



Middle & High School Parent-Student Handbook 2011-2012

Middle School

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High School

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First Assembly Christian School is a community ministry of Concord First Assembly, Concord, NC

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Declaring God's power to the next generation. Psalm 71:18

Dear Students and Parents:

Welcome to First Assembly Christian School. It is a real pleasure for us to serve the Lord as the Administration of your school.

Our prayer for each of you is that you will receive a well-rounded education with a Christian emphasis. You will use many textbooks throughout your education here, but the most important one will be the Bible, God's Holy Word. You can receive an education elsewhere, but only in a Christian School can you receive a Christ-centered education.

It is important that you read and understand the handbook, which will serve as our covenant to one another for the upcoming year. The standards of conduct, educational philosophy, objectives and policies will require cooperation between teachers, students, and parents.

As the year unfolds, we hope two things become evident: first, that each student here at FACS senses a place of belonging where he/she is loved, challenged, encouraged and accepted; and second, that each of us will seek to fulfill the mandate of 2 Corinthians 5:15:

*...and He died for all, that those who live should live no longer for themselves,
but for Him who died for them and rose again.*

Educating for the Kingdom,

Rick Ross, Pastor
Frank Cantadore, Headmaster, High School Principal
Mike Dunn, Middle School Principal
David Freberg, Elementary School Principal

High School Campus
638 Lyric Ave
Concord, NC 28027

Middle School Campus
154 Warren C Coleman Blvd.
Concord, NC 28027

Elementary School Campus
154 Warren C Coleman Blvd
Concord, NC 28027

First Assembly Christian School is a ministry of First Assembly in Concord, North Carolina. It is located at the intersection of Warren C. Coleman Blvd. and Highway 29. The High School is located at 638 Lyric Ave. First Assembly admits students of any race, color, national or ethnic origin to all the rights, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletic programs and other school-administered programs.

The school was started with approximately 60 students in 1976 and has grown to a present enrollment of over 800 students in grades kindergarten through twelve. For 30 years FACS has been committed to answering the call of God in partnering with parents to raise godly children. This is best seen in our understanding of education within the context of the following Biblical principles regarding the education of children and youth:

1. **The education [teaching them about God and His word] of children and youth is the primary responsibility of parents and is a “24/7” process that continues from birth until maturity.** The Bible says:

“Impress [my commands] on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and your gates.” (Deut. 6:7-9)

“And fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord.” (Ephesians 6:4)

Other verses: Deut. 11:18-21; Psalm 78:1-7, 127:3; Proverbs 22:6, Malachi 2:13-16

2. **The education of children and youth must have as its primary goals the salvation and discipleship of the next generation. It must be based on God’s Word as absolute truth, and it must hold Christ as preeminent in all of life.** The Bible says:

“Go and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Spirit. And teach them to observe all that I have commanded you, and lo, I will be with you always, even to the end of the age.” (Matthew 28:18-20)

“Heaven and earth will pass away, but My words shall not pass away.”
(Matt. 24:35)

“How can a young man keep his way pure? By keeping it according to Thy word.” (Psalm 119:9)

“[Christ] in whom are hidden all the treasures of wisdom and knowledge. As you therefore have received Christ Jesus the Lord, so walk in Him, having been firmly rooted and now being built up in Him and established in your faith, just as you were instructed, and overflowing with gratitude. See to it that no one takes you captive through philosophy and empty deception, according to the elementary principles of the world, rather than according to Christ. For in Him all the fullness of deity dwells in bodily form, and in Him you have been made complete, and He is the head over all rule and authority.” (Colossians 2:3,6-10)

3. **The education of children and youth, if and when delegated to others by parents, must be done with utmost care to ensure that all teachers follow these principles. This educational process must not hinder the spiritual and moral development of the next generation. The result should be the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person’s teachers.** The Bible says:

“...but whoever causes one of these little ones who believe in Me to stumble, it is better for him that a heavy millstone be hung around his neck, and that he be drowned in the depth of the sea.” (Matthew 18:6)

“Permit the children to come to Me; do not hinder them; for the kingdom of God belongs to such as these.” (Mark 10:14)

“...you shall select out of all the people able men who fear God, men of truth, those who hate dishonest gain; and you shall place these over them, as leaders...” (Exodus 18:21)

“...as long as he lives he is dedicated [lent, given] to the Lord.” (1 Samuel 1:28)

“A pupil is not above his teacher; but everyone, after he has been fully trained, will be like his teacher.” (Luke 6:40)

Our Mission

It is the mission of FACS to guide our students in achieving educational excellence in a Christian environment and to declare God’s power to the next generation...one student at a time.

Our Philosophy and Objectives

The educational philosophy of FACS is based on the principle that all real truth is God-centered. The only infallible book is the Bible, God’s authoritative Word. The Bible, therefore, will be the first and most important textbook in the FACS curriculum. All other textbooks, curriculum materials, teaching practices, and methods are to conform to this basic philosophy of Christian education. All Advisory Committee members, administrators, faculty and staff shall adhere to the Christian faith and shall profess Jesus Christ as personal Savior and Lord.

It is the determination of those associated with FACS to promote the finest in academic standards as well as developing skills in creative thinking, writing and the fine arts. All this will be accomplished through an integrated Christian curriculum. Additionally, a framework of discipline and order that encourages each student to mature and develop into fine Christian citizens shall be emphasized.

Education in the Bible was never centered on how to make a living. It was always centered on *how to live right!* The school endeavors to live out the philosophy by developing its students mentally, in wisdom and excellence; physically...in stature; spiritually...in favor with God; and socially...in favor with men, as spoken of in Luke 2:52. We derive certain educational objectives from this philosophy.

For the **Mental and Academic Growth** of students, the school endeavors:

1. To promote academic excellence;
2. To help the student gain a thorough comprehension and command of the fundamental processes used in communication with others;
3. To teach and encourage good study habits;
4. To develop creative and critical thinking and the proper use of biblical criteria for evaluation;
5. To foster curiosity;
6. To develop an understanding of our Christian heritage;
7. To promote good citizenship through developing an understanding and appreciation of our American heritage of freedom and human dignity;
8. To impart knowledge of the world and current affairs in all fields and relate them to God's plan for men and women;
9. To teach the student how to do research and properly use the scientific method;

10. To prepare students with a knowledge of origins based on creation;
11. To develop an awareness of the nature of God through all fine arts; and
12. To teach the various academic disciplines and their importance in our society.

For the **Spiritual and Moral Growth** of the students, the school teaches the essential doctrines of the historic Christian faith. The school aims:

1. To lead each student into a personal, saving relationship with Christ as Lord and Savior;
2. To develop a desire in each child to know and to do the will of God;
3. To aid families in making their homes God-centered, continuing the instruction already begun in the home;
4. To encourage the spiritual growth of each child.
5. To encourage the involvement of the student in the activities of a local church;
6. To teach the student consistent daily Christian living and service by developing in him/her a Christian worldview;
7. To equip and encourage him/her to witness for Christ, through the power of the indwelling Spirit of God;
8. To encourage use of the Bible as a personal source of wisdom and encouragement;
9. To develop a Biblical sense of right and wrong, and to teach the student how to overcome sin;
10. To foster self-discipline in the student;
11. To instill in each student a respect for and submission to authority;
12. To integrate all subjects with the Bible.
13. To teach the basic fundamental doctrines of the Bible.

For the **Personal and Social Development** of the students, the school aims:

1. To develop a balanced personality by helping each student understand and accept himself as God made him and to fully develop his capabilities in Christ;
2. To foster wholesome personal relationships through the development of social skills based on the Christian concept of love, and to develop biblical criteria for future mate selection;
3. To develop the proper attitudes, understanding and skills needed to establish God-honoring homes;
4. To impart the biblical attitude toward material things and promote the wise use of them for God's glory;
5. To teach biblical qualities of character;
6. To teach the student to respect and value other students;
7. To show a realistic and biblical view of life and work and provide skills for future endeavors in college and an occupation;
8. To teach the student the need to be a valuable member of society;
9. To promote fitness, maintenance and skillful use of the body as the temple of God; and
10. To encourage wholesome and Christian use of leisure time.

Our Statements of Faith

THE ESSENTIALS WE BELIEVE:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16)
2. We believe there is one God, eternally existent in three persons - Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11, Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
5. We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life, and those that are lost unto the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, 5:18)

Our Core Values

FACS exists

to Declare God's power to the next generation one student a time

...this is realized in the life of students and families in four tangible ways:

Reaching Students.... Assisting Parents.... Shaping Society... One Mind at a Time!

Core Values			
<p>Discipleship: To teach that the Bible is the inspired and only infallible, authoritative Word of God, thus developing attitudes of love and respect for It (2 Timothy 3:15-17; 2 Peter 1:20-21)</p> <p>Evangelism: To give <i>each</i> student opportunity to accept Jesus Christ as Savior and Lord (Romans 10:9-10; 1 Timothy 2:3; 2 Peter 3:9)</p> <p>Christian Character: To teach Biblical qualities of character (1 Samuel 16:7; Galatians 5:22-25)</p>	<p>Respect for Leadership: To teach the student respect for and submission to authority (Romans 13:1-7; Ephesians 6:1-3; Hebrews 13:17)</p> <p>Self Discipline: To encourage the student to develop self-discipline and responsibility from God's perspective (2 Peter 1:3-11)</p> <p>Parent/School Partnership: To partner with parents in reinforcing the above values (<i>Proverbs 22:6; Philippians 1:3-6; Colossians 3:17</i>)</p>	<p>Value Relationships and Diversity: To teach the student to respect and value every person (<i>Galatians 3:28-29; Philippians 2:1-5</i>)</p> <p>Responsibility: To teach the student <i>responsibility</i> to be a valuable member of <i>the community</i> (<i>Galatians 5:13-14; Romans 12:9-21</i>)</p> <p>Christian Citizenship: To teach good citizenship <i>and patriotism</i> through an understanding and appreciation of our Christian and American heritages (home, church, nation) (<i>Joshua 1:6-9; 24:13-18</i>)</p>	<p>Biblical Truth: To teach the basic fundamental <i>truths</i> of the Bible (<i>2 Timothy 3:14-17</i>)</p> <p>Christian Development: To help each student <i>to</i> develop his/her identity in Christ and to develop his/her highest potential (<i>Ephesians 3:14-21; Hebrews 3:20-21; 2 Peter 3:18</i>)</p> <p>Academic Excellence: To teach the various academic disciplines and their importance in our society (<i>Psalms 25:4-5</i>)</p>

Our Expectations and Responsibilities

The maintenance of a positive school climate conducive to the individual pursuit of learning, working and living is shared by parents/guardians, students and all school personnel. Each is expected to work positively toward this goal and to respect the individuality and the rights of every person. Parent(s)/Guardian, students and school personnel are also expected to deal effectively with behavioral concerns.

RESPONSIBILITIES

A. Parent(s)/ Guardian Responsibilities

1. To raise your child(ren) in a Godly manner.
2. To teach the child self-discipline, respect for authority and for the rights of others.
3. To make sure that the child attends school regularly and that the school receives notification of the reason for absences when the child cannot attend.
4. To work to the best of his/her ability to provide the necessary materials and a positive home learning environment for the child to succeed in school.
5. To maintain communication with the school and provide the school with a current telephone number through which he/she may be reached during the school day.
6. To be available for conferences when requested.
7. To cooperate with the school staff to develop strategies to benefit the child.

B. Student Responsibilities

1. To be aware of and to abide by school policies, regulations and guidelines regarding acceptable behavior.
2. To be responsible for one's own behavior.
3. To conduct oneself in a manner which is pleasing to God and conducive to learning and does not interfere with the teacher's right to teach or the student's right to learn.
4. To respect the personal, civil and property rights of all members of the school community.
5. To refrain from the use of physical force, verbal abuse or harassment, blackmail, stealing, vandalism, and other illegal activities.
6. To seek clarification from school personnel concerning the appropriateness of any action or behavior.
7. To attend school and classes regularly, on-time and to be prepared with the necessary learning materials.
8. To know and to follow the policies and regulations for every event considered part of the school program regardless of the time or place.
9. To immediately comply with any staff member's reasonable request to carry out school rules.

C. Teacher Responsibilities

1. To provide opportunities for all students to develop their relationship with Jesus Christ, self-discipline and respect for the rights of others.
2. To come prepared for the class period with well thought-out lessons that meet the educational and spiritual needs of the student.
3. To accept shared responsibility for control and discipline of students throughout the school building and property.
4. To consider the physical, social, intellectual and emotional development of the students.
5. To establish and inform students of individual classroom behavior expectations, and to maintain discipline within the classroom.
6. To provide appropriate learning opportunities for all students.
7. To be aware of and to abide by policies, regulations and school guidelines for discipline.
8. To confer with support personnel for possible solutions to inappropriate student behavior and to attend conferences upon request.

9. To use positive reinforcement, whenever possible, and not ridicule or use negative comparison when correcting a student.
10. To report to the parent/guardian at regular reporting periods and at other times, when appropriate, regarding the acceptability of a student's behavior and the student's academic progress.
11. To utilize all reasonable classroom strategies in addressing disruptive behavior prior to referring a student for out of class disciplinary action.
12. To refer, in writing, a disruptive student to the principal or his/her designee when appropriate teacher-initiated strategies have been unsuccessful or the severity of the offense makes it necessary.

D. Principal Responsibilities

1. To consistently apply the Code of Conduct guaranteeing clear standards and consequences for student behavior.
2. To maintain order on the campus. The principal of each school has primary responsibility for maintaining order on the campus.
3. To discipline students and to assign duties to teachers with regard to discipline. The principal shall have authority to exercise discipline over the pupils of the school pursuant to the policies adopted by the School Board.
4. To report certain acts to law enforcement.
5. To assign duties and responsibilities to teachers and supervise and partner with the teachers to provide a quality education.
6. To assume the overall responsibility for the implementation of procedures and rules that are necessary to establish standards of acceptable student behavior in the school.
7. To be readily available to handle disruptive behavior, discipline and emergency situations.
8. To communicate effectively to parents the expectations of the school discipline program and the role of the parent/family in supporting the efforts of the school in providing a safe school environment.
9. To develop a strategic plan that will mobilize community resources/agencies that can provide additional services and support to the school discipline program.
10. To provide in-service training to teachers and parents on issues related to a sound disciplinary and academic program, i.e. intervention strategies, educational techniques, establishing effective rules and consequences, legal issues, etc.
11. To develop a viable communication network that informs the community, parents and staff of the status and modification of the school's policies and procedures.
12. To continuously monitor and assess current data in order to make modifications to the program and provide academic and disciplinary strategies to fit the needs of the school.

Our Admissions Policy

Admissions

Students are admitted to First Assembly Christian School without regard to race, color, national and ethnic origin. Students admitted should have a desire for a Christ-centered education.

1. The age requirements for admission to First Assembly Christian School are identical to those established by the state of North Carolina.
2. Applicant and parents must be in agreement with FACS Education Philosophy and Statement of Faith.
3. As a private institution, FACS reserves the right to set and maintain its own standards for conduct, dress and scholarship.
4. FACS maintains the right to refuse admittance to anyone.

Immunization Requirements

North Carolina laws require that all children entering school submit health forms showing that all requirements have been met. Health examinations, health history, and Certification of Immunization are all prerequisites.

The Law requires all children entering preschool through the various grades have proof of the necessary immunization at the various age levels.

Admissions: Procedures for new students

New student applications will be processed after all previously enrolled students have been allowed adequate time to enroll and secure a place for the next school year. To enroll a child at First Assembly Christian School, the following requirements must be met:

- ___1. Send a copy of transcripts and application if possible for review by the Guidance Counselor.
- ___2. Once the Guidance Department has determined eligibility status for enrollment, an appointment will be made by the office for an interview with the appropriate principal. New FACS students and their parents must attend a **satisfactory interview** with the appropriate School Principal. (New enrollments only)
- ___3. An up to date **immunization record** is required by law before your child can start school for the first time.
- ___4. A copy of your child's **birth certificate** and **SS card**. A copy of custody documentation is needed if child is not living with both biological parents.
- ___5. A **confidential recommendation** form completed by a previous Teacher, Pastor or Counselor. (New enrollments only)
- ___6. Current **report card** and **testing records** (New enrollments only).
- ___7. A signed **transcript release** form (New enrollments only).
- ___8. Schedule a **grade level assessment if necessary** (New enrollments only).
- ___9. **Payment** of the \$300.00 non-refundable registration fee is required to hold a place in your child's assigned class. A tuition payment schedule will be provided at the time of enrollment. Inquiries relating to tuition assistance will also be provided.
- ___10. Read the Parent/Student Handbook. Then a **parental agreement** can be signed by the parents of the student. Students and parents must agree with the school's philosophy and agree to abide by the established procedures of the School. All students and their parents must agree to cooperate with the overall purpose and program.

Admission Procedures - Re-enrollment:

Re-enrollment for the following year will be held during the month of February for the following year. Currently enrolled students will be given priority until March 1. After that, registration will be on a first-come basis.

1. Re-enrollment process begins online in the Sycamore education system.
2. Forms must be completed and received in the office by March 1.
3. The deposit is due at time of re-enrollment.
4. A student's place CANNOT be guaranteed after this date.

Transfer of Student Records

Upon the request of the school division to which a student is transferring, the student's record must be transferred in its entirety. Permission of the parent, guardian, or other person is not required for such transfer.

Informational Changes

It is imperative that parents/guardians inform the school office of any pertinent changes in information.

Domestic Actions

During registration, it is the parent's responsibility to inform the FACS personnel of any custody arrangements and provide a copy of the court custody records. Student records are private and will not be shown to anyone other than the custodial parent. FACS understands that from time to time a personal crisis may occur in the

home. These types of events affect young children. Although we do not wish to invade anyone's privacy, a note or phone call makes us aware of the situation and allows us to properly respond to the needs of your child during this time.

Our Financial Policy

Tuition

The school Administration has always been dedicated to keeping all school related costs as low as possible. Payments are due the first of each month.

Direct Payment

FACS has the capability of offering parents a direct payment from their financial institution. Please contact the finance office for more information.

Delinquent Accounts

FACS is forced to adopt a "one month and one day" policy as it relates to tuition. When accounts reach one month and one day delinquent... parents will be asked to remove the student from FACS. We do understand that from time to time situations occur that brings hardship and strain to families. FACS will expect families to communicate in a timely manner regarding tuition payments and hardship situations.

Student Withdrawal

Withdrawal from school must be done through the office. A withdrawal form must be taken to each teacher to make sure all books, materials, etc. are turned in. The form must be turned in to the secretary after all teachers have signed it. Transcripts of grades will be sent to other schools or colleges only if all bills are paid.

Fundraising

Fundraising is an activity that must take place in our school from time to time. The PTF, Booster Club, or other school clubs or organizations may sponsor fundraisers throughout the school year. Please support these as much as you can. Your help with these will be greatly appreciated.

Our Discipline Policy

(Communication/facilitation/documentation of discipline process/activity runs through the School Sycamore system to ensure school/family cooperation.)

Discipline Philosophy

Our goal as a Christian school is the academic and spiritual training of children within a Christian atmosphere and philosophy. This is simply not possible without respect for authority from each student. Order is necessary in any school. To teach self-discipline and respect for authority, FACS expects certain standards of conduct. Courtesy and respect for staff and other students is essential. Students need to remain positive and acquiesce when corrected. If questions arise about expectations, the student should talk privately with the teacher. A student who does not respond to discipline and who is out of harmony with the school covenant will be subject to expulsion.

The Principal will go over the policy with his students at the beginning of the school year. A handbook will be available to the students. Verbal corrections will be given the first few days to help the students establish good habits. Remind the students that conduct grades will affect their participation in NHS, Student Government, sports, etc.

If discipline at home and in school is not effective and disobedience continues, parents will be asked to remove the child. Recommendation for expulsion requires the administrator's approval. When expulsion is deemed necessary, a date of withdrawal from the school is set by the office. That date may be immediate. The school reserves the right to dismiss any student who does not cooperate with the standards and principles of FACS. Believing that discipline is necessary for the welfare of the students as well as the entire school, each teacher is empowered to make and enforce classroom rules in accordance with Christian principles.

School Atmosphere

Each teacher will expect the attention of each student when speaking or during class discussion. There will be times when students are expected to work quietly and independently. There will also be times when the atmosphere is more relaxed and quiet talking will be allowed. The school atmosphere is not meant to be a rigid disciplinary situation; however, at all times immediate obedience and respect for authority is expected.

At FACS...

WE DO –

- *Praise, reward and encourage the student.*
- *Model appropriate behavior.*
- *Listen to the student.*
- *Provide alternatives for inappropriate behavior.*
- *Provide the student with natural and logical consequences for his behavior.*
- *Treat the student with respect as to their needs, desires, and feelings.*

WE DO NOT –

- *Physically punish the students.*
- *Verbally abuse students.*
- *Deny food or rest as punishments.*
- *Leave the student alone, unattended, or without supervision.*
- *Criticize or belittle students, parents, families, or ethnic groups.*

General Standards and Expected Student Conduct (5th through 12th)

FACS does not presume to be a censoring agency for all activities. It does, however, expect tangible evidence of maturing Christian conviction and discerning judgment. The following is a list of general standards and expectations regarding student conduct:

1. Students are not to be in any classroom without a teacher present.
2. The school day begins with prayer, devotions, flag salutes(5th – 8th), and roll taking.
3. Students are required to have all materials needed to function properly in class.
4. Students are not to loiter or play in restrooms.
5. Students are to help maintain desks and all classroom materials and equipment.
6. Students should walk and be quiet in the halls at all times.
7. Chewing gum is not allowed on the school campus at any time.
8. There are to be no radios, CD players, electronic games, ipods, mp3 players, videos, playing cards, or games (without prior approval from the teacher) brought to school.
9. There is to be no profanity or vulgar language.
10. Writing and passing notes or playing with irrelevant objects is not allowed during class.
11. Students should be in their seats and ready to work when the teacher starts the class.
12. Students should be prepared for class every day with the appropriate textbook, pen, pencil, binder (for organizational purposes) and loose leaf paper. Spiral notebooks may be used for note taking purposes only and may NOT be used as a substitute for loose leaf paper.

13. Students **will not** be permitted to use cell phones for any purpose between the hours of 8:00am and 3:00 pm unless permission has been granted by a teacher for an emergency.
14. Students should respect God, parents and guardians, authority figures (principals, teachers or any other school staff members), their peers and also themselves.
15. Students should refrain from any public display of affection while at school or any school-related function.
16. Students should not be in the hall without a hall pass at any time while class is in session.
17. Students should adhere to the “hands-off” policy while at school or at school functions – this includes, but is not limited to, public display of affection, fighting, slapping, hitting, playing tag or any sort of horseplay.
18. FACS will expect each student to conduct himself/herself in an orderly, courteous manner at all times, with prompt and respectful obedience to all school personnel. FACS insists on honesty, fair play and sportsman-like conduct under all conditions.
19. Cheating, lying, stealing, a negative attitude, willful disobedience, fighting (verbal and physical) and continued unexcused absences will not be tolerated. Students are not only expected to adhere to this, but also to promote and encourage their peers to adhere to these standards as well.
20. Students who know of serious violations of biblical or school standards are expected to assist the administration and faculty in maintaining a Christian environment and upholding biblical principles. Respect must be shown for the rights of others and their property.

Student Discipline (Grades 5th – 12th)

At the secondary level, campus violations fall into various classifications. For every disciplinary action taken, the goal to which the student is directed is that of a submissive and obedient spirit toward all authority, particularly the authority of Jesus Christ (I Samuel 15:22-23). For specific offenses, there are specific corresponding disciplinary actions. Such a discipline system produces consistency and builds **character**, “...Be holy, because I am holy.”(I Peter 1:16); **competency**, “And whatever you do, do it heartily, as to the Lord...”(Colossians 3:23); and **chemistry**, “...Live peaceably with all men.”(Romans 12:18).

FACS is striving to develop competent students with Godly character contributing to the overall chemistry of the classroom and throughout our school. We strive to bring the mind of Christ to the task of education. In our efforts to bring clarity to the discipline process, please note that a CDC refers to a character development class, which is served as an afterschool detention. Minor offenses will be documented by a MOR which is minor offense referral.

Student Discipline – Middle School (See Below To Refer to Probation Levels)

- A. Minor offenses will receive a minor offense referral (MOR).
- B. 3 MOR’s in a class will result in a parent contact and recourse determined by that teacher.
- C. 5 MOR’s in a class will result in a CDC and an early morning detention with the teacher.
- D. 1-2 CDC’s will receive an afterschool detention.
- E. 3 CDC’s will result in Saturday School.
- F. 4 CDC’s will result in OSS (out of school suspension), and the student placed on probation.
- G. 6 CDC’s will place the student under Administrative Review with teacher input which may result in the student’s dismissal from FACS.

All discipline is documented through the Sycamore system. Warnings are also available through the Sycamore system to allow teachers to communicate behavior that is unacceptable and if continued could result in an MOR or CDC.

Behavior Probation Levels for Upper School (5th-12th):

- **Level 1- Standard Introductory Level for everyone [A-D SEE ABOVE]**
- **Level 2 – First CDC will result in Saturday School [E SEE ABOVE]**
- **Level 3 – First CDC will place the student under Administrative Review with teacher input which may result in the student’s dismissal from FACS [G SEE ABOVE]**

Note – Any CDC issued without prior MOR’s will result in an afterschool detention.

Detention will be served on Tuesday afternoons from 3:05 – 4:00 with the respective teacher.

Saturday School will be served on the assigned Saturday morning from 8:00 – 11:00am for a working detention with a \$10 charge to the student.

***** Failure to report for assigned detention will result in Saturday School and failure to report to assigned Saturday School will result in OSS (out of school suspension).**

Behavior Probation Levels for Upper School (5th-12th):

- **Level 1- Standard Introductory Level for everyone [A-D SEE BELOW]**
- **Level 2 – First CDC will result in Saturday School [E SEE BELOW]**
- **Level 3 – First CDC will place the student under Administrative Review with teacher input which may result in the student’s dismissal from FACS [G SEE BELOW]**

Student Discipline – High School (See how Discipline Levels A-D refer to Probation Levels Above)

- A.** Minor offenses will receive a minor offense referral (MOR).
- B.** 3 MOR’s in a class will result in a parent contact and recourse determined by that teacher.
- C.** 5 MOR’s in a class will result in a CDC and an early morning detention with the teacher.
- D.** 1-2 CDC’s will receive an early morning detention.
- E.** 3 CDC’s will result in Saturday School.
- F.** 4 CDC’s will result in OSS (out of school suspension), and the student placed on probation.
- G.** 6 CDC’s will place the student under Administrative Review with teacher input which may result in the student’s dismissal from FACS.

Note – Any CDC issued without prior MOR’s will result in an early morning detention.

All discipline is documented through the Sycamore system. Warnings are also available through the Sycamore system to allow teachers to communicate behavior that is unacceptable and if continued could result in an MOR or CDC.

Upper School Lockout (Tardies/Behavior):

Any student arriving to class 10 minutes late or more will be sent to lockout and will need to meet with the teacher after school hours to get their work. Any student who is dismissed from a class due to extreme behavior concerns will be sent to lockout which will result in a CDC and phone call from the teacher.

*Please note that once a CDC is received, minor offenses will accumulate from all classes; and each offense will be reviewed by administration and could result in an additional CDC.

** Numerous MOR's in multiple classes will place the student under administrative review and may result in early morning detention or Saturday School.

Detention will be served on Tuesday or Thursday mornings from 7:15 am to 7: 50 am with the respective teacher.

Saturday School will be served on the assigned Saturday morning from 8:00 – 11:00am for a working detention with a \$10 charge to the student.

***** Failure to report for assigned detention will result in Saturday School and failure to report to assigned Saturday School will result in OSS (out of school suspension).**

All major offenses will be handled by administration.

To extend grace and refine progress, each student will be evaluated at the end of each semester.

The following infractions are viewed by FACS as more serious offenses that may warrant the immediate issuance of an **ADMINISTRATIVE REFERRAL**, and can lead to an immediate suspension or expulsion.

- **INSUBORDINATION** – A student who refuses to carry out reasonable and lawful directions of authorized school personnel.
- **PLAGIARISM** – A student who submits written work in the school must be the author of that work. When a student uses facts or ideas originating with others, they must make clear what is theirs and what is not. Anyone knowingly offers as their own what is in fact someone else's work participates in a form of cheating.
- **INTERFERENCE WITH THE EDUCATIONAL PROCESS** – A student who is guilty of willful disobedience, open defiance of the authority of school personnel, violence against persons or property or any disorderly conduct that disrupts the school's educational process.
- **POSSESSION OF A CONTROLLED SUBSTANCE** – A student who is found to have in their possession drugs, alcohol or tobacco related products in any form.
- **VANDALISM** – A student who intentionally destroys, damages or defaces records, property or vehicles owned by or in the possession of FACS, or vehicles owned or in the possession of other persons located on school grounds.
- **POSSESSION OF A WEAPON**
- **ABUSIVE LANGUAGE OR CONDUCT** – A student who engages in abusive, profane, obscene or vulgar gestures or language.

- **CONTINUED PROBLEMS** related to completing school assignments, cheating, excessive tardiness and absences or violation of the dress code.

In-School Suspension Procedures

Any student who receives an ISS must adhere to the following guidelines:

1. Students should report to the designated ISS area by 7:45 a.m. and should have ALL of their textbooks – including their Bible, pens, pencils and loose leaf paper.
2. Students will not be allowed food, drink or any other candy except during their designated lunch time.
3. Students must complete all assigned work or it will become their homework.
4. Students are responsible to find out any missed work due to suspension and turn it in the FOLLOWING school day for a 25 point deduction. Failure to turn in any work will result in a zero.
5. ISS is for the entire day starting at 7:45 a.m. and ending at 3:15 p.m.

Out-of-School Suspension Procedures

1. Make up Procedures
 - a. 1ST DAY OF SUSPENSION – All work may be made up but must be made up by the day student returns to class for a 25 point deduction. If not, the student will receive a zero (0).
 - b. 2ND DAY OF SUSPENSION – Student will be given zeroes for all work during time of suspension.
2. Length of Suspension - The recommended length of a suspension is one (1) to three(3) school days
3. Parental Conference - A conference with students, parents, and Principal will be held.

Probation

Probation gives a student an opportunity to correct his/her problem. A *behavior covenant* will be issued between the parent, student and appropriate faculty to establish a student improvement plan. The length of probation is generally a period of four to nine school weeks, after which, if problems have not continued, probation is terminated. If problems do continue, or new ones develop, a student is subject to suspension or dismissal at any time during this probation. A student is placed on probation as a warning and cannot hold any office or belong to any honor clubs.

Probationary contracts will be dealt with on an individual basis by the administration.

OSS (out of school suspension) may be assigned for special circumstances as coordinated between administration and parents. It is understood by parents, students, and FACS that a student who has been under a probationary status at any point during the year runs the risk of not being invited back to FACS.

Expulsion

The Principal reserves the right to recommend a dismissal (expulsion) of a student who, in his/her judgment, does not conform either to the stated regulations governing students' conduct or the expressed principles, policies and programs of the school.

Example of Causes for Dismissal:

- | | |
|--------------------------------------------------------|---------------------------|
| a. Continued willful disobedience | f. Sexual misconduct |
| b. Habitual profanity | g. Cheating or Plagiarism |
| c. Possession of drugs or alcohol | h. Possession of weapons |
| d. Willfully defacing school or personal property | |
| e. Committing an offense that involves law enforcement | |

Expulsion Procedure

When an event that merits expulsion occurs, the Administrator shall suspend the child and arrange for a meeting with the child, the parents, the Principal. This meeting will be scheduled within three (3) school days. Re-admittance will not be considered without proof of counseling and sincere repentance.

No Harassment Policy

FACS is committed to maintaining an environment in which all individuals treat each other with dignity and respect, which is free from harassment. This includes emails, texts and any social networking sites, etc. The school will take action to prevent or correct any violations of this policy. Anyone who violates the policy will be subject to discipline, up to and including expulsion. Parents of students or students who feel that they have been subjected to conduct of a harassing nature are encouraged to report the matter to a teacher, guidance counselor or principal.

Threats or Perceived Threats

FACS takes serious any threat of harm to any student or employee. Students making what the Administration perceives to be a credible threat will be expelled and will be reported to the authorities.

Drugs, alcohol, tobacco

The sale, delivery, use or possession of drugs, alcohol, or tobacco products is strictly prohibited. Any student possessing, using, selling or delivering these AT ANY TIME is subject to immediate dismissal or expulsion from school. Students suspected of using drugs can be asked to be tested at their expense. Students refusing to be tested will be asked to leave the school.

Weapons

No weapons or any items that are commonly used as a weapon may be brought to school or on school property. Any weapons brought to school will be confiscated and parents notified. The police may be called if deemed necessary by the administration. Any student that brings a weapon to school could be suspended, expelled, or arrested at the discretion of the principal. Examples of weapons are not limited to, but include guns, knives, martial art weapons, chemical weapons, etc.

Sexual Misconduct

Abortion: Any student who has an abortion or aides or encourages another student to have an abortion shall be subject to permanent dismissal from FACS.

***Harassment:* any student, teacher or faculty member who sexually harasses any other person at FACS shall be subject to dismissal. Sexual harassment shall include, but not be limited to, any inappropriate actions, words or attitudes of sexual nature that may harass, threaten, intimidate, embarrass or cause discomfort to a person of the opposite sex.**

***Homosexual Activity:* Any student who engages in any homosexual act or behavior is subject to permanent dismissal from FACS.**

Illicit Sexual Activity: Any student who engages in illicit sexual activity of any type (outside of marriage) shall be subject to permanent dismissal from FACS.

Pornography: Any student who possesses, delivers, disseminates, downloads, or creates any pornographic image shall be subject to permanent dismissal from FACS. These images may include, but are not limited to, any film, magazine, picture, book, drawing or object.

Pregnancy: Any student who becomes pregnant, or fathers a child outside of marriage while enrolled at FACS shall not be permitted to attend classes or participate in extracurricular activities. For students who indicate a sincere repentant attitude, a program of independent study may be instituted at the discretion of the administration and/or School Board. Counseling shall be required of any student who is allowed to participate

in the independent study program. Non-repentant students who violate this provision will no longer be allowed to attend FACS.

Search Policy

All FACS parking areas and lockers are the property of the church/school. School authorities reserve the right to inspect any student parked vehicles and/or lockers in order to protect the health, safety and welfare of our students. This includes the use of drug- and gunpowder-sniffing K-9 dogs.

A school administrator, with another school employee, may ask a student to empty his/her pockets or the contents of his/her book bag if they deem it necessary.

If a student is unwilling to do so the parent/guardians will be contacted immediately, and possible ISS or expulsion may result.

Random Drug Testing

Students suspected of using drugs can be asked to be tested at their expense. Students refusing to be tested will be asked to leave the school.

Our Attendance Policy

Absentee Policy

School attendance is directly related to school achievement. Parents have the responsibility to make sure that students attend school every day, arrive promptly, and remain throughout the scheduled day.

Parents are asked to weigh carefully any request to have the children excused from school. When your child is absent from school often, it has a profound effect on the learning process. Your child misses valuable instruction that may not be made up. It takes the teacher time to help your child “catch up” and this usually means time taken away from other students.

Absentee Procedures

1. When a student returns to school after an absence, a written note signed by a parent should be submitted to the office the first day back to school. It is not necessary to call the school.
2. Students will be expected to take scheduled tests even if they missed the prior school day. Students are expected to come to school prepared and take the tests.
3. Athletes who are absent the day of game days will not play that day. They must be present half a day (11:00) prior to participation in a game.
4. Parents are asked to check Sycamore weekly to view your child’s attendance and tardies. If you have any questions, please email your child’s teacher.

Absentee Limits

Regular attendance is essential to good academics. FACS is committed to excellence in the classroom and regular attendance is critical. Parents have a responsibility to see that their children are in regular attendance. Students who are absent more than 16 days in a single year will be subject to losing credit for the affected course(s) or being dismissed from school at the discretion of the Administration. When a student approaches 16 absences for the year (8 in a semester) parents will be asked to explain these absences to administration, who will determine the enrollment status of the student.

**** FACS considers unexcused absences to be a behavior issue. These will be handled through our discipline system.**

The following procedures should be followed in the event of an absence:

- The parent must send a note on the day that a student returns to school. These notes should be presented to office receptionists and they will become a part of the student's attendance file.
- Middle school students will be given an "admit-to-class" slip to show each of his/her teachers.
- It is the student's responsibility to contact each teacher for make up work upon his/her return to school.

In order to avoid loss of course credit or dismissal from school, there must be official documentation of any absence over 16. This documentation includes:

1. Doctor's documentation of sickness/appointment.
2. Death in the immediate family
3. Approved educational opportunity
4. Court or administrative proceeding

Absences & make-up work:

1. Verified illness of student – Any absence which is excused by a physician shall be considered excused. A parent must obtain an excuse from a physician for any illness of their child lasting more than three (3) consecutive days.
2. Illness or death in student's immediate family.
3. Participation in approved school activities.
4. Verified medical appointments – It is requested that all dental and medical appointments be scheduled so that they do not conflict with school attendance. If this is not possible, a note signed by the doctor will be required to excuse the absence.
5. Students will be given one day for each school day missed to complete make-up work with no loss of credit. Test and quizzes are expected to be made up the next day back.

Suspensions, Skipped Class, and Make-Up Work – All work missed must be made up. All homework is to be made up but is given a grade not greater than 75. Tests/quizzes should be made (for a score not greater than 75) up during 8th period the day they return to school. Test/quizzes that are not made up will result in (0).

Tardiness

Tardiness can cause unneeded inconvenience and distractions for the teacher and the other students in the class. While an occasional tardy is normal...students who are excessively tardy will be subject to discipline from the school at the discretion of the administration and if necessary- dismissal from school.

We stress the importance of arriving on time so class schedules are not interrupted. Students are tardy if they are not in their classrooms by 8:00 AM. When arriving late, students should report directly to the school office, and will be directed at that point. The following will be used for tardies arriving to school:

Tardies

- | | |
|------------------------------|-------------------------------------------------------|
| 3 Tardies to a class | MOR |
| 5 Tardies to a class | Early Morning Detention with respected Teacher |
| 10 Tardies to a class | Saturday School |
| 20 Tardies overall | Saturday School |

(The tardy tally will be cleared at the end of each semester and reset to "0".)

Failure to report to assigned Saturday School will result in OSS (Out of School Suspension) the following week on Tuesday.

Classroom Tardies

The student will report to the office and given an “admit to class slip” which the student will show to each of his/her teacher. The teacher will discuss with the student and will determine if the student is tardy.

Early Dismissal Policy

The departure of a student before the end of the day is considered early dismissal. Middle school parents/guardians must go directly to the office to sign the student out and explain the reason for the early dismissal. The office personnel will call the student to the office. High School students who drive must report to the office [with a hall pass] to sign out. Note: Prior permission from parents and notification to the office must have taken place. Parents of students who drive will be contacted for permission.

1. A written request to the teacher should be given in advance to allow the teacher time for assignment preparation, testing, or class work scheduling to avoid any disturbance to other students.
2. Please do not schedule outside music, gymnastics, dance or athletic classes or lessons that interfere with our regular school hours. Time on task is critical for student achievement. We cannot overemphasize how important it is for the student not to miss scheduled class time.

Failure to check out from the office will be considered skipping class.

Our Academic Program

Curriculum

First Assembly uses a variety of curricula to comprise our middle and high school academics. Some of the curricula employed by FACS are: ABeka, Bob Jones, Saxon, Rosetta Stone, Bluestocking Press, Cengage, Houghton Mifflin, Glencoe, TextWord, Apologia, Alpha Omega, Positive Action for Christ, and Prentice Hall. In the high school, a college-preparatory curriculum is taught in the traditional classroom setting under the leadership of certified teachers. First Assembly students regularly score well above state and national averages on achievement and college entrance tests.

Prayer and Bible study are important elements in the daily lives of students and faculty at First Assembly. Each day begins with devotions and prayer, and frequent chapels and assemblies are planned. The Bible is taught at every grade level and Biblical principles and patriotism are woven into the fabric of the curriculum. The program at First Assembly also includes drama, band, chorus, art, foreign language, and physical education.

Grading Scale

Prior to 2010-2011 year

Middle/High School

- A 100-93
- B 92-85
- C 84-75
- D 74-69
- F 69-Below

Beginning of 2010-2011 year and forward

Middle/High School

- A 100-93
- B 92-85

- C 77-84
- D 70-76
- F 69-Below

Standardized Testing Program

The Stanford Achievement Test is given annually to students in grades 1-11. Parents are encouraged to see that their children receive plenty of rest during this week of testing. Parents will receive notification of their child's progress. Students in grades 10-12 are encouraged to take the PSAT, SAT, or ACT tests.

Community Service – As a Christian school, we believe in Christ's command "to love one another." We encourage Christ's teaching that "Whatever you did for one of the least of these brothers of mine, you did for me." (Matt. 25:40). We further believe that it is important "...to prepare God's people for works of service, so that the body of Christ may be built up..." (Ephesians 4:12); therefore, opportunities to develop volunteer service is an essential component of Christian education. All Middle and High school students will be engaging in community service projects.

Exams – Students in grades 5th -12th will be given semester exams in each subject. Exams will count one-fifth of the semester grade. Students with exemplary grades, attendance, and behavior may exempt some exams. Students should not ask to take exams early. Do not plan trips or vacations during exams.

Exam exemption policy – Students in grades 5th -12th may exempt second semester exams if they meet the following criteria:

1. An "A" average (93-up) for the year going into the exam.
2. A satisfactory citizenship grade.
3. No more than three CDC's (administrative referrals).
4. An excess of **6** absences will result in Administrative Review. Documentation of absences is **critical** for Administrative Consideration.
5. The two approved college days for juniors or seniors do not count against the total.
6. No in or out of school suspensions.
7. The principal must approve any exemptions. The principal reserves the right to exclude any student because of attitude or behavior.

Seniors may also exempt first semester exams if they meet the following criteria for first semester exams:

1. No more than four total absences to the class.
2. No more than two CDC's .
3. The principal must approve any exemptions. The principal reserves the right to exclude any student because of attitude or behavior.

Homework Policy

Cooperation between parents and teacher is fundamental for a successful school year. Recognizing our mutual concern for the total development of your child, parental support is essential in developing good homework habits when homework is assigned. Homework assignments may vary from grade to grade but it is always corrected.

The purposes of homework are to:

 **Enhance the learning process**

- To reinforce previously taught concepts and skills
- To assess student’s mastery of a discipline through enrichment projects and research
- To foster good study skills

 **Enhance personal growth**

- To train students to work independently
- To promote responsibility for completing a task
- To complete work assigned in class

The amount of time students spend on homework will vary; however, the following are guidelines to provide you with a general idea of the approximate amount of time your child should spend daily on his/her homework. If your child is regularly spending an excessive amount of time on homework, please discuss this with your child’s teacher. Homework assignments can be accessed on the school’s website

K – 2 nd grade.....	15-40 minutes
3 rd – 4 th grade.....	45-90 minutes
5 th – 12 th grade.....	60-90 minutes

Limited Homework will be given on Wednesday evenings.

Learning Problems

It should be noted that while FACS accepts some students with learning problems, the school does not have a special education teacher to work exclusively with such students. While our regular teachers do all they can to help such students, there may be some students that would be better served in special schools or special classes within another school. The school does require that parents inform us if their child has been tested or diagnosed as having a specific learning disability or handicap. If a teacher suspects that a child has a learning problem the parent will be informed. Testing can be done, at the parent’s expense, through private agencies or the public schools exceptional children’s program. If a parent wants such testing done the principal can make a referral.

Physical Education

Physical exercise is important and necessary to growing bodies. Students are expected to participate in PE and will receive a grade for this activity. A student may be excused occasionally with a note from home, but only a letter from a physician will be accepted for any extended period. Such an excuse must be sent to the principal, and must explain in detail the types of activity the student is to avoid. Students in the 6th-9th grade are required to purchase and dress in uniform for PE class.

Tutoring

Teachers are always willing to help students when it is warranted during school hours. If a few minutes are needed after school, again teachers are willing to assist or give a helping hand. However, when a great deal of time is needed to catch a student up in his/her work for whatever reason, then at the teacher’s or parent’s discretion tutoring sessions might be needed. Whether it is the child’s teacher or another teacher, that teacher has the right to determine with the parent what time, days and fees they wish to charge for their services.

Honors/AP Course Work

Honors courses are designed to rigorously challenge the student who has mature study habits and is willing to accept the responsibility of a more demanding curriculum. The following is required for placement in an honors level course:

1. Grade of B (85) in the preceding honors course or an A (93) in the regular level preceding course.
2. Parent/student/teacher signature on course waiver form if grade criterion is not met.

Honors level courses receive a single (1) additional quality point. Advanced Placement (AP) courses receive two (2) additional quality points. Students taking AP courses are strongly encouraged to take the appropriate AP exam at the end of the course for possible college course credit.

Honor Roll

Students may be given Honor Roll recognition at the end of each grading period by attaining the following: “A” Honor Roll – All “A’s” on all subjects. “A-B” Honor Roll – No grade below B in any subject. To be on either Honor Roll a student shall not have any conduct grade below satisfactory.

Progress Reports

All Upper School (5th -12th) students will have progress reports posted to Edline at the mid-point of each grading period for the parent to review. Parents should email a read notice to the teacher before the end of that school week. Parents should contact the appropriate teacher to arrange a parent/teacher conference if needed.

Report Cards

Report cards will be posted to Edline four times annually. They must be signed and returned to the teacher. These dates are listed on the school calendar. Report cards, as well as the transfer of school records, can be held if all tuition payments are not current. CDC’s (administrative referrals) can be given for report cards not returned by the end of that school week.

Skipping Class

Students who skip a class or classes will be given in-school suspension. Repeated cases will result in suspension or expulsion.

Textbooks and Supplies

Most textbooks and workbooks are supplied by the school. The parents should supply notebooks, paper, and pencils. Students are expected to take care of all textbooks and return them in good condition. **Hardback books must have covers**. Books that are unnecessarily damaged will be assessed a damage fee. Students must pay for lost books.

Grade Point Average and Class Rank

The class rank of seniors is determined by their weighted grade point average (GPA) beginning with the ninth grade. Semester grades are given a numerical equivalent with A=4, B=3, C=2, D=1 and F=0. Honor courses are given a numerical equivalent with A=5, B=4, C=3, D=2 and F=0. Advanced Placement courses are given a numerical equivalent with A=6, B=5, C=4, D=3, F=0. The average of these equivalents is the GPA. This average determines Valedictorian, Salutatorian and Junior Class Marshals.

Juniors and Seniors who plan to go to college

1. Take the PSAT in the 10th and 11th grade
2. Take the SAT and or ACT in the 11th and 12th grade
3. Take college preparatory subjects
4. Check on subjects required by the colleges that you are considering
5. Visit some colleges with your parents
6. Pray and seek God’s wisdom in selecting a college

Graduation Requirements

Twenty-three (23) units are required for graduation. These courses include:

English	4 units
Math	3 units (Alg. 1 required) * 4 units beginning with the class of 2013.
Computer	1 unit
Science	3 units (Biology is required)
Health & PE	1 unit
Social Studies	3 units (Gov. & US History required)
Bible	4 units

Cultural Arts	2 units (Includes Band, Chorus, Art, Drama, Newspaper, Yearbook)
Electives	2 units
TOTAL	23 units

Graduation with Honors

Students graduating with honors must have an average of 93 for grades 9-12.

College Days – Juniors and Seniors may be excused for College days (maximum of two per year) if a parent accompanies them. They must be approved at least a week in advance by the teachers and the guidance department. Letters must be brought back to the school from the admissions office of the college stating the date of the visit. Try to schedule college days during teacher workdays.

College Requirements

A major responsibility for seniors is the completion and submission of applications for college. The guidance department will meet with each student in the fall of their senior year for instructions and information. The office cannot guarantee the mailing of a transcript in less than five (5) working days from the time of request. No transcript can be released if the student account with the school is delinquent. Information about scholarships is routinely published in the senior notes which are available on the website and announced to the seniors by the guidance counselor. College catalogues, applications, and testing materials are available in the guidance office. College videos, scholarship books and career information are also available. The Internet is also available for the purpose of on-line registration.

Community Service Policies for Seniors

1. Each student, during his/her senior year at First Assembly Christian School, shall complete eighteen (18) hours of community volunteer service as a requirement of graduation. All students are encouraged to participate in community service prior to the senior year.
2. The community service hours shall be earned in the following manner:
 - (1) Six hours must be earned in service as designated by the principal. These hours are completed during the spring of the year on a school day under the direction of the senior class advisors.
 - (2) Twelve additional hours shall be earned through volunteer work at the following agencies:
 - a. First Assembly Living Center
 - b. Crisis Pregnancy Center
 - c. Churches (beyond regular commitment or responsibilities which the student regularly assumes)
 - d. Local civic organizations
 - e. Local service organizations
 - f. Special assignments or programs arranged and/or approved by the senior class advisor and/or high school principal.
 - g. Northeast Medical Center
 - h. Wings of Eagles Ranch
 - i. Meals on Wheels
 - j. Church of God Children's Home
 - k. First Assembly Urban Ministry
 - l. Volunteer Tutors
3. ALL service hours must have prior approval by the senior class advisor and/or principal, and be scheduled outside the normal instructional day.
4. Upon completion of approved volunteer service, the student will submit to the senior class advisor a written confirmation, which describes the volunteer service provided and identifies the dates and hours of the service. The confirmation must be signed by the authorized adult supervisor.
5. The final date for completion of all senior service volunteer hours is May 20 of each year.

6. Failure to complete the senior service requirement will result in the student's diploma and transcript being held until all hours are completed and verified by the senior class advisor.
7. Questions regarding senior service projects and/or policies should be directed to the senior class advisor.

Dropping/Adding Subjects

Students desiring to drop a course must do so before the tenth school day. If a course is dropped after the **tenth** day an "F" will be recorded unless waived by the principal. In order to drop a class a student must:

1. Complete a drop/add form and return it to the guidance counselor. (Forms are available in the guidance office.)
2. Get the guidance counselor's permission and direction.
3. Get the principal's permission.

Valedictorian & Salutatorian

The class rank of seniors is determined by their weighted grade point average (GPA) beginning with the ninth grade. The average of these equivalents is the GPA. This average determines Valedictorian and Salutatorian.

Our Extra-Curricular Programming

The First Assembly Christian School's athletic program strives to insure a true biblical philosophy of sports. The program is concerned with the development of Christian character among athletes. The prevailing attitude of those connected to the FACS athletic program is:

1. I want Christ to be seen in my life.
2. Anything less than my best does not honor God.

It is expected that these guidelines will be followed by all students. It is further expected that parents will support FACS standards and goals for the overall student body and school ministry. It is expected that parents will keep the long range goals foremost in mind when decisions and policies must be made that limit or eliminate student participation in sports.

General Policies

FACS ATHLETIC ELIGIBILITY POLICY

Academic Eligibility

Student participation in athletics is a privilege, not a right! When a student joins a FACS team, the student is immediately identified as a leader, ambassador, and an example of the school the student represents. It is important for student athletes to realize that athletics are always considered secondary to academic responsibilities.

One criteria upon which a student's eligibility to participate in athletics is grades. Grades from the student's previous quarter will determine eligibility for participation. It's expected that all student athletes shall maintain a 2.0 GPA in core courses: Math, English, Social Studies, Science and Foreign Language. This aligns with the NCAA Clearinghouse. Once determined ineligible, the student's grades will be checked every three weeks to determine if the student's grades have improved enough to make them eligible to participate.

New Student Eligibility Protocol

Only students who are currently enrolled at FACS may participate in any school practices or workouts. No student enrolled in another school should ever work out with an FACS team! Students who enroll for the following school year may participate in summer workouts only after the following criteria have been met:

1. All necessary registration forms have been filled out completely
2. Registration fees have been paid and student set up for tuition payments
3. The student has been accepted by the administration for enrollment
4. The student completes and turns in a current physical form to the Athletic office

Once these criteria have been met, the student must present a form with the signature from the Athletic Director and / or Headmaster to the head coach BEFORE he / she will be allowed to practice or workout with the team. These forms may be picked up at the high school office.

Any coach in violation of this policy will be subject to disciplinary action which could result in no longer being allowed to coach at First Assembly.

Conduct and Attitude

Another criteria upon which a student's eligibility is based is a student's attitude. If a student has continuing conduct and attitude problems, the student may be dropped from participating on a team at the discretion of the coach, principal, or athletic director. Teachers will be consulted to determine if the student's classroom behavior is satisfactory.

Age

Students shall not be 19 years of age on or before August 1st of the school year in which they desire to participate.

Quitting

An athlete who quits a sport is ineligible to participate in the next sports season, i.e. if a spring sport athlete quits during the spring sports season, the student will be ineligible to participate in fall sports. If there are extenuating circumstances, the coaches and the athletic director may use their discretion. All cases will be dealt with on an individual basis.

Equipment and Uniforms

It is expected that all students will return all uniforms and equipment issued to them immediately after the close of the season. In addition, all bills must be paid before the student will be allowed to participate in another sport. It is the athlete's responsibility to properly maintain FACS uniforms and equipment. Any student discovered abusing or not returning FACS uniforms or equipment will be subject to disciplinary action and may be billed for damages, if warranted. Report cards, transcripts, and diplomas shall be held until matters are settled.

Practice and Games

It is expected that student athletes will be present at all practices and games of their team. However, there are times in which being present is not possible. These are excused or not excused. Players are obligated to inform their coach personally of their expected absence prior to an absence. If an athlete is excused from practice or a game by the coach, the coach will determine if disciplinary action is necessary. If an athlete is not excused, the following criterion are applicable:

1. Players missing practice the day before the game should not expect to start that game.
2. Players absent from school or who leave early (without administrative permission) prior to a game will not be eligible to play in the game that day. A player must be in school prior to 11:00 am on the day of the game to be eligible to play.
3. Players will not be allowed to participate in a sports activity on the day of an ISS or OSS.
4. All practices are considered closed to those not on the team unless the coach allows visitors during the

practice sessions.

Travel

It is required that all players will ride together as a team in school approved vehicles with school approved drivers to and from the games to build team spirit. A coach may grant a written request from a parent for their child to ride with them or another approved adult, if this does not disrupt team morale.

Parent and Student Cooperation

Cooperation among coaches, athletes' parents and school personnel is essential for students to realize the value of athletic participation. Every coach, student, and parent must make commitments and sacrifices to assure such cooperation. To this end, students and parents are expected to abide by the following:

1. **Be respectful and courteous to officials and opposing teams.**
2. Never demean your child or anyone else.
3. Encourage the teams and coaches.
4. Be supportive whether the team wins or loses.
5. Let the coach do the coaching. Do not coach from the sidelines.
6. Do all you can to encourage the teams and build their self-esteem.
7. If you have a problem with a coach, speak to the coach privately.
8. Support the school in all school rules and discipline.

In addition, parents are expected to abide by the following:

1. Assist school personnel in promoting successful academic and athletic experiences for your child.
2. Assure that your child will attend all scheduled practices and athletic contests, including those on scheduled school holidays.
3. Require your child to abide by the athletic department's training rules and athletic policy.
4. Acknowledge the ultimate authority of the coach to determine strategy and player selection.
5. **Promote mature behavior from students and parents during athletic contests.**
6. Refrain from berating or belittling FACS players, opposing team's players or fans, and the officials.
7. Work closely with coaches and other school personnel to identify a reasonable and realistic future for your child as a student athlete.

Fine Arts Program

FACS offers concert band, jazz band, chorus, as well as private lessons. All fine arts activities are during the school day or in the evening; therefore, the same academic and attendance requirements must be met by any participating students.

Clubs

Student Council, National Honor Society, Model UN, Quiz Bowl, Strategic Gaming Club, Service Club, and Fellowship of Christian Athletes. Other clubs will be considered and chartered with administrative approval. High School Clubs will meet one Friday per month.

Jr. National Honor Society (Middle School) or National Honor Society (High School) - Membership in the Honor Society is both an honor and a responsibility. Students elected to membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, and positive Christian attitude.

1. To be eligible for membership a student must have a minimum grade average of 93. Eligible students are then rated by faculty members in the areas of leadership, service, attitude and character – character is based on the qualities of integrity, cooperation, courtesy, industry, determination, and concern for others. A student who has been suspended from school is not eligible for membership.

2. An Honor Society member will be on probation if his/her grades drop below a 93 average. A member who has been suspended from school will no longer be in the Beta Club/Honor Society.

Our Safety and Security Policies

BEFORE/AFTER SCHOOL CARE - Before and After School Care is available for grades 4K - 8th grade at an additional cost. Application forms may be picked up in the Before/After School Care Office on the 1st Floor. The Before/After School Program does not normally operate on days the school is not in session. A calendar of days in which the program operates is available from the director.

- Students in grades 4K - 4th who arrive before 7:40 am must be enrolled in the Before School Care program. 4K and 5K students must be picked up outside by 2:30 pm or they will automatically be placed in the After School program and the parent will be billed.
- Students in grades 1-2 must be picked up outside by 2:45 pm. Students in grades 1-2 not picked up by 2:45 pm will be sent to the After School program and the parents will be billed.
- Students in grades 3-4 must be picked up outside by 3:00. Students not picked up by 3:00 pm will be sent to the After School program and the parents will be billed.
- For further information see BSC/ASC guidelines available at the office.

This is to ensure the safety of all elementary children. If a student is dismissed from the Before and After School Care program he/she may be dismissed from the school unless other arrangements are made.

The **school administration committee** has mandated that the before/after school policy of leaving and picking up students be enforced, to ensure the safety of the students.

ARRIVAL

Middle school hours are 8:00 a.m. to 2:55 p.m. A teacher will be on duty at 7:30 a.m. on the first floor of the main building to supervise students arriving early. **Students should be picked up by 3:30 p.m.** The building will be locked at 3:30 p.m.

High school hours are from 8:00 a.m. to 2:50 p.m. A teacher will be on duty at 7:30 a.m. to supervise students arriving early. **Students should be picked up by 3:30 p.m.** The building will be locked at 3:30 p.m.

***** STUDENTS WILL NOT BE ALLOWED TO LINGER AROUND AFTER SCHOOL. IF THEY ARE NOT PICKED UP BY 3:30 THEY WILL BE DIRECTED TO THE AFTERSCHOOL PROGRAM .*****

Traffic Patterns (Traffic Flow)

For the safety of all involved, **ALL** parents or those who transport children are to observe the appointed areas and procedures when dropping off and picking up students. **PLEASE, do not block the traffic lanes. Pull off and park your vehicle and exit.** You might think you are going to be briefly away from your car, but you might need to take a little more time than you have expected. Therefore, we ask that you park in the parking areas and leave the roadways open for active traffic flow. Please observe the traffic flow as indicated by the cones. Parents or others who are picking up or dropping off students are asked to follow certain guidelines.

1. Please travel only in the direction of the arrows in the parking lot. Cars going against the arrows can create awful traffic jams.
2. Students dropped off at the school should exit on the passenger side of the car going down the hill.

3. Middle students being dropped off in the mornings should be let out in front of the cones between 7:30-7:55 a.m. Students may enter at the lower level. There will be a teacher on duty to supervise children on the ground floor from 7:30 to 7:55 a.m. and at the high school beginning from 7:30-7:55. The school cannot be responsible for students who remain outside.
4. Parents of high school students are asked to park in the high school parking lot and not in the driveway or high school student parking area.
5. No one should park in front of the high school entrance at any time. This area should not be blocked in any way.
6. Do not park in parking spaces designated for Living Center residents or visitors, or in handicapped spaces (without a sticker).
7. Park only in assigned parking spaces. Never park where you might stop the flow of traffic.
8. Do not pick up or drop off children at the church office or day care office.
9. Students waiting on rides in the afternoons should wait along the sidewalk in front of the high school. In the event of inclement weather they may wait quietly in the high school lobby.

Visiting the School

When coming to the school for any reason other than to pick up or drop off children, please come to the school office and receive a Visitor's pass. If a parent would like to visit a classroom during school hours, please come to the office and arrangements will be made for your visit. Students in grades 5th -12th **are not** allowed to bring visitors to school. **Students from other schools may not come to eat lunch with FACS students, this includes home school students and former FACS students. All visitors, parents and others must report to the office.**

ELEVATOR

The elevator is not to be used by students unless given written permission by a principal or teacher.

Emergency Accident and Illness

Your application contains a section for current information in case we need to reach you immediately. Please be sure to fill this out completely and leave it with the teachers. The school nurse will provide first aid for minor cuts and bruises; however, in the case of an injury or illness, we will contact you.

Serious accidents that need emergency treatment are usually treated by the nearest hospital. If a child should need immediate transportation to a hospital, the school will arrange immediate transportation. The parents or other individuals listed on the emergency card will be notified as soon as possible. If we cannot reach you and an ambulance is needed, you may incur a charge for the transporting of your child to the hospital. It is imperative that we can reach someone on your emergency card in this type of situation. If a student becomes sick during the day, the teacher will excuse the student and arrangements will be made with the parent or guardian through the school office.

Medical Services and Medications

If your child receives a minor injury or wound, the school will administer first aid. If we feel, that further medical attention is necessary, the school nurse will contact parents.

No medication (aspirin, Tylenol, etc.) of any kind will be provided by the school to be administered to the students. Medication sent from home can be taken at school if the following procedures are followed:

Medication may be administered by the school nurse ONLY if the following procedures are met:

1. Medication Prescription Container

Medication must be in original prescription bottle, with name of student, prescribed by a physician, stating dosage and time to be given. First dosage must be given by the parent. This includes medication samples given in the doctor's office.

2. Medical Authorization

Medication must be brought to school and be accompanied by a written note from parents giving the student permission to take the medication.

3. Medication Period

No blanket authorizations which leave the decision to the school staff (i.e. as to when medications should be administered) will be accepted. Authorization should be for a very specific time period only. Any medication taken during the school day should be inventoried and securely stored with the school nurse and dispensed by the school nurse.

4. Communicable Disease

Having been diagnosed with any of the following diseases or conditions, a child must have written consent from a physician to return to school or to be subject to school office for re-admittance: chicken pox, lice, measles, mumps, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, pink eye, or other such communicable diseases or conditions. All children must be fever free for 24 hours before returning to school. If the child is vomiting, has diarrhea, a bad cough, colored mucous or dark urine, the child must stay at home.

Crisis and Emergency Plan

FACS, in cooperation with the local and state authorities and the department of Homeland Security are developing a comprehensive Crisis management plan which will include detailed procedures in the event of any crisis. A copy of this plan is available to parents as information in the event that a future crisis would occur. This will communicate to parents what we will do in the event of an emergency and how they should respond.

Fire and Disaster Drills

Detailed, step-by-step procedures for FACS have been prepared by administration. Students and instructors are given procedures for emergencies. Evacuation routes are posted in each classroom and appropriate locations throughout the campus. NC School Law mandates every school to carry out fire drill evacuations throughout the year while school is in session. Instructors are asked to go through the applicable fire drill procedures with their students. This should be implemented several times and very thoroughly. Students should be aware of the importance of these drills and carry out every one as though there were an actual fire. The Fire Department and County Health Department inspect our facility annually.

Emergency School Closings

FACS will monitor local school activity regarding a decision to close due to hazardous weather conditions, or other emergencies. However, FACS administration will make decisions based on the safety of FACS students. If Cabarrus County Schools (public) are closed because of bad weather (snow or ice), FACS **will** also be closed. Please listen to local radio and TV stations WBT (1110 AM), WEGO (1410 AM), WRCM (91.9 FM), WBTV (3), WSOC (9). These stations will be notified if we cancel school. You should also check the school website for pertinent information.

Our Dress Code Policy

The dress code at First Assembly Christian School for grades 5th -12th is designed to encourage neatness, good order, and discipline among students. In this regard, all students are expected to be neat, clean and properly groomed at all times.

FACS assumes that its students are enrolled willingly and voluntarily. This means that the school should and will expect full cooperation with both the letter and spirit of the dress code. No student should attempt to circumvent the plain meaning of the dress code or push it to its limits. Any student who cannot obey the dress code willingly should not enroll in First Assembly Christian School. Students are expected to observe the school dress code from the time they arrive on the school grounds until they leave the school grounds. The dress code applies to **ALL** school sponsored events (i.e. sports banquets, concerts, recitals, assemblies, chapel, PTF programs, graduation, etc.) Ballgames are the only exception. Modest shorts, appropriate T-shirts, and sleeveless tops may be worn to ball games. A special dress code will be given to students and parents regarding the Jr. Sr. Banquet. The guidelines listed below are to assist parents and students in selection of required clothing appropriate for school.

First Assembly Christian School seeks to focus attention on personal holiness rather than on dress and appearance. As ambassadors of Christ, however, students should assure that clothing and appearance reflect neatness, modesty, cleanliness, appropriateness, gender distinction and consideration of others in accordance with Christian principles.

Do not let your adornment be merely outward - arranging the hair, wearing gold, or putting on fine apparel - rather let it be the hidden person of the heart, with the incorruptible beauty of a gentle and quiet spirit, which is very precious in the sight of God. 1 Peter 3:3-4 (NKJV)

UNACCEPTABLE CLOTHING AND JEWELRY

The following types of clothing and jewelry are not to be worn to school: LogoT-shirts, Overalls or Coveralls, Stirrup pants, Ballet pants, Camouflage, Leather pants or skirts (genuine or imitation), Tights, Jogging Suits or

Wind Suits, Spandex or Tight Cotton Stretch Pants, Grunge Clothing, Bandanas, Oversized or Undersized Clothing, Crystals, Ying Yangs, Peace Symbols, Dog Collars, spiked neckbands or bracelets or Chains. **The Gothic look is not acceptable at FACS; this includes the black clothing, jewelry and black make-up that accompanies this look. As always, the school reserves the right to ban any extremes in clothing or hairstyles.**

DRESS CODE VIOLATIONS

The teachers and principals can conduct random checks and students found out of dress code will have their parents called. Dress code violations will be dealt with in the following manner. There will be only three written warnings given for the entire school year. The fourth and every following violation will result in disciplinary action. Students habitually breaking the dress code will be subject for dismissal. If a student is improperly attired and needs to be sent home to change, the parents will be notified. A CDC or ISS will be given and the time lost will be considered unexcused. **CDC's and dress code violations will affect exam exemptions, NHS membership, student council, etc.**

Middle School Dress Code

PLEASE NOTE the following changes for the 2011-2012 school year:

Back by popular demand – red polos may be worn. On Fridays – Students may wear the approved school spirit wear T-Shirts and jeans. **No fundraising t-shirts.** Athletes may wear their game jerseys with a school uniform bottom on game days. **Coming Soon:** A new line of FACS “Spirit Wear”

All students must abide by the following dress code guidelines.

Short and Long Sleeve Polos –White, Navy Blue, Vegas Gold & Red

Turtleneck Shirts –White, Navy Blue, Vegas Gold, & Red

Sweatshirts – (Must be worn with a polo, turtleneck or oxford)

White, Navy Blue or Vegas Gold. Middle School Students must remain in uniform when wearing sweaters or sweatshirts.

Round or V-Neck Cardigan Sweaters or Sweater Vests –

(must be worn with an approved collared shirt) –White, Navy Blue, & Red

Short or Long Sleeve Oxford shirts – White, Light Blue or Denim

Pants, skirts, shorts (bermuda type-knee length only) & Capri's for the girls. Boys may wear shorts and pants. - All of these must be Navy or Khaki (tan). All skirts and shorts must be knee length or longer when sitting or standing. Boys pants must be worn at the beltline. Jeans may be worn any day.

Belts – Belts should be worn with any uniform piece that is equipped with belt loops for students in grades 6 – 12. Belts should be a plain brown or black type belt.

Shoes – Shoes may be different types and styles, but flip flops and thong type shoes are not permitted. Sandals must have a strap across the heel.

Jackets, Coats – Only school approved sweaters or sweat shirts are to be worn in the school classrooms. Outer wear such as coats and jackets do not have to be uniformed, but should not be worn in the classrooms. Hoodies are not allowed! However, if a sweatshirt that zips up has a hood that is permissible.

Hair – Unnatural or unusual hair dying (e.g. purple, green, blue, etc.) and unconventional haircuts are not permitted. Hair is to be neat and clean.

- No visible body piercing, stickers, other than earrings for girls, are permitted. Students are not permitted to have visible tattoos. Students, who are interested in enrolling at FACS and have a visible tattoo, will disclose and discuss during the admission process.

NOTE: Inconspicuous brand labels may be worn but **must be less than the size of a postage stamp.** Clothing apparel may be purchased from Dan’elle’s, Lee Clothing Warehouse, Walmart, Target, Penny’s Uniforms, GapKids, K-mart or ordered on line from Land’s End (www.landsend.com/uniforms), 1-800-469-2222 or French Toast (www.frenchtoast.com), 1-800-373-6248 or Educational Outfitters, (www.educationalfitters.com).

HIGH SCHOOL DRESS CODE

FEMALE STUDENTS

Jeans are acceptable classroom attire if they are **not**: low riders, frayed, baggy, tight, or with holes. Pants cannot drag the floor, have cut seams and must be hemmed. Shorts are permitted if they are the Bermuda type shorts that reach all the way to the knees. No exceptions. Sweatpants, jogging pants and short pants are not permitted. Capri pants are permitted. No pocket chains.

- Girls are required to wear collared shirts exclusively. The layered look is not permitted.
- All skirts, shorts, capris, etc. must come to the knee **WHEN SITTING**.

HOODIES MAY NOT BE WORN DURING SCHOOL HOURS. However, zip-up sweatshirts that that happen to have a hood is permissible with approved collared shirt underneath.

- Dresses and skirts are acceptable classroom attire, but all dresses and skirts must come to the knee completely, with no slits higher than the knee when sitting or standing.
- No low riding belts or sashes (hanging below the hips) or fishnet nylons are permitted.
- Beach flip flops and athletic sandals are not permitted.
- Excessive jewelry is not permitted. Only two earrings per ear, two necklaces and three bracelets per arm may be worn at a time.
- No visible body piercing, stickers, other than earrings, are permitted. Students are not permitted to have visible tattoos. Students, who are interested in enrolling at FACS and have a visible tattoo, will disclose and discuss during the admission process.
- Unnatural hair dying (e.g. purple, green, blue, etc.) and unconventional haircuts are not permitted. Hair is to be neat and clean.

MALE STUDENTS

Jeans are acceptable classroom attire if they are not dragging the floor, frayed, baggy, tight, have holes or cut seams. Pants must be hemmed. No pocket chains.

Sweatpants, athletic pants, jogging pants, and overalls are not permitted.

- Collared shirts **ONLY** may be worn Monday – Thursday, no t-shirts. Collared shirts **REQUIRED** under jackets. Sweater and crewneck sweatshirts are permitted. If they are not going to remain on all day, a collared shirt will be required to be worn underneath.
- **Pants must be worn at waist with a belt.**
- **HOODIES MAY NOT BE WORN DURING SCHOOL HOURS. However, zip-up sweatshirts that that happen to have a hood are permissible with approved collared shirt underneath.**
- T-shirts, sweatshirts, muscle shirts, and shirts that are tight or sloppy are not permitted.
- Wearing bandanas is not permitted.
- No army jackets or camouflage clothing may be worn.
- Beach flip flops and athletic sandals are not permitted.
- Unnatural or unusual hair dying (e.g. purple, green, blue, etc.) and unconventional haircuts such as mohawks, cornrows, or dreadlocks are not permitted. Hair is to be neat and clean. In determining “neat & clean”, hair needs to be above the eyebrows -not touching them, not covering the earlobe, and above the collar. Boys are expected to be clean-shaven at all times.

- No visible body piercing, stickers are permitted. Students are not permitted to have visible tattoos. Students, who are interested in enrolling at FACS and have a visible tattoo, will disclose and discuss during the admission process.

ALL STUDENTS: NO SWEAT PANTS OR ATHLETIC PANTS, NO ATHLETIC SANDALS.

ATHLETES

Game Day Policy – Jersey only with jeans, no sweats.

PE Uniforms

MS & 9th grade students need to wear a gym PE shirt purchased through the office.

COATS, ETC.

Coats and jackets may not be worn in the classrooms without a teacher’s permission. They must be placed in a locker when arriving at school. No coats with slogans may be worn on the school grounds (College or professional team jackets are acceptable). No army jackets or camouflage clothing may be worn.

HATS

Hats and caps may not be worn in the building.

FRIDAY SPIRITWEAR

Students are permitted to wear Eagle wear or college logo shirts.

Our Grievance Policy and Procedure

Grievance Procedure – Occasionally there may be questions, problems, or grievances that arise. The following steps should be followed if this happens:

1. Talk to the teacher or person directly involved. Appointments will ensure that you will have uninterrupted time to talk with the teacher in private. If this is unsuccessful...
2. Make an appointment with the appropriate school principal [elementary, middle, high or dean students] and the teacher. If this is unsuccessful...
3. Make an appointment with the administrator, principal and the teacher. If this proves to be unsuccessful...
4. Make an appeal in writing to the School Advisory Board. Appeals cannot be made in person and the Board has the right to refuse to entertain the appeal if it feels that all reasonable steps were made to reconcile the issue.
5. Once all reasonable steps have been made and the school board has made a decision (to entertain a parental grievance or affirm a decision by the administrative team)...FACS will consider the pursuit of legal action by parents as “irreconcilable differences” and the relationship broken; therefore, Parents will be asked to remove their child from the school.

Biblical Principle for Solving All School Problems..... MATTHEW 18

As we begin the school year, we would love to think that we will all come together as a whole and have nothing but bliss throughout the entire school year. But, life is real and we don’t live in a perfect world yet! So until the day that the Lord returns for us we must seek His will in our lives. He left us a clear and wonderful message in Matthew chapter 18 on how we are to work with our fellow man. The procedure gives His formula for solving person-to-person problems. Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements.

A Christian school is made up of people---parents, administrators, teachers, and students. We, like any other collection of earthly mortals, have the potential for wrongdoing. Even so it is God's will that we live together in harmony. Jesus tells us in John 13: 34-35, that we are to love one another as He also loved us.

We are the generation of people whose philosophy is "I'll do it my way." When this spills over into the community, differences develop between individuals and people begin taking matters into their own hands. This of course is bypassing the Biblical procedure of solving problems.

There are several clear principles that Jesus taught in solving people-to-people problems. We are going to follow God's formula at First Assembly Christian School and ask all parents, teachers, and students to do the same and then watch as God's blessings are shared with each and every one of us.

THE MATTHEW 18 PRINCIPLES ARE AS FOLLOWS:

1. **Keep the Matter Confidential** – The Bible has much to say about those who gossip or malign others with their words.
2. **Keep the Circle Small** – The first step, and more often than not, the only step needed to solve a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level. "...If thy brother shall trespass thee, go and tell him his fault between thee and him alone..."(Verse 15)
3. **Be Straight Forward** – "... tell him his fault..."(Verse 15) Jesus tells us to love forthright and honestly. Sometimes it is very hard to tell someone the very heart of the matter, but restoration can come only when the issues are lovingly and clearly presented. Proverbs 27:6 says, "...faithful are wounds of a friend..."
4. **Be Forgiving** – "...if he shall hear thee, thou hast gained thy brother." This tells us that once a matter has been solved we should wholeheartedly forgive and restore the person who has been at fault. "But what is the Matthew 18 principle when the person will not hear you out?" For example, say you are a parent of a student in a Christian school. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?
5. **The Parent and Teacher Should Agree to Share the Matter with the School Administrator.** Verse 16: "...take with you one or two more..." Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to Godly principles will most often reach an amiable solution.

The Matthew 18 principle requires that parents talk to teachers about problems and concerns with the teacher before anyone else. If unable to resolve the matter, then prayerfully and in an orderly fashion move up the school structure. This is the Lord's way to solve people problems. Victory and growth will only come when we all unite for this cause and come together with love and concern for one another. Join with us as we prepare to do battle to defeat that which tries to harm our children and their bright futures.

A Christian school is a ministry in Christ's name. Everything we do in the context of the school must be done in the way of Christ. Teachers love each other, your students, and their families. Parents love your children, their teachers, the school, and the ministry. Students love your parents; show respect to your teacher by obeying the rules and guidelines of the school. This will be a wonderful year and God will be honored in all we do. Satan would like to destroy the normal flow of harmony and good fellowship in Christian School Education. That is not possible if all of us use the Matthew 18 principle. It is our privilege to serve you and to be a part of your children's lives.

- First Assembly Christian School

Our General Information

ADD STUDENTS ON MEDICATION – Students who are ADD or ADHD and do not take their medication as required will be sent home, and may be dismissed from the school. Any medication taken during the school day should be inventoried and securely stored in the school office and dispensed by the school nurse.

ANNOUNCEMENTS – Various means are used to keep the student body up to date on activities and information concerning special events. Five very important tools keep the students and parents informed: the First Assembly Newsletter, morning and afternoon announcements, chapel announcements, bulletin boards and the web site. For sports information please check the website.

ATTITUDE – A critical, griping, or uncooperative attitude by a student or parent should not be evidenced in a Christian School. If an attitude of Christian humility and cooperation is not possible by either student or parent, the student will be subject to dismissal. It should be noted that at the end of each school year teachers are given the opportunity to recommend students who should not be invited back for the next year.

AUTOMOBILES – Students driving cars to school must abide by certain rules:

1. Park in assigned parking spaces only. Students must purchase and display a parking permit. The cost is \$5.00 per permit.
2. Cars must be parked within the lines of the assigned space. Do not take up two spaces.
3. No loitering in the parking lot or in cars before, during, or after school. Students are not allowed to go to their cars during school hours without a teacher or principal's written permission. Couples are not to sit together in cars in the school parking lot.
4. No reckless driving, speeding, (speed limit 5 mph on school grounds) squealing tires, etc. Failure to obey these rules will result in a loss of driving privileges on school grounds or other measures as deemed necessary by the administration.
5. The police will be called when a student damages or vandalizes another person's car.
6. Student drivers must always be courteous to other drivers even if they are not courteous to you.
7. Automobiles may be searched at the principal's discretion.

BIBLE MEMORIZATION – Bible memorization will normally be done from the King James, NIV or New King James versions.

BOOK BAGS – Book bags must be left in lockers during the school day. They should not be brought into the classroom or the cafeteria.

CAFETERIA – FACS has one of the most modern, up-to-date cafeterias in the area. Students are able to buy hot lunches for a reasonable charge. Behavior in the cafeteria should be based on courtesy and cleanliness. Students are to speak in a conversational tone of voice and are to remain in their seats until dismissed. Each student is responsible to clean up his own eating area. Unnecessary noise or throwing things in the cafeteria will result in clean up duty in the cafeteria or on the school grounds. Students are not allowed to leave the cafeteria during lunch unless the principal or teacher grants permission. Seniors who leave school before lunch are not to bring food into the cafeteria from outside. Parents or other adults should NOT bring lunch in from outside the school for their student.

CELL PHONES – Students may not use cell phones or electronic devices during the school day. **All phones must be turned off during the school day.** Phones that are taken by teachers may be retrieved at the end of the school day. Continued violation will result in a parent conference with teacher or principals..

CHAPEL – Chapel programs are an important facet of First Assembly Christian School. There will be regularly scheduled chapel programs as well as some special ones. Attendance is required at chapel programs. Students are encouraged to dress appropriately, enter quietly, sit in designated seating, bring Bibles, and behave

appropriately. Students who do not cooperate with chapel may be asked to leave the school. Parents who visit chapel or special programs during the school day should sit in the back of the multi-purpose room so as not to take up assigned student seating.

CHEATING – PLAGIARISM – Whenever a student is guilty of cheating on homework or a test a teacher shall collect the student’s papers, mark a zero for the work, and notify the parents and the principal. Repeated cases of cheating or plagiarism could result in expulsion.

CHILD ABUSE – FACS teachers and administrators are required by law to report any suspicion of child abuse.

CHURCH/PTF PROGRAMS – Occasionally a class or group of students will participate in a PTF or Church program. When this occurs, the children involved will be expected to remain together until all the other groups perform and the entire program is over. (Students are not to run in and out to the restroom, etc., during the program.) Students failing to show up for an announced program can have their music or citizenship grade lowered a maximum of one letter grade.

COATS – All coats must be kept in lockers during the school day. Light jackets may be worn in a particular classroom with the teacher’s permission. The teacher is responsible to see that students are abiding by the dress code. High school students may wear coats from the high school to the main building on cold days.

CROSSING HIGHWAY – FACS students are not allowed to walk across the highway in front of the school unless they are with a parent or teacher. This applies before, during, and after school.

DRIVER EDUCATION - Drivers Education is offered by the state. Students in private schools such as First Assembly must take Drivers Ed in the county in which they reside. Contact the high school office or the local director of Drivers Education at 704-784-9731 if you live in Cabarrus County.

FIELD TRIPS – Field trips are to be considered as an extension of the regular class. Teachers should send notice of any field trip to the parents, well in advance. Students that do not go on a field trip for either personal reasons, or because the teacher will not allow him/her to go, will be counted absent for the day. The dress code applies for all field trips unless otherwise specified by the principal. If a field trip is scheduled for the afternoon, a student missing the morning classes may not go on the trip.

At FACS we provide opportunities for students to go on trips that are educational and fun. We believe that trips are a privilege and that each student should represent the school in a positive way. There are several requirements for a student to be eligible for any school trip. They must maintain a 2.0 GPA(with no F’s) in each class and not have more than 2 CDC’s during the first semester. If it is determined that a student is not eligible after the first semester, all monies will be reimbursed except for an initial deposit. Any student not maintaining a 2.0 GPA on the previous grading period before a trip or having more than 2 CDC’s will be ineligible for the trip and monies to be returned will be determined by the Administration.

FIGHTING – Starting a fight will not be tolerated at FACS. The first offense will be punishable by a three-day suspension from school at the discretion of the principal. The second offense will be expulsion from the school.

FOOD AND DRINKS – Eating and drinking by students outside the cafeteria are forbidden except in unusual circumstances approved in advance by the principal. Eating and drinking in the classroom is prohibited except for water when permitted by the teacher. This applies to the school grounds before and after school and at special events. Students violating this rule will be given grounds clean-up duty after school. The teachers’ lounge is off limits to students. Teachers should not send students to the lounge during the school day.

FORGING – Forging a signature is contrary to what the school represents. If a student forges a signature, the parent will be called and the student will be disciplined, such discipline could lead to suspension.

GUM – Students are not to chew gum in the school building (including the cafeteria) at any time. Teachers can give CDC's for gum.

HALL PASSES – Students must have written permission from a teacher in order to be out of class. This pass must be available to be shown to any teacher or staff member who asks to see it.

INSURANCE – Every child enrolled in school will be covered for accidents that might occur at school. This coverage is limited, however, and should not be expected to replace family health care or major medical coverage. Please contact the school for forms if your child is injured.

JUNIOR TRIP – The junior class trip to Washington, D.C. is considered a very valuable part of our students' education; because of this, the trip is required.

LASER POINTERS – FACS prohibits the possession of laser pointing devices by students. These items have the potential to cause serious eye damage.

LEADERSHIP POSITION – Students holding elected offices of student body, clubs, classes etc. are responsible for consistently conducting themselves in a manner that is reflective of their office and of the Christian values upheld by the FACS community. Any student whose behavior results in suspension will be removed from office. If a student is suspended or is on probation, he/she may not run for any school office for the following year. Also, if a student fails one or more courses for any marked period during the school year, he/she may not run for or hold an office until the next grading period.

LOCKERS – Students are assigned lockers by their homeroom teacher. Students may use only one locker. Students should go to their lockers only before school, after second period, before lunch, after lunch and at the end of the day. Lockers should never be damaged in any way. No stickers, posters, pictures, etc., should be affixed to the lockers with glue, paste, tape, etc. No inappropriate pictures, posters, slogans, etc., are permitted inside a locker. **Nothing whatsoever is permitted on the outside of a locker!** Appropriate pictures, posters, etc., may be affixed to the inside of the lockers with magnets. Lockers should be kept neat and clean with nothing hanging out of the doors (such as papers, book bag straps, etc.) or placed on top. Items found on top will be placed in the lost and found. Lockers are not to be traded or exchanged without the consent of the teacher who assigned the locker. Lockers are the property of the school/church and may be checked at the principal's discretion. Items of value should not be left in lockers at any time. The school is not responsible for items left in a locker. Students are encouraged to place locks on the lockers, but the combination or any extra key must be given to the homeroom teacher. A student should never open another student's locker. Taking items from another student's locker is considered stealing and will be dealt with accordingly.

LOST AND FOUND – Any item turned into the lost and found will be kept in the office for several weeks. Items not claimed will eventually be disposed of or given to a charitable organization. To prevent items from winding up in lost and found please put the student's name on all articles of clothing, lunch boxes, book bags, etc. Use a permanent type of marking pen. The school/church cannot be responsible for lost or stolen items. If a parent feels an item of value has been stolen they should contact their homeowners insurance for replacement cost.

MANNERS – Good manners are expected at all times (at meals, during programs, athletic events, chapels, etc.). Students should obey any teacher or adult who speaks to them. Respect for authority is imperative.

MESSAGES – Occasionally it may be necessary to get a message to a student. Unless it is an emergency, all messages are combined and given during the afternoon announcements. We make every effort to deliver messages without disturbing classes anymore than necessary. Parents should refrain from calling the school between two and three o'clock as this is a very busy time in the school office.

MISSIONS - FACS encourages every student to become involved in missions projects and outreach activities. Most homerooms provide a sponsorship for a student in another country.

OFF LIMIT AREAS – First Assembly Christian School utilizes the facilities of First Assembly. Consequently, we must follow the church’s rules for use of the building. These are:

Students are not to be:

1. In the high school before 7:55 a.m. in the mornings. Students arriving before this time should wait in the high school cafeteria.
2. Off-limit areas in the church/school without permission:
 - a. School Office
 - b. Daycare area
 - c. Sanctuary & Foyer
 - d. Church Office
 - e. Maintenance closets & storage rooms.
 - f. Conference Room
 - g. Reception Room
 - f. Conference Room
 - g. Reception Room
 - h. Multi-Purpose Room
 - i. Empty Classrooms
 - J. Teachers’ lounge
 - k. Teachers’ offices
 - l. Concession area
3. Students are not to be in any area of the buildings after 3:15 p.m. unless a teacher or coach is supervising them.

PARENT VISITS AND CONFERENCES – First Assembly Christian School welcomes parent visits to classrooms and to the cafeteria. Visits should, however, be scheduled through the school office to prevent overcrowding. Visitors should always report to the office before going to the classroom and must wear a Visitor’s Pass while in the building. Parent-teacher conferences can also be scheduled through the office. The conferences should be scheduled before or after school and not during the school day so as not to take up valuable teaching time.

PARKING LOT – Students are not allowed to go to the parking lot at any time during the day without a teacher or administrator’s written permission. Students leaving cars in the parking lot for an overnight trip must park in the lower parking lot.

PARTIES – Since Halloween is not a Christian holiday the school asks that this day not be celebrated. We would respectfully ask that there not be any decorations, or parties related to Halloween.

PARTY INVITATIONS – Students should not bring party invitations to school unless they are inviting the entire class.

PLEDGES:

AMERICAN FLAG

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

CHRISTIAN FLAG

I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one brotherhood uniting all true Christians in service and in love.

BIBLE

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.

MOTTO

Declaring God’s power to the next generation...
(Psalm 71:18)

PROFANITY – Profanity, vulgar or crude slang language will not be tolerated at First Assembly Christian School. If a teacher, a parent, or two student witnesses hear the inappropriate language or conversation the student will be sent to the principal and a day of In-School suspension will be given. The second offense will be Out-Of-School Suspension and the third offense will be EXPULSION. **Students sending E-mail, electronic messages, social networks, texts, etc. to other students including any of the above will be under the same guidelines.**

RADIOS – No radios, CD players, cassette players, jam boxes, tapes, headphones, CD’s, etc., are to be brought to school unless specifically approved by the teacher or principal.

ROCK MUSIC POLICY

The purpose of FACS is to work hand-in-hand with the home to “train up a child in the way he should go.” This training includes academic as well as character growth. Since “rock music” is a part of the counter-culture which seeks to undermine authority and Christian morals, FACS considers this music to be detrimental to the spiritual life of a young person. Tapes, CD’s pictures, magazines, books, emblems or any other rock music paraphernalia are not to be brought on campus at FACS. This includes the drawing of a rock emblem or rock group’s name on text, text cover, notebooks etc.

RULES AND REGULATIONS – All rules and regulations as set forth in this handbook are for the benefit of your child and FACS. Please do not request or expect exception to these rules for your child. Please become familiar with this handbook.

RUN AWAYS – Students who run away from home will normally not be allowed to return to FACS.

SENIOR SKIP DAY – Senior Skip Day will be observed on the first Monday of May. Any other skip days will be treated as unexcused and will result in a 0 for class grades with a day of in-school suspension.

SENIOR TRIP – The senior class trip to New York is considered a very valuable part of our students’ education, because of this, the trip is required.

SOCIAL SERVICES-CHILD PROTECTIVE SERVICES – On occasion, it will become necessary for the administration of FACS to interact with a social worker arriving at the school to interview a child or children reported to Social Services as suffering abuse of one form or another. Current state law forbids interference with the social worker in carrying out his/her responsibility. The school administration will do the following:

1. Provide a place that is private for the interview.
2. Ask the child if he/she would like one of the administrators or a teacher to be present during the interview.
3. Call one or both parents if they can be reached and inform them that the interview is taking place.

STUDENT COUNCIL – The purpose of the Student Council is to act as a link between the students and the faculty and administration. The council’s responsibilities are to work with all problems brought to them either by students, teachers, or administrators. In addition to these problems, the Student council plans Homecoming, Pep Rallies (with the athletic director and coaches) and service projects. The work of the council varies each year. The council is composed of President, Vice President, Secretary, Treasurers, Chaplain, Representatives, Advisor, and Advisor Assistants. Students must meet the eligibility requirements in order to serve on the student council.

STUDENTS INELIGIBLE TO RETURN – At the end of each school year principals recommend students who should not be allowed to return. Students should realize this when they misbehave or repeatedly antagonize their teachers or administrators. CDC’s, dress code violations, disrespect for authority, negative attitude and absences affect eligibility to remain a student at FACS.

TELEPHONE – School phones are for school business, and not for the convenience of students. Please help your children plan their activities so that they do not need to use the phone. Students who must call home due to illness may come to the office with the teacher’s written permission. Students may not use cell phones during the school day.

VANDALISM – Students caught damaging or defacing school property will be expected to pay for the restoration or replacement of damaged property. If severe enough, students may be expelled or arrested. Students should consider it a privilege to attend FACS; therefore students should do everything in their power to keep the building and grounds attractive.

Parent Commitment and Student

Statement of Cooperation

1. Spiritual-We commit to pray regularly for the FACS staff, administration and family.
2. Students are to show due respect in relations with the faculty and in speaking to faculty members. The first rule of conduct should at all times be consideration of others.
3. The use of profanity, tobacco, alcoholic beverages, illegal or unauthorized drugs on campus or off campus at any time of the year, are serious violations of the standards of FACS, and will result in severe disciplinary action including the possibility of immediate dismissal.
4. Students are not allowed to leave the school grounds during the school hours without permission from parents and proper school authorities.
5. The school is not responsible for the loss of personal property whether the loss occurs by theft, fire, or any other cause.
6. FACS reserves the right of dismissal of any student who persistently and willfully neglects his academic work, exercises poor citizenship, reflects adversely on the Christian principles of FACS or is engaged in behavior or lifestyle inconsistent with Biblical guidelines. This policy applies to behavior on and off campus and throughout the calendar year.
7. Attire and appearance appropriate to the occasion is expected of all students at all times and students are expected to adhere to guidelines as described in the student handbook.
8. Many individuals have, through their prayers and gifts, made this campus and program possible. Students should consider it a privilege to attend FACS and therefore do all in their power to keep the buildings attractive and make the utmost use of all facilities. Any student known to deface or destroy school property will be assessed the full cost of repairs and be subject to possible disciplinary action including dismissal.
9. FACS admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The academy does not discriminate in the administration of its educational policies, scholarships, athletic, and other school programs.
10. Students and parents agree to follow the guidelines as set forth in the handbook.
11. I authorize FACS to take my child on field trips by means of automobile, van, bus, or walking.
12. Promotional advertisements are used by FACS. I understand and agree that my child may be used for such advertisements and that FACS is released from all liabilities.
13. As parents, we pledge to support all school fundraising efforts.
14. As parents, we sincerely pledge our loyalty to the aims and ideals of the school.
15. As parents, we hereby invest authority in the faculty and administration concerning the discipline of our child following the guidelines of this handbook.
16. As parents, we agree, in accordance with the principle of Matthew 18:15-17, and understand, support and will adhere to the FACS grievance procedure.
17. As parents, we agree to support and abide by the financial policies of the school.
18. It is understood that all students are accepted on a probationary basis for the first grading period before grade placement and admission becomes final.

Student Signature

Parent Signature