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FACTORYVILLE CHRISTIAN SCHOOL Parent/Student Handbook

WELCOME

The policies and procedures contained in this Handbook have been prepared so that they will help you to adjust to Factoryville Christian School and to help you become an integral, important part of it. The ultimate purpose of Christian education is to help each student become an effective servant of the Lord. Developing and accepting the responsibilities and obligations of a good steward will help each of us to serve God successfully. We hope that you will participate in our varied activities and find them helpful in preparing you to live a faithful life before God in our complex society. Remember that your success at Factoryville Christian School will be directly proportional to your efforts and your relationship with God (Philippians 4:8).

SPIRITUAL

- A. Doctrinal Statement: Our Doctrinal Statement is exactly the same as that of Factoryville Bible Church of which we are a ministry. School staff and students will also be subject to church policies as well. The Doctrinal Statement and Church Policy are available upon request.
- B. Philosophy of Education: "For by Him were all things created, and by Him all things consist." (Colossians 1:16-17). Education must then begin, center around, and end with God and His plan for the ages, taught primarily in the home, and then continued in school (Deuteronomy 6:6-9). Without a personal knowledge of the Jesus Christ, through the teaching ministry of the Holy Spirit, wisdom and true knowledge cannot be attained. Education is not Christian without Biblical standards of conduct and discipline. This education must strive to deal with each child on an individual basis to attain academic, spiritual, social, and emotional growth and maturity (Ephesians 4:13). Factoryville Christian School is an extended ministry of the church with the primary goal of academic education of the students.
- C. Church Affiliation: Because of the standards set forth in the Philosophy of Education, regular attendance and membership at a Bible-believing church for both students and family is encouraged and expected. Regular attendance is defined as being present in at least two church services each week.

ADMISSIONS

A. Policy: Based on Factoryville Christian School's Philosophy of Education and our church affiliation, Factoryville Christian School reserves the right to set standards for admission and make final determination as to a student's enrollment on the basis of past and present relationship with the Lord and church affiliation, past records of academic achievement, past record of conduct and attitude, and reasons for selecting Factoryville Christian School. Factoryville Christian School does not discriminate based on race, color, sex, or national origin.

B. Procedure:

- 1. Parent and student (both necessary) schedule an appointment for an interview.
 - a. Complete and submit all forms (application fee due with form).
 - b. Submit handbook agreement signed by parents and student. Required of all students grades 7- 12.
 - c. Submit last-previous academic Report Card or transcript.
 - d. Parents and student may be interviewed together or individually.
 - e. All questions will be entertained.
- 2. The family will be notified of acceptance or declination.
- 3. Upon notification of acceptance, the non-refundable registration fee and curriculum fee will be due.
- 4. Prior to the start of school, a testing fee and the first month's tuition are due. In the case of families with three or more students, this may be accomplished in two payments, the first one prior to the entrance of the children and the second, within 30 days.
- 5. All students are accepted on a one-semester trial basis.

C. Medical Guidelines

- 1. An Immunization Record and Medical Report must be completed and submitted by the parents, to be kept in the student's file.
- 2. All students are encouraged to be immunized against the following:
 - a. 4 doses of DTP (10 yr. booster needed)
 - b. 3 doses of oral polio vaccine
 - c. 2 doses of measles, mumps, and rubella (2nd booster required)
 - d. 3 doses of Hepatitis B vaccine.

3. When a medical emergency arises, the school will call the parent or family doctor (in that order). A medical emergency form will be kept on file in the school office which authorizes the school to act if an emergency arises. The school personnel will not administer ibuprofen, acetaminophen, or any medicines to any student without written parental approval. All prescription drugs must be kept in the office to be administered by staff.

D. Financial Obligations

Factoryville Christian School is made possible by sacrificial gifts from the Lord's people. Your tuition cannot be used as a tax deduction unless enrolled in a 529 school tuition plan. Factoryville Christian School reserves the right to change tuition and fees with written notice not less than 30 days prior to the effective date. This is limited to the beginning of school or between semesters.

High school students who attend Factoryville Christian School on a part-time basis due to taking classes in a vocational-technical or dual-enrollment program will be charged tuition on a per-class basis. Per class charge will be one-fifth (1/5) of the regular tuition charge

Should a student withdraw during the school year, tuition will be assessed for each month, or partial month on a daily basis. Graduating seniors cannot participate in the graduation ceremonies unless all financial obligations for the family's account have been met prior to the day of graduation.

All fees are due prior to the first day of school and the registration fee is non-refundable. Payments are due on or before the 15th of each month. There are multiple payment plans available:

Total paid by September 1st = 8% Discount Half at beginning of each semester = 5% Discount Ten-month payment (August through May)

ATTENDANCE INFORMATION

"Moreover, it is required in stewards, that a man be found faithful." (1 Corinthians 4:4).

A. Church

Because we are influencing your child to live for the Lord and serve Him around the world, we encourage and expect the student to attend services at a Bible-believing church on a weekly basis.

B. School Absence

In accordance with God's Word and the requirement of the law of the State of Michigan, the student needs to be in regular attendance. Therefore, personal appointments, doctor's appointments, shopping trips, dental, medical, hair appointments or other engagements should be planned after school hours.

If a student is going to be absent for any reason, it is the parent's responsibility to notify the school office (269) 729-4203 by 9:30 a.m. on the day of the absence. A text message to the teacher does not always make its way to the office. A written notification of the reason for the absences should accompany the student upon their return to school. If it is known that a student will be absent in advance, an Elective Absence Form (available in the school office) must be filed in the school office. 48-hour advance notification is requested for absences. (Please see ELA form attached at back of handbook).

C. School Tardiness

Tardiness is defined as not being in the prescribed place prior to the opening bell. Promptness in reporting to school by 8:20 a.m. is vital to the efficient operation of the school. Classes begin at 8:25 a.m. Three tardies will be counted as one absence. Habitual tardiness will require a teacher/student conference and notification of the conference to the principal. Failure on the part of the student to accept responsibility for his/her punctuality and to correct the tardiness problem will require a parent conference and/or further disciplinary action.

D. Closed Campus

Factoryville Christian School operates under the "Closed Campus Policy." Once a student arrives on school property in the morning, he/she is not to leave until school is dismissed in the afternoon. Exceptions may be given to those students who are employed and have a parent's written request on file in the school office. This request must be approved by the Administration. Students who have permission to check out must sign out with both their teacher and in the school office. All students leaving school early or coming to school late must be signed in/out at the school office.

CLASSROOM POLICIES

- A. The classroom must be a place that is orderly and well disciplined. Students must respect the needs of those around them and follow the instructions of the teacher.
- B. Student desks and lockers are the property of FCS and will be individually assigned to each student. These can only be changed by a teacher. They must be kept neat and orderly. Any decoration placed by students must be of a positive, Christ-honoring nature. Lockers are to be treated as private property and invasion of this privacy by other students will result in disciplinary action.

- C. Communication between students during class time will not be allowed unless the student has permission from the teacher. Note writing or note passing will result in the confiscation of the note and further disciplinary action.
- D. Textbooks and Chromebooks are the property of FCS and should be treated with care and respect. Students who abuse their textbooks/Chromebook will be open to disciplinary action. Students who abuse their Chromebook will be charged the full retail value to replace their Chromebook. Each family will be asked to sign the Acceptable Use Policy Agreement for using technology on campus.
- E. Homework: Students will be given daily class work assignments by their teachers. Any class work assignment that is not completed during class time or in study hall will become homework. Students will be responsible to keep a record of their class assignments and to use their time efficiently to be sure that all assignments are completed on time. When assignments are given, special activities of the church and the regular services of the church will be considered so that homework does not unduly interfere with student attendance in those services.
- F. Tests: Tests and quizzes will be used to evaluate the students' progress in the academic disciplines. Quizzes will be given at the teachers' discretion with or without prior announcement. Tests will be announced to the class at least two days prior to the day of the test.
- G. Grading Scale: Grades are important because they indicate the way in which a student is doing his/her job. Colleges always request them, and employers often refer to them.

<u>Percentage</u>	Letter Grade	Points for GPA
90-100	Α	4 pts.
80-90	В	3 pts.
70-80	С	2 pts.
60-70	D	1 pt.
0-59	F	0 pts.

Report cards are given each nine weeks to be presented to their parents. The report is to be reviewed by parents, signed, and returned PROMPTLY to the school. Three-week and six-week progress reports may be given to students struggling in a particular area. Parents are encouraged to utilize the iGrade system to monitor their student's assignments and grades. Login information for the iGrade system is given out at the beginning of the year.

H. Honor Roll

Each quarter, with the issuance of Report Cards, we will publish a list of students who have done superior academic work. Two honor rolls will be published. An all A Honor Roll will be for students who have received all A's in all subjects. Students with all A's and B's will have their names published on the A/B Honor Roll.

ATHLETIC CODE OF ETHICS

Sports can be a vital part of a student's school experience. Factoryville Christian School desires to conduct a sports program that will give our students opportunities to grow and mature through athletics. We want our program to be in keeping with the goal of our school in developing the student in Christian principles and Christian character. The Athletic Director has developed Guidelines and Policies for our Christian student-athletes which are given to each family prior to the start of the athletic season.

- A. In keeping with the philosophy of Christian Education, all participants whether coaches, students, or family members of athletes, must conduct themselves in a manner that brings glory to the Lord Jesus Christ.
- B. As student participation and coaching personnel are available, FCS will seek to offer the following sports programs:
 - 1. Middle School and Varsity Soccer
 - 2. M.S. and Varsity Girls Volleyball
 - 3. M.S. Basketball
 - 4. Varsity Girls Basketball
- 5. Varsity Boys Basketball
- 6. Elementary Soccer
- 7. Varsity Golf
- C. Students participating in any sports program must have a physical exam release form on file in the school office.
- D. Extra-curricular activities are a privilege, not a right. A student may be denied that privilege as a part of the school's disciplinary procedure. Such action may be appealed to the Factoryville Christian School's Board at a requested hearing.
- E. Students involved in extra-curricular programs of FCS must maintain academic eligibility. Students will be eligible to compete if they maintain a "C" average (2.0 on a 4.0 scale) and do not have a failing grade in any subject area. On each Friday (during a sports season) a report will be submitted by the teachers to the principal concerning the grade status of each athlete. If a student does not meet academic eligibility requirements, that student will be placed on academic probation and not permitted to participate until the next weekly report. He/she will have one week to improve their grades back to eligibility status. If at that time the student does not

meet academic eligibility requirements, they will continue to be unable to participate in athletics until they have improved their grades to the eligibility standard.

- F. Unsportsmanlike conduct, or un-Christ like behavior on a playing field or floor will not be tolerated. Coaches are instructed to remove (by substitution) that player from the game until the player is under control again. The coach will have the freedom to determine when and if a player should return to the game. Misconduct may result in dismissal from the team. Any coach who repeatedly expresses anger, argues with officials, or brings reproach upon the name of the Lord or FCS will be terminated.
- G. Disciplinary procedures may include, but not be limited to, the following:
 - a. A student being benched for one or more games.
 - b. A student being suspended for part of a season.
 - c. A student being dismissed from the team.
- H. Coaches, as well as athletes, are to refrain from the use of tobacco, alcohol, and any forms of drugs that are illegal or non-medicinal. Use, possession of, or distribution of any of these substances will result in immediate dismissal.
- I. Factoryville Christian School encourages competitive, clean play, but will not allow cheating, dirty play, or unnecessary roughness to be a part of the coaching philosophy or practice.

These policies may be adapted as needs arise and may be reviewed by the School Board at any time they deem necessary.

GRADUATION REQUIREMENTS

- A. Credits: To receive a Factoryville Christian School diploma, all students must complete either the College Preparatory or General Preparatory course while in high school. A Bible elective is required for each year of attendance at Factoryville Christian School. This will include the established Bible based courses set by the School Board.
- B. Students who complete the College Preparatory course prior to graduation will be eligible to serve as the Valedictorian or Salutatorian but must have a minimum of a 3.5 GPA.
- C. Accreditation: Graduates of high school need not attend accredited institutions, but rather score well on nationally standardized tests that evaluate the student's academic

ability. Students are encouraged to take these tests. Students will be made aware of test dates for the American College Test (ACT) and the Scholastic Aptitude Test (SAT). If interested, students should express their intentions of taking these tests to the Administration.

The following page will show the credit requirements for Factoryville Christian School.

GRADUATION REQUIREMENTS COLLEGE PREPARATORY

CLASS	CREDIT	REQUIRED
English I	1	
English II	1	
English III	1	
English IV	1	4
5 -		
Geography	1	
World History	1	
U.S. History (required)		
Am Govt/Economics (required)	1	3 or 4*
Basic Science	1	
Physical Science	1	
Biology	1	
Chemistry	1	3
Consumer Math	1	
Algebra I	1	
Geometry	1	
Algebra II	1	3 or 4*
New Testament Survey	1	
Old Testament Survey	1	
Biblical Theology	1	
Principles of Christian Living	1	4
Foreign Language I	1	
Foreign Language II	1	2
P.E./Health	1	1
Electives	.,	
Introduction to Computers	1/2	
Keyboarding	1/2	
ACT Prep	1/2	
Choir/Falcon Singers	1/2	1
Yearbook	1/2	
Teacher Assistant	1/2	
Office Assistant	1/2	
TOTAL CREDITS REQUIRED		วา
TOTAL CREDITS REQUIRED		22

^{*}Students must have 4 credits in Mathematics or History

A General Preparatory Diploma will be given to students who have earned 21 credits but were unable to meet all the Math and Science requirements.

DISCIPLINE

Our goal in discipline is to work with parents. We believe that discipline is necessary for the well-being of the student, as well as the atmosphere of the entire school. We also believe that full parental support of the school's policies is essential. Obviously, questions and problems will arise in the process, at which time it is essential to use the principles of Matthew 18:15-18.

When concerned about a problem with your child, a parent should first go to the teacher to resolve the problem. If unsatisfied, go to the Administration, and then to the School Board.

FCS is counting on parents to encourage their students to practice their best behavior while at school. However, in the interest of clear disclosure, the following is a list of offenses that are considered very serious and may result in parent conference, suspension, or dismissal.

Rude behavior, excessive teasing, horse play, etc.
Breaking an established rule, direct disobedience toward teachers, etc.
Willful destruction of property
Fighting, swearing, obscene gestures, stealing
Rebellion against authority
Improper physical conduct
Possession of tobacco, alcohol, drugs
Possession of weapons or pornography

ACTION PLAN

"ABC Action Plan" for Corrective Behavior in the Classroom. (See attached document).

A- Awareness of Behavior

1. Teacher will identify specific student behavior needing to be changed. If compliant, no further action required. Based on the level of behavior, the teacher may proceed to "C" if necessary.

B- Behavior Modification

 Teacher will identify student's unacceptable behavior and document situation describing specifics of the situation on *Classroom Action Plan*.
 Student and Teacher will sign the form and date it. Parent will be sent a copy of the Plan and a copy will be placed in the student file.

C- Correction, Contact, Removal

1. Administration will be informed; student will be removed from classroom and placed in ISS (In School Suspension). Parents will be contacted regarding student's behavior.

WEAPONS POLICY

The Michigan Penal Code MCL 750.237a specifically addresses the possession of weapons on school grounds. According to this law, it is illegal for any person to possess a firearm or any other dangerous weapon on the premises of any educational institution, including public and private schools, colleges, and universities. The statute also extends to school buses and other vehicles used to transport students.

DEFINITIONS

A. "Weapon"

- 1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake(facsimile) weapons; all knives; blades; clubs; metal knuckles; num-chuks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
- 2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or nonfunctional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
- No person shall use articles designed to other purposes (i.e. lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated s the possession and use of a weapon.

B. "School Grounds"

"School grounds" includes any school building or grounds, whether leased, rented, owned or controlled by the School Board, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, including school-related child care centers, and anywhere students are under the jurisdiction of the school.

C. "Non-Student"

A "non-student is any person who is not a student including, but not limited to: teachers, other staff, parents, visitors, students of other public or private schools, and any person on or in the school location.

D. "Possession"

"Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

ELECTRONIC USAGE (Cell phones, Tablets, Computer, Electronic Device, etc.)

Any of these, or similar items brought to school, will be turned into the school office upon arrival. They can be picked up at the end of the school day. They are not to be used or accessed during the school day. Phone calls home should be made from the school office and permission given from the supervising teacher. Exceptions to using such devices may be given by teachers on occasion, although this will rarely occur. FCS uses a monitoring device for our school's Chromebooks, but the Administration and staff reserve the right to examine any electronic device regarding content and usage. Please review the Acceptable Use Agreement at the end of this handbook, sign, date, and return to the school office to file.

GENERAL SCHOOL REGULATIONS

A. Every student is entitled to courtesy and consideration in relationships with fellow students, teachers, and administration. The Bible is very clear in that we are to extend consideration and respect to every person we meet during the course of the day. Actions which injure others, damage property, or which impede, disrupt, or obstruct the learning process and/or operation of the school are not characteristic of a responsible student and will not be tolerated. Anyone who engages in the actions described will be subject to school discipline.

B. Public Display of Affection

In order to give some guidelines to help our students govern their conduct as they relate to one another, the following rules have been adopted. These rules will cover conduct in three specific areas: 1) school grounds, 2) school trips, 3) school transportation.

<u>School Grounds:</u> While students are on the property of FCS there no personal contact (kissing, hugging, holding hands, etc.) allowed between students. This

policy includes regular school hours, before and after school, and all school sponsored activities.

<u>School Trips:</u> When students are on school sponsored trips, that standard of no personal contact will also be enforced. This includes field trips, athletic trips, and extended trips off campus.

<u>School Transportation:</u> When students are being transported on buses, vans or vehicles and are on school sponsored trips, the standard of no personal contact will also be enforced. When traveling by bus or van, the back three seats/last rows are reserved for carrying luggage only, unless absolutely needed to transport students.

C. Visitors

All visitors must sign in and out at the school office. All school visitors are required to wear an identifying FCS lanyard while on campus. Students may bring visitors to the school who are interested in viewing our program. Students must arrange for visitors before bringing them, and student visitors must follow the same clothing and conduct standards expected from our students.

All other campus visitors must also sign in and out at the school office.

D. Off Limit Areas

- 1. All vehicles, bicycles, and east parking lot area.
- 2. Classrooms, unless the teacher or a staff member is present.
- 3. Teacher's desk, files, or supplies.
- 4. Building control room, nursery, storage closets, etc.
- 5. River and its banks.

Students may only be in these areas with permission from a teacher:

- 1. Church auditorium.
- 2. Church restrooms.
- 3. Church kitchen. (There is a school kitchen for regular student use).

E. School Supplies

Each teacher and grade have their own list of necessary supplies. Occasionally, supplies will need to be replenished throughout the year. A list of school supplies is available in the school office.

DRESS CODE

- A. In scripture we are reminded to put little emphasis on our outward appearance and give more attention to our inner person. (Matthew 6:30, Luke 12:28, Proverbs 31:25, 30, I Timothy 2:8-10). Within this context, the following dress code is expected of all students at Factoryville Christian School. Students not in compliance with the dress code due to immodesty or willful disobedience (based on the discernment of staff and administration) will not be allowed in school or school activities until the problem is corrected. Those students in such cases will have one of the following choices in this order:
 - 1. Correct the problem at school.
 - 2. Staff or student call home to have proper clothing brought to school.
 - 3. Go home to obtain proper clothing.
 - 4. Remain outside of the classroom until the problem is resolved.

B. Classroom Attire

Students will remain in school dress while at school. This includes before school, after school, and during break times. Exceptions will be given with special permission by the Administration. FCS's students' clothing should be modest, clean, and appropriate. Below is a description of our dress code including attire to be used for P.E. classes.

<u>Girls</u>

- *Young women are expected to dress in outfits that are modest and appropriate. Dresses, skirts, and jumpers must be to the bottom of the knee in length, with no slits above the knee.
- *Female students will be permitted to wear pants, dress slacks, and jeans. Low waisted pants, shorts, yoga pants, leggings, jeggings, and tights are not acceptable pants and will not be permitted at school. Pants must be modest and loose fitting with no rips and tares. Sweatpants and pajama bottoms are also not allowed.
- *Tops, blouses, sweaters, sweatshirts, vests, and jackets are permitted with the understanding that they are not to be low-cut, excessively cropped, worn unbuttoned, expressive with inappropriate language or graphics, or transparent. Whatever type of top is worn it must be tucked in or extend below the waist of the pants. No skin should be visible. Sleeveless tops are allowed if no undergarments are visible. Clothing with excessive buttons, pockets, zippers, etc. that are found to be a distraction to school function will be addressed at the discretion of the administration.
- *Jewelry needs to be used with modesty and discretion.
- *Hair style (and color) and make-up should be neat and not distracting.

Boys

- *Young men are expected to dress in fashions that are modest and appropriate. Pants, dress slacks, khakis, corduroys, and jeans are acceptable. Pants are not to drop below the waistline. Undergarments should not be visible.
- *Boys shirts must have a collar. Shirts with buttons must be buttoned with the exception of the extreme top button. Polo and button-down shirts are examples. Sweaters and vests are permitted to be worn over collared shirts. Clothing with excessive buttons, pockets, zippers, etc. that are found to be a distraction to school functions will be addressed at the discretion of the administration.
- *Hair must be kept neatly trimmed, clean, combed, and not extending over the ears, collar, or eyebrows. Exotic hairstyles of cut and color will not be permitted.
- *Young men may have facial hair if it is well-groomed. Earrings will not be permitted on young men.

All Students

- *FCS printed shirts and merchandise may be worn at any time. This includes t-shirts, sweatshirts, hooded sweatshirts, and jackets. (FCS sweatpants are not included).
- *Hooded sweatshirts are allowed during school. No hoods may be pulled on or over the student's head. Hoods must always be down and heads always visible.
- *For safety reasons, all shoes must be closed-toed. No open-toed shoes are allowed. This includes slides, sandals, flip flops, crocs, etc. All shoes must have a secure heel strap. Shoes worn in the gym must be non-marking.
- *Hats are not allowed during school hours.
- *Tattoos are discouraged. All tattoos must be covered.
- *Body piercing: The wearing of body piercing jewelry, with the exception of ladies' earrings, is prohibited during school as well as at all school functions. Our bodies are the temple of the Lord, and its appearance should give the right opinion of God.

C. Physical Education Attire

Loose fitting sweatpants or sports shorts that have at least a 6.5" inseam for girls and 7.5" inseam for boys may be worn. Tee shirts and sweatshirts are permissible. Cut-off shorts, cut-off shirts, mesh shirts or midriff shirts will not be allowed. Unless the student is going home or to practice right after P.E., students must return to their regular school attire before returning to class.

PARKING

- A. Student parking is in the north lot.
- B. Drop off and pick up of students will be done on the north side of the building. Parents needing to enter the building should park in the east lot, not in the circle drive.
- C. The driveway around the gym is off limits during all school hours and activities.

DRIVING STUDENTS

- A. Students with a valid driver's license and parental permission are permitted to drive to and from school. Upon arriving on campus, students are not allowed to return to their vehicle until school is dismissed. Students who need to do so must have special permission from the administration.
- B. All drivers shall respect the speed limits when driving, including 15mph on school property and 25mph on Factoryville Road.
- C. Student drivers will always conduct themselves in a safe and responsible manner. Failure to do so will result in the loss of privilege for that student to drive to and from school.