.
2. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as all other children in their grade level.
3. Children who have been diagnosed as having a learning disability will be given at least as much individual instruction and encouragement as their classmates.
4. Children with physical/motor limitations do not necessarily have learning disabilities but because of the possible need for special provisions, these children will be considered for admission on a case by case basis.

24. Loco Parentis Policy

Dates: Approved 07/28/98

Objective: To ensure that parental authority over the education of their children is respected at Faith Christian School.

Scope: This policy applies to all teachers and staff who exercise authority of any kind over the students.

Definitions: *Loco Parentis:* this phrase means "in place of the parents".

Guidelines: Teachers and staff are to remember that they do not function above parental authority, but rather with delegated authority (loco parentis) from the parents.

25. Overdue Bills Policy

Dates: Approved 07/28/98; Revised 1/15/19

Objective: To establish a set procedure for the payment of overdue bills. To establish a set procedure by which the School Board will assume its appropriate leadership role in financial crisis.

Scope: This policy applies when any money is owed to outside creditors, the government, or staff, and is past due.

Definitions:

Overdue bill: Any bill that has not been paid by the date upon which we have agreed to pay it. If we have no explicit agreement to pay by a certain date, then the date due shall be determined by the creditor.

Guidelines:

- The oldest bills will be paid first.
- When a bill becomes overdue, the creditor receives less than payment-in-full, or when the creditor receives less payment than was arranged previously, the Director of Finance will notify such a creditor immediately.
- All undesignated money received by Faith Christian School, whether tuition or gifts, will be applied to the oldest bills first. Money received will not be accumulated in order to meet current obligations (i.e., payroll, AEP, etc.) if there are any older, unpaid obligations.
- If, as a result of implementing this policy, it becomes clear to the Head of School that the school will be unable to make payroll, then he will notify the Chairman of the Board. The responsibility for generation of the necessary funds for staff will become the Board's responsibility. The Head of School will retain his responsibility for accounts receivable to the school.
- If payroll is not completely met, then the Board or Board representative will meet with the staff to work with them concerning our failure to meet our obligations to them.

26. Parent Volunteer Organization Policy

Dates: Approved 07/08/97; revised 10/21/08, 1/15/19

Objective: To establish Faith Christian School Head of School's authority over the Parent Volunteer Organization ("PVO") of Faith Christian School.

Scope: This policy applies to all activities of the Faith Christian School PVO

Definitions: N/A

Guidelines:

- a. Because the name and reputation of Faith Christian School is closely linked with the PVO, the Head of School reserves the right to intervene on any decision, action, or proposal of the PVO.
- b. All decisions of the PVO are subject to the approval of the Head of School.
- c. All nominations for officers for the PVO are subject to the approval of the Head of School.

27. Part-time Student Policy

Dates: Approved 04/08/97; Revised 7/28/98. 7/18/00, 1/15/19

Objective: To provide guidelines by which part-time students may be admitted to Faith Christian School.

Scope: This policy applies to all applicants for part-time enrollment.

Definitions: *Part time students* - Any student not intending to take the full complement of classes prescribed for any grade.

Guidelines:

1. All part-time students are subject to the same admissions process and enrollment requirements as full-time students.
2. All part-time applicants must demonstrate that other schooling arrangements are legitimate.
3. All part-time students must be performing at or above grade level upon admission. No academic remediation will be applied to part-time students.
4. Classes available to part-time students are limited to those already offered as a routine element of the academic program and to those classes which do not already have a full complement of full-time students enrolled.
5. Part-time tuition and fees are set by the Head of School or designee.

28. Policy Creation Policy

Dates: Approved 04/22/97; Revised 09/18/01

Objective: To establish a set format and procedure for creating written policy.

Scope: This policy is to be used whenever policy is proposed, revised, or written with the intention of being included in the Policy Manual for Faith Christian School.

Definitions:

Dates: Policy approval and revision dates are to be noted.

Objective: This section is to clearly and simply states the objective of the policy.

Scope: This section is to define the breadth of application that the policy is intended to cover, such as personnel, time period, geographic locale, etc.

Definitions: Any term used in this policy that is considered worthy of defining is to be defined in this section.

Guidelines: This is the section to list the procedures or guidelines particular to this policy.

Guidelines:

- a. Policies will follow the format exemplified in the five sections as defined above.
- b. All proposed policy will be submitted in writing to the Board (clearly detailing the objective, the proposed scope and proposed guidelines for that policy).

c. Policies may be altered, amended, newly established or repealed by a vote of at least three-quarters of the Board members at any regular or special meeting, providing that such policy and/or changes were proposed and presented in writing to the Board at least two weeks prior. Such time frame will allow opportunities to cultivate unity of mind through study and prayer.

29. Registration Priorities Policy

Dates: Approved 07/28/98; revised 10/21/08, 1/15/19

Objective: To establish the priority in enrollment to certain groups of applicants.

Scope: This policy applies to all applicants to Faith Christian School.

Definitions: N/A

Guidelines:

1. School-age children of staff will receive first priority for enrollment in the next academic year.
2. Students who are currently enrolled in Faith Christian School will receive second priority for enrollment in the next academic year.
3. Children of parents who have other children currently enrolled in Faith Christian School will receive third priority for enrollment in the next academic year.
4. Children who were enrolled in Faith Christian School in a previous year but whose enrollment was discontinued for reasons other than academic failure or behavioral problems will receive fourth priority for enrollment in the next academic year.
5. To be guaranteed of priority status, the appropriate enrollment materials and fees must be submitted on or before a date set by the Head of School.
6. The Head of School as permission to make exceptions to these priorities if merited.

30. Policy for Removal of Member from FCS Association

Dates: Approved 03/31/98; revised 10/21/08.

Objective: To establish a policy that further defines the reasons and process of terminating one's membership in the FCS Association.

Scope: This policy applies only to the issues surrounding FCS Association.

Definitions: N/A

Guidelines:

1. As stated in the FCS Bylaws Article IV Section 3: "Membership may be terminated by action of the Board upon a determination by the Board that the member has conducted himself/herself in a manner which is inconsistent with Articles II and III of these Bylaws" (i.e. Statement of Faith and Philosophy of Education).
2. Also stated in the Bylaws under Article XVI is the process for resolving disputes abiding by Biblical principles and in accordance with the Christian Conciliation Handbook.
3. Further stated in the FCS Policy Manual Personnel Policies under Grievance Policy is the

definition of Grievance as “any disagreement which has the potential to harm the integrity of FCS or anyone involved in its existence”. A process for handling a grievance is delineated in this policy. Though the scope of this policy is for disagreements between students, faculty, staff, volunteers, administration, or the Board, the process is appropriate to apply to disputes or disagreements between the Board and members of the Association.

4. Therefore, in the event an Association member is known to be conducting or has conducted himself/herself in a manner which is inconsistent with the Bylaws of FCS, and the above principles and processes have been duly attempted and no resolution or repentance has been achieved, the Board may, by a three-quarters vote, remove the member from the Association.
5. If the Association member has a student enrolled in FCS at the time of removal, the Board will at its own discretion determine if the student will remain enrolled or will be dismissed from the school.

31. Reverence Policy

Dates: Approved 07/28/98

Objectives: To ensure that God's name, character, and truth are honored and esteemed at Faith Christian School.

Scope: This policy applies to the entire program of Faith Christian School.

Definitions: N/A

Guidelines:

1. In all areas of instruction and related activities, proper respect and consideration of God's character will be given. Specifically, class songs, skits, stories, and discussion that include references to the name and attributes of the Lord must be consistent with Biblical principles.
2. For the sake of the students' spiritual training and the work of Faith Christian School, joyful encouragement and instruction in reverential knowledge of the Lord is necessary, honored and respected at Faith Christian School.

32. Secondary Doctrine Policy

Dates: Approved 07/28/98

Objective: To establish the limits of doctrinal teaching at Faith Christian School.

Scope: This policy applies to all teachers of Faith Christian School.

Definitions: *Secondary Doctrine:* Doctrinal issues which are not addressed in the Faith Christian School Statement of Faith.

Guidelines:

- a. Classroom discussion of secondary doctrine should be on an informative, non-confrontational level. Teachers must be careful not to speak to the students in a manner that would cause offense to the parents.
- b. Presentation of other sides of an issue is encouraged.

- c. The teacher should encourage the students to follow up any questions they have with their parents and pastor.

33. Reportable Diseases Policy

Dates: Approved 07/08/97; revised 10/12/2018; 1/15/19

Objective: This policy establishes procedures to be followed whenever a reportable disease or illness might be introduced into Faith Christian School.

Scope: This policy applies to all enrolled students, staff and employees of Faith Christian School.

Definitions:

Reportable diseases: those diseases defined by the Virginia Department of Health in which the school is required to report the presence of the illness in the school community. Examples include, but are not limited to Chicken Pox, Hepatitis A, Hepatitis B, Meningitis, and AIDS (Acquired Immune Deficiency Syndrome). A complete list of disease can be obtained from the Virginia Department of Health.

Guidelines:

1. The Head of School will take every appropriate precaution to reduce the risk of infection of any student or teacher by any known reportable disease. This will include isolating the student(s) or employee(s) who may have the disease or have been exposed to the disease.
2. Faith Christian School cannot be held responsible for the communication of any disease.
3. Upon receiving reliable information that a student or employee at FCS has contracted or been exposed to a reportable disease, the Head of School will immediately contact local health officials and other health information resources to obtain more information.
4. The information sought should answer such questions as:
 - a) To what degree is the disease communicable?
 - b) How is it transmitted?
 - c) What is the incubation period for the disease?
 - d) What are the symptoms of the disease?
 - e) What precautions should the school take?
 - f) What information would be helpful to the school's families?
5. Based upon the answers to the above questions, the Head of School will determine what actions are necessary. He will then contact the employee or the parents of the affected student(s) and share with them the information he has received as well as the decisions he has made.
6. The student or employee may be asked to remain home for a specified or undetermined length of time.
7. Closure of the school may be necessary in extreme circumstances.
8. If the Head of School determines that a deviation from this policy is necessary, the matter will be presented to the Board for a decision.
9. All cases of reportable diseases that have affected or could affect the school will be reported to the Board.

34. Staff-to-Staff and Staff-to-Student Relations

Dates: Approved 07/22/97
Revised 07/28/98; 1/15/19

Objective: To provide overall and specific guidelines facilitating professional, friendly, and biblical relationships between Faith Christian School staff members and between FCS staff and Faith Christian School students. (To be understood in light of the "Christian Role Model Policy")

Scope: This policy applies to all members of Faith Christian School staff.

Definitions: N/A

Guidelines: In order to facilitate proper, professional relationships and inhibit potential sinful, destructive behaviors between staff and staff and students, the following guidelines are to be understood as representative of the practices and philosophies of Faith Christian School. More specific guidelines conforming to this policy may be issued by the Head of School, as necessary.

- a. Staff members are to remember that they serve as professional, adult role-models as peers and before the students (Titus 2:7-8). Relationships between staff members and between staff members and students are to be friendly and courteous, not familial and intimate.
- b. Staff members are to be careful that any physical contacts and verbal interchanges with each other and or with students avoid even the appearance of impropriety (1 Peter 2:12).
- c. Flirtation, sexual innuendos, casual disrespect toward authority, excessive familiarity, etc. are examples of the kind of unprofessional and inappropriate behavior that will not be tolerated. Necessary and cautionary measures required to limit these kinds of behaviors should be corporately

35. Student Promotion Policy

Dates: Approved 04/27/97; revised 10/21/08, 1/15/19

Objective: To establish the requirements that students must meet in order to be promoted to the next grade level.

Scope: This policy applies to all incoming and current students.

Definitions:

Overall C Average - a student's overall grade average is computed in the following manner:

1. The final grade in each subject for which A, B, C, F grades are given is converted to a numerical value (A=4, B=3, C=2, F=0).
2. All numerical values are added together and then divided by the number of subjects to give an overall average score.
3. The overall average score is converted to the corresponding letter grade. To have an overall

- C average, a student's average must be ≥ 2.0 .
4. To be promoted to the next grade level, current FCS students must have an overall C average across all core subjects.
 5. Current FCS students who are not promoted may be allowed to return to FCS for a second year at the same grade level as the previous year. Such students are on academic probation for the first semester (two quarters) of the new year.
 6. For an incoming student to be accepted into the next grade level, the student must have the following:
 - a) an overall C average in the previous grade level

36. Universal Precautions Policy

Dates: Approved 07/28/98; revised and approved 8/23/00

Objective: To delineate appropriate precautions for contagious diseases (e.g. HIV, and Hepatitis).

Scope: All faculty, students and staff

Definitions: *HIV: Human Immunodeficiency Virus* - the virus that causes AIDS

Guidelines: Common sense procedures help prevent the transmission of a range of infections, including colds and flu. Because blood and certain body fluids of all persons must be considered potentially infectious for the transmission of HIV, Hepatitis, and other contagious diseases, it is important to follow precautions, referred to as Universal Precautions, when the potential for exposure exists. Even though the risk of infection is believed to be remote when exposure of skin to body fluids occurs, the following precautions should be adhered to without any exception:

1. Wear latex gloves to prevent skin exposure when contact with blood or other body fluids is anticipated.
2. Wear latex gloves when providing first aid to individuals who have an open or bleeding laceration or wound.
3. Wear latex gloves when dealing with vomitus and fecal or urinary incontinence.
4. Whenever possible, it is recommended that the injured person apply pressure to their own wound to decrease bleeding.
5. Latex gloves are to be worn by medical/nursing personnel whenever there is risk of exposure to blood or other body fluids.
6. Spills of blood and body fluids should be cleaned up promptly using disposable towels as follows:
 - a) Wear gloves; utility or latex gloves.
 - b) Use sufficient paper towels or absorbent compound to soak up most of the liquid.
 - c) Clean area with water and soap or detergent.
 - d) Wash entire area with freshly mixed bleach solution diluted one part chlorine bleach to ten parts water (e.g. $\frac{1}{2}$ cup household bleach into five cups of water).
 - e) A commercial disinfecting solution may be used instead of the bleach solution if the label indicates that the solution kills bacteria, viruses and most parasites.
 - f) Discard paper towels, gloves, and all soiled materials in double plastic bags.
 - g) Wash hands after removal of gloves. Proper hand washing technique has been

- defined as follows: Use soap and running water; rub hands vigorously; wash all skin surfaces including wrists, back of hands, between fingers and under fingernails; rinse very well; dry hands with disposable paper towels.
7. Any necessary syringe/needles (e.g., insulin syringes) will be kept in the school office. The student will be responsible for providing a sharps container for proper needle disposal.

Personnel Policies

(Reviewed and Revised 1/15/19)

The policies in this section address personnel issues such as staff qualifications, hiring and firing, compensation and benefits, performance evaluations, grievances, and other issues relating to personnel.

37. Hiring Policy

Dates: Approved 12/12/96; revised 9/18/01, 10/21/08, 1/15/19

Objective: To maintain a consistent approach during the process of interviewing and hiring personnel for Faith Christian School.

Scope: This policy covers the interviewing and hiring of all candidates for paid positions at Faith Christian School. There will be no exceptions to this policy.

Definitions:

Administrative staff: employees whose main responsibilities are in administration

Faculty: part or full-time paid teachers

Support staff: secretaries, teacher's aides, janitors, bookkeeper, etc.

Contract: form used to secure prospective administrators and/or teachers for employment

Guidelines:

1. All full and part time staff will have written job descriptions. It will be the responsibility of the Head of School to maintain these documents.
2. All contracts are written for a limited duration with all rights and privileges terminating upon the expiration date of the contract unless voided by breach of contract or mutual agreement. No rights of tenure or presumption of continued employment are conferred or implied by the contract or by a number of consecutive renewals.
3. A criminal background check, which meets all VA state requirements, shall be conducted prior to the hiring of any new employee.
4. Faculty and staff will be interviewed and hired by the Head of School or his designee.
5. Any new position desired by the Head of School not already budgeted must be approved by a vote of the Board before such position is filled.
6. A candidate is not considered an employee until he/she has signed the appropriate contract for the available position.

7. Members of the Board, members of a Board member's immediate family, and members of the Head of School's immediate family, are not eligible for employment at Faith Christian School.
8. Faith Christian School requires all employees to be believers and submit to and respect the Statement of Faith and Philosophy of Education in a manner and method prescribed by the Board.
9. Faith Christian School does not discriminate in its hiring practices on the basis of any race, color, national or ethnic origin.
10. All potential employees must satisfy I-9 requirements before being hired.
11. The Board is responsible for the hiring of the Head of School. The Board is also responsible for renewing or terminating the Head of School's contract. Additionally, the Board shall maintain the Head of School's job description.

38. Church Attendance Policy

Date: Approved 12/12/96; revised 10/21/08

Objective: To set a clear standard for church attendance for Faith Christian School employees.

Scope: This policy applies to all employees of Faith Christian School.

Guidelines:

1. All employees are required to be members in good standing of a local Christian church, and personally must be in agreement with the National Association of Evangelical's Statement of Faith.
2. Any question regarding a particular church meeting the criteria of this policy should be answered by the Head of School.
3. In questionable cases, guidance may be sought from the Board.

39. Assignment of Personnel Policy

Dates: Approved 12/12/96; Revised 07/18/00, 10/21/08, 1/15/19

Objective: To ensure maximum usage of employee resources in the best interest of the students and in meeting the goals of Faith Christian School.

Scope: This policy applies to the Head of School's assigning of duties to the employees.

Definitions: N/A

Guidelines:

1. The Head of School is authorized to assign or reassign employees for the purpose of attaining the goals of Faith Christian School.

40. Certification Policy

Dates: Approved 12/12/96; revised 10/21/08, 1/15/19

Objective: To establish the academic qualifications for teachers at Faith Christian School.

Scope: This policy applies to all staff members of FCS with teaching responsibilities.

Definitions: A.C.S.I.--Association of Christian Schools International.

ACCS: Association of Classical Christian Schools.

Guidelines:

1. A valid teaching certificate for Virginia or any other state is not required for teaching at FCS.
2. All teachers should have received at least a bachelor's degree, as well as college training in the area(s) to which they are assigned at FCS. A degree in the field is preferred. Exceptions may be granted at the Head of School's discretion so long as in compliance with any current accreditation standards and a justifiable portfolio is created.
3. The Head of School will encourage teachers to pursue ongoing college or graduate level study in their area of teaching responsibility.
4. Teachers are encouraged to pursue certification through A.C.S.I. or ACCS.

41. Personnel Evaluations Policy

Dates: Approved 12/12/96

Objective: To ensure consistency of procedure and standards in all performance evaluations of the staff of FCS.

Scope: This policy applies to Board evaluations of the Head of School and the Head of School's evaluation of faculty and the support staff.

Definitions: *Evaluation:* a procedure for measuring a staff member's performance in helping to achieve the goals and policies of FCS, the curriculum objectives of the school, and observation of the guidelines and handbooks.
Personnel File: a file maintained by the Head of School at FCS for all faculty and support staff of the school.

Guidelines:

1. All employees will be formally evaluated at least once a year.
2. The evaluations will be based principally upon first hand observation of the employee, and interviews with the employee. Third party input may be considered, but only after the employee concerned is allowed to respond to any questions or concerns raised.
3. The evaluation will be considered to be finalized when the employee being evaluated and the party responsible for the evaluation both acknowledge by signature that the evaluation has been discussed in detail.
4. The finalized evaluation will be placed in the employee's personnel file.

5. Other appropriate materials in the personnel file may include but not necessarily be limited to letters of commendation or reprimand, as well as any responses, comments, or relevant data the employee may wish to have included.
6. Under no conditions will an employee's personnel file be made public to anyone outside of FCS' authority structure.
7. The personnel file may be referred to in drafting a letter of recommendation to a prospective employer of a former or current FCS employee.

42. Separation Policy

Dates: Approved 12/12/96; revised 10/21/08, 1/15/19

Objective: To provide a clear policy for employee separation from FCS.

Scope: This policy covers all employees.

Definitions: N/A

Guidelines:

1. Employees may separate voluntarily by choosing not to accept a renewal of their contract for the following year.
2. Employees may separate due to unforeseen circumstances such as death, disability, a move, or school closure.
3. Employees may separate due to non-renewal of contract.
4. Employees may separate through forced dismissal.
5. Reasons for dismissal include but are not limited to the following:
 - a) Two or more poor evaluations without improvement.
 - b) Violation of Christian role model policy.
 - c) Mistreatment of students
 - d) Blatant disrespect of parents, students, or other staff members.

43. Personal Leave Policy

Dates: Approved 12/12/96; revised 10/21/08, 1/15/19

Objectives: To establish basic guidelines for all employees to request up to 3 days of personal leave each academic year.

Scope: The policy covers all employees of FCS requesting personal leave days during the academic year.

Definitions: *Personal leave*—any planned, non-emergency time taken by any employee away from what would otherwise be his/her normal working hours/days.

Guidelines:

1. An employee may take up to 3 increments of their working time without forfeiture of pay.
Examples: Full day employees may take up to 3 full days for personal leave. Half day employees may take up to 3 half days for personal leave.
An employee working only 4 periods per day may take up to 3 increments of 4

periods for personal leave.

2. All employees of FCS may request up to 3 days (as defined above) of personal leave each academic year.
3. Requests for personal leave should be submitted in writing to the Division Head at least one week prior to the planned leave. Granting leave on shorter notice is at the discretion of the Head of School.
4. The arrangements for substitutes will be the responsibility of the employee requesting the leave. All arrangements, including the identity of the substitute, should be approved at least 3 days prior to the anticipated leave.
5. It will be the responsibility of the Director of Finance to grant and record all personal leave days taken by employees.
6. Personal leave days may not be accumulated from year to year.
7. Personal leave days may not be taken in conjunction with a school holiday.

44. Emergency and Sick Leave Policy

Dates: Approved 12/12/96; revised 10/21/08, 1/15/19

Objective: To provide a consistent standard by which the Head of School can determine and authorize special requests from employees needing emergency leave and make any necessary salary decisions.

Scope: This policy applies to all employees of FCS.

Definitions:

Emergency Leave—unplanned, but necessary time off due to serious circumstances such as illness (other than employee), death in the family, etc. *Sick leave*—illness or injury to the employee

Guidelines:

1. Employees needing time off due to typical illness or minor injury should contact their direct supervisor as soon as possible to notify him of the necessary absence. At this time the employee should give a time frame for his/her expected return to work. Employees are provided a total of 5 days sick leave annually.
2. Employees may be granted up to 5 consecutive days of “emergency leave” without loss of pay if the following circumstances exist: (Vacation days will be used first.)
 - a) Extended recovery from injury or illness not requiring hospitalization.
 - b) Death in the family and resulting funeral attendance.
 - c) Illness or injury to immediate family member requiring employee’s presence.
 - d) Circumstances resulting from wife giving birth.
3. The Head of School is authorized to grant an additional 5 days emergency leave (to run consecutively with the aforementioned 5), when it is deemed appropriate. This policy could be implemented in the following or similar circumstances:
 - a) Loss of pay would aggravate the employee’s current crisis.
 - b) The employee would most likely be able to return to work after this time.
 - c) The employee has proven through time and practice to be highly reliable
 - d) The unique circumstances of the situation make it highly unlikely that another such situation will take place in the foreseeable future.

4. An employee may request pay without leave beyond the initial 5 days of emergency leave if it is necessary.
5. Allowable emergency leave days are not accumulated from year to year.
6. No form of “maternity leave” is recognized at FCS. If an employee becomes pregnant while under contract with the school, she may work as long as is considered wise by herself, her husband, and her doctor. If she needs to leave before the final working date stated on the contract, a replacement will be found to complete the period in which she intends to be out of work.

45. Grievance Policy

Dates: Approved 12/12/96; Revised 1/15/19

Objective: To establish Biblical guidelines for the resolution of grievances.

Scope: These guidelines are to be followed whenever there is a grievance concerning FCS’S operations involving students, faculty, staff, volunteers, administration, or the Board.

Definitions:

Grievance—any disagreement which has the potential to harm the integrity of FCS or anyone involved in its existence.

Guidelines:

Students/parents to Teachers:

1. All grievances should first be handled by the parties directly involved as stated in Matthew 18:15.
2. If the grievance cannot be settled through discussion between the two parties, then the matter should be presented to the Division Head.
3. If resolution is not made at this stage, then the Head of School will hear the grievance, then with the Board, if needed.
4. Parents may become involved in the grievance process at any level when their child is involved.

Employment based grievances:

1. All grievances should first be handled by the parties directly involved as stated in Matthew 18:15.
2. If the grievance cannot be settled through discussion between the two parties, then it shall be handled in accordance with Article XVI (Dispute Resolution) of the FCS Association By-Laws.

46. Compensation and Benefits

Dates: Approved 07/28/98; revised 10/21/08, 1/15/19

Objective: To define the compensation and benefit program provided to the staff members of Faith Christian School.

Scope: This policy contains the salary administration program, and benefit program for

the full-time and part-time staff. All direct employee benefits should be addressed herein.

Definitions:

Unit - 5 class periods per week

Full time faculty - Teachers who teach at least 4-5 units (or the Lower School Equivalent).

Part time faculty - Teachers who teach less than 4 units (or the Lower School Equivalent).

Administrative staff - Staff whose main responsibilities are administration.

Support Staff - bus drivers, janitor, building maintenance, bookkeeper, etc.

Guidelines:

1. *Full time Staff*

- a) The Board approves the overall budget and the Head of School approves pay increases. The Head of School determines the base pay of each employee at budgeting time.
- b) Each year the Head of School will set a salary schedule for teaching and office staff that will consider experience and workload, as well as other components, e.g. increases related to degree attainment, certification, etc.
- c) Paydays are bi-weekly.
- d) Other benefits will be stipulated in the contract or employment agreement.

2. *Part Time Staff*

- a) Part time teaching pay is based generally on the rate per unit set by the Head of School.

3. *Administrative*

- a) The salary of the Head of School will be set annually by the board.

4. *Support Staff*

- a) The Head of School will set the hourly wages or salaries.

47. Employee Sexual Harassment Policy (Employee to Employee)

Dates: Approved 09/16/97; revised 11/27/01, 1/15/19

Objective: To maintain a work environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment.

Scope: This policy applies to all employees of Faith Christian School, during and outside of school hours, on or off school campus, in their interaction with school employees, potential employees and volunteers.

Definitions: *Sexual Harassment:* Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment.
2. Submission to, or rejection of, the conduct by the individual is used as the

- basis of employment decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual's work performance, or of creating an intimidating, hostile, or offensive work environment.
 4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through Faith Christian School.

Examples of sexual harassment:

1. Unwanted sexual advances or propositions;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding or blocking movements.

Guidelines:

Employees who have observed or been subjected to conduct of a harassing nature are encouraged to report the matter to one of the following school officials:

Head of School

Division Head

All complaints will be promptly investigated by the Head of School or the Chairman of the Board and a duly appointed committee. During the investigation, the employee in question may be suspended with or without pay or continue his/her duties at the discretion of the investigative committee. If the investigation confirms the allegations, prompt corrective actions shall be taken. In addition, any employee found to be responsible for sexual harassment will be subject to appropriate disciplinary action, up to and including termination. Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify appropriate government officials as the circumstances warrant.

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding or hearing concerning sexual harassment.

48. Christian Role-Model Policy

Dates: Approved 07/15/97; revised 7/18/00

Objective: To establish guidelines and principles for the behavior and lifestyle of our teachers, staff, and Board members.

Scope: This policy applies to all faculty, staff, and Board members of Faith Christian School.

Definitions: N/A

Guidelines:

The purpose of Faith Christian School is to assist parents in rearing their children by providing an education which has the Word of God at its center. Each staff member and Board member contributes to the educational process by setting an example of godliness in his personal life and relations with others (*I Timothy 4:12, Luke 6:40, Matthew 7:18, John 15:5, James 1:22 - 25*). He thereby teaches the students that Christians' lives are necessarily characterized by compassion, kindness, humility, gentleness, patience, forgiveness, forbearance, love, peace, thankfulness, self-control, and faithfulness (*Galatians 5:22, Colossians 3:12-14*).

Behavior and attitudes which scripture forbids would adversely affect the education of FCS students and will not be condoned. Such moral failings include: hatred, malice, discord, dissension, greed, stealing, cheating, lying, slander, filthy language, coarse joking, obscenity, impurity, lust, adultery, homosexuality, idolatry, and murder, which includes abortion (*I Corinthians 6:8-20, II Corinthians 12:20, Colossians 3:5-10, I John 3:15, Ephesians 5:3-18, Galatians 5:19-21, Romans 1:24-32, Revelation 22:12-16*).

Modern churches vary widely in their teaching of sexuality, marriage, and divorce. The following guidelines will be followed at FCS:

- 1) Sexual activity is to take place only within a marriage. Those who are not married must remain celibate (*Matthew 5:27-28, Hebrews 13:4*).
- 2) Homosexual activity is forbidden (*Romans 1:24-27, I Corinthians 6:9-10*).
- 3) Marriage is to be between one man and one woman (*Titus 1:6*). Marriage is always intended to be for life, and divorce is never required or preferred.
- 4) Divorce and remarriage are permitted under the grounds of adultery (*Matthew 5:31, 32*) and irremediable abandonment (*I Corinthians 7:10-16*). A person who marries the culpable party in an unbiblical divorce commits adultery (*Matthew 5:32*).
- 5) If the staff or board member was the wronged party, he must have made every effort to be reconciled, involving the rightful church authority thoughtfully and obediently.
- 6) If a staff member or potential staff member divorced and/or married without biblical authority as defined above, that person must have confessed his sin to God and to the person(s) offended and made every effort to be reconciled. If reconciliation is impossible, he must have declared repentance in his heart.

49. Computer Acceptable Use Policy

Dates: Approved 8/14/01; Revised 1/15/19

Objective: To establish the protocol for acceptable use of all computers on the Faith Christian School campus.

Scope: This policy applies to all students at Faith Christian School.

Definitions: N/A

Guidelines:

Faith Christian School is pleased to offer students access to the Internet at school through its computers, telephone lines and commercial Internet provider. In providing this service, our goals are to enhance students' education and to promote educational excellence by facilitating resource sharing, innovation in research, and communication.

This resource is available for students to conduct research and communicate with others; access is granted to students who agree to act in a considerate and responsible manner. Students are expected to use the internet and school computers in a God-honoring manner.

50. Off-Campus Enrollment Policy

Date: Approved 09/18/01

Objective: To provide clear understanding of the School's commitment to and preservation of its curriculum.

Scope: The policy applies to all Faith Christian School students.

Guidelines:

Faith Christian School seeks to provide students some flexibility in creating a strong college-preparatory transcript while protecting the quality of the Faith Christian School curriculum and diploma and making the achievement it represents both accurate and consistent. Upper School students may enroll in college courses with approval of the Head of School when such courses are not offered at Faith Christian School, and it is mutually found to enhance the student's learning and development. Rarely will a college course be allowed to substitute for coursework offered at FCS, as is also the policy for coursework potentially taken at local public or independent schools or home schools. Exceptions to this policy must be approved by the Head of School and may include the following:

Courses taken from another school before a student came to Faith Christian School are generally accepted for the transcript but may not fulfill particular distribution requirements. A Faith Christian student's GPA will be based only on the courses taken at FCS.

A student may enter the Upper School so late that it is unreasonable to expect him or her to complete the usual requirements for a Faith Christian School diploma.

The Head of School may make exceptions to the off-campus credit policy when extraordinary and compelling circumstances prevent a student from completing the required course of study at Faith Christian School.

In summary, Faith Christian School seeks to minimize the risks that students may run when they enroll in an off-campus course, as well as maintaining the integrity of our unique Christian Classical curriculum. Our curriculum is designed to follow a set sequence, often

requires exceptional depth of understanding, may be paced faster than many high school or even college courses, and is unique in combining both the Classical and Christian focus integrated throughout the curriculum. Therefore, restrictions and a thoughtful review policy is in place to make sure that academic quality and continuity are maintained.

51. Board of Directors Composition Policy

Date: Approved March 24, 2006; Revised 10/21/08

Objective: To express the desire that a majority of the Board members be parents of children currently enrolled in Faith Christian School.

Scope: Self-evident

Guidelines: The Nominating Committee shall make every effort to establish and maintain a composition of Board members such that a majority of those members be parents of children currently enrolled in Faith Christian School. Upon consideration of new Board members at the recommendation of the Nominating Committee, the Board shall make every effort to establish and maintain a composition of Board members such that a majority of those members be parents of children currently enrolled in Faith Christian School.

52. Policy and Procedures for Handling Challenged Materials

Date: Approved 10/21/08; Revised 1/15/19

The Faith Christian School library aims to be a source of educational material in support of the curriculum of Faith Christian School. The media housed in the library support the Philosophy of Faith Christian School. Paragraph four of the Philosophy states: “Faith Christian School’s academics are steeped in Biblical truth and draw deeply on our rich heritage. Each subject and skill is taught as part of an integrated whole with historical Christianity and the teachings of the Scriptures at the center. The student is taught to think critically, clearly and Biblically through every situation by engaging in dialogue with outstanding thinkers of the past and present.”

It is the policy for Faith Christian School to provide a method for all patrons of the library to submit complaints or concerns to the Administration of Faith Christian School. Despite the aim of the library, the philosophy of Faith Christian School, and the quality of the selection process, occasional objections to library materials may arise. It is agreeable that students, parents, and teachers should have the right to reject the use of library media center materials which seem incompatible with his/her values and beliefs. Under no circumstances should material be removed from the school pending a decision made by the Staff Review Committee. In the case of a complaint, the following procedures will be followed:

All complaints to staff members will be reported to the Librarian or the Division Head, whether received by telephone, letter, electronic mail, or in personal conversation.

53. International Student Policy

Date: Approved 3/11/05; Revised 10/21/08, 1/15/19

Objective: To clearly delineate the circumstances by which an international student could attend Faith Christian School

Scope: This policy applies to all international students attending Faith Christian School

Definition: International students - students whose primary residency is outside of the United States.

Guidelines:

- a. The student must be housed in a Christian home where the guardians fully support the philosophy and mission of Faith Christian School (“FCS”).
- b. The student must be willing to accept the philosophy and mission of FCS even if they do not agree with it and be willing to sign the honor code.
- c. A student application must be submitted by the students' parents and the same criteria of acceptance will be evaluated.
- d. The student will be required to meet the general standards of admissions. Placement of the student in a particular class will be determined by the administration.

54. Parent Partnership Policy

Dates: Approved 7/21/08

Objective: To define the partnership between the school and the parent(s)/guardian(s).

Scope: This policy applies to all parent(s)/guardian(s) of Faith Christian students.

Definitions: Covenant Parent: Parent(s)/guardian(s) who signs the Parent Covenant Agreement.

Guidelines:

The purpose of Faith Christian School (“FCS”) is to assist parents in rearing their children by providing an education, which has the Word of God at its center. Each staff member and Board member contributes to the educational process by striving to set an example of godliness in his/her personal life and relations with others (*1 Timothy 4:12, Luke 6:40, Matthew 7:18, John 15:5, James 1:22 - 25*). He/she thereby teaches the students that Christians’ lives are characterized by compassion, kindness, humility, gentleness, patience, forgiveness, forbearance, love, peace, thankfulness, self-control, and faithfulness (*Galatians 5:22, Colossians 3:12-14*). FCS expects parents(s)/guardian(s) of students to model the same Christian values and lifestyles that it seeks to inculcate in its students; to refrain from conduct, actions, or a lifestyle which would undermine the Christian beliefs and values taught by FCS; and to cooperate with and support the religious educational philosophy of FCS. This is premised upon the religious principle found in the verse Amos 3:3, “How can two

walk together unless they be agreed.”

Where a Covenant Parent(s)/Guardian(s) through his/her behavior, attitudes, conduct, and/or lifestyle demonstrates a conflict with the core Christian doctrinal and moral teachings of FCS, as determined by FCS, FCS may, in its sole discretion, determine that it cannot effectively partner with the Covenant Parent(s)/Guardian(s) in the education of his/her student(s). Such a situation creates an inevitable conflict between the religious, Biblical teachings of FCS to students and the beliefs, attitude, lifestyle, or conduct modeled by the Covenant Parent(s)/Guardian(s). FCS, in such circumstances, cannot effectively partner with the Covenant Parent(s)/Guardian(s) because of the divergence between the religious teachings of FCS, which permeate the entire educational philosophy of FCS, and the beliefs, attitude, lifestyle, or conduct of the Covenant Parent(s)/Guardian(s). In a situation where FCS determines, in its sole discretion, that it cannot effectively partner with the Covenant Parent(s)/Guardian(s) of a child due to this inevitable conflict, enrollment of the student is not in the best interest of FCS. Accordingly, under such circumstances, the FCS administrative staff and/or the Board of Directors reserve the right to decline enrollment of a student or discontinue any further enrollment of a student. Such a decision is reserved for the limited circumstances in which the Covenant Parent's/Guardian's beliefs, conduct, attitude, lifestyle, or other behavior so conflicts with the Biblical teachings and religious philosophy of education that FCS is prevented from an effective partnership with the Covenant Parent(s)/Guardian(s).

Any parent(s)/guardian(s) attending the FCS campus or FCS activities must act in a manner that respects the religious mission and philosophy of FCS. In fulfilling its religious mission and philosophy, FCS cannot be viewed as condoning or promoting an attitude, conduct, morality or lifestyle, contrary to those taught by FCS. Consequently, in order to fulfill its religious mission and philosophy, in cases where the parent(s)/guardian(s) is attending FCS or FCS activities, FCS reserves the right, in its sole discretion, to require such parent(s)/guardian(s) to refrain from conduct, actions or activities that would reflect an attitude, conduct, morality or lifestyle contrary to that taught by FCS. FCS may, in its sole discretion, restrict any parent's/guardian's participation in an event, activity or access on or to school property or inform the parent(s)/guardian(s) of the expectations, criteria and/or circumstances that would be required to permit participation and/or attendance.

55. Gift Acceptance Policy

Date: Approved 10/21/08; Revised 1/15/19

These guidelines have been created in order to create and maintain good communication between Faith Christian School (FCS) and potential donors of gifts. FCS welcomes gifts which will help it to achieve its purposes. While every potential gift is appreciated, FCS must make a determination of whether or not the property is appropriate for FCS to accept. Accordingly, FCS will consider the net value of the property. In this context, net value means the value minus the liabilities and expenses associated with the gift. If the gift is to eventually be sold by FCS, such expenses may include maintenance, marketing, and transaction costs.

FCS will seek the advice of qualified legal counsel as needed, and donors are advised to seek advice from professional advisors to ensure that all aspects surrounding the gift are fully understood.

FCS will attempt to respond as quickly as possible to all gift proposals. To that end, these guidelines shall be applied on a case by case basis in order to maintain flexibility.

II. TYPES OF GIFTS

A. Cash and Checks. Checks should be made payable to “Faith Christian School.” In no event should a check be made payable to an employee, agent or volunteer of FCS.

B. Marketable Securities. Donors should notify FCS prior to making a transfer in order to ensure a smooth transaction. The valuation of a security will be determined by market price on the day the security is sold. The transfer will be deemed to have occurred when it is posted to FCS’s brokerage account. When the donor delivers to FCS an actual stock certificate, he or she will receive credit from the school for the amount at which the stock was sold.

Generally, gifts of securities will be sold within 24 hours of the gift or as soon thereafter as practicable. However, FCS reserves the right to sell the security at its discretion.

C. Gifts in Kind. Such items may include tangible personal property, i.e., equipment, collectibles, jewelry, art, antiques. Appraisals of these items are the responsibility of the donor. Items with encumbrances, such as mortgages, or installment notes, may necessitate consultation with legal counsel.

D. Real Estate. Potential donors should consider the following items as they contemplate a charitable gift of real property:

1. Value. It is most helpful to have an appraisal of the property. A donor may be required to have an appraisal near the time of such a gift for tax purposes. FCS would appreciate a copy of any appraisal or other estimate of fair market value. Such appraisal or estimate should take into account zoning laws compliance, the Americans with Disabilities Act, the condition of improvements, actual and potential income of the property, any encumbrances, and other factors associated with the marketability of the property.

2. Liability and Expenses.

- a. Environmental Conditions: FCS will need a current Phase I Environmental Audit. If indicated by the Phase I, FCS may need a Phase II Audit.

- b. Encumbrances: FCS will need to know the terms of any debts secured by the property or other encumbrances and the potential sources of

income to service or satisfy those encumbrances.

c. Insurance and Taxes: FCS will need to know whether hazard insurance and liability insurance covers the property and the current status of the premiums. FCS will also need to know the real estate taxes to be expected. Potential sources of income to meet these expenses must be identified. Real estate taxes should be current and the donor would be responsible for roll back taxes, if any.

d. Management: FCS will need to know the details of any arrangements which may have been made for management of the property and the potential sources of income to meet any such obligations.

3. Legal.

a. Title: FCS will also need to know whether it will receive good title. Accordingly, FCS will need a title opinion from an attorney or a title insurance company.

b. Survey: FCS would like to receive a copy of any surveys, including any “as built” surveys for improved properties.

c. Deed: FCS will expect title to be conveyed by general warranty deed, unless otherwise discussed.

E. Life Insurance. FCS encourages life insurance gifts in the following forms:

1. Existing paid-up whole-life policies naming FCS as the irrevocable owner. Upon receiving the paid-up policy, FCS may choose, after consultation with the donor, to surrender the policy and obtain the cash value or retain the policy until the death of the donor.

2. Naming of the school as a beneficiary under an existing policy.

3.

F. Deferred and Planned Gifts Generally. There are many other methods of making a charitable donation, such as charitable remainder unitrusts (CRUT), charitable remainder annuity trusts (CRAT), and charitable lead trusts (CLT). Donors also may gift their interest in certain property while retaining life estates in the same property. If a donor has a planned giving arrangement he or she would like to discuss with FCS, FCS is eager and willing to discuss those matters on a case by case basis.

III. MISCELLANEOUS

It should be noted that once property is gifted to FCS, it will have complete discretion regarding the future use or sale of the property. It is the responsibility of donors, potentially in consultation with their own tax professionals, to determine the proper value of any income tax deduction claimed as a result of a gift of property.

NOTE: The above information is not intended as legal advice and should not

be taken as such. FCS encourages potential donors to consult their own professional legal and tax advisors. These guidelines are intended to evoke a full and candid understanding of the issues involved in a charitable gift. Questions, concerns and comments are encouraged.

Appendix A

MISSION STATEMENT

The mission of Faith Christian School is to provide a Christ-centered classical education of academic excellence, spiritual depth, and moral integrity which will prepare students for godly participation in their society and promote loyalty to God and country.

6/6/96; revised

10/21/08

Appendix B

Philosophy

Faith Christian School is established to provide a challenging education that is based on Biblical truths. In honoring God's word to do everything to God's glory, we strive to make our program of the highest academic, spiritual and moral quality to assist parents in their God-given duty of rearing their children.

God has instructed His people to be prepared to give an answer for the hope that is within them. That hope is in Christ, who is both Truth and Love, so our emphasis upon truth and high academic standards is balanced with love. The school functions as a nurturing community where the student is recognized as a unique person made in the image of God. The teachers are dedicated Christians who live lives worthy of being excellent examples to the students. Their lives are characterized by love for God and a continuing love for learning which they also transfer to their students. They are committed to helping the student realize his highest potential through innovative and flexible approaches to best suit each student's uniqueness.

Faith Christian School's academics are steeped in Biblical truth and draw deeply on our rich heritage. Each subject and skill is taught as part of an integrated whole with historical Christianity and the teachings of the Scriptures at the center. The student is taught to think critically, clearly and Biblically through every situation by engaging in dialogue with outstanding thinkers of the past and present. Knowledge worth gaining is also worth the time and patience required to obtain it. Therefore, the student is taught the benefits of hard work and encouraged to develop self-discipline and responsibility from God's perspective. He is also challenged to apply what he learns through opportunities designed to strengthen mind and heart.

The student will develop a world view that integrates Christian faith and Scriptural truths with all areas of learning. Ultimately, he is equipped to participate in the expansion of Christ's kingdom, exercise Godly stewardship of Creation and glorify God in every aspect of life.

6/6/96

Appendix C

Purpose and Application of our Statement of Faith

God's Word forms the basis of the Christian's life and work, and our Statement of Faith is an interpretation of God's Word which is consistent with the doctrines of the early Protestant Reformers.

Our intention in teaching the Bible is not to indoctrinate students with our Statement of Faith, but to teach them to evaluate its truth claims in the light of Scripture and to discern error when it is present in their own thinking and the thinking of others. We also want our students to understand the central place which Christian doctrine, and the many controversies it inspires, has held in the history of Western culture. We would also like our students to be able to articulate their understanding of the larger human issues which the Scriptures and Christian theology address.

As we teach, we strive to present these doctrines in their appropriate scriptural and historical contexts, and we encourage the kind of discussion and debate which the church has enjoyed for the last two thousand years. Other issues of importance not addressed explicitly in our Statement of Faith are further fuel for discussion and help our students to develop a more disciplined approach to interpreting the Bible. In the end, we encourage our students to seek the counsel of their parents and churches on matters of genuine discrepancy within Christ's Body.

While all our faculty submit to the doctrinal statement and appreciate the need for precision in every Christian's personal theology, there might still be differences of opinion regarding the application and emphasis of our statement. We believe this is good, since we need always to look to the Scriptures for our confidence and not to our own learning or cleverness. (Proverbs 3:5, 6)

FAITH CHRISTIAN SCHOOL

STATEMENT OF FAITH

We believe that the Bible is the Word of God, verbally inspired by God the Holy Spirit,ⁱ inerrant in the original writings,ⁱⁱ the supreme and final authority in faith and practice.ⁱⁱⁱ

We believe in one living, sovereign and true God, eternally existing in three persons: Father, Son, and Holy Spirit, coequal in power and glory, having the same attributes and perfections.^{iv}

We believe that the eternal purpose of God includes all events^v; therefore, a Christian should look at all of life from God's perspective, and not treat part of his life as sacred and part as secular. The eternal purpose of God is also Holy and wise and does not deprive man of freedom^{vi} nor make God the author of sin.^{vii} Yet, before the world began, God the Father chose in Christ a great multitude of individual sinners, whom He gave to His Son, to be Holy and without blame before Him. This choice was made according to the good pleasure of God's will, and in no way depends on man's desire or effort, but on God's mercy. This saving purpose of God for those chosen will certainly be accomplished.^{viii}

We believe that all men are sinners^{ix} because Adam and Eve, their first parents, were tempted by Satan, disobeyed God's command, and by their own choice fell from their original state of innocence and fellowship with God and came under the power and penalty of sin.^x Therefore, all men fell in Adam, being sinners by imputation, nature and choice^{xi} and are presently and eternally dead in their sins,^{xii} separated from God^{xiii} and under His condemnation^{xiv} and apart from God's grace cannot come into a personal relationship with Christ.^{xv}

We believe that Jesus Christ was begotten by the Holy Spirit,^{xvi} was born of the Virgin Mary,^{xvii} lived entirely without sin,^{xviii} died as a sinner's substitute, satisfying divine justice,^{xix} purchasing^{xx} and reconciling^{xxi} a people to God, making perfect atonement for sin,^{xxii} was raised bodily from the dead^{xxiii}, ascended to the right hand of the Father in heaven,^{xxiv} where He is the believer's High Priest and advocate.^{xxv}

We believe that the Holy Spirit, the third person of the Godhead, is active in the application of the redemption purchased by Christ. He convicts of sin,^{xxvi} regenerates,^{xxvii} enables men to obey with repentance the call of the gospel,^{xxviii} and as the One, who continually indwells every believer, is the author of holiness, power, comfort, and all Christian experience.^{xxix}

We believe that all who are born again by the Holy Spirit through the word^{xxx} receive by faith the Lord Jesus Christ as personal Savior, are justified on the grounds of His shed blood,^{xxxi} thereby becoming children of God,^{xxxii} and are indwelt and sealed by the Spirit until the day of redemption.^{xxxiii} Believers are thus eternally united to Christ by the Spirit^{xxxiv} and are eternally secure in Christ,^{xxxv} and together form the True Church, the Body and Bride of Christ.^{xxxvi} Anyone who has trusted Christ as personal Lord and Savior will produce spiritual fruit as described by the Word of God.^{xxxvii}

We believe in the one universal church of which Christ is the Head.^{xxxviii} The universal church consists of all true believers in Christ. The local church is composed of professing Christians who have gathered together in a local assembly to do the will and the work of Christ. It is the duty of all believers to profess their faith openly by uniting with a Biblical local church. The primary mission of the church is spiritual, and its work is twofold: to establish within the church members a firm foundation of Biblical doctrine and knowledge; and to witness to the truth of God to the ends of the earth, preaching the gospel to all men.^{xxxix}

We believe in the personal, bodily and visible return of the Lord Jesus Christ^{xl} to judge the world,^{xli} the bodily resurrection of the just and the unjust,^{xlii} the everlasting punishment of the lost in hell,^{xliii} and the everlasting bliss of the saints in heaven.^{xliv}

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ⁱ II Samuel 23:2; II Peter 1:21.

ⁱⁱ Matthew 5:18; Luke 24:44.

ⁱⁱⁱ II Timothy 3:16; John 12:48.

^{iv} II Corinthians 13:14; John 10:30; Galatians 4:6.

^v Ephesians 1:11; Daniel 4:35; Psalm 115:3; Acts 15:18; Proverbs 16:4; II Timothy 1:9.

^{vi} Luke 22:22; Acts 2:23; 4:27,28; John 1:12,13; Philippians 2:12, 13.

^{vii} James 1:13.

^{viii} Ephesians 1:4,5; II Thessalonians 2:13; John 6:27; 17:2; Hebrew 7:25; Romans 8:29; 9:16; Philippians 2:13.

^{ix} Romans 3:12, 23.

^x Genesis 2:17; 3:6-8.

^{xi} Romans 5:12-19; Psalm 51:3; Romans 3:23.

^{xii} Ephesians 2:1.

^{xiii} Romans 9:16.

^{xiv} John 3:18, 36.

^{xv} John 6:44.

^{xvi} Matthew 1:20; Luke 1:35.

^{xvii} Isaiah 7:14; Luke 2:7.

^{xviii} Hebrews 4:15, 7:26.

^{xix} I John 2:2.

^{xx} Ephesians 1:7.

^{xxi} Romans 5:10.

^{xxii} I Corinthians 15:3.

^{xxiii} Luke 24:6, 39; I Corinthians 15:1-4.

^{xxiv} Acts 1:9, 7:55,56.

^{xxv} Hebrews 9:24; 7:25; I John 2:1.

^{xxvi} John 16:8-11.

^{xxvii} John 3:5,6.

^{xxviii} I Thessalonians 1:5, 9.

^{xxix} I Corinthians 3:16; 6:19, 20; Ephesians 5:18.

^{xxx} John 3:3-7; I Peter 1:23.

^{xxxi} Romans 3:24, 25; 5:9.

^{xx xii} John 1:12,13; Galatians 3:26.
^{xx xiii} Galatians 4:6; Ephesians 1:13, 14.
^{xx xiv} I Corinthians 12:12, 13.
^{xxxv} John 10:27-29.
^{xxxvi} Ephesians. 1:22,23; 5:25-32; Rev 19:7-9.
^{xx xv ii} Galatians 5:22; M atthew. 6:13-23; Romans 7:4; Ephesians 2:10.
^{xx xv iii} M atthew 16:8; Ephesians 1:22, 23; Colossians 1:18.
^{xx xix} M atthew 28:19; M ark 16:15; Luke 24:46-48.
^{xl} Acts 1:11; I John 3:2.
^{xli} M atthew 24:29, 30; 25:31-46.
^{xlii} John 5:28, 29.
^{xliii} Luke 16:23-26; Revelation 20:11-15.
^{xliv} M atthew 25:46; I Thessalonians. 4:16, 17.

National Association of Evangelicals Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of God the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.