



Handbook

for FRCS Families

2019/2020



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Introduction

FRCS Mission Statement

FRCS exists to partner with the Christian home and the Church in training children for life and equipping them to impact the world for Christ.

FRCS Verse

“My purpose is that they may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.” ~ Colossians 2:2-3, NIV

Core Values

- The Bible is upheld as the authoritative Word of God, integrated and applied to all aspects of school life.
- A commitment is made to ensure academic excellence by educating children spiritually, mentally, socially, and physically, assisting every student in realizing their full potential in Christ.
- Christ-like character development in the lives of students is taught and modeled by faculty and staff.
- An environment of unconditional love and respect is fostered within the school community.
- Students learn how to process information, to think critically in the context of a biblical worldview, and to articulate this effectively.
- The school promotes a healthy partnership with the home and provides meaningful opportunities for parental involvement while realizing that parents have the primary responsibility for their child’s education.
- Class sizes that are conducive to a quality-learning environment are maintained.
- Students are challenged to develop a servant’s heart through being exposed to the needs of others and being provided with opportunities for service projects.

Doctrinal Statement

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men and women.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost: the saved unto the resurrection of life; and the lost unto the resurrection of damnation.
7. We believe in the spiritual unity of all believers in Christ.

FRCS Is a Non-denominational School

FRCS is home to families from over 75 local churches. We are blessed by the diversity represented in our school. FRCS remains united in the essentials of our faith, rather than focusing on denominational distinctions. Our doctrinal statement focuses on those essentials, and teaching will not contradict this statement. All employees must agree to the content of this statement prior to employment.

*“In essentials, unity; in non-essentials, liberty;
in all things, charity.” ~ Rupertus Meldenius*

There are things on which Christians must agree (e.g., the divinity of Jesus, the accuracy and authority of the Bible, that Jesus is the only way to salvation), but we should be charitable when disagreeing. We recognize, therefore, that there are issues on which various denominations disagree. Examples of such traditions and theological differences include:

1. Form of church government
2. Time and mode of baptism
3. Eschatology (study of end times)
4. Covenantal or dispensational theology
5. Baptism of the Holy Spirit
6. Spiritual gifts and their use (e.g., tongues, prophecy)
7. Age of the earth
8. Human responsibility vs. divine sovereignty

This is not an exhaustive list, but it represents commonly debated areas. FRCS staff reflect the diversity of our community and hold varying views on these subjects. It is not our intent to promote specific views nor to ignore them. It is likely that in the course of our curriculum,

discipleship groups, chapel, and student questions that these issues will surface. In teaching these areas we are committed to responsibly handling the issues with sensitivity. Specifically:

1. Teachers will acknowledge that these are issues of debate among godly people of varying denominational views.
2. Teachers will acknowledge their own theological position or views based upon their background, traditions, and personal study. Teachers will strive to present balanced arguments for the various positions either personally or by bringing in a guest speaker to fairly represent other positions.
3. Unity of believers in the non-essentials of the faith will be encouraged.
4. Students will be urged to seek out their parents, church authorities, and the Bible as they reach conclusions on what they believe.
5. In no way will students holding certain views be shown favoritism or be given a higher grade for holding those views.

Financial Information

Tuition Rates

For the upcoming school year, tuition rates and registration fees will be provided in a supplemental handout. In addition to the tuition amount, an annual non-refundable registration fee (per student) will be collected at the completion of the admission procedure or at the point of enrollment.

Payment Plans

To accommodate the FRCS family, we offer the following payment options:

1. **10-month Equal Payments Plan:** First payment is due in August, last payment in May.
2. **12-month Equal Payments Plan:** First payment is due in July, last payment in June.
3. **2 Semester Payments:** Equal payments due in July and December.
4. **3% Rebate Payment Plan:** Families who prefer to pay in full will have the option to receive a 3% rebate of their total tuition payment or make a tax-deductible donation of that amount to the Timothy Fund. To be eligible, the full tuition payment must be submitted by May 31 for the coming fall for existing families or immediately upon enrollment for new families. Full payments are made directly to FRCS via FACTS, check or cash. The 3% rebate or donation does not apply to registration fees.

All monthly tuition payments are collected by FACTS Tuition Management and not at FRCS. You will receive information on this program when you register your child. Late fees are assessed when payments are delinquent and are subject to change. When an account is one

month delinquent, the student will not be allowed to continue to attend school until arrangements have been made to bring the account to current status. Please notify us immediately if any difficulty should arise so we may work with you on an appropriate arrangement in order for your child to remain in school. Students with delinquent accounts at the end of the year will not be admitted for the following year, nor will grades/transcripts be forwarded to another school until the balance is paid in full. Graduating seniors will only receive a diploma and final transcript if all fees and tuition are current.

Withdrawal Policy

Withdrawal of a student during the school year should be given careful consideration. Because the school has ordered textbooks, planned schedules, and hired teachers based on the number of students enrolled, the following policy will be enforced:

- Each family is responsible for tuition and fees for the entire semester should they choose to withdraw (regardless of their withdrawal date), or if expulsion occurs before the conclusion of that semester.
- Grades/transcripts will not be released until full payment and other obligations have been met including all tuition, fees and fines; sports uniforms and all textbooks must also be returned.

Contributions

For those interested in making cash contributions to the school to help supplement the various costs, a tax-deductible receipt will be issued in the name of the donor. FRCS is officially recognized as a 501(c)(3), non-profit, tax-exempt organization. For non-cash gifts an official letter from FRCS will be provided to the donor stating the item(s) received. The donor will be responsible to assess the fair market value of the donated item(s) when filing their tax return.

Campus Fees

Additional fees will be due at each campus for sports, course electives, spiritual life activities, yearbooks, field trips and miscellaneous events. The campus office will provide detailed instructions regarding payment due dates and procedures.

School-Wide Campus Policies

Guidelines for Community Life at FRCS

FRCS is committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinion to our attention. Individuals will be respected, and there should be no basis for fear of retribution. School-life involves an enormous amount of time together; conflict is unavoidable.

Conflict Resolution

Matthew 18 addresses the process for confronting a brother or sister in Christ who has caused offense to another. We believe that the Lord is most glorified when His children keep the conflict within a circle of two rather than talking about the offense to those who are not part of the conflict or part of the resolution.

By signing this handbook, all parents and students agree to the following process based upon Matthew 18 for resolving any conflicts, problems, or issues that arise in the school setting.

Step 1

School problems should be resolved at the lowest level. The two parties involved (parent-teacher, student-teacher, etc.) should do their best to settle the differences between them. Forgiveness and restoration are the desired results.

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over.” ~ Matthew 18:15, NIV

Step 2

If the two parties have met, but the disagreement is unresolved, the problem should be taken to the appropriate lead teacher, department head, Principal, or Administrator for mediation. Each person should come to the meeting in a spirit of prayer and humility, be willing to submit to the Lord’s will in the matter, and be willing to submit to reproof and correction, if needed. 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.

“But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’” ~ Matthew 18:16, NIV

Step 3

If the problem is still unresolved, the following Grievance Procedure may be enacted:

1. The student(s), parent(s), or their agents shall file a written request with the Head of School setting forth, in detail, the action or policy which is the basis of the grievance. The Head of School may initiate a hearing or discussion on the basis of this written request.
2. If the grievance is not settled after being filed with the Head of School, the aggrieved parties may at any time, subsequent to 14 days after filing with the Head of School, file a written notice or copy of said grievance with the secretary of the School Board requesting that the Board review it. The School Board, or a committee appointed by it, shall determine, within 30 days, whether a formal hearing shall be held.
3. During the consideration of any grievance, the policy or action being appealed shall be enforced unless modified by order of the School Board.

The school has used and will continue to use committees made up of parents, staff members, and possibly students to review materials, mediate, and advise leadership regarding grievances that are not resolved at the lower levels. The use of grievance committees can be implemented at or between Category levels two and three (see *Behavior Policy*) in order to add insight, wisdom, and maturity to the decisions made by school leaders. This active mediation is a part of the process designed to keep unity and assure integrity and accountability.

If, after following this process to completion, a parent feels that the result of the grievance is not satisfactory, the parents are humbly asked to submit to the decision of the Board and administrative leadership and remain in the FRCS community. God is honored as brothers and sisters choose unity over division. In respect, we realize parents have the choice to select another school option. While this is not desired, FRCS will work with the family to help make the transition to the new school as smooth as possible and make sure that it is done in a way that honors God.

Attendance at FRCS is a privilege, not a right. If the actions or attitudes of the family are deemed destructive to the overall health of the school, the school reserves the right to terminate their enrollment. This is not the desired result of the grievance process, but the school recognizes that sometimes God uses these situations to lead families and the school in different directions. FRCS will be respectful and helpful if that is the case.

Scripture tells us that we are His temple designed to show the world who Christ is. We show the world we are His disciples by how we love one another. This resolution process is important to the health and future of our school and our representation to the greater community.

Changes in Marital or Relationship Status

Parents who go through a divorce while their student is enrolled at FRCS are asked to supply the school with copies of rulings in the divorce documents that may affect the school situation of the student. This includes, but is not limited to, references to parenting time and decision making,

especially in regard to school and education. Other documents or court orders that might impact your child at school should also be shared with FRCS, e.g., restraining orders. *Please note that in some instances photographs may be helpful to office personnel in identifying other parties.* Copies of such documents must be submitted to the school in a timely manner.

Child Abuse/Neglect

Faculty, staff, administrators, and school volunteers are mandated by Colorado Law to report abuse or suspected abuse. Failure to do so can result in criminal and civil litigation. People who report in good faith cannot be prosecuted, even if the report is determined to be unfounded. All reports are assumed, for purposes of the law, to be done in “good faith.”

Requests to Review Records

FRCS complies with the Family Educational Rights and Privacy Act (FERPA). Parents and eligible students have the right to inspect and review their education records unless, for reasons such as great distance or court order, it is impossible for them to do so. Copies may be made for a fee in instances of great distance. Copies will not be released if tuition, fines, or fees are due.

Requests to review records must be made in writing. The school will set up an appointment (or make copies) within two weeks of receiving the request. Original documents and records must be reviewed in the presence of an office staff member.

Staff Limitations / boundaries

1. Staff members have significant restrictions in terms of contact with students outside the scope of school-sanctioned events. Asking staff members to transport or supervise your children outside of school sponsored events places that staff member at personal risk for any liabilities that may occur. Parents should carefully evaluate placing staff members in such a position and be understanding if staff members decline such requests.
2. Please respect staff members’ needs for family/personal time and refrain from calling and contacting them at home. All teachers have school email and phone messages may be left for them during regular business hours.
3. Students should not solicit teachers for any fundraising events while at school.
4. Staff and faculty will respond to your email communication within 24 hours, except on weekends. Faculty may also take longer to respond over school breaks.

Appointments and Meetings with Teachers, Staff, and Administration

An appointment is required to visit any teacher, staff member, Principal, or Administrator. To schedule an appointment with the Principal, see the office manager for either the elementary or junior/senior high. To schedule an appointment with the Head of School, please contact his administrative assistant. To schedule an appointment with a teacher or other staff member, please email him/her. **No walk-ins please.**

Classroom Visits

Parents are encouraged to work with teachers to establish times to assist in the classroom. Teachers are happy to arrange conferences with parents or allow for classroom observations. Parents wanting to visit a classroom during the school day should set up an appointed time with the teacher and visit the office to sign in before going to the classroom. *In order to give students and teachers a good start to the school year, parents are encouraged to wait two weeks before assisting in the classroom at the beginning of the year.*

Parent-Teacher Conferences

FRCS designates two days each year for parent-teacher conferences. These days are listed on the school calendar and take place just after the first and third grading periods. Instructions for reserving a conference are sent to parents prior to the conference days. Conferences are a good time to share notes and rejoice in the achievements of the student, as well as strategize jointly for the student's success. Parents are asked to schedule a separate time to speak with teachers about issues that may require more than 15 minutes. Conferences are designed to discuss the progress of the students. Issues related to teaching methods and curriculum that are of concern to parents should be discussed at a different time.

Facility: Property Usage and Care

- FRCS does not allow alcohol, tobacco, marijuana, or illegal drugs on campus. All FRCS school buildings are non-smoking facilities.
- Any outside or third party usage of school facilities must be scheduled and approved through the administration office.
- **At no time are skateboards allowed on the sidewalks of the school property or the leased property of the business space.**
- Students should take pride in the appearance of their school. It is the responsibility of everyone to participate in the cleanliness of the campus and help keep the grounds clear of trash. Students are expected to pay for damage they cause to school property. Acts of destruction against school property will be reflected in the student's evaluation.
- At times throughout the year parents may be asked to help on workdays around the school. These are not required but hoped to be of enough importance that many families will be involved.
- No person (employee, student, volunteer, parent, etc.) of Front Range Christian School is allowed to be on the roof of any of the school's buildings at anytime for any reason without specific management approval. No exceptions. Furthermore, no person (employee, student, volunteer, parent, etc.) shall exceed 4 feet in elevation above the floor on a ladder, lift, or any other method without specific management approval, training, and appropriate supervision.

Visitor Check-In/Out

All visitors, including parents, **MUST** sign in at the campus office and obtain a visitor sticker before proceeding to their destination. Parents who are dropping something off should leave it at the office for delivery. When a parent or other adult comes to sign a student in or out, the adult must sign in at the office and obtain a visitor's sticker and a pass or have the office page the student's classroom. The pass is used to excuse or return the student to the classroom. Parents should not go to class without a visitor sticker.

- Students grade K-10 who wish to go to lunch or other activities off campus with another family member must provide the office with written permission from their parent before leaving.
- Former students or friends of students who wish to visit must seek permission from either the office manager or Principal and may do so **during the lunch hour only**; they must also follow FRCS Behavior Policies.

Dress Code - All Students

The intention of the FRCS dress code is:

- to encourage students to attire themselves in a manner that is practical, suitable, and safe for school activities and that discourages unnecessary distractions.
- to nurture student and parent responsibility for maintaining appearance that emanates from a Biblical worldview and doesn't cause a brother or sister in Christ to stumble. "Instead, make up your mind not to put any stumbling block or obstacle in the way of a brother or sister." Romans 14:13
- to foster hearts that graciously submit to social conformity and authority as those who will someday give an account to God, even when opinions differ. "Have confidence in your leaders and submit to their authority, because they keep watch over you as those who must give an account. Do this so that their work will be a joy, not a burden, for that would be of no benefit to you." Hebrews 13:17
- to train students for a lifetime of submitting to those in authority over them (e.g., university professors, military superiors, civil authorities, employers and, of course, the Lord Jesus Christ).

The regular school dress code also applies to any and all school classes (including physical education) and events, both on and off campus, unless otherwise modified or specified by the Administration.

FRCS does not require uniforms. The school permits latitude in dress within reasonable parameters. Enforcement of the dress code will remain within the spirit of creating a proper atmosphere in which to learn and develop which expresses an attitude of considering others more important than ourselves (Philippians 2:3). Parents and students are expected to exercise humility and cooperation in enforcement of the dress code to prevent it from becoming a

significant or controversial issue. The overriding consideration is that student attire should be modest, discreet, neat, and clean.

Since opinions of appropriate attire differ, FRCS staff and Administration reserve the right to serve as final authority on student appearance. If a student's appearance is deemed inappropriate for any reason, parents will be notified. Students may be required to make dress changes before they can continue with school functions and, in some cases, parents may be required to bring an appropriate change of clothes to the school. Disciplinary action may be taken with students who choose to ignore or repeatedly defy dress code.

The Administration also reserves the right to notify students and parents of modifications or clarifications to the dress code, especially as fashion issues arise.

To help students and parents in understanding the intent and spirit of the dress code, we require, but are not limited to, the following:

1. Student clothing and shoes should remain comfortable, practical, and appropriate for the weather, activity, and age group. However, students should abstain from a disheveled, disorderly, and unkempt appearance.
2. Parents should encourage moderation in clothing style and cost to avoid any appearance of promoting "elitism," consumerism, or creating a distraction or competitiveness in fashion.
3. Students should refrain from wearing clothing and shoes that draw attention to themselves and detract from basic Christian values and the philosophy of FRCS.
4. The following types of clothing are not allowed:
 - ▶ Muscle shirts
 - ▶ Boys wearing girls clothes and vice versa
 - ▶ Trench coats/dusters
 - ▶ Strapless or see-through garments
 - ▶ Spaghetti straps: the width of any sleeveless top must be at least 3 fingers wide at the shoulder. Bra straps should not be visible.
 - ▶ Halter tops, low cut tops, backless garments, racer-back tank tops, or shirts allowing midriff area to show
 - ▶ Skin tight garments
 - At the Elementary, leggings may be worn under dress code appropriate skirts, shorts, and dresses, and leggings or yoga pants may be worn under a long shirt or tunic that meets the length standard for shorts.
 - At the Junior/Senior high, leggings, jeggings, and yoga pants are NOT allowed; leggings may be worn under a dress or skirt that meets length requirements for dresses and skirts.
 - ▶ Baggy-style pants that drag the floor or hang loosely from the hips, showing boxers, shorts, etc.

- ▶ Any pants with words written on the back (rear end area).
 - ▶ Pajama pants or slippers (except as allowed by teachers for special classroom events or spirit events)
 - ▶ Hats and head coverings
 - Generally, students are discouraged from wearing hats of any kind, including bandanas as head wraps.
 - Elementary students may wear hats at recess, especially when weather appropriate
 - Jr/Sr High boys may wear baseball caps in common areas, but NOT in classrooms or in the PAC
 - Jr/Sr High girls may wear head coverings
5. Shorts should be as long as or longer than the tip of the middle finger with arms held normally at the side. Work out shorts should only be worn during practice, competition, or weights—never in the classroom.
 6. Skirts, skorts and dresses should be no shorter than one hand's width above the knee when standing straight, whether wearing tights/leggings (Elementary only) or not. Girls should be able to comfortably and easily sit, lean over, or climb stairs while maintaining modesty.
 7. Hair should be neatly groomed and reflect moderate style and color. Unnatural colors and striping are not allowed. Boys' hair should be off the collar, off the eyebrows and not below the earlobe. The school reserves the right to require changes in hairstyle as deemed necessary.
 8. Jewelry, if worn, should be simple and safe. Jewelry should not be worn for any type of gym class. The school is not responsible for lost jewelry.
 9. With the exception of girls' earrings, students are not allowed to display or wear body piercings (including clear studs) or tattoos of any kind (including temporary); writing or marking on oneself is not allowed. Girls at the Jr/Sr High may have nose piercings but are only allowed studs (no rings, hoops, or gauges).

Consequences

First Dress Code Violation

- **First clothing violation:** Teacher will send student to the office where he/she will be provided a t-shirt, sweat pants, or suspenders to be worn for the rest of the school day.
- **First hair violation:** 24 hours is given for student to get his/her hair in line with school standards.

Subsequent Dress Code Violations

- The student will be sent to the main office and will not be allowed to return to classes until the dress code violation is rectified.

- Student will use the main office phone to contact a parent/guardian to pick them up and correct the dress code violation. This could involve going to get a haircut, going home to change clothes, or bringing clothes in, etc.
- No student (whether they have off-campus privileges or not) will be allowed to leave campus without a parent or someone listed on the Emergency Form with permission for pickup.
- All classes missed, subsequent to the student being dismissed from classes. will be entered and treated as an AU (absent unexcused).

Continued Dress Code Violations may include disciplinary actions such as before/after school detention with fee, in-school suspension with fee, probation, or dis-enrollment.

Illnesses

The school follows the recommendations of the American Academy of Pediatrics and the American Public Health Association in requiring your child to be kept at home when any of the following indicators of illness exist:

- Fever > 100.5
- Rash with fever, behavior changes, or with symptoms that are new or undiagnosed
- Infection of the eyes
- Vomiting
- Diarrhea

Students exhibiting such symptoms should be kept home until symptoms have not been present for 24 hours.

Many other illnesses require that students be excluded from school for various time periods, because the illness is of a contagious nature. These include, but are not limited to, strep throat, influenza, chicken pox, and colds. If you have any questions, contact your physician for guidance in determining when your child should return to school after an illness.

Illnesses or accidents occurring during school hours will be reported to the main office and parents will be notified immediately when necessary. Any of the following may occur in response to a child's illness/accident:

1. Parent or guardian will be asked to pick up the student from school.
2. If parent or guardian cannot be reached, other people listed on student's Emergency Form will be called to request pick-up from school.
3. Medication will be given if deemed appropriate, and if the requirements listed under "Medications" have been fulfilled.
4. The sick child will be isolated and given rest.

5. In an emergency, the school will call 911.

Medications

FRCS meets state requirements for dispensing medication to students at school, including utilizing a Registered Nurse. This nurse is responsible for the training, delegating, and oversight of all school personnel who dispense medication and is responsible for ensuring that FRCS is in compliance with all aspects of medication dispensing as outlined in the Delegatory Clause of the Colorado Nurse Practice Act.

While the school works toward meeting student needs in this area, parents also play a big role. A Health Assessment form must be completed each year for each student and must be submitted to the school office. If you would like your child to be able to receive medication at school, you must complete, and also ask your child's physician to complete, the Request to Dispense Medication forms. There are two different forms for this: Prescription Medication and Over-the-Counter Medication. We want to emphasize that each of these forms is only for a certain medication, for a specific symptom, or condition and for a specified length of time.

After the required paperwork has been submitted to the school office, the following requirements must also be met for any medication that will be dispensed at school:

- The medication must be in the original container and the parent must provide a metered measuring utensil
- Medications and utensils cannot be shared, even among family members
- Prescription medication labels must include: student's name, doctor's name, pharmacy name and phone number, date the prescription was filled, name of the medication, the dose, frequency, and duration; all this information must be in agreement with the doctor's orders on the school's Request to Dispense Medication form
- Over-the-counter medication bottle directions must reflect the accompanying doctor's orders, or be labeled by a pharmacy
- Parents must provide a bottle of the over-the-counter medication, labeled with your child's name, so it will only be used for your child

Students are not allowed to carry their own medicine, however, there are very specific requirements regarding rescue medicine which are addressed in the Health Assessment form. If your child is seen carrying or taking any medicine (including cough drops) the staff has been instructed to take the medication from the child. The medication will be kept in the school office, and parents will be asked to pick it up within five days. If the medication is not picked up, the school nurse will dispose of it.

There are certain medications that the school cannot administer, even with a written order. These include experimental drugs, homeopathic remedies, rectal medications, and injectable medications (such as insulin).

Inclement Weather and Emergencies

Notification

Closings or delayed starts due to inclement weather or an emergency will be announced through PARENT ALERT, a feature of RenWeb. It is imperative that all parents log in to RenWeb and regularly update their contact information for emergency purposes, as this is the most immediate method of notification. However, announcements through the following media outlets will also be used as appropriate:

- Traditional media lines (radio and TV)
- The FRCS website (Links are available on the bottom of every page of our website, or go directly to <http://www.frsc.org/about-us/weather-delays-and-closures>)
- The FRCS app (available from the App Store and Google Play)
- On occasion, email to families or posts to the school's Facebook page (www.facebook.com/frontrangechristian)

If weather becomes increasingly bad during the course of the day, parents are permitted to pick up their children early. **Students and parents should refrain from calling any staff member at home to see if a cancellation has been made.**

If an emergency communication is sent to you, we encourage you to listen to or read the entire message *before* calling the school with questions. We try to include all pertinent information in the communications so that you know exactly what is happening. Often the front desk personnel, teachers, and Administrators are busy implementing the safeguards and protocols for these types of situations and may not be able to answer the questions of all parents. We do encourage you to call if you have questions not covered by the communication, but please do not call without having first listened to or read the communication sent. If someone doesn't answer the phone right away, it likely means that they are attending to the situation to ensure the safety of students and staff, since that is their first priority. Be calm, and try again.

Lockout or Lockdown

If the school is on lockout or lockdown NO ONE is permitted to enter or leave the school or admin offices. This is for the safety of our students and staff, and it is mandatory that everyone comply. A **lockout** means that all outside perimeter doors are locked and no one is allowed to leave or enter the school campus or offices; movement within the school is still allowed, though students may be asked to move away from windows in some situations. A **lockdown** means

that all outside perimeter doors *and* all interior doors are locked—students are locked in classrooms and office personnel are locked in their offices. No one is allowed to leave or enter the campus, and movement within the campus is severely limited—only emergency responders and designated staff are allowed to move through the campus. (*Note: Business Space tenants are not a part of the school campus and may or may not observe lockout or lockdown protocols.*)

Drills

Emergency drills such as fire, tornado, intruder, and lockdown are held on a regular basis throughout the school year. Drills are an important part of our overall safety plan to help prepare students in the event of an emergency. When a drill (or actual event) occurs, students must follow instructions given by their teacher as outlined in the Emergency Handbook located in each classroom's Crisis Box.

In addition, all classrooms have emergency instructions and evacuation maps posted near entryways.

Communication

If the school is put on lockdown or lockout for any reason, parents will be sent communication on the same day the event occurred. Generally the communication will include basic information about the event, such as what caused the school to go on lockdown or lockout, the times of the event, and why and when the lockdown or lockout was lifted. Decisions about any other details included in these emergency communications are made by the Leadership of FRCS. This includes our Head of School and Principals, with input from the Facilities Team when appropriate.

Parents are not generally notified when there is a drill on campus. These are a normal school activity and are part of the school's emergency preparedness so should not concern parents.

Drop-Off/Pick-Up Procedures

To ensure safety for all children, please read this carefully and be sure to follow all instructions implicitly. A drop off/pick up map may be provided at the start of the school year.

- The junior/senior high campus opens at 7:20am and closes at 3:30pm; elementary students should **not** be dropped off at the junior/senior high
- The elementary campus opens at 7:40am and closes at 3:15pm
- Drivers should read signs and follow instructions of teachers and volunteers
- Children must enter and exit cars on the right side to avoid walking between cars

- Vehicles should pull as far forward in the line as possible and form **one, single file line**; DO NOT ALLOW GAPS BETWEEN CARS
- CARS ARE NOT TO BE LEFT UNATTENDED IN THE DROP-OFF/PICK-UP PATH; traffic must flow as quickly and efficiently as possible
- Parents, staff, or students who wish to speak with another adult or student should do so by parking their car in the parking lot to have the conversation *away* from the drop-off/pick-up line
- Those who wish to park in the parking spaces out of the traffic path, must escort their elementary-aged child(ren) across the parking lot to and from the sidewalk

Carpools

Carpools are the parents' responsibility to arrange. The school may provide information to help facilitate carpools. Communicating changes in carpooling are the responsibility of the parents.

Field Trips

In connection with their studies, students may participate in field trips designed to enrich the learning experience. Parents will be notified of such trips in advance. A *Parent Permission Slip* will be sent home to be signed and should be returned by the student in a prompt manner. On occasions when we need drivers or additional supervision, we will ask for volunteers to help.

An additional cost may be required to help cover the cost of gas for volunteer drivers or if the school bus or van will be used. If the bus is used, an adult chaperone will ride with the students on each trip. Procedures for emergency evacuation are explained to students prior to departure and random drills are conducted at the discretion of the driver.

While on the bus or van and participating in field trips, students are expected to follow school behavior policies. When problems occur, bus/van rule enforcement shall be consistent with the established FRCS discipline policies in this handbook.

Field Trip Responsibilities for Adult Supervisors & Drivers

Specific Procedures - Supervisors

1. The teacher organizing the field trip is responsible for choosing and organizing field trip supervisors/chaperones based on the number needed. Teacher will also determine which of these supervisors, if any, will drive (see *Specific Procedures - Drivers* for more information).
2. Please stay with your assigned group of students at all times.
3. Students should be paired as partners and told that if they get separated to remain where they are and not go looking for the group.

4. Students should be told that they must be able to see their supervisor at all times while walking, and to not get ahead of or behind the group.
5. For elementary students, restroom visits should be monitored and supervised by an adult. Plan these as a group.
6. If an adult must leave the group for any duration of time, another adult must be asked to supervise the students.
7. Rowdy play is not allowed, and adult supervisors are expected to help maintain control.
8. Please refrain from purchasing snack or gift items for students.
9. When serving as a chaperone, all focus needs to be on supervising the students; therefore, siblings are not permitted on field trips.
10. Remember that others are watching your actions as a supervisor and parent of FRCS. Your words and actions are a testimony to students and others.

Specific Procedures - Drivers

For safety purposes and for the efficiency of travel, our field trip policy requires we take the *minimum* number of drivers needed to transport children to their destination and back. Parent drivers may not drive only their own child—each vehicle must contain multiple children.

1. The teacher organizing the field trip is responsible for choosing and organizing field trip drivers based on the number of drivers needed and who has all documentation on file (see next item).
2. All drivers must be at least 25 years of age (unless an exception has been made by the FRCS Safety Committee) and have a copy of a current driver's license, proof of insurance, and Vehicle Safety Rules and Driver's Certification form on file in the school office prior to departure for any trip. Please make sure this is current! Drivers who are not parents/guardians of FRCS students who desire to drive on any school-sponsored event must be approved by administration.
3. Teachers may not be able to accommodate an individual parent's request to drive or who is assigned to their vehicle.
4. Drivers are responsible for obeying all traffic laws.
5. Drivers should not allow any student under 12 to sit in a seat with a functional air bag.
6. There shall be seat belts for all students, and they must be worn.
7. Students who, by Colorado Law, must use a car seat/booster seat should have one (provided by the parent).
8. Drivers should demonstrate good auto safety and wear seat belts as required by law and as a testimony to the students.
9. If drivers are involved in any major or minor auto infractions (whether cited or not), please inform the school office. It may be necessary to inform parents of the situation.

10. Remember that children are watching your actions as a driver and parent of FRCS. Your words and actions are a testimony to students and others.

Technology and Internet: Use Policies and Guidelines

FRCS provides students and staff with access to the internet and technology. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication.

To that end, FRCS provides reliable wireless internet access which is filtered. While it is impossible for any system to absolutely guarantee blocking all objectionable material, FRCS's filtering system is the best filter/firewall system we can obtain. This filter blocks sites that are objectionable due to content, language, and more. It also protects our internet connections from uninvited intrusion, and it records *all* internet activity by each user. For more information about our filtering system and how parents can protect students even while off campus, please refer to our website (<http://www.fracs.org/academics/technology>).

It is our goal to train students as to what is appropriate internet behavior in conjunction with parents/guardians. Students are given general instructions on internet usage and how they can find what they are looking for through searches. They also receive instruction in proper evaluation and citing of sources. Students are given clear objectives for internet use, are held accountable for their actions whenever using the internet on campus, and will be educated in taking responsibility for internet access.

***By signing this handbook, all students agree to uphold the
FRCS Internet & iPad Acceptable Use Policies.***

Code of Ethics

Internet access for students is a privilege, not a right. All users of the internet while on the FRCS campus or an FRCS-provided device agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others behave in a similar fashion. I will make a conscious effort to be a good witness to others with whom I communicate over the internet. I agree to follow FRCS's rules as listed in the Parent/Student Handbook. I will strive to apply Philippians 4:8 to my electronic communication: "Finally brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."

Internet – Terms and Conditions of Use

- **Privacy and Monitoring:** The user understands and agrees that he/she ***shall not*** have an expectation of privacy in the use of FRCS technology. By using FRCS technology, the user consents to monitoring of device use and internet access in order to maintain security and integrity. At FRCS’s discretion, backup files or archives of user activity may be maintained.

- **Acceptable use:**
 - ▶ The use of a student’s user account, school-provided email address, and school supplied devices (iPads, computers, etc.) must be in direct support of education and research consistent with the educational objectives of FRCS.
 - ▶ Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
 - ▶ Users should recognize that along with valuable content online, there is also unverified, incorrect, and inappropriate content. Users should use trusted and verifiable sources when researching via the internet.
 - ▶ Students should remember not to post anything online that they wouldn’t want parents, teachers, or future colleges or employers to see. Once something is online, it can sometimes be shared and spread in ways you did not intend. Remember that your online activity should honor the Lord Jesus Christ.
 - ▶ Students should immediately bring to the attention of a trusted adult any message, comment, image, or anything else online that makes them concerned for their personal safety or the safety of fellow students.

- **Unacceptable use:**
 - ▶ Games, instant messaging apps or utilities, ICQ, chat rooms, chain letters, and social networking sites (e.g., Facebook, Instagram) during school hours
 - ▶ Using devices for commercial activity or product advertisement
 - ▶ Cyber bullying or posting rude or inappropriate messages and/or graphics
 - ▶ Downloading complete programs to a student’s user directory
 - ▶ Downloading or attempting to download viruses or attempting to circumvent virus protection, monitoring, and filtering programs
 - ▶ Attempting to gain unauthorized access to FRCS technology, and using FRCS technology to attempt to gain unauthorized access to another computer system or network; attempting to “hack” or access sites, servers, or content that isn’t intended for use by that user

- ▶ Violating any local, state, or federal statutes in regard to the internet, participating in illegal activities, or pursuing information on such activities
 - ▶ Plagiarizing or using as their own content, including words or images, from the internet. Users should not take credit for things they didn't create themselves or misrepresent themselves as an author or creator of something found online.
 - ▶ Using chat rooms, sites selling term papers or book reports, and other sites that grant access to another student's work
 - ▶ Sharing personal information, including, but not limited to, phone number, address, social security number, birthday, or financial information over the internet without adult permission
 - ▶ Sending mass or inappropriate emails; sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials
- **Consequences:** Inappropriate use will result in several consequences, including, but not limited to, a loss of internet or device privileges and disciplinary action tailored to meet the specific violation. The Administration of FRCS, at the request of a teacher or staff member, may request that the system administrator deny, revoke, or suspend specific user accounts.
 - **Network Connectivity:** FRCS makes no guarantee that the school's wireless network will be up and running 100% of the time.

Cyber Bullying and Digital Technology

Cyber bullying is unacceptable at Front Range Christian School, whether it is performed on a school device or other digital technology (e.g., phones). In some cases, cyber bullying may be a crime. For more information, please refer to the *Bullying Policy*.

iPad Use and Expectations

iPads are intended for use at school each day for junior and senior high students and when scheduled for elementary students. Junior and senior high students who repeatedly (three or more times in per quarter) fail to bring the iPad to school or fail to maintain a fully charged battery will lose the privilege of the iPad for a time to be determined by the Principal.

Students grades 9-12 must have their own iPad for use at the school (for specifics please refer to the Technology at FRCS - <https://www.frcs.org/academics/technology-at-frcs/> - web page). Please purchase wi-fi only models for students (no cellular/3G/4G). Students grades 7-8 will be issued a school-owned iPad for use throughout the school year. Students grades K-6 will have access to school owned iPads at the discretion of their teacher.

iPad Acceptable Use:

I Will:

- Bring my iPad to school each day—fully charged and ready to use. (I understand that If I forget my iPad, loaners may be available from the front office for \$2 per day)
- Never leave my iPad unattended; I will know where it is at all times. I will place some form of name identification on the case or iPad itself in the event the iPad is lost and then found
- Set a passcode on my iPad
- Use iPads for school-related activities
- Treat school resources carefully, and alert staff if there is any problem with operation
- Use the iPad or other technologies at appropriate times, in approved places, for educational purposes
- Choose wallpaper for my iPad which is consistent with my commitment to love God and others
- Keep the sound muted on my iPad when at school, unless permission is obtained from the teacher for instructional purposes
- Use AirPrint with teacher permission only; I understand that I may be fined if I use AirPrint excessively
- Give my iPad to staff if selected at random for an inspection

This is not intended to be an exhaustive list. Users should use good judgment when using technologies at school.

iPad Unacceptable Use

I will not:

- Connect to the internet using a detected hot spot or 3G account while at school
- Share pass codes with other students; gain access to another student’s accounts, files, or data
- “Jailbreak” a school-owned iPad
- Vandalize school equipment (including malicious attempts to harm or destroy hardware, software, or data)
- Bypass the FRCS web filter through a web proxy, 3G, or hotspot and otherwise try to find ways to circumvent the school’s safety measures and filtering tools
- Use another student’s iPad without permission

- Use an iPad to violate existing school policy or public law
- Play games during school hours

This is not meant to be an exhaustive list. Users should exercise good judgment when using school technologies.

Other Electronic Devices

Please refer to campus-specific policies regarding student phones, tablets other than iPads, mp3 players, smart watches, etc.

School Provided Email Addresses

Front Range Christian School provides students with a Gmail account (@myfrcs.org) for purposes of school-related communication. Availability and use may be restricted based on school policies (typically based on grade). Users must follow all guidelines when sending or receiving email with their student accounts.

Students are expected to use their school-provided email accounts for any and all business related to the school, including email communication with their teachers. Students are therefore encouraged to check their school email frequently so that they do not miss important communication about assignments or upcoming events.

School provided email addresses remain available to students once they graduate from FRCS, and we encourage them to continue to use it to stay in touch with the school, former classmates, and more.

Social/Web 2.0/Collaborative Content

Recognizing the benefits collaboration brings to education, FRCS may provide users with access to websites or tools that allow communication, collaboration, sharing, and messaging among users (e.g., Moodle, Google Docs). Activity in these tools may be monitored.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert FRCS IT. Do not attempt to remove the virus yourself.

Limitation of Liability

Front Range Christian School is not responsible for damage, harm, or theft to student-owned iPads. While Front Range Christian School employs filtering and other safety and security

mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Front Range Christian School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of Technology Use Policies

Violations of this acceptable Use Policy may have disciplinary repercussions, including but not limited to: suspension of network, technology, or computer privileges; loss of iPad use (student is still responsible for all work); notification of parents; detention or suspension from school and school-related activities; and legal action or prosecution.

Anti-Discrimination Policy

Front Range Christian School does not discriminate against students of any race, color, or national or ethnic origin and entitles all students to the same rights, privileges, programs, and activities made generally available to other students at the school.

Bullying

According to Colorado Revised Statutes regarding education and school [C.R.S. 22-32-109.1 (2013)], *bullying* is defined as:

“Bullying means any written or verbal expression, or physical or electronic act or gesture, or a pattern thereof, that is intended to coerce, intimidate, or cause any physical, mental, or emotional harm to any student. Bullying is prohibited against any student for any reason, including but not limited to any such behavior that is directed toward a student on the basis of his or her academic performance or against whom federal and state laws prohibit discrimination upon any of the bases described in section 22-32-109 (1)(II)(I). This definition is not intended to infringe upon the right guaranteed to any person by the first amendment to the United States constitution or to prevent the expression of any religious, political, or philosophical view.

FRCS Bullying Policy

FRCS prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment is necessary for students to learn and achieve high academic standards; bullying, and other disruptive or violent behaviors that violate Biblical and moral codes of conduct, disrupt both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. **Bullying and harassment are considered category III discipline issues and will be**

dealt with accordingly. (See Category III “Behavior” and “Discipline and Infractions” sections for the appropriate campus for more information.)

Steps to take if your child is being bullied:

1. Focus on your child. Gather information.
 - a. Listen carefully; be attentive and supportive to your child. Assure your child that you will take care of it and they have done nothing wrong. Remind them that God loves them and telling you was the right thing to do. Never tell your child to ignore the bullying.
 - b. Encourage your child to describe in detail the bullying incident. Gather necessary information as your child describes what happened. Ask your child who was involved, where the bullying took place, and for how long or when it took place.
 - c. Find out as much as you can about the bullying tactics used. Are there any other children or staff who may have witnessed the bullying?
 - d. Empathize with your child. Tell them that the bullying is wrong, and it is not their fault. Praise your child for telling you what happened. Assure them that you will think about what needs to be done and you will let them know what you are going to do.
2. Contact your child’s teacher, school counselor, or principal.
 - a. Give factual information about the incident your child experienced including who, what, where, when, and how. Keep a detailed record of the episodes and communication with the school.
 - b. Stress that you want to work closely with the staff in finding a solution to the problem, for the sake of all the children.
 - c. Expect the bullying to stop. Monitor your child’s behavior, and talk regularly with your child and the school staff to see whether the bullying has stopped. If the bullying persists, contact school authorities again, and continue to monitor the situation.
 - d. If the bullying persists it may constitute stalking, and law enforcement needs to be notified. The protection of your child’s well being and happiness is a responsibility that FRCS takes seriously.
3. Help your child become more resilient to bullying.
 - a. Help find and develop your child’s talents and positive attributes. Consider involving your child in school music, athletics, arts, and organizational clubs at FRCS. Finding your child’s talents will help develop self confidence among their peers.
 - b. Help your child meet new friends outside the school environment through other Christian community clubs and activities. This can help rebuild self esteem and provide a new start.
 - c. Teach your child safety strategies and to seek help from adults if they are feeling threatened. Role playing with your child can be very beneficial in teaching them who and what to communicate when being bullied.

- d. Find out why your child is being bullied. Is your child hyperactive or overly aggressive? Does he/she lack social skills or have learning difficulties? You may want to consider seeking help from a counselor to help your child learn the informal social rules of their peer group.
- e. Keep your home a safe and loving place. Always encourage open lines of communication.
- f. If you or your child need additional help, seek help from school counselor and/or mental health professional.

Students: Steps to take if you or another student is being bullied

1. Tell your parents; telling is not tattling.
2. Tell a trusted teacher, counselor, or principal, or have your parents talk to the school.
3. Do not retaliate or get angry; respond evenly and firmly, or say nothing, walk away, and get help.
4. Develop new friendships, and stick up for each other. Join school-sponsored or community and Christian sponsored activities and clubs.
5. Be and act confident; confident students are less likely to be intimidated and bullied.
6. Avoid areas that are unsupervised. Know your surroundings. If there is an area where bullying may happen, avoid going there. If you have to enter that area do not go alone—take a friend or teacher.

After School Care

FRCS provides after school programs for elementary students (grades 1-6). The program runs from 3-5pm on school days, in the Homeschool area. For details, please see the website.

Bible Version for Classroom Use

The use of Scripture in the classroom is an important, integral part of the education process at FRCS. There are several Bible translations that are widely accepted by evangelical scholars as quality works for study. However, to avoid confusion in the classroom, FRCS has selected both the New International Version (NIV) and the New American Standard Bible (NASB) unless otherwise stipulated. Students without an NIV or NASB Bible will be asked to secure one for classroom use.

Chapel

Chapel is an integral part of learning at FRCS. Students learn how to worship God and the importance of congregational worship to the formation of Christian community. Chapel services are held weekly. There will also be special chapel services planned throughout the year. Chapel services are under the direction of the Spiritual Life Committee. **All students are required to attend.** Parents are welcome to attend any chapel service.

Elementary Campus Policies

Behavior

Guidelines for a Christian Lifestyle

Scriptural teaching is the source of guidelines for conduct at FRCS. The Bible's instruction for conduct is held to be authoritative both to the individual and the community. Interpretation and application of Biblical teaching to behavioral issues is reflective to the beliefs and practices of evangelical Christianity.

Standards of Conduct

As an academic institution, FRCS is not designed to be a correctional institution—children should not be enrolled with the hope that FRCS will “reform” them. FRCS has, however, established school guidelines and expectations for each student to follow as a demonstration of love and respect for the Lord, each other, and this school.

Discipline Categories and Consequences

We believe the purpose of discipline at FRCS is three-fold:

- To teach students that their behavior has consequences, both good and bad, and that they will be held accountable for their actions
- Part of the Fruit of the Spirit is self-control, and God has given each student a will, which means they have the ability to make wise or foolish choices
- To provide an orderly and safe learning environment, free of distractions and conducive to academic success

We believe a student should learn the God-given responsibility to walk honorably in every way (Hebrews 13:18, Ephesians 5:15, Psalm 119:1). FRCS, therefore, provides just, firm, and consistent discipline, tempered with love. We maintain standards of behavior with kindness, love, and a genuine regard for the student.

However, when disciplinary action becomes necessary, FRCS reserves the right to have full discretion in the discipline (excluding corporal punishment), in conjunction with parental notification. The Administration also reserves the right to modify the Behavioral Policies to clarify violations, should it prove too vague.

Misconduct has been classified and divided into three categories, depending on the severity of the violation.

Category I

Category I problems usually involve classroom management and require only direct resolution by the teacher, but may involve parents, the Principal, or other teachers. Activities that violate Category I rules include, but are not limited to, the following:

- Use of a cell phone during class, including having it turned on
- Dress code violations (see *Dress Code* for more information)
- Hallway, bathroom, and playground violations or disturbances (also see *Recess Guidelines*)
- Chewing gum or eating at inappropriate times
- Excessive tardiness
- Improper use of property
- Disrupting the learning environment
- Writing or passing notes in class
- Inappropriate displays of affection
- Incomplete class work or homework
- Any other minor disturbances that prevent order in and out of the classroom

Category I Consequences

Offenses may result in a Pink Slip or RenWeb notification listing consequences assigned by the Principal and/or teacher. Other consequences may include loss of privileges, separation from other students, additional work assigned, loss of playtime, etc. Recurring Category I offenses will result in Category II consequences.

Category II

Violations of Category II include activities and attitudes that show a lack of respect for authority. These include, but are not limited to, the following:

- Lying
- Cheating
- Stealing
- Disrespect to staff or students or deliberate disrespect for property
- Rebellion

- Direct disobedience
- Inappropriate hitting, tackling, or pushing
- Threats of any kind
- Physical aggression/horseplay or destructive horseplay
- Obscenity, profanity, or vulgarity
- Truancy
- Habitual late, incomplete, or missing assignments
- Habitual tardiness
- Inappropriate touch or suggestive behavior
- Excessive absences
- Frequent and repeated violations of Category I rules.

Category II Consequences

Offenses result in a Pink Slip or RenWeb notification listing the disciplinary action that is forthcoming. Disciplinary action includes, but is not limited to, conference with student, teacher, and/or Principal; conference with parents; detention; temporary removal from the class; replacement of property; loss of privileges; probation; or in or out of school suspension. Recurring Category II offenses will result in Category III consequences.

Category III

Category III infractions include the violation of U.S., State, or City laws; activities that seriously threaten the safety of the student or others; acting in a way that shows gross disrespect for authority or property; and activities that violate biblical and moral codes of conduct. These include, but are not limited to, the following:

- Defacing school property with any object
- Leaving campus without permission
- Fighting and other excessive physical abuse
- Viewing or possessing pornography
- Participating in immoral or illegal activities
- Possessing or using tobacco, alcohol, marijuana, illegal drugs, or any related paraphernalia

- Possessing any weapon or explosive
- Sexual harassment
- Sexual misconduct
- Frequent and repeated violation of Category II rules
- Bullying (See *Bullying under All School Policies*)

Category III Consequences

Category III offenses may result in immediate suspension or expulsion, notification of parents and proper authorities, loss of privileges, loss of leadership roles, or other disciplinary action as determined by the Principal or an impartial discipline committee.

Explanation of Consequences

- **Pink Slip:** This is a written report of misconduct from the attending teacher or staff person and signed by an administrator. The student will receive one copy and the office will hold the duplicate copy. The student must obtain a parent signature and return his/her copy to the classroom teacher the following school day. If a Pink Slip is not returned within 2 days, an additional one will be issued and recorded on the student's records. Note: Parent notification and documentation may also be accomplished via RenWeb, in lieu of a paper Pink Slip.
- **After School Detention:** The student must appear on the day assigned (if in school that day) and report to the designated detention room where he/she will sit quietly for 30 minutes. Students are not permitted to do homework or any other activity (except for assigned facilities chores) during this time. Failure to serve an assigned detention will result in an additional Pink Slip and detention. Sometimes detentions may interfere with an already planned activity or appointment. Unless the appointment is medical in nature, the student will be expected to attend the assigned detention and reschedule other obligations.
- **Disciplinary Probation:** Disciplinary probation may be invoked when a student has not brought a noted problem under control, or after a student has been suspended from school. Probation may also be invoked when a student has accumulated **4 Pink Slips** during a grading period for disciplinary or academic reasons. Probation is intended to allow for a mutual effort on the part of both the school and home to correct the deficiency in question. It is expected that the deficiency will be improved to a satisfactory level. If not, a probation committee will decide if the student will be able to continue at FRCS. The Principal of FRCS must approve recommendation for dismissal. Student activities will be limited. No refunds are given for trips or extracurricular activities that are missed due to disciplinary probation. All positions of trust and responsibility must be relinquished during a probationary period. This will last for a minimum of nine academic weeks and may carry over to a new school year. If, during the course of the probationary period, the student shows lack of progress, he or she may be recommended for immediate expulsion from the school.

- Administrative action placing a student on probation for the second time in two consecutive semesters constitutes a recommendation by the committee to the Principal that the student be dismissed or withdrawn from the school.

- **Suspensions**

- ▶ **In-School Suspension:** This is the removal of a student from the classroom for a pre-determined period of time. A fee is assessed to the family the day of the suspension to pay for the suspension teacher.
- ▶ **Out-of-School Suspension:** This is the removal of the student from school for a specified number of days.

The Principal has the authority to suspend a student immediately under emergency circumstances without committee recommendation. “Emergency circumstances” are left to the discretion of the Principal, but likely involve **Category II** or **Category III** violations. Otherwise, out of school suspensions shall be invoked through committee recommendation and after due process. All work missed during any suspension must still be completed and turned in. The length of suspension is determined by the Principal and excludes the day the suspension is given. Very specific changes in attitudes and actions are expected prior to re-admission. A readmission conference with parent, Principal, and student is necessary for the suspended student to return to school. When a student is re-admitted to school, he/she will be placed on probation. Absences due to a suspension count as unexcused absences.

- **Expulsion:** All expulsions are invoked through committee recommendation after due process, except in emergency circumstances. This committee shall consist of no less than three staff members—one being the Principal. Under certain circumstances, the Principal may invoke suspensions immediately, prior to committee decisions on expulsion. See *Suspensions* for more details.

Expulsion may be recommended by the committee if the student’s behavior is preventing classroom instruction, for violation of **Category II** or **III** rules, unresolved disciplinary or academic probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from school will be set; the expulsion date may be immediate. Recommendations for expulsion require the approval of the Head of School.

- **Tuition & Fees:** There shall be no abatement or refund of tuition and fees for any period of time a student is subject to probation, suspension, or expulsion. Each family is responsible for tuition and fees for the entire semester should they choose to withdraw, or if expulsion occurs before the conclusion of that semester.

Recess Guidelines

Playground and Falcon Forest Nature Area Rules

- Respect each other; respect the property
- No rough play (pushing, shoving, hitting, etc.) or coarse language
- No throwing snowballs (making snowmen is acceptable)
- No carrying or running with sticks, pulling or climbing on trees, pulling grass, or picking up stones, rocks, or gravel
- No lying in or burying under the gravel
- No catapulting from any item
- Balls may be kicked in the grassy areas or on the parking lot, but not at the school building or vehicles
- “Dodge-ball” games are allowed only with playground balls and not tennis-type balls
- No climbing up the slide or “waterfall” in any way except by the ladder
- No hanging from the bars of the ladder—the support bars or the bar at the top of the slide
- No jumping from the top of the slide or waterfall
- No crossing of established boundaries without permission from the recess teacher
- No pulling another person by clothing or by an extremity
- No playing of games that put any student at risk (as determined by the staff)
- No wrestling or imitations of fighting
- During non-recess times, parents must supervise their children if using the Falcon Forest Nature Area, and children must observe all posted rules

This list is not all-inclusive; the Administration and on-duty teacher may deem it necessary to enforce additional rules.

Cold Weather

Decisions about cancelation of recess, or moving recess indoors, due to weather are made at the discretion of the teaching staff, office staff, or principal. Students should come prepared to go outside for recess.

The following guidelines are designed to help students learn responsibility and consequences. FRCS asks parents to help their children understand the following:

Outerwear

- Any child not bringing appropriate outdoor wear is *not* exempt from outdoor recess. Parents should help their children learn responsibility in this area.
- FRCS will not police a child’s winter clothing choice (or lack thereof). Therefore, if a child comes inappropriately dressed for outdoor activity during snowy weather, it becomes the burden of the child to accept the responsibility for being cold or getting wet. Our position in this manner is to teach a child that responsible choices lead to good consequences and vice versa. We will help a child understand the need to make better choices in this area.

Attendance

Attendance is the responsibility of the student, parents, and the school. Consistent, daily attendance is important as a basis for academic achievement. Absences have a negative effect on instructional continuity, regardless of attempts to make up work. The regular contact of the students with one another in the classroom, and their participation in a well-planned instructional activity under the guidance of a competent teacher, are vital.

School Hours

<i>Grade</i>	<i>Start Time</i>	<i>Dismissal Time</i>	<i>Half Day (Dismissal Time)</i>	<i>Arrival Time (no earlier than)</i>
KW <i>Tues, Wed, & Fri</i>	8am	3pm	11:30am	7:45am
KF <i>(full-time)</i>	8am	3pm	11:30am	7:45am
1st-6th	7:50am	3pm	11:30am	7:35am

Students should be in their homeroom seat by the designated start time or a tardy will be issued.

NOTE: Excessive absenteeism (more than 6 absences per quarter, excused or unexcused) may result in a lowered or failing grade, parent/teacher/Principal conference, or dis-enrollment.

Excused Absences

The following will be considered **excused absences**, if the parent calls:

- A student who is temporarily ill or injured

- Family bereavement
- A student who is attending any school-sponsored activity of an educational nature with advance approval of the Administration
- Emergency or medical appointments (medical and dental appointments should be scheduled before or after school hours whenever possible)
- If students will be absent from school for more than two days due to a family vacation, approval must be given by the principal at least two weeks before the vacation.

If your child is going to be absent, it is imperative that you notify the school office within the first half-hour of the school day. If your child will be absent for an extended period of time, contact the school office, prior to the absence. If the office has not been informed of an absence, the student will be considered absent and an unexcused absence will be issued. Persistent absenteeism may result in a Principal/parent conference, a lowered or failing grade, or dis-enrollment (see above).

Make-Up Work

Please refer to *Make-up Work* under Academic Policies for information on making up work after an absence.

Unexcused Absences

Unexcused absences may be defined as:

- Failure to contact the school in the event of absences requiring prior notice
- Being kept home for family convenience
- Leaving the school without permission from the office

After three unexcused absences, a zero will be given for class work and homework assignments missed as a result of the unexcused absences. Any make up tests for unexcused absences will receive a grade no higher than a “C.” Please refer to the policy on *Make Up Work* under *Academic Policies* for more information.

An unexcused absence will result in a phone call from the school office to determine the whereabouts of the student. The school reserves the right to call local authorities for students with unexcused absences.

Tardiness

Being late to class hinders the student’s learning and interrupts classmates and the teacher. If a student is tardy, a parent or guardian is expected to accompany the student to the office. Excessive tardiness (more than 3 in a grading period) will first result in a phone call and, if the

behavior continues, a parent conference will occur with additional consequences if deemed necessary, such as after-school detention. A “late arrival” due to a medical appointment will not be recorded as a tardy as long as the parent notified the office of the appointment.

Tardy Child Check-in Procedure

To help curtail tardiness and ensure safety, parents are asked to bring their children to the office if they arrive anytime **after 7:50am; children are not to come to the office alone to check in.** A parent or guardian must accompany the child (including those in a carpool) to the office and remain with the child in the main office area until the front desk staff can inform the homeroom teacher that the student has arrived. The homeroom teacher will then contact the front office when they are at a place in their morning instruction in which the tardy student can enter the classroom with minimal distraction to the rest of the class. *The parent will then escort his/her child to the classroom.*

EXCEL Program - Extension Class for Elementary Students grades 3-6

EXCEL is the Excessive Tardy & Absence Recovery Policy for students grades 3-6.

When a child is absent from class for extended periods of time (or habitually tardy) their ability to keep pace with instruction is compromised which may lead to lower grades, poor self-esteem and/or digging themselves out of an academic hole from which they may not recover. No amount of homework or make-up work can substitute for time spent in the classroom under a teacher’s direct instruction. To help ensure a student’s success FRCS Elementary has a program designed to assist students in making-up missing work. *This policy is NOT a penalty or disciplinary measure. It’s a support measure.* If a student misses an excessive amount of valuable class time **they may be required** to attend a special tutoring session (EXCEL) outside of regular school hours, provided at cost to the parents and scheduled at the teacher’s discretion in cooperation with the student’s parent(s).

Policy Specifics

If a student (grades 3 through 6 only) accumulates **5 days absent (excused or unexcused)** during the period of a school quarter (8 weeks) he/she will be considered excessively absent (missing five days is the equivalent of missing an entire week of school). *Please note that every 5 tardies will now be considered the equivalent of one day absent.*

If a student reaches the five days absent mark within a school quarter:

1. The Principal will contact the student’s teacher and determine (based on a student’s current academic progress/status and amount of assignments and/or assessments missing) if the student meets the requirements for an EXCEL session.
2. If the students meets the criteria for an EXCEL session the student’s teacher will then initiate contact with that parent partner to schedule a EXCEL session which may take

place after school, or on a Saturday morning (at the school). The teacher and the parent will work together to determine the best time for this session.

3. The cost per child for an EXCEL session is \$20 and may last from one to three hours. Payment must accompany the child to their session and checks should be made out to FRCS. Cash is also acceptable as payment.
4. During the EXCEL session, the student will work with his or her teacher to catch-up on missing school work, receive valuable course content (that was missed), and may take a missed assessment.

Note: If a student is scheduled for an EXCEL session and does not attend, the family will be assessed the \$20 fee, and the session will be rescheduled for an additional \$20.

Early Dismissal of a Child

Planned early dismissals **must be noted** to the office the day of the dismissal. The office will then inform the teacher. When parents come to the school to pick up their child(ren) for early dismissal, they must first visit the office and sign them out. The office will give the parent an “Early Dismissal” slip to the parent to give to the attending teacher. **Do not go directly to the classroom without going to the office first.** A child will not be dismissed without an “Early Dismissal Slip.”

After School Pick-Up

Full days of school conclude at 3pm. Half-days conclude at 11:30am. Please wait outside for your children **DO NOT COME INSIDE FOR THEM.** Children are not permitted to cross pathways of traffic without a parent or other adult. Therefore, if you park in the parking lot, you will need to meet them on the curbside. Because of the high volume of traffic and students, it is essential that parents not allow their cars to sit at the curbside unattended.

Late Pick-Up

Any child not picked up by 3:15pm will be kept in the school office. The parent/guardian must then come to the office to sign his/her child(ren) out. **A \$5 fee per child will be assessed to your account for each 15 minutes late that they are not picked up (this fee is assessed for each child in a car pool who is waiting for the driver’s arrival). Late Fee Notices, listing the amounts due, will be sent home in Friday Folders.** Be mindful that there are often after-school meetings our staff must attend. Please be prompt in picking up your child(ren).

Physical Exemptions From P.E. Class or Recess

Physical exemptions from recess or gym class can **only be granted** by virtue of a doctor’s note. Any child without a doctor’s note who is not healthy enough to participate in recess or physical education class should not attend school that day.

Academics

Colossians 3:17 encourages us to do all things as if doing them for our Lord; schoolwork is no exception. Diligence, achievement, honor, and high ethical standards are the hallmark of a Christian education. Schoolwork should be seen as part of our wholeness in Christ and not compartmentalized into a lesser category of human activity nor viewed as a secular activity that requires less of our attention and industry.

Educational Program

At the core of our curriculum are learning objectives written for each grade level and each subject area. Quality textbooks have been selected, from both Christian and secular publishers, that serve as some of the tools teachers use to achieve our written educational goals. Teachers work carefully to integrate the Bible into every subject taught at FRCS and don't necessarily rely on a textbook to provide that integration for our students. Other tools that teachers use are supplemental materials, field trips, guest speakers, special activities, and more.

Our educational program includes instruction in the areas of language arts, mathematics, science, social studies, physical education, fine arts, Bible, purity education, and optional foreign language. Extra curricular activities are also offered. FRCS employs qualified, professional teachers who have a passion and a calling for Christian education.

Students who are enrolled full-time at FRCS, along with their families, agree to support and to be involved in the entire educational program provided by the school. Specific lessons and activities are not considered optional.

Academic Divisions

FRCS Elementary School consists of three programs:

- Early Childhood Education: Preschool, Pre-Kindergarten, and Kindergarten
- Elementary School: Grades 1-6
- Homeschool Enrichment Program: Homeschool Students Grades K-8

Homework

Students should learn good study habits from an early age, they need to spend time with their families, and their growth also requires time spent with God. Academic activity should be balanced with other aspects of life to nurture well-rounded image-bearers; it is our goal to manage homework so as not to dominate the student's life. However, learning and the acquisition of independent, life-long study skills come through homework. Therefore, the importance of homework should be recognized.

No established time limits on homework are offered. Obviously, some assignments will take longer than others. In addition, it must be recognized that every student is unique and works at

a different pace. Those students who do not get as much done in the classroom will naturally have more homework. However, if parents or guardians deem their child is spending too much time on homework, communication with the faculty is necessary to discuss reasons and adjust homework or assess abilities of the student accordingly.

Make-Up Work

When students miss assignments because of an excused absence, the student and parent should work carefully with the teacher to get the work completed within the appointed time. **Teachers are not required to prepare homework assignments in advance.** There will be two school days allowed for each day of absence, with a maximum of ten school days to complete make-up work.

If the student's absences are excused and the work is made up, on or before the deadline, the student will receive full credit for the make-up work. If a student fails to meet these guidelines, the missing work is assigned a "zero" grade and averaged into the student's remaining work.

Student Evaluations

Each student is evaluated in two areas: **Academics** and **Conduct**. Academic grades are based on actual work done in the classroom and homework assignments. Conduct evaluations reflect attitude, effort, character, and behavior.

Academic grading criteria in the classroom are up to the individual teacher. Teachers are to establish grading criteria that are as objective as possible.

It is recognized that not all knowledge can be quantified through scientific measurements. However, in order to **fairly grade** students, it is necessary to shy away from subjective criteria that are more easily swayed by human emotion. Compassion, grace, and mercy are all worthy Christian traits that need to be exemplified to students. Appeals to such traits in order to change a grade that has been objectively assessed should not be made. It is in the student's best interest for FRCS to provide the best quality of education which may include failures that test a student's ability to overcome life's obstacles through God's help.

It is the responsibility of parents and teachers to help students recognize and overcome obstacles to academic success rather than lowering the standards so that all children may gain the appearance of success. In light of such reasoning, FRCS uses the standard decimal grading system (listed below) to express academic achievement beginning in the 3rd grade. In all grade levels, informal teacher comments may appear on the student's report cards.

Academic Evaluations

Kindergarten, 1st, and 2nd grade students (and *all* Art, Music and PE classes) will receive grades appearing as:

- O (outstanding)

- S (satisfactory)
- N (needs improvement)
- I (incomplete)

Grading scale for 3rd grade and older:

- 90-100 A (4 pts)
- 80-89 B (3 pts)
- 70-79 C (2 pts)
- 60-69 D (1 pt)
- 0-59 F (0 pts)

Grade point averages are not critical to an elementary aged student’s academic evaluation. In order to afford parents an opportunity to assess student progress, grade point averages are calculated using the standard point system listed above.

Any incomplete academic work at the end of each nine-week grading period will be counted as a zero, not as an incomplete, and will be figured into grades just as any other mark.

This system also allows the student to become familiar with evaluation systems that will be encountered later on, including high school and college.

Academic Probation

Probationary periods last 9 academic weeks and may carry over to a new grading period or school year. The student is not allowed to participate in extracurricular activities during a probationary period. Academic probation may be invoked when a student has at least one “F” or two “Ds” at the end of any given grading period, or for habitual incomplete, late, or missing assignments. If, at the end of the probationary period, the student has no more than one “D” and no “Fs”, and has no more than one incomplete, late, or missing assignment, he/she will be removed from probation and all privileges will be reinstated. However, if a student does not make improvements in the aforementioned areas, he/she may be recommended for suspension or expulsion from the school. Academic probation is invoked in the following manner:

- A letter of notification is sent to the parents. A parent conference may be required.
- If learning needs are an issue, parents will be asked to set up an assessment through their public school district.

Please refer to the *Behavior Policy* for additional details.

Re-enrollment

Following removal or withdrawal from the school for academic reasons, a student may apply to be reenrolled on academic probation if the following conditions are fulfilled:

- The student has attended another school, in good conduct, for one full semester
- The student has completed a full and applicable academic load for the semester
- The student has received no grade lower than a “C” in any subject

A re-enrollment interview will be required of the student and parents; very specific changes in attitudes and actions are expected.

Conduct Evaluations

While conduct evaluations appear informal, they are taken seriously. If a student consistently receives poor conduct evaluations, a parent/teacher discussion will be arranged. Conduct evaluations appear as follows: **5-Outstanding; 4-Very Good; 3-Satisfactory; 2-Needs Improvement; 1-Unsatisfactory.** It is difficult to objectively measure a child’s conduct. While teachers admittedly must base their conduct evaluations subjectively, they will be as fair as possible using common Christian standards of behavior.

The following criteria are used in assessing conduct grades:

- Noticeable display of the following traits (Fruit of the Holy Spirit: Love, Goodness, Joy, Faithfulness, Peace, Gentleness, Patience, Self-Control, Kindness) result in a conduct grade of:

5 – Outstanding behavior

4 – Very Good

- Good conduct is expected and each student starts with a daily conduct grade of:

3 – Satisfactory behavior

- Noticeable display of the following behaviors: Disobeying classroom rules; Unexcused absences; Tardiness; Misconduct (including cheating); Un-Christ-like attitude; Displaying lack of responsibility (including destruction of property); Disobeying an acceptable directive from the teacher; Lack of self-control; Unkindness to others, teasing, and verbal abuse; Any violation of the rules of discipline (as stipulated in the Discipline section of this handbook)

result in a conduct grade of:

2 – Needs Improvement

1 – Unsatisfactory

If a student consistently displays undesirable behavior, their teacher will discuss the situation with a parent or guardian.

Report Cards

Report cards are released through RenWeb at the end of each nine-week grading period. Students are given slips to take home for a parent/guardian's signature confirming that the report card has been viewed. No grades or school records can be sent to another school until the family's tuition and fees are paid in full.

Students should be encouraged to work for achievement, not just for grades. Please do not compare your child's grades with those of other children, especially siblings. Each report is written on the basis of that child's progress and should be interpreted in accordance with his or her ability. Parents are urged to ask for a conference anytime one is desired. Teachers and Administration welcome such opportunities.

Promotion & Retention

Pupils are promoted or retained on the basis of their total preparedness to do satisfactory work at the next grade level. Ability, achievement, and social factors are taken into consideration. Each case is dealt with confidentially by the combined efforts of the classroom teacher, Learning Specialist, and Administration. In cases where retention seems appropriate, parents will be notified by the teacher or Principal, and an appointment time will be established to discuss the possibilities.

Classroom Assignments

Elementary students receive their classroom assignments in August of each summer. It is the sole discretion of the school to make these decisions. *We are unable to accommodate requests for specific classroom teachers.*

Transcripts and Records

The school maintains a permanent record file on each student. It includes academic, health, attendance, and disciplinary records.

Materials in each student's file are confidential and shall be accessible only by permission of the school Administration. Information on the student's permanent record will be provided to the following:

- The parents or legal guardians, and students, upon the request of the parents
- Another school as a result of withdrawal or transfer, upon receipt of parental notification and/or request of receiving school

FRCS may retain a student record file if the tuition/fee balance for that student is not current.

Standardized Testing

Standardized tests are administered to appropriate elementary grades in the spring. Results are usually mailed out with 4th quarter report cards.

Office Policies

School Year Hours

The elementary school office is open for business on scheduled school days between 7:30am and 3:30pm. Anyone who needs information concerning school policies and activities or who has questions, may call or visit the school office during these hours.

Summer Hours

The elementary office is open periodically during the summer, and email and phone messages are checked regularly. FRCS's administration offices are also available most weeks through the summer, Monday through Thursday.

Messages to Students

If a parent must bring homework, books, or other materials to a student during the school day, it should be taken to the office for delivery. Only in an emergency situation will the school relay messages to students immediately. Others will be delivered if and when possible—this includes information about carpool changes.

Playground/Lunchtime Visitations

While we know your child loves to see you visiting during the school day, if you stop by to say “hi” during recess, please make sure you sign in at the school office first to obtain a visitor’s badge. Then report to the recess duty teacher. This will allow the teacher to know who you are to maintain the safety of the children. If you desire to take your child to lunch, you must first visit the office and sign him/her out. If you plan on doing this before the scheduled lunch time, the teacher should be notified earlier to aid in his/her planning.

Visitors

Students who are not shadowing but wish to visit friends may do so during the lunch hour only and must follow FRCS Behavior Policies. Other visitors must call ahead to schedule an appointment and assure the visitation time is appropriate. Requests to observe in the classroom are not scheduled during the first few weeks or last few weeks of school. When visiting the school, all visitors and parents must sign in and obtain a visitor’s sticker. Anyone seen looking around classrooms or loitering throughout the building without a visitor’s sticker may be asked to leave the premises, ensuring the safety of students.

Phone Calls

Students should only use the phone in the office or homeroom classroom to place calls to parents, although even this must be used sparingly and only with the permission of office staff or teacher. Calls may be made for missing items or at a staff member's request. The office will place calls pertaining to illnesses. Non-staff persons may use the phone, as it is available.

Cell Phones and personal electronic devices

Students are prohibited from using mobile phones, personal tablets, mp3 players, and other personal electronic devices during school hours—including lunch and recess.

Photocopies

No personal photocopying is allowed. Parents assisting a teacher by making copies or work in the office may do so when it will not interfere with office projects. Anyone who makes copies for teachers must first be trained on the copier.

Annual Student Activities

Outdoor Lab/Camp

The curriculum for 6th grade students includes an Outdoor Lab experience, typically three school days, apart from school and home, in a mountain retreat setting. This trip, usually occurring in September, provides opportunities for students to learn about and experience many different things such as animal tracking, outdoor survival skills, archery, and rappelling. It also offers opportunities for friendship, mentoring, and spiritual growth.

Seasonal Celebrations

Because of the strong secular emphasis given to certain holidays, the following guidelines will be followed in respect to school celebrations.

Halloween

Because not all families or their Christian tradition recognize or participate in Halloween activities, we choose not to recognize this holiday. We will, instead, focus on the harvest theme of the season. Also, recognition and celebration of the Protestant Reformation (occurring on October 31, 1517) is an option for teachers.

Thanksgiving

Before Thanksgiving we will observe a time of prayer and thanks to God for the many blessings He provides. The historic Christian roots of this holiday will be emphasized.

Christmas

We want the students to focus on the true meaning of Christmas and, therefore, we will emphasize and celebrate the birth of Jesus Christ, God's precious gift to us. There will be no deliberate promotion of Santa Claus at the school, but students will not be reprimanded by teachers for discussing him. We want to encourage an atmosphere of critical thinking and dialogue rather than stifling a child's God-given inquisitive nature.

Valentine's Day

We will focus on friendship and God's love.

Easter

We will emphasize the death and resurrection of Jesus Christ. There will be no promotion of the "Easter Bunny" at the school, but students will not be reprimanded by teachers for discussing him. We want to encourage an atmosphere of critical thinking and dialogue rather than stifling a child's God-given inquisitive nature.

Birthday Parties

Students who have birthdays during the school year may bring treats for the entire class if desired. Birthday treats may be distributed at a convenient time as determined by the classroom teacher. A day near the end of the school year may be designated to celebrate summer birthdays or students may choose to celebrate their half birthday. If you are inviting students from school to a birthday party and want to give out invitations, please mail them or hand them out personally. Do not use the teachers or the classroom for this purpose. Birthday parties shall not be held at the school.

Special Days and Weeks

Special days will be planned throughout the school year, designed to raise school spirit, encourage spiritual growth, and build community awareness. Example: School Colors Day, Bronco Days, National Day of Prayer, Missions Week, Patriotic Week, National Book Week, etc. Other special days may also be planned.

Secondary Campus Policies

Behavior

Guidelines for a Christian Lifestyle

Our school guidelines with respect to behavior, dress code, and academic achievement are based on our Lord's command to love God and love others (Mark 12:30-31). We believe that if we are truly pursuing God with all of our heart, soul, mind, and strength that we will gladly and humbly submit to those who keep watch over us.

Standards of Conduct

As an academic institution, FRCS is not designed to be a correctional institution. Children should not be enrolled with the idea that FRCS will "reform" them. Only the Spirit of God can change a human heart. FRCS has, however, established school guidelines and expectations for each student to follow as an outward expression of their love and respect for the Lord and for those whom He has placed in their lives as authorities.

We believe a student should learn the God-given responsibility to walk honorably in every way (Hebrews 13:18, Ephesians 5:15, Psalm 119:1). Therefore, we have established the following CODE OF CONDUCT, for which all secondary students are held accountable, both on and off campus, including electronically produced communications (e.g., Facebook, Twitter, Instagram, YouTube, blogs, texts, emails, instant messaging, etc.).

Student Code of Conduct

As a student of Front Range Christian Junior/Senior High school, in submission first to the Lord Jesus Christ and through the power of His Holy Spirit, I will:

1. Strive to grow in my spirit as I develop my own relationship with Christ, and honor Him in all I do and say.

2 Peter 3:18 – "But grow in the grace and knowledge of our Lord and Savior, Jesus Christ. To Him be the glory both now and forever."

2. Seek to apply myself wholeheartedly to my intellectual pursuits and talents, and to use the full power of my mind for the glory of God.

1 Corinthians 10:31 – "Therefore, whether you eat or drink, or whatever you do, do all for the glory of God."

3. Support school activities, attend all of my classes, and be actively involved in chapel services.

Colossians 4:13 – "...until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."

4. Be involved in my home church by attending regularly, and doing what I can to support the ministry of the church.

Hebrews 10:25 – “Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another...”

5. Cultivate good relationships socially with others, and seek to love others as I love myself. I will not lie, steal, curse, or gossip.

Ephesians 5:1-2 – “Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us...”

6. When I have a conflict with another person, seek to apply Matthew 18:15-20 principles as outlined under “Guidelines for Community Life” in the Parent/Student Handbook.

7. Maintain honesty and integrity in all of my actions and words. I will do all of my own work and will not cheat in any way, and I will not help others to cheat.

Proverbs 11: 3 – “The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity.”

8. Respect those in authority and my fellow students. I will respect the property of others. Pranks played on people or property can be perceived as hurtful or offensive. If in doubt as to the tastefulness/harm of a prank, I will choose to abstain.

Hebrews 13:17 – “Obey your leaders and submit to their authority...”

Galatians 6:10 – “Therefore, as we have opportunity, let us do good to all people...”

9. Uphold the dress code of FRCS at school and at all school-sponsored events.

Romans 13: 14 – “Clothe yourselves with the Lord Jesus Christ, and do not think about how to gratify the desires of the sinful nature.”

Romans 14:13 – “...Make up your mind not to put any stumbling block or obstacle in your brother’s way.”

10. Keep my total being under subjection from all immoral and illegal acts and habits. To this end, I will not take any illegal substance, take prescription medication not prescribed to me, or use chemicals to alter my mental, physical, or emotional state; I will neither commit nor promote any sexual acts or behavior (including homosexual behavior); I will not drink alcoholic beverages of any kind; I will not use tobacco or marijuana; I will not engage in other behavior that is contrary to the behavioral guidelines as stated in this Parent/Student Handbook.

1 Corinthians 6: 19-20 – “Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.”

I willingly submit to correction and will seek repentance and forgiveness when necessary. By signing this handbook I am making a commitment before God and the school’s Administration to willingly live within the expectations and standards of the FRCS community as a prerequisite for my attendance at FRCS.

1 John 1:9 – “If we confess our sins He is faithful and just and will forgive us our sins and purify us from all unrighteousness.”

By signing this handbook, all students and parents agree to uphold the Code of Conduct both on and off campus.

Discipline Infractions and Consequences

The purpose of discipline at FRCS is:

- To assist students in understanding that their choices result in consequences, both positive and negative, and that those choices affect those around them
- To assist students in their training for a lifetime of living under authority
- To help students understand the heart of their heavenly Father, in that He disciplines us for our good because of His great love for us (Hebrews 12:8)
- To provide an orderly and safe learning environment, free of unnecessary distractions, that is conducive to academic achievement

Review Committee

The review committee of Front Range Christian School is made up of staff members who meet as needed to help provide clear, fair, and consistent enforcement of the policies of the school as outlined in this handbook. When a student has violated these policies, he/she may be required to meet with the committee as part of determining consequences. Prayer is a critical part of every decision the review committee makes.

FRCS will provide firm, just, and consistent discipline, tempered with love. We will maintain standards of behavior with kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, FRCS reserves the right to have full discretion in the discipline administered in conjunction with parental notification (excluding corporal punishment). The review committee will report its recommendations to the Principal who will then determine final consequences.

Academic Integrity

In order to provide clarification, cheating is defined as, but not limited to, the following:

- Copying answers from the book
- Giving answers to other students

- Copying answers from a friend
- Copying answers from a solutions manual
- Performing group work to determine answers when individual work is required
- Using calculators, cell phones, or other electronic devices that are not allowed
- Using copies of tests not allowed by the teacher
- Filling in answers when grading in class
- Not counting off for answers that student knows are wrong, when grading in class
- Plagiarism (See description below)
- Not citing borrowed information

The consequences for cheating

Student will fail the assignment by receiving a “0.” Further consequences (based on a student’s prior record of behavioral issues) may follow as determined by the review committee or Administration such as withdraw/fail, loss of credit, detention, a parent conference, removal from the class, or recommendation for expulsion.

Plagiarism

Plagiarism constitutes a serious breach of scholarship. It is unethical to take another person’s work, ideas, or writings and use them as your own, without giving or citing the original source. That means that students cannot copy information from a parent, classmate, internet site, or book and present it as their own creation. All information must be cited in the proper format with credit assigned where deserved. (NOTE: the junior/senior high campus is utilizing TurnItIn for assignments; this is an online resource that offers source verification.) Plagiarism is here defined as presenting as your own work, someone else’s thoughts or ideas; summarizing, restating, or using six or more verbatim words in a row from another’s work without quotation marks; or failing to correctly credit an author. In addition, the student may not just string together a collection of properly cited quotations as his/her own work. The student must use quotations and documented paraphrasing to provide evidence and support for his/her own ideas, thoughts, arguments, and analysis. If part of the student’s work is plagiarized, the entire assignment will be treated as plagiarized. *(See also Technology Use Policies section of the campus wide policies.)*

Cell Phone and Electronic Devices Policy

The use of electronic devices (including, but not limited to, mobile phones, iPods, MP3 players, smart watches, etc.) is a privilege, not a right, and as such, that privilege may be taken away. To ensure the continuation of the privilege, students should note that the use of electronic devices

is strictly prohibited in classrooms and during chapel and assemblies. With the exception of teacher-designated iPad use for educational purposes, electronic devices should remain off and out of sight, or they will be confiscated and turned in to the office. Once confiscated, the student relinquishes any right to privacy, and the school may choose to examine the phone or electronic device for appropriateness of content. If inappropriate content is found, consequences will follow according to the Student Code of Conduct and Behavior Guidelines. If no inappropriate content is found, students may retrieve their electronic device from the office no sooner than the end of the school day by paying the fee as follows:

- \$5 first offense
- \$10 second offense
- \$15 third offense
- Fine increases by \$5 for each additional offense.

Note: The school is not responsible for lost or damaged electronic devices.

Toys, Gadgets, and Other Devices

The use of toys, gadgets, and other devices (including, but not limited to, spinners, clickers, bouncing balls, etc.) is strictly prohibited in classrooms and during chapel and assemblies. These devices are a distraction to teachers and other students and should be left at home. Any toys, gadgets, or devices found at school will be confiscated and turned into the office. Parents wishing to claim these devices may contact the office to arrange for pick up. The devices will NOT be returned directly to the student. Use of any of these gadgets or devices on campus is considered a Category I infraction.

PDA (Public Displays of Affection)

Students should remember that their school campus is a community made up of other students as well as adult leaders. Students are to exercise self-control in their actions and refrain from public displays of affection that could be considered offensive or distracting. Examples of inappropriate PDA include, but are not limited to, kissing, extended hugs, making out, fondling one another, holding hands, piggy-back rides, etc. When students choose to display affection for one another to the degree that it is considered a distraction, exclusive, or makes others uncomfortable, then consequences will be imposed. All teaching and administrative staff have the right to determine if certain actions are considered inappropriate and may impose consequences which may include, but are not limited to: a verbal warning, parent contact, detention, suspension, and a parent/teacher conference. This policy applies to all school functions and activities, whether on or off campus.

Appropriate Common Area Behavior

When in common areas of the school, students are asked to refrain from behavior that could be distracting, disruptive, or offensive to other students and faculty. While this seems broad, please remember that this is a school and a modicum of self-restraint and respect for others is expected. As examples, students should refrain from “lounging” on common area furniture, throwing personal items across common areas, “stealing” another’s belongings and hiding them, and other types of general “horseplay.” While many of these behaviors may seem fun, they can be disruptive to the learning environment and may cause others offense.

Behavioral Categories

Misconduct has been classified and divided into three categories, depending on the severity of the violation.

Category I

Category I problems involve classroom/hallway behavior and require resolution by a teacher, but may involve the parents or Administration. A Pink Slip or RenWeb notification may be issued, but is not always required. Activities that violate **Category I** rules include, but are not limited to:

- Hallway and bathroom violations or disturbances
- Unintentional misuse or damage of property
- Eating and drinking (except water bottles)—these are not allowed anywhere in the building except the commons.
- Tardiness
- Disrupting the learning environment
- Writing and passing notes
- Throwing snowballs, rocks, dirt, etc.
- Any other minor disturbances that prevent order in and out of the classroom

Category I Consequences are generally assigned by the teacher but may be determined by the Principal and/or review committee, including, but not limited to, loss of privileges, isolation from other students, academic loss of grade points, detention, additional work, replacement of property, parental notification, Saturday or Thursday Executive Lunch detention with fee, etc. Recurring violations will result in more severe consequences as outlined in **Category II**.

Category II

Violations of **Category II** include activities and attitudes that show a lack of respect for authority or peers. These include, but are not limited to, the following:

- Lying
- Slander
- Cheating
- Plagiarism
- Stealing
- Physical aggression or horseplay
- Disrespect to staff or students
- Deliberate disrespect for property
- Direct disobedience
- Habitual late, incomplete, or missing assignments
- Habitual tardiness
- Obscenity, profanity, vulgarity
- Excessive absences
- Truancy

Category II Consequences: The student will receive a Pink Slip or parents will receive a RenWeb notification listing the disciplinary action that is forthcoming. Disciplinary action includes, but is not limited to, the following as determined by the Principal and/or the review committee: detention, removal from the class, or withdrawal/fail (including loss of credit), academic loss of grade points, replacement of property, loss of privileges (including extracurricular activities such as D.C. trip, spring Practicum, athletics and arts programs, events, field trips, etc), Saturday or Thursday Executive Lunch detention with fee, report to parents and proper authorities, probation, and in or out of school suspension. Recurring **Category II** offenses will result in more severe consequences, which could include expulsion.

Category III

Category III includes violations of U.S., State, or City laws, including activities that seriously threaten the safety of the student or others, show gross lack of respect for authority or property, or violate Biblical and moral codes of conduct. These include, but are not limited to:

- Defacing school property

- Viewing, possession, or distribution of pornography (also see *Internet Acceptable Use Policy*)
- Sending or distributing texts, messages, and photos which include sexually explicit language, profanity, or inappropriate content
- Leaving campus without permission
- Fighting and other excessive physical abuse
- Participation in immoral or illegal activities
- Possession or use of tobacco, marijuana, alcohol, drugs, or any related paraphernalia
- Possession of any weapon or explosive
- Sexual harassment or misconduct
- Frequent and repeated violation of Category II rules
- Bullying (*See the “Bullying” section in Campus Wide Policies*)

Category III Consequences: Offenses will result in immediate suspension of some type and/or expulsion along with notification of parents and proper authorities. Other consequences may include loss of privileges (including extra-curricular activities such as D.C. trip, spring Practicum, field trips, etc.); probation; Saturday or Thursday Executive Lunch detention with fee; loss of leadership roles; withdraw/fail, including loss of credit; or other disciplinary action as determined by the Principal or review board.

Pink Slip/RenWeb Notification

A Pink Slip is a written report of misconduct from the attending teacher or staff person that is signed by an administrator. The student will receive one copy and the office will hold the duplicate copy. The student must obtain a parent signature and return his/her copy to the office the following school day. *Note: Parent notification and documentation may also be accomplished via RenWeb, in lieu of a paper Pink Slip.*

If a Pink Slip is not returned within 2 days, an additional one will be issued and recorded on the student’s records.

Detention

Detentions are assigned using a Pink Slip, which outline the date, time, place, and person in charge of the detention. Students must appear on the date assigned. Students who miss a detention for any reason, other than illness or medical appointment, will be required to serve two detentions; additional consequences will also be assigned and parents will be contacted by

Administration. Students participating in after-school activities (sports, etc.) must still serve the detention.

Detentions are held before school, during Thursday Executive Lunch, or on Saturdays, and they require a fee (\$15 for first offense, \$20 for second, \$30 for third, etc.). If a student arrives late to a detention he/she will be required to make up that time and a subsequent detention as assigned by the Administration. An additional fee may be assessed.

Disciplinary Probation

Disciplinary probation may be invoked when a student has not brought a noted problem under control, or after a student has been suspended from school. Probation may also be invoked when a student has accumulated **four or more** Pink Slips during a grading period for disciplinary or academic reasons. Probation is intended to allow for a mutual effort on the part of both the school and home to correct the deficiency in question. It is expected that the deficiency will be improved to a satisfactory level. If not, the Principal or review committee will decide if the student should remain at Front Range Christian School. The Principal must approve recommendation for dismissal. Student activities will be limited. This may include elimination from sports, special trips (D.C., spring Practicum, leadership, etc.) No refunds will be given for trips or extracurricular activities that are missed due to disciplinary probation. All positions of trust and responsibility must be relinquished during a probationary period.

This will last for a minimum of nine academic weeks and may carry over to a new school year. If, during the course of the probationary period, the student shows lack of progress, he/she may be recommended for immediate expulsion from the school.

Administrative action placing a student on probation for the second time in two consecutive semesters constitutes a recommendation by the review committee to the Principal that the student be dismissed or withdrawn from the school.

Suspension

In-School Suspension: This is the removal of a student from the classroom for a predetermined period of time. Daily work assignments must still be completed and turned in. There is a fee assessed to the family the day of the suspension to pay for the suspension teacher.

Out-of-School Suspension: This is the removal of the student from school for a specified number of days. While on suspension, a student is not allowed on campus at any time before, during, or after school and at lunch, unless otherwise instructed by the Principal.

The Principal has the authority to suspend a student immediately under emergency circumstances without review committee recommendation. "Emergency Circumstances" are left to the discretion of the Principal, but likely involve **Category II** or **Category III** violations. Otherwise, out of school suspensions shall be invoked through review committee recommendation and after due process. All school work must still be completed and turned in. The length of suspension will be determined by the Principal based on the infraction. Very

specific changes in attitudes and actions will be expected prior to readmission. A readmission meeting with the Principal and/or review committee will be necessary for the student to return to school. When a student is re-admitted to school, he/she may be placed on probation.

Withdrawal Pending Expulsion

Students/families who choose to withdraw pending an expulsion hearing are subject to the same restrictions and conditions listed for expelled students.

Expulsion

All expulsions will be invoked through the review committee and Principal recommendation after appropriate due process, except for emergency circumstances. In certain circumstances, the Principal may invoke suspensions immediately, prior to committee decisions on expulsion. See *Suspensions* for more details.

Expulsion may be recommended by the review committee if the student's behavior is preventing classroom instruction, for violation of **Category II** or **III** rules, for unresolved disciplinary or academic probation, or for failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from school is set; the expulsion date may be immediate. Expulsion requires the approval of the Head of School. When a student has been expelled, he/she is no longer allowed on campus at any time before, during, or after school or at lunch.

Abatement of Tuition & Fees

There shall be no abatement or refund of tuition and fees for any period of time a student is subject to probation, suspension, or expulsion. Each family is responsible for tuition and fees for the *entire semester* should they choose to withdraw, or if expulsion occurs before the conclusion of that semester.

Locker Policy

Lockers are assigned to students each year but remain the property of FRCS and are provided as a service for students to secure their belongings. Any locker may be opened, and its contents searched or examined by school personnel without the permission of the student at any time when, at the sole discretion of school authorities, they deem it necessary to do so. Enrollment at FRCS constitutes consent by parents/guardians and students to such inspections. Items displayed in lockers must be consistent with the philosophy of FRCS Code of Conduct. Lockers will be examined for damage inside and out at the beginning and end of each school year. Students/parents will be held financially responsible for damage, including scratching, defacing, denting, etc., and failure to clean the locker. The school is not responsible for lost, damaged, or stolen items. Students must obey the following guidelines:

- To help with organization, the school highly recommends the use of a locker shelf, which can be purchased from an office supply or discount store.
- **Backpacks must fit in lockers**—students’ books and backpacks are *not* allowed to be stored in hallways or classrooms.
- Students are not allowed to write in or on lockers, even with washable markers.
- Stickers, use of tape, or other permanent adhesives are not allowed to hang pictures or other items; use magnets to hang items – if an item cannot be easily removed without causing damage, it should not be placed on or in the locker.
- No open drinks or open food containers are allowed in lockers.
- When shutting your locker, be careful that coats, backpack straps etc., are not in the way of the locker door, as this can cause jamming and lead to a damaged locker.
- **Trading lockers or using lockers not assigned to you without office permission is not allowed.** Students who switch lockers or use a locker not assigned to them will face disciplinary action; locker combinations will not be changed.
- **Students should NEVER share their combination with others.** Those who do will not receive a new combination if problems occur (i.e., someone getting into their locker), or they will be charged a \$25 fee to have the locker or combination changed.
- For protection of personal items and books, students should not “rig” their lockers open, so that the combination is not needed. Those who do will be responsible for lost/stolen items and must pay a \$25 fee to have locker or combination changed.
- Obtaining another student’s combination and/or opening his/her locker with malicious intent is considered a **Category II** offense resulting in appropriate disciplinary action
- If a locker and/or combination change is deemed necessary, a \$25 fee is assessed
- Lockers are assigned by the office – students may not request a top or bottom locker unless medically necessary.

Annual Student Activities

Spring Practicum

Spring Practicum provides students grades 7-12 with the opportunity to venture out of the traditional classroom and spend time in field education. Students are given opportunities to explore careers and talents in various fields such as missions, medical, visual and fine arts, small business ownership, ranching, and government. Some trips are out of state learning experiences, such as the 8th grade Washington D.C. trip. An additional fee is required, and parents are asked

to help drive in order to provide this unique learning experience. Student attendance is mandatory. *Please see the Spring Practicum section under Academics for more information.*

Purity Retreats

FRCS is committed to purity education from a Biblical perspective and takes an intentional approach. Students study God's Word regarding heart purity and healthy male/female relationships. In addition, students examine our current cultural attitudes towards the permissive and destructive behaviors of premarital sex, STDs, and homosexuality. Each 8th and 10th grade class attends a focused one-day retreat. An additional cost for purity retreats is required, and attendance is mandatory. The fees associated with our Purity Programs are typically included in registration fees and are non-refundable. *Please see the Purity Education section under Academics for more information.*

Spiritual Retreats/Activities

In order to foster spiritual growth in our junior/senior high students, the school year often starts with a day or overnight retreat or special activity. The goal is to begin the year focused on Christ in our attitudes, actions, and relationships and to introduce the school theme. It also provides a unique, fun opportunity for students to get to know their teachers and fellow students better. An additional cost is required (typically included in registration fees), and attendance is mandatory.

Dances

The school hosts 2-3 dances a year for senior high students with emphasis on homecoming and junior/senior prom. The purchase of tickets is required, and the office provides dance policies to students and parents prior to each event. *Please see the Social Activities section for more information.*

Senior Policies

Turning 18 is an important time in a student's life. Many laws and privileges begin to apply. While enrolled at FRCS, however, even 18 year old students need to obtain parent signatures and permission for all school activities and involvement as outlined in school policy. The school still considers the parents to be the authorities of record.

Because younger students look to them as role models, seniors should set an example for the rest of the student body, displaying Christ-like character and leadership. With that in mind, seniors are held to the following:

- Seniors are expected to attend chapel.
- FRCS does not support or condone a "Senior Ditch Day." Students participating in this type of activity, whether as a group or individually, will receive an unexcused absence with subsequent consequences. This includes a zero on assignments, even if the parent calls the student in as absent, unless a doctor's note is provided for the absence.

- FRCS does not support or condone “Senior Pranks.” Pranks played on people or property can be perceived as hurtful, offensive, or disruptive to the learning environment and will lead to disciplinary action.
- Seniors are required to fully attend and participate in Practicums and field trips regardless of work schedule.

Check-out

Seniors must be checked out through the office at the end of the year. Before leaving, lockers must be cleaned; fines, fees, and tuition paid; textbooks returned; uniforms returned; etc. Final transcripts will not be released until students have completed the check out process.

Graduation Requirements

- **FRCS may grant credit for classes that have been taken at another institution under the following conditions:** approval has been given by the Principal; the student receives a passing grade; the institution offering the class is a fully-accredited institution; and an official transcript is sent to FRCS once the course is completed.
- All graduates of FRCS must attend FRCS full-time their senior year. Full-time is defined as anyone taking a minimum of six classes (at least five must be core classes) and paying full-time tuition. Those students choosing to take *à la carte* classes, may take up to four classes, but will not receive a diploma from FRCS nor participate in commencement exercises. Core courses include Bible, Language Arts, Math, History, Science, and Foreign Language.
- High school students must be enrolled full-time at FRCS to qualify for honor roll, valedictorian, salutatorian, National Honor Society, and homecoming or prom royalty.
- Honors graduates are those who have met the academic requirements for the Honors graduation track, have a minimum, cumulative, weighted GPA of 3.5 and are in good behavioral standing. The Honors Track requires that students take a combination of four Honors/AP/CCP courses with a minimum of one AP or one CCP course. *(Please refer to the course catalog for more details.)*
 - Valedictorian/salutatorian honors are awarded second semester based on the most current, available course grades. The valedictorian is the full-time senior student with the highest weighted cumulative grade point average (GPA). The salutatorian is the full-time senior student with the second highest weighted GPA. In selecting the recipients of these honors, student character and senior year class load will also be taken into consideration. To be eligible for these honors, the senior must have attended six out of their last eight semesters at FRCS, two of which must be their senior year, and they must be full-time students their senior year (see above).
- Graduating seniors will only receive a final transcript if all fees are paid and tuition is current.

Attendance

Attendance is the responsibility of the student, parents, and the school. Consistent, daily attendance is important as a basis for academic achievement. *Duplication of the classroom experience can never be accomplished with after-school assignments. The regular contact of the students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose.*

- Absences have a negative effect upon instructional continuity, regardless of the attempts to make up work.
- Excessive absences can contribute to a student's lack of motivation in completing make-up work on time.

School Hours

The school day begins at **7:40am** and ends at **3pm** (Monday, Wednesday, Thursday, and Friday) and 8:35am-3pm on Tuesdays; parents are still welcome to drop students off at normal time on Tuesdays, if necessary. Students should arrive no earlier than 7:20am. Students should be in their classrooms and seated by 7:40am, or they will be marked tardy.

Student/Parent Responsibilities for School Attendance:

- Student attends school for all days of the established school calendar
- Student appears in class on time, prepared for academic endeavor
- It is the student's responsibility to retrieve all work assigned during their absence. Students are responsible for taking the initiative in contacting teachers immediately upon return from absences to arrange for the completion of all makeup work assigned and to establish when this makeup work is due.

Excused Absences

- Both excused and unexcused absences are included in the student's total absences. An absence is considered excused if the parent calls in the student, however the make up work policy still applies.
- Medical and dental appointments should be scheduled before or after school hours whenever possible.
- College Visits: Senior high students may take up to five school days per year for college visits that will be counted as "college visit" and therefore do NOT count toward total absences. However, missed assignments must still be completed as for other excused absences (see *Make-Up Work* for more).

- **Family Vacations:** If students will be absent from school for more than two days due to a family vacation, approval must be given by the principal at least two weeks before the vacation.
- Please refer to the Athletics Policies for information about absences for athletic events and attendance qualifications for games

If your child is going to be absent, it is imperative that you notify the school office by 8:15am. If your child will be absent for an extended period of time, contact *the school office*, prior to the absence. If the office has not been informed of an absence, the student will be considered absent and an unexcused absence will be issued. Please note: *A student must participate in his/her P.E. class unless he/she has a doctor's note stating otherwise.*

Make-Up Work

Please refer to “Make-Up Work” under the *Academic Policy* for information on making up work after an absence. Please refer to *Suspensions* for further information on make-up work for suspended students

Unexcused Absences

An unexcused absence is recorded when there is a failure to contact the school in the morning on the day of the absence, a student is kept home for family convenience, or a student leaves the school without permission from the office. If the student is absent without a parental excuse, the parent will be called to determine the whereabouts of the student. The school reserves the right to call local authorities for students with unexcused absences.

- Each unexcused absence shall be entered on the student’s record. The school will attempt to notify the parent/guardian when this occurs. Disciplinary action will be taken for unexcused absences including loss of credit for class work and homework missed as a result of the absence and Thursday Executive Lunch detention. Continued unexcused absences will result in a conference and possible recommendation for expulsion from the school. For attendance purposes, an absence from school resulting from suspension will be considered “Unexcused.”
- FRCS does not support or condone a “Senior Ditch Day.” Please refer to the *Senior Policies* for more information.

Excessive Absences

If a student has a current, documented Medical 504 on file with FRCS which addresses medical reasons for missing school, an exception will be made for excessive absences. Otherwise, the following applies:

	# of absences; Core Classes	# of absences; Elective Classes	Consequence
per quarter	More than 6 for any class	More than 3 for any class	May result in a lowered or failing grade, parent/teacher/Principal conference or dis-enrollment
per semester	More than 20 for any class	More than 10 for any class	No credit will be earned for the class; may result in parent/teacher/Principal conference or dis-enrollment

Early Dismissal of a Student

If a parent comes to the school to pick-up his/her child(ren) prior to school dismissal, the parent must first visit the office and sign the student out. In turn, the office will page the student over the intercom or, if needed, give a pass to the parent to give to the attending teacher. *Parents should not go directly to the classroom without going to the office first.* Students will not be dismissed without a pass. Parents should avoid asking the office to get their student ahead of time. Rather, they should plan ahead so that there is plenty of time to sign the student out and get him/her from class. Please remember some classes do leave campus from time to time.

Note: If your student drives and needs to leave early for an appointment, please send a note with ahead of time so that he/she can give it to the teacher and office before signing out.

Tardy Policy

Tardiness is defined as the appearance of a student after the scheduled time that any class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the non-tardy students to uninterrupted learning, penalties are imposed for tardies. Excessive tardies may result in a lowered or failing grade and fines as shown below. **We do not distinguish between excused and unexcused tardies.** Please note the following:

- If students are late to their first period class, class after lunch, or are off campus and return late to school for any reason, they (or their parents) **are required to sign in** at the front desk.
- Medical and dental appointments are **not** considered tardies, and if the doctor/dental office provides an appointment confirmation, it should be *submitted to the office upon return to school*. If a student signs him/herself in after an appointment, he/she must have a call or note from parent.
- At the discretion of the school, exceptions may be made for hazardous road conditions, such as those that occur with inclement weather, and traffic accidents that cause travel delays.
- Students riding in carpools are not exempt from tardies; the same rules apply, regardless of who is driving the car or how many students are in the carpool.

- Students who miss half or more of a class period will be counted absent.
- Students who have off-campus lunch privileges and are tardy after lunch will temporarily lose their off campus privileges on the third tardy and must serve lunch detention.
- **Each student is allowed 7 tardies per quarter without consequence. On the 8th tardy, the following consequences apply:**

NOTE: Students who report to detention late will be required to make up the time missed. Students who do not report for detention must serve 2 detentions and pay double the fee.

Student Vehicles, Driving, and Parking

Students who have a valid driver’s license may drive to the campus and are expected to follow the school traffic flow pattern and park their cars **ONLY** in **designated** parking spots (vehicles must be between parking space lines). If parking on the west (Commons) side of the building, students should park in designated parking spaces farthest from the businesses in Pierce Street Village. **Parking violations will result in a ticket (fine).** The school cannot be responsible for lost, damaged, or stolen items left in vehicles, or responsible for damage caused to vehicles while left in the parking lot.

- All student parking is on a first-come, first-served basis; there is **NO** designated parking for upperclassmen and students are not allowed to enforce such standards on other students.
- All students who drive are required to have their driver/vehicle information on file in the office.
- Students are required to follow the rules of safe driving and common courtesy. Reckless or unsafe operation of a vehicle will result in disciplinary action.
- *Only juniors and seniors* are allowed to drive off campus at lunch, and they are not allowed to take underclassmen (grades 7-10) with them (see *Off Campus Lunch Policy*). Please remember that driving off campus for lunch is a privilege, not a right; as such abuses of

8th tardy/quarter	12:15-1:15pm Executive Lunch detention	\$15 fee
12th tardy/quarter	12:15-1:15pm Executive Lunch detention	\$15 fee
16th tardy/quarter	12:15-1:15pm Executive Lunch detention	\$15 fee
Continued tardies	Continued fines	

policies may result in revoking the privilege.

- At the discretion of an authorized teacher/coach, students with a valid driver’s license who are active participants in a school event (whether during or outside of school hours), may drive to that event once a parent permission slip has been signed and returned. This includes extra-curricular activities. Seniors and juniors are allowed to drive themselves and other

juniors or seniors or siblings, but NOT other underclassmen. Sophomores who are licensed may only drive themselves and siblings (not other students).

- Students should not loiter in or around vehicles, or play music from their cars in the parking lot.
- Student vehicles parked on school property are subject to search as deemed necessary by school personnel.
- Students are not allowed to sit in their parked cars during lunch or off-periods.

Off Campus Privileges

At Front Range we desire to teach, encourage, and challenge young people in an effort to train students for life. As such, we want to maximize their time on campus. We recognize that the best place for a student to be during school hours is on campus, engaged with Godly men and women, as well as their peers. There exists quite a wide margin to drift towards godlessness when a student leaves campus for an extended period, and very little accountability for grace-driven pursuits of righteousness. However, as we train students, we know that we need to allow for some freedom so that they learn responsibility. With those thoughts in mind, the off-campus privileges for students in the Jr/Sr High are as follows:

In general, we encourage all Jr/Sr High School students to remain on-campus during school hours of 7:40-3:00 unless excused by a parent for a medical appointment or family emergency; this is required for students grades 7-10. Students grade 7-10 who wish to go off-campus for lunch or other activities with another family member or designee must provide the office with written permission from their parent before leaving. On-campus refers to the Jr/Sr High School Academic Building, The Commons, or Holy Grounds Coffee Shop (when staffed). Exceptions to this include the following per grade level:

Seniors and Juniors

- Seniors and juniors may arrive later to school in the event of an off-period first period, or leave early from school in the event of an off-period the last period of the day with a parent permission form signed and on file. They are expected to sign in or out with the front desk on such days for tracking purposes.
- Seniors and juniors may leave campus during any ISL period IF there is a signed parent permission form on file with the office and they return to campus on time for their next period. Students are expected to sign in or out with the front desk for tracking and security purposes.
- Seniors and juniors may drive off-campus for the designated lunch period any day of the week, but are expected to be back on campus on time for their next period.

- If parents do not wish their student to be off-campus for lunch, they must inform the Jr/Sr High School Office

Sophomores

- Sophomores may arrive later to school in the event of an off-period first period, or leave early from school in the event of an off-period the last period of the day with a parent permission form signed and on file. They are expected to sign in or out with the front desk on such days for tracking purposes.
- Sophomores may walk off-campus for lunch only on Thursdays during executive lunches. All other days, Sophomores must remain on campus for lunch (Holy Grounds is considered on campus). If parents do not wish their student to be off-campus for executive lunches, they must inform the Jr/Sr High School Office.

Freshmen

- Freshmen may arrive later to school in the event of an off-period first period, or leave early from school in the event of an off-period the last period of the day with a parent permission form signed and on file. They are expected to sign in or out with the front desk on such days for tracking purposes.
- Freshmen are to eat lunch in the Commons each day. The exception to this is on executive lunch days (Thursdays), when they may walk to Holy Grounds Café.

Junior High

- Junior High students are expected to be on campus during school hours.
- Junior High students are to eat lunch in The Commons each day. The exception to this is on executive lunch days (Thursdays), when they may walk to Holy Grounds Café.

Off-Campus Lunch Privileges

Off Campus Lunch Privileges are available on a semester basis to students who:

- Have not previously abused or lost privileges due to:
 - more than two cumulative tardies per quarter, returning from lunch to school
 - misconduct violations while off campus
 - other school disciplinary infractions
- Students who accumulate more than two tardies per quarter will temporarily have their off-campus privilege revoked and must serve a detention.

- Students who choose to leave campus after having the privilege revoked, will lose off-campus privileges for the remainder of the school year, or longer, and may serve a suspension and/or lose extracurricular activity privileges.

Off-Period Times

In addition to off-campus privileges, students in grades 7-12 may have off-periods throughout their weekly schedule. Again, we believe the best place for students to be is on campus. During an off-period, we want students to remain beneficially engaged and take advantage of the time through responsible endeavors. Examples of productive uses of off-periods on campus include, but are not limited to:

- Completing homework
- Studying
- Reading for class or enjoyment
- Tutoring
- Meeting with a teacher
- Getting involved in an elective
- Offering to work with one of the departments on campus (Facilities, Athletics, Arts, Student Life, Holy Grounds, Administration, etc.)
- College/career planning
- Discipleship
- Bible Study
- Weights Training

Please note that students are *not* allowed to sit in their cars during off-period times.

While some students may question why we prefer them to stay on campus when they have multiple off-periods in a single day, or even consecutive off-periods, we want to develop a culture of involvement at the school. The only exceptions to this off-period practice are noted above in the “Off Campus Privileges” section.

Registration Day

Parents and students should plan to attend Registration Day each year. The purpose is to:

- pay miscellaneous fees (for athletics, retreats, etc.)
- turn in all paper work (emergency forms, physicals, waivers, *Go!* Permission forms, etc.)
- obtain tentative student schedules
- solidify class rosters

Before participating in summer registration, families must have a completed Tuition Commitment Agreement on file and have paid annual registration fees. Students must be registered before the first day of school.

Elective Fees are determined based on registration after the start of the school year or the beginning of each semester.

Academics

Colossians 3:17 encourages us to do all things as if doing them for our Lord; schoolwork is no exception. Diligence, achievement, honor, and high ethical standards are the hallmark of a Christian education. In our learning, Christians should bring glory to God and shine forth as beacons of truth before a fallen world. Schoolwork should be seen as part of our wholeness in Christ and not compartmentalized into a lesser category of human activity nor viewed as a secular activity that requires less of our attention and industry.

Educational Program

FRCS is committed to a liberal arts education for our students, and we believe that a mind well equipped to serve the kingdom will be academically well-rounded. To that end, we require students to be meaningfully engaged in a broad spectrum of disciplines. At the core of our curriculum are learning objectives written for each grade level and each subject area. Quality textbooks have been selected, from both Christian and secular publishers, that serve as some of the tools that teachers use to achieve our educational goals. Teachers work carefully to teach from a Christian worldview in every subject and class that is taught at FRCS and, therefore, don't necessarily rely on a textbook to provide that integration. Other tools available to teachers include supplemental materials, field trips, guest speakers, special activities, field education, Practicum, retreats, and more.

Our educational program includes instruction in the areas of language arts, technology, mathematics, science, social studies, physical education, fine arts, Bible, purity education, and foreign language. Our curriculum requires an annual Practicum experience, purity education, and spiritual retreats. Elective classes and extracurricular activities are also offered. FRCS employs qualified professional teachers who have a passion and a calling for Christian education.

Students who are enrolled full time at FRCS, along with their families, agree to support and to be involved in the entire educational program provided by the school. Specific lessons, activities, retreats, Practicums, and classes are required.

Purity Education

FRCS is committed to purity education from a Biblical perspective and takes an intentional approach. God's Word is the foundation for how we are to live in the world but not be of the world. Students are instructed in God's Word regarding heart purity and God's design and intent for healthy male/female relationships. In addition, students examine our current cultural attitudes, philosophies, and ideologies towards human sexuality and are informed of the potential consequences of premarital sex. Each 8th and 10th grade class attends a focused one-day retreat. Parents play a key role at the 8th grade level, as they spend time with their students

in question/answer sessions and prayer. What has been learned is then reinforced and developed more in depth at the 10th grade level. Attendance at these retreats is mandatory.

Since purity education is considered an essential part of the junior/senior high curriculum, students who do not attend purity retreats will still be required to pay the retreat fees and provide proof of completion of an alternative purity education program. REFUNDS ARE NOT AVAILABLE FOR NON-ATTENDANCE. Unpaid fees will result in grades being held and failure to provide proof of an alternative purity education program may result in a 10% deduction in the student's (quarter) Bible grade.

Spring Practicum

Spring Practicum is a unique, annual part of the instructional program that is **required** of *all* full-time 7-12th grade students *every* year they attend FRCS. Practicum provides students with the opportunity to venture out of the traditional classroom and enhance learning through participation in field education. Choices are different for junior high and senior high students, and there is an additional cost. Practicum experiences are led by FRCS staff members or adults approved by FRCS Administration. While on Practicum, students are expected to abide by all policies set forth in the Parent/Student Handbook.

Prior to graduating, every senior high student must participate in at least one service-oriented Practicum.

A detailed Practicum policy is published and given to every student prior to making their Practicum selections. A Practicum committee will meet to determine which Practicum options will be offered and how they will be assigned. Committee decisions are final. Students who do not participate in their assigned Practicum will receive a grade of an "F" and will still be required to pay for their Practicum. Grades are based on attitude, behavior, and participation. A 10% reduction in grade for each day missed is assessed to the student's grade.

J-Term

J-Term, or January Term, provides an opportunity for FRCS junior/senior high students to augment the traditional academic experience and complete elective requirements within a concentrated period of time. It runs between the first and second semesters, typically the first week of January after Christmas Break. Students may earn transcript credit in the areas of General, Fine Arts, and Physical Education credits for their J-Term, or they may seize the opportunity to dive further into their regular academic courses (such as AP classes) or prepare for Practicum experiences. Either way, the courses are graded on a pass/fail basis, and punctual attendance, participation, and completion of work are expected.

A detailed J-Term catalog which lists available courses for that year's term, the schedule, and instructions on how to sign up for those courses is published and given to every student during the fall semester. Students will choose three classes for the term; those who are taking AP courses are expected to take the appropriate AP intensives during J-Term. Students discuss their options with parents then sign up for courses through RenWeb. As with some of our

regular elective courses, there are additional fees for some of the courses. Any fees or requirements for participation in a given course are listed in the J-Term catalog.

Academic Divisions

Front Range Christian High School is divided into two academic divisions: Junior High School (7-8) and Senior High School (9-12).

Homework

Students should learn good study habits from an early age, they need to spend time with their families, and their growth also requires time spent with God. Academic activity should be balanced with other aspects of life to nurture well-rounded image-bearers. Therefore, we will attempt to manage homework so as not to dominate the student's life.

Homework turned in late will be penalized in the following manner:

- **Junior High:** 30% will be taken off the assignment's grade for work turned in 1-2 days late. A "o" grade will be given to homework turned in 4 or more days after its due date.
- **Senior High:** 30% will be taken off the assignment's grade for work turned in 1 day late. A "o" grade will be given to homework turned in 2 or more days late.

If a student has a sporting event during school hours, he or she must turn in any homework before leaving for the event. If a student will be gone an entire day, homework must be turned in the day before the student leaves. Homework may be turned in to the teacher or the office.

At the end of each quarter, one low homework grade may be dropped before averaging the final grade. However, the best learning and the acquisition of independent, life-long study skills often come from homework. The importance of homework should be recognized. Parents are asked to take an active interest in their student's progress.

Teachers will attempt to coordinate homework within departments to avoid overburdening the students. However, if parents or guardians deem their child is spending too much time on homework, communication with the faculty is necessary to discuss reasons or assess abilities of the student accordingly.

NOTE: Students enrolled in Honors, AP, or CCP courses should expect to spend more time on homework based on the demands of an advanced course.

Subject Tests

Test information can be found by checking your student's classes in RenWeb. Teachers make every attempt not to overburden the student with too many major tests in one day; regular math tests are not considered *major* tests since they occur almost every week as a part of the learning

process. Students enrolled in advanced level courses should expect to have a more rigorous test schedule in order to cover all course materials.

Standardized Testing

Students come to Front Range Christian School to learn, think, discover, and be challenged, while also being rooted and established in their faith in Jesus Christ. In keeping with our commitment to improve, our faculty continually reflects on the quality of our school systems and focuses their efforts to make them better. FRCS endeavors to provide students quality assessments as a component of a student’s total learning experience. Assessment data informs instructional practices and provides comparability and accountability data. This philosophy enables our teachers and administrators to shape instruction to increase student achievement and support individual learning success. Assessments are used to drive instructional shifts, student placement decisions, and program evaluation. FRCS is committed to the success of every student. To that end, multiple measures are used to ensure individual growth and achievement. Here is a list of the Standardized Tests taken during junior/senior high at FRCS:

- Grades 7-10 take the ACT Aspire Test in April
- Grades 7-11 take the CollegeBoard PSAT test in October
- Grade 11 take the ACT College placement test in early spring
- Grades 11-12 are highly encouraged to take the ACT and/or the SAT College placements tests off-site at the location of their choice

Students who are not full-time students at FRCS are welcome to participate in the exams offered at FRCS. Part-time and Homeschool Enrichment students who wish to take one of these exams should register with Mr. Wall by September 1 for the PSAT, December 1 for the ACT (grade 11 only), and January 1 for the ACT Aspire. There is a fee required to take the tests.

Make-Up Work

Homework assignments may be obtained by checking your student’s classes in RenWeb. *The office staff should not be asked to email or collect homework assignments.* For each day of absence there will be two school days allowed to make up work with a limit of seven consecutive calendar days, including weekends. All missed homework must be made up by this time. This is to prevent the student from getting farther and farther behind or dragging into the next quarter. Projects and assignments given in any class before the absence are still due on the due date.

Make Up Work for Daily Classes

Day Absent	Day Homework Due
Monday	Wednesday

Day Absent	Day Homework Due
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

For extended absences all makeup work is due 7 days from the last day of absence including weekends.

When students miss assignments because of an excused absence, the student and parent should work carefully with the teacher to get the work completed within the appointed time. Make-up work will be provided for any class in which a student has an excused absence unless otherwise determined by the Principal. Teachers are not required to prepare homework assignments in advance. Vacations taken at the end of a grading period are discouraged. After returning from illness/absence it is the *student's responsibility* to pick up any make-up assignments permitted on the day he/she returns to class. Students and parents are also encouraged to check RenWeb or call their classmates to obtain assignments, if necessary.

If the student's absences are excused and the work is made up on or before the deadline, the student will receive full credit for the make-up work. If a student fails to meet these guidelines, the missing work will be assigned a "o" grade and averaged into the student's remaining work. Incomplete "I" grades are not given on report cards or transcripts.

Make-Up Tests and Quizzes

Students who miss a test or quiz due to an absence are expected to make up the test/quiz upon returning to school. Students are required to make up the test the same day that they return to school, during an ISL, DSL, Academic Advisory, or lunch. If multiple tests and quizzes were given during the student's absence, students are expected to make up all of them within two school days of their return.

For extended absences in which students were not present for review day or did not have the necessary materials and assignments to study, students are to follow the Make-Up Work schedule (see above) to get caught up on missed assignments and study materials. The date for make up tests and quizzes should be coordinated with the teacher to immediately follow the completion of all makeup assignments. As with assignments, students who complete tests and quizzes before the deadline will receive full credit for the test/quiz. If the deadline is not met, the test/quiz will be assigned a "o" grade and averaged into the student's remaining work.

Grading Policies

Each student is evaluated on academics and overall class performance, including attendance, behavior, and punctuality. A syllabus will be provided for each course outlining specific grading criteria and course material.

- A grading period is considered a semester or athletic eligibility period. There are 2 semesters in each school year.
- The transcript and report card are considered permanent, academic records. When a course is failed no credit is earned. The failing grade will become a permanent part of the academic record and cannot be changed, even if the course is repeated to earn credit.

FRCS uses the Standard Decimal Grading System (listed below) to express academic achievement. AP, core CCP, and honors courses are given additional weight. Pass/fail classes are not averaged into GPA.

Academic Evaluations

Standard Grading Scale			AP, Core CCP, and Honors Grading Scale		
90-100	A	4 pts	90-100	A	5 pts
80-89	B	3 pts	80-89	B	4 pts
70-79	C	2 pts	70-79	C	3 pts
60-69	D	1 pt	60-69	D	1 pt
0-59	F	0 pts	0-59	F	0 pts

Junior High: Grade point averages do not affect a junior high student's college entrance evaluation. However, in order to afford parents an opportunity to assess student progress, a weighted grade point average will be calculated using the Standard Grading Scale listed in the table above. If a student fails a junior high class, he/she must retake the class.

Senior High: Grade point averages are very important from grades 9-12. The GPA reflects a student's work habits, tendencies, and achievement in academics and will play a significant role in college entrance and scholarships. FRCS uses a 4.0 grading scale and Honors, AP, and core CCP classes are given additional weight as shown above. Class rankings are based upon a student's weighted cumulative GPA. FRCS will not grant credit for a class that has been taken at another institution unless it is a class we do not offer and prior approval has been granted by the Principal. The family bears any cost associated with taking classes outside of FRCS. Please refer to the Transfer Credit Policy in the Academic Course Catalog for more information.

AP (Advanced Placement), CCP (Concurrent Credit Program), Honors

Enrollment in these classes is by teacher recommendation and students must meet specific requirements as outlined in the Academic Course Catalog. AP students are required to take the final exam. If for some reason, an AP student does not take the college placement test at the end of the class, his/her grade will be based on the standard grading scale without additional weight and he/she will not qualify for college credit.

Semester Exams

Junior and senior high semester exams are given at the end of each semester and are worth 15% of the student's final grade. If a student cannot take the exam on the date scheduled, **a rescheduling fee of \$50 fee** will be charged **per exam**. This fee covers the amount of work required for the teacher to create and administer an entirely separate exam. **All students** are required to take semester final exams.

Academic Probation

Probationary periods last nine academic weeks and may carry over to a new grading or eligibility period or school year. The student is not allowed to participate in extracurricular activities during a probationary period. No refunds are given for trips or extracurricular activities that are missed due to poor academic performance. Students participating in sports do not earn P.E. credit for that sport while on probation. Academic probation may be invoked when a student has *at least one "F" or two "Ds"* at the mid-term, or end of any given grading or eligibility period, or for habitual incomplete, or missing assignments. If, at the end of the probationary period, the student has no more than one "D" and no "Fs" and has no more than one incomplete or missing assignment and no late assignments, he/she will be removed from probation, and all privileges will be reinstated. However, if a student does not make improvements in the above-mentioned areas, he/she may be recommended for suspension or expulsion from the school. Academic probation will be invoked in the following manner:

- A letter of notification will be sent to the parents. A parent conference might be required
- If learning needs are an issue, parents will be asked to set up an assessment through their public school district.

Please also refer to *Behavior Policy* for additional details.

Abatement of Tuition & Fees

There shall be no abatement or refund of tuition and fees for any period of time a student is subject to probation or expulsion. Each family is responsible for tuition and fees *for the entire semester* should they choose to withdraw or if expulsion occurs before the conclusion of that semester.

Grades/transcripts will not be released until full payment and other obligations have been met; sports uniforms and all textbooks must also be returned. See *Financial Information* for further details.

Please also refer to *Behavior Policy* for additional details.

Re-enrollment

Following removal or withdrawal from the school for academic reasons, a student may apply to be reenrolled on academic probation if the following conditions are fulfilled:

- The student has attended another school, in good conduct, for **one full year**
- The student has completed a full and applicable academic load for the year
- The student has received no grade lower than a “C” in any subject

A finance interview is required of the student and parents—very specific changes in attitudes and actions are expected.

Report Cards

Report cards are released through RenWeb at the end of each nine-week grading period. No grades, transcripts, or records will be sent to another institution until the student’s account and fees have been paid and uniforms and textbooks have been turned in. High school grade point averages are calculated at the conclusion of semesters 1 and 2. Semester grades are not based on the average between quarters 1 and 2 or quarters 3 and 4 but are, rather, a continuous calculation of all assignments and assessments during the semester.

Students should be encouraged to work for achievement, not just for grades. Please do not compare your child’s grades with those of other children, especially siblings. Each report is written on the basis of that child’s progress and should be interpreted in accordance with his or her ability. Please schedule an appointment through appropriate channels when a conference is desired.

Promotion & Retention

Students are promoted or retained on the basis of their total preparedness to accomplish satisfactory work at the next grade level. Ability, achievement, and social factors are taken into consideration. The combined efforts of the classroom teacher, Learning Specialist, Administration, and review committee deal with each case confidentially. In cases where retention seems appropriate, the parents are notified by the Principal and an appointment time established to discuss the possibilities.

Junior high students who receive one or more “Fs” in required courses at semester will not be promoted to the next grade.

Senior high students who fail a required class must repeat it in order to graduate. This could prevent them from graduating on time. In addition, if a student's GPA falls below 2.0, the student may be recommended for academic probation or expulsion.

Class Assignments

Each year senior high students have an opportunity to request some of their classes for the upcoming year. The Director of Guidance and Counseling or the Principal review all class preferences and make all final assignments after meeting with individual students prior to year end. New students receive class choice options upon paid registration, if available. *We are unable to accommodate requests for specific teachers.*

Add/Drop

Students may add or drop courses through the second Wednesday of the semester if they have valid (written) reasons for the proposed changes **and** teacher, advisor, and parent approvals and signatures. Course fees may not be refundable or transferable. Classes dropped after the add/drop time are designated on Senior High transcripts as "WP" (withdraw pass) or "WF" (withdraw fail) depending on the course grade at the time of withdrawal. If new classes are added to student schedules after classes have already begun, students are responsible for making up all missed course work within the deadlines and parameters set by teachers. Fees are not refunded for dual credit classes (CCP) which are dropped by the student.

Transcripts and Records

The school maintains a permanent record file on each student. It includes academic, health, attendance, and disciplinary records.

Materials in each student's file are confidential and shall be accessible only by permission of the school Administration. Information on the student's permanent record will be provided to the following:

- To parents or legal guardians and students upon the written request of the parents
- To prospective employers upon receipt of parent/student authorization
- To colleges, universities, and military branches upon the student's request
- To another school as a result of withdrawal or transfer upon receipt of parental notification and request of receiving school

Please allow one week processing time for transcript/record requests. FRCS may retain report cards and transcripts if the tuition and fee balance for that student is not current and if textbooks and uniforms have not been returned.

Homeschool Options

For detailed information please refer to the *Homeschool Options* policy. Contact the administration office for a copy.

Requirements for School Honors

Honor Roll

Honor roll is calculated at semester. There are 3 levels of honor roll at the junior/senior high level.

- ▶ 4.00 and above – Falcon Scholar Honors
- ▶ 3.75 – 3.99 – High Honors
- ▶ 3.5 – 3.74 - Honors

See additional requirements below for senior high students.

Senior High Requirements for Special Honors

High school students must be enrolled full-time in at least 5 core courses at FRCS equaling 2.5 Carnegie units each semester to qualify for honor roll, valedictorian, salutatorian, National Honor Society, and homecoming or prom royalty (see *Graduation Requirements*). Core courses include Bible, language arts, history, math, and science. High school students' GPAs are figured based on cumulative, weighted GPA, which will allow for determination of honor roll, National Honor Society, and valedictorian or salutatorian status. Part-time students do not qualify to participate in graduation ceremonies and are not awarded diplomas.

Social Activities and Dances

A variety of activities and dances are sponsored by the Student Life Program and approved by the Administration throughout the school year. These social opportunities are provided as a privilege for junior and senior high students. Specifically, Homecoming and Winter dances are hosted for students grades 9-12, Prom is hosted for students grades 11-12, and a separate dance is hosted for students grades 6-8.

Tickets

Advance tickets per couple (boy/girl) or single are priced by Student Life and made available for purchase from Student Life Members prior to the event. Tickets purchased the week of a dance increase by \$5.

FRCS student dance lists and ticket proceeds are maintained by the Student Life Treasurer and monitored by the Student Life Sponsor.

The Sponsor may determine whether or not to admit FRCS students who are not on the dance list (no outside guests without approved “Application to Bring Guest” form on file will be admitted). The night of an event, ticket prices increase an *additional* \$10.

Attire

Please refer to the Dress Code for general guidelines and thoughts about attire at any school event, whether on or off campus. **FRCS staff and Administration reserve the right to serve as final authority on student appearance, especially in cases concerning attire that is too revealing or provocative.**

If a student’s appearance is deemed inappropriate for any reason, parents will be notified. Students may be required to make dress changes before they can continue with school functions and, in some cases, parents may be required to bring an appropriate change of clothes or evening wrap for young ladies.

Expected dress for:

Semi-formal Dances (i.e., Homecoming, Winter Dance)

- **Young men:** Khaki or dress slacks, jacket and tie are optional. No denim or blue jeans are allowed.
- **Young ladies:** Dresses and skirts must meet length requirements of the dress code. The style must tastefully fit the young lady’s body type without being too tight, too low on the top (as to expose cleavage), or too short on the bottom. Dresses may include appropriate strapless, spaghetti strap, or backless styles. No denim or blue jeans are allowed.

Formal Dances (i.e., Junior/Senior Prom)

- **Young men:** Tuxedo or dress suit (jacket and tie). No denim or blue jeans are allowed.
- **Young ladies:** Traditionally, ladies choose to wear a long gown and should be able to comfortably and easily sit, lean over or climb stairs while maintaining modesty. If a short formal dress is chosen, it must meet length requirements of the dress code. The style must tastefully fit the young lady’s body type without being too tight or too low on the top (as to expose cleavage). Dresses may include appropriate strapless, spaghetti strap, or backless styles. No denim or blue jeans are allowed.

Informal Dances and Events (i.e., Winter Dance, Junior High Social, Other Student Life scheduled events)

- **Young men:** Casual shirts and khakis or blue jeans.
- **Young ladies:** Dresses, skirts, and shorts must meet standard dress code policy requirements. Blue jeans are allowed.

Outside Guests

“Application to Bring an Outside Guest” forms are made available and must be requested by junior/senior high students who wish to bring a guest who is not an FRCS student. Completed and Principal-approved forms must be turned in at least one week prior to any hosted dance. Forms are not accepted the night of the dance.

Chaperones

Each dance is supervised by the Student Life Sponsor, FRCS parents, and FRCS staff who are apprised of the expectations and rules for FRCS sponsored social events.

Attendance

Dance guest list, Outside Guest forms, and parent directory are tools in place for the chaperones for checking students into any dance.

Chaperones will call the parents of any FRCS student on the guest list who has not arrived within one hour after the start of the dance.

Students may leave any hosted dance before the stated ending time. They are not allowed to re-enter the dance and must vacate the premises (including the parking area). It is the responsibility of the student/guest to notify their parents of the change in their plans. It is not the responsibility of the chaperones to contact parents if their student leaves early. The chaperones will make a telephone available to the student to make any necessary calls to parents. Appointed chaperones will record on the guest list the names of any students who leave the dance early and what time they left.

At the end of the dance, when the students leave the premises, they are no longer under the direct supervision of FRCS chaperones. Parents are encouraged to know their child’s plans after the dance (e.g., location, activity, friends, and time frame). Networking with other parents is highly recommended for any “after-party” activities.

Music

Music for all dances is provided by a pre-screened, professional D.J. The playlist is comprised of a mix of contemporary, popular, Christian selections and assorted, appropriate secular dance music which has been approved by school Administration. Three to four “slow” music selections are included during each dance. Students are not allowed to request personal music choices of the D.J.

Conduct

Chaperones monitor the interaction between students during a sponsored dance or social event. They are apprised of the appropriate behavior which is expected from FRCS students/guests

before, during, and after all dances and social events as outlined in this Parent/Student Handbook.

Athletic Policies

Forms

In order to participate in sports all athletes must have the following signed forms on file (forms should be turned in at summer registration and are available in the athletic packet found on RenWeb):

- Athletic Agreement
- Sports Physical (obtained during the summer)
- Sports Waiver
- CHSAA transfer forms if student transferred from another school (grades 10-12)
- Athletic Emergency Consent and Proof of Health Insurance
- Athletic Code of Conduct
- Parent Agreement
- Sports Eligibility Agreement

Fees

All athletic fees must be paid at summer registration except for spring sports which are due at the beginning of first semester. Fees will not be refunded unless the athlete is cut from the team. Students who become ineligible will not receive a refund.

Sports Eligibility

Athletes are representatives of FRCS and must hold themselves above reproach in all areas. Eligibility is determined quarterly and is evaluated by academic performance and behavior. If an athlete fails to meet the conditions below, he or she will be ineligible to compete in any scrimmages or competitions until the next eligibility report cycle (quarterly).

Academics

During the period of athletic participation the student must be enrolled in core courses which offer, in aggregate, a minimum of 2.5 Carnegie units of core credit per semester. Core courses include Bible, language arts, history, math, science, and foreign language. Students must not be receiving an “F” in any class when eligibility is checked. Eligibility checks are done quarterly. An

ineligible student cannot play until the next eligibility check and then only if the academic deficiency has been corrected. Students may practice during the period they are ineligible but may not travel with team or play in games (also see the *Academic Probation* policy). Students on probation or who are ineligible 50% or more of the season will not receive P.E. credit for team sports participation.

When absent due to sports participation, athletes are expected to work closely with their teachers to make up any assignments missed and turn them in as instructed.

Behavior

If a player violates FRCS Code of Conduct, he/she will be ineligible to play but may still be eligible to come to practice. The length of ineligibility depends upon the seriousness of the infraction and will be determined by the athletic director and the Principal. Whether at school, home games, or away games, all athletes are subject to the Code of Conduct as stated in this Parent/Student Handbook.

Probation/Suspension

Students are ineligible for any athletic team while on disciplinary or academic probation/suspension. A student who is removed from probation during an athletic season will be allowed to participate in sports upon approval of the Principal and Athletic Director.

School Attendance

Students must be in attendance at school no later than 10:30am on the day of a competition and be in attendance the remainder of the day (or the Friday before a Saturday competition) in order to be eligible to participate. The day after a game athletes are expected to come to school on time with homework completed unless otherwise instructed by the Athletic Director and Principal. Students with excessive absences (more than 6 per quarter) may be deemed ineligible to play.

Outside Competition

Players certified to participate as members of any high school sport may compete on any other team in any non-school activity or event in that sport during the sports season. However, the player is required to obtain written permission of the Principal.

Recruiting

No school representative, volunteer, student athlete, parent, family member, school alumnus, or Falcon Club member shall recruit students for athletic participation. It is only allowable to recruit students to FRCS based on the merits of our school as a whole as opposed to its athletic program specifically.

Transfers

Refer to FRCS Athletic Handbook and CHSAA website for official policy on athletic participation when transferring from one school to another.

Finances

Students are only eligible for any athletic team if all school-related fees and tuition are current.

Home Sporting Events

The school is proud to support our sports teams by hosting home games. Students and parents are expected to represent FRCS well by showing their school spirit in an appropriate manner at the games according to the guidelines below:

- Yell for your team, not against the other team.
- Show respect for opposing players, coaches, and fans.
- Do not distract the players or coaches during the game.
- Respect the integrity and judgment of game officials.
- Be a positive role model through your actions and words.
- Remember that it is a privilege to observe the contest, not a license to verbally assault or question those involved.

Students who loiter outside the building or in the halls rather than attend the sporting event will be asked to leave the premises and could face disciplinary action. Students are not allowed to stay after school and wait for a game to begin. During any sporting event, younger children (age 10 and under) must remain in the care of their parents at all times and should not be allowed to roam around the building on their own.

Fine Arts Eligibility Policy

Due to the unique nature of drama and the arts, eligibility to try out and participate will be determined as follows:

- Students may have no “Fs” at the end of a semester.
- First semester grades determine eligibility for participation in second semester activities.
- Second semester grades determine eligibility in activities for the first semester of the following year.
- Any student placed on academic probation is not eligible to try out or participate in extra curricular fine arts activities.

- Students who tryout for plays or commit to activities and then quit before completion, may not be eligible for the next semester's activities.
- Attendance at performances is mandatory.
- Final eligibility will be in consult with the Fine Arts Director and the Principal.

Office Policies

School Year Hours

The school office is open for business on scheduled school days between 7:30am and 3:30pm.

Summer Hours

The school office is open Tuesday and Thursday, 8am-noon during the summer except for scheduled vacations, national holidays, or special maintenance.

Messages to Students

If a parent must bring homework, books, or other materials to a student during the school day, they should be taken to the office for delivery. Only in an emergency situation will the school relay messages to students immediately. Others will be delivered when and if possible. This includes last minute carpool changes.

Change

The office does NOT make change for students.

Visitors

When visiting the school, **all visitors and parents** must sign in and obtain a visitor's sticker. **Students who are not shadowing but wish to visit friends may do so during the lunch hour only and must follow the FRCS Code of Conduct and have prior permission from either the office manger or Principal.** Other visitors must call ahead to schedule an appointment and ensure the visitation time is appropriate. Requests to observe in the classroom are not scheduled during the first few weeks or last few weeks of school. Anyone seen looking around classrooms or loitering throughout the building without a visitor's sticker may be asked to leave the premises, ensuring the safety of the students.

Phone Calls

There is a designated phone for student use at the reception desk, however, the office will place calls pertaining to illness or emergency. Students are permitted to bring cell phones to school. However, their use is restricted according to the stated cell phone policy. Please instruct your

student to come to the office if he/she is sick so that a health evaluation can be made before a phone call is placed.

Photo Copies

Students are not allowed to make copies of any nature on the office photocopier unless enrolled as a teacher's aide. If school related, copies will be made for the student at 10 cents per page.

Lettering

Students can letter through athletics, fine arts, and missions. Guidelines for lettering are available upon request from the athletic director.



FRONT RANGE
CHRISTIAN SCHOOL

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