



Parent - Student  
Handbook

35 Years  
Faith  
Christian  
School  
1978-2013

Faith Christian School

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# To the Parent

Hello! We hope that this latest edition of the Faith Christian School Handbook will serve as a clear and concise digest of our thinking and policies. Please take the time to read it thoroughly and keep it in a secure place for future reference.

Society and its standards are in a constant state of change, yet the God of the Bible is He who is "the same yesterday, and to day, and for ever." (Heb. 13:8) When it comes to standards, Faith Christian School endeavors to hold the line on the natural degradation to which this world succumbs, while changing in ways that would enable us to give our students a better education. This makes some of our policies seem old-fashioned or outdated. So be it.

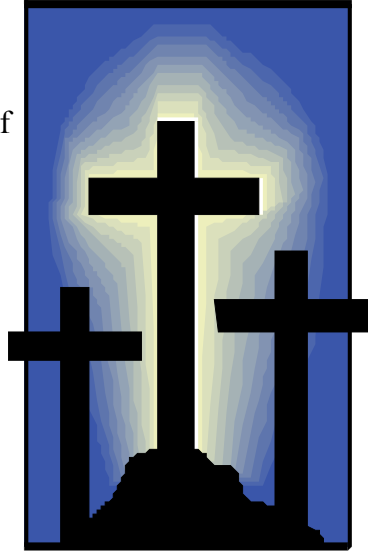
We count it an honor and privilege to teach and minister to the students which God has graciously brought our way, even considering them as our own dear children. We pray that yours will be among that number only if it is His will.

In Christ's Service,  
FCS Faculty and Administration



# Statement of Faith

1. We believe the whole Bible is verbally inspired and the infallible Word of God.
2. We believe Jesus Christ was born of the virgin Mary and is the Son of God and God the Son.
3. We believe that Christ died for our sins according to the Scriptures to redeem us from a literal Hell.
4. We believe that He rose from the grave on the third day according to the Scriptures.
5. We believe that He alone is the great High Priest and we need not the intercession of any, but that Christ ever lives to make intercession for us.
6. We believe that His kingdom will not be established by man but by His coming again in a bodily, visible form.
7. We believe that to be saved the soul must be born again only through true belief in the redemptive work of Christ.
8. We believe that every born again soul should declare his faith through the act of baptism by immersion in water. This is in obedience to Christ's command and as a symbol of His death, burial and resurrection.
9. We believe that the church is a body of baptized believers whose mission is to teach and preach the Gospel of salvation to the individual soul.



# Philosophy of Faith Christian School

1. To encourage each student to put his faith in Jesus Christ as Lord and Savior if they have not already done so.
2. Provide a Christian environment whereby the child may grow in Christ and actively seek to please Him on a continual basis.
3. Provide educational training with Christocentric philosophy.
4. To assist these young people in choosing the direction of their lives according to God's will.



It is understood that we will follow any

policy which we feel will ensure that these goals are reached.

## APPLICATION AND ADMISSION

### *Enrollment Process Flow Chart*

**I. Application** – The following forms must be completed and received before the application process can continue. The school will call or send a letter to the parents notifying them if they are invited to the next phase (testing).

- A. Application (F1)
- B. Prospective Parents' Questionnaire (F2)
- C. Confidential Personal Reference Form (F3)
- D. Junior - Senior High Entrance Survey (F4)
- E. Request Form (F5)

**II. Testing** – Kindergarten applicants (and where deemed appropriate, first and second grade students) will be pretested on an individual basis for academic skills and social maturity at no cost. For all other grades, the parent needs to have the previous school mail or fax (412-825-7459) recent standardized test results to Faith Christian School. If these cannot be obtained, the parent will be charged \$60 to have their child tested by Faith Christian

School on certain specified days throughout the year. The school will call or send a letter to the parents notifying them if they are invited to the next phase (interview).

**III. Interview** – If all is in order after the previous two phases, the school may request an interview with the parent and student(s) to review the process up to this point and confirm or deny admission. Parents who have never enrolled a child in the school should expect to be interviewed by the administration. In addition, all students entering seventh and all new students entering eighth through twelfth grade must be interviewed. At this point, the parent will be given the following forms, if applicable:



- A. FACTS form (to be completed at the interview)
- B. Medical Form (Entering school, grades 6 & 11)
- C. Dental Form (Entering school, grades 3 & 7)

### ***Age Requirements***

Kindergarten applicants must be five years of age by September 1. We reserve the right to reject or demote students who were not 5 by September 1 of year they entered school. For example, first and second grade students must be six and seven years of age, respectively, by September 1, also. We also reserve the right to refuse admission to any student who qualifies according to age, but appears to lack necessary skills or maturity when pretested or interviewed.

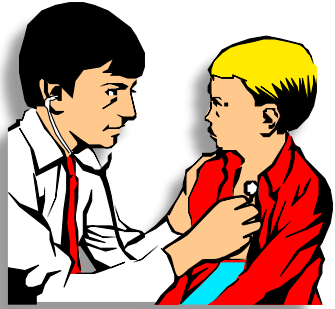


### ***Health Requirements***

All children first starting school, whether in kindergarten or first grade, must have received both physical and dental examinations from reputable physicians within the calendar year of entrance. They must also have received the following vaccinations:

- 4 doses of tetanus\*
- 4 doses of diphtheria\*

- 3 doses of polio
- 2 doses of measles\*\*
- 1 dose of mumps\*\*
- 1 dose of rubella (German measles)\*\*
- 3 doses of hepatitis B
- 1 dose of varicella (chickenpox) vaccine or written statement from physician/designee indicating month and year of disease or proof of immunity by blood test



\* Usually given as DTP, Dtap,, DT or TD. One dose on or after the 4th birthday; 3 doses, if series started after age 7.

\*\* Usually given as MMR (mumps, measles (rubeola), and rubella (German measles))

Children in Grades 7- 12 are to have the following vaccines in addition to the above vaccines:

- 1 dose of tetanus/diphtheria/pertussis (Tdap)
- 1 dose of meningitis (MCV4)

If a student transfers from another Pennsylvania school, the state requires that the child's PA Health Department Certificate of Immunization listing the above vaccinations be forwarded to the new school before the child is admitted to the building. If the child is entering school for the first time, we must complete the above card (upon receipt of proof of such immunizations) before he will be admitted. Along with the above, health law requires a medical examination before entrance in grades 6 and 11, a dental examination before entrance in grades 3 and 7, and a tuberculin test before entrance into or during grade 9.

### ***Tuition and Fees***

There is a non-refundable enrollment fee of **\$75 for the first student in the family and \$50 for each additional student.** If a family enrolls and pays this fee by April 30th of the preceding year, this fee will be applied toward next year's book fees, otherwise this

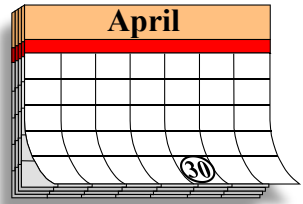
fee will go towards administrative costs. All other fees are due at the time of the book sale.

A student is not considered to be officially enrolled until all appropriate forms are completed and returned to the school and all fees due at that time are paid.

Tuition is payable in basically two ways.

Each family must **choose one** of these two options:

1. Cash in advance, or
2. Monthly payments (or less, if you desire) through FACTS Management Company.



There are no special discounts available for paying in fewer payments. All parents who do not pay in advance are required to open an account with FACTS Management Company. There are two types of accounts that can be set up by this company. Each family must **choose one** of these two options, both for which there is an additional yearly fee:

1. Automatic withdrawal from your checking or passbook savings account.
2. Monthly billing directly from FACTS.

Please keep in mind that your child's enrollment at Faith Christian School is subject to termination if your account is more than 30 days in arrears. Please contact us as soon as possible if a financial problem arises.

Besides tuition and the enrollment fee, there are also the following fees:

1. A non-refundable *instructional materials fee* for all students which covers the cost of pre-printed examinations and handouts.
2. The *KCEA fee* for enrollment in the Keystone Christian Education Association.
3. *Textbook cost*. Students in all grades need to stop in at the school on designated book sale days to purchase their textbooks for the coming year. Under this plan, students may sell their textbooks back to the school at 50% of the new book price, if the books are not being phased out and they are kept in

good condition. Used books in turn are sold for 70% of the new book price.

4. Students taking Art Classes (required for elementary students) have a fee to pay.
5. Students taking Biology, Chemistry, Engineering Design and Computer classes must pay a *lab fee*. Some elective classes also require a fee to enroll.

### ***Re-enrollment***

Parents who wish to re-enroll their children for the following year must return their re-enrollment form along with the required fee April 30th as stated earlier. (See *Tuition and Fees*.) Again, it must be understood that the school reserves the right to refuse admission of any child for the following year. In particular, admission to the Elementary Division of Faith Christian School does not guarantee automatic acceptance to the High School Division.

### ***Acceptance***

The grounds which constitute acceptance to Faith Christian School are:

1. Agreement with school philosophy by parents
2. Submission of all necessary forms
3. Willingness to comply with the policies in this handbook
4. Regular attendance at Faith Bible Baptist Church or other biblical fundamental church by the student. We urge the parents to attend as an example to their children.
5. Sufficient academic ability.
6. Availability of transportation.
7. Availability of classroom space.
8. Ability to make required tuition payments.

In addition to these requirements, the following is required of students desiring to attend grades 7-12:

9. Sincere and earnest desire on the part of parents and student for the student's enrollment in this school.
10. Demonstration of consistent Christian character and conduct.
11. Willing assent to the student conduct code (following).

## ***Student Conduct Code***

We expect current students as well as those entering our school to exhibit an attitude whereby they are willing to learn about the separated Christian life as outlined in the Bible and seek to grow in its practice through:

1. personal and group Bible study
2. worship
3. prayer
4. evangelism

We also expect students to refrain from anti-Christian and harmful practices such as:

- fellowship with worldly companions
- viewing of questionable television or theater programs
- listening to rock & roll and other such forms of popular music or religious music modeled after such
- Attendance at proms and similar events
- reading of questionable literature
- swearing • lying • cheating • stealing
- fighting • smoking • use of alcoholic beverages or non-prescription drugs • sexual experimentation

Furthermore, students are not to engage in conversation extolling or otherwise condoning the above practices.

Students whose lifestyle is contrary to any of the above and are unwilling to change need not apply. For the good of all concerned, especially the child, we also urge parents to live a consistent Christian life.

## ***Probationary Period***

All students are admitted on a conditional basis. If, after a period of two to nine weeks, the child either:

- a. fails to make acceptable progress
- b. does not adjust to some part of the program or school code or is found in violation thereof, or,
- c. does not attend school regularly

the school may require:

- a. that the parents give the student additional help at home
- b. that the parents arrange to have the child attend special help classes after school
- c. the placement of the child in another class or lower grade

d. the withdrawal of the child from the school

### ***Withdrawals***

Withdrawals from Faith Christian School must be arranged through the principal. Tuition owed is calculated on a pro-rated basis. In other words, parents pay for the portion of the school year for which their child has attended, and any excess that was pre-paid will be refunded. The enrollment fee, instructional materials fee, and book fee (as per usage) are non-refundable. The parent will also be required to pay any outstanding fees or charges for damages.



# GENERAL POLICIES

Believing that the Bible is the Word of God, we endeavor to formulate as much of our policy as possible by its timeless and absolute truths.

## *Discipline*

According to Proverbs 22:6, discipline is positive training in the right direction: “Train up a child in the way he should go and when he is old he will not depart from it.” However, discipline also entails the element of correction. When problems arise, we will try to deal with them promptly and in a fitting manner.

Disciplinary action will be taken for infractions of school policies and rules. Some things for which students can receive disciplinary action include:

1. Unnecessary noise
2. Talking in class or in the hallway without permission
3. Out of seat without permission
4. Failure to do an assignment
5. Not being prepared for class
6. Failure to have a note, classwork, or test signed by parents
7. Chewing gum in school or eating in class
8. Running in the hallway or on a stairway
9. Tardiness without good excuse
10. Passing notes, particularly those with unbecoming language in them
11. Saying cruel and/or unchristian things to others
12. Disrespect or insolence to a teacher, bus driver, or fellow students
13. Disobedience toward a teacher or bus driver
14. Swearing, lying, cheating, acts of destruction (whether deliberate or as a result of horseplay), and acts of violence

## *Merit/Demerit System*

Students in the kindergarten through twelfth grades are subject to a merit/ demerit code. The purpose of a demerit code in our eyes is to note chronic misbehavior and put such a penalty on it that it can be dealt with in an efficient manner while at the same time dealing with more severe problems in a more forceful way. In some cases, the penalty will be the demerits themselves, but since they are cumulative, one's sins will eventually find one out (Num. 32:23). At the teacher's discretion, another penalty might be levied (e.g., a zero may be given for cheating on an exam or not doing an assignment) in addition to or in lieu of the demerits.

It is both difficult and unjust to give a more severe penalty for each little infraction, yet it is equally wrong and unjust to ignore the little abuses. Combined with our policy on awarding merits, we feel that this system encourages good behavior and demonstrates God's balance between mercy and truth (Psalms 85:10).

### *Merits*

Since giving merits for doing good deeds tends to encourage hypocrisy in students, this practice is avoided, at least directly. Nevertheless, students should have the opportunity to earn reward as well as retribution (Ps. 58:11; Pr. 13:21). With this in mind, we award students **one merit** for either:

- a) being present in school every day of a four or five day school week and not receiving any demerits that week, or
- b) performing some act of service for a teacher, another student, or the school in general that is noted by a teacher as being above and beyond normal expectations and is worthy of particular commendation. The latter commendation is at the discretion of the faculty and administration, and can possibly earn more than one merit.

One merit has the effect of canceling out one demerit, and so a student has a way by which his good behavior will be recognized in a practical way. However, all accumulated merits will be canceled if we feel that a student is "saving to spend." (Ez. 33:12,13; II Jn. 8)

# Demerits

Following is a partial list of infractions and the number of demerits that each would earn. Please keep in mind that we reserve the right to issue demerits in whatever amount or for whatever cause as we see fit. A student who earns demerits will be given a slip denoting the cause and number of demerits received to be signed by the parent and returned the next day.

Action	Type	Demerits
Physical violence	B	5 to 10
Cheating	B	5
Leaving school without permission	B	5
Lying	B	5
Stealing	B	5
Unexcused absence*	M	2 to 5
•• Bad attitude	B	2 to 5
•• Destroying or defacing property	B	2 to 5
•• Disrespect	B	2 to 5
•• Gossip (verbal or written)	B	2 to 5
•• Swearing or indecent language	B	2 to 5
•• Willful disobedience (intentional violations of rules or instructions)	B	2 to 5
•• Dress code violation	M	1 to 2
•• Failure to bring gym clothes	M	1 to 2
•• Failure to do or finish homework	H	1 to 2
•• Horseplay or throwing objects	B	1 to 2
•• In a restricted area	B	1 to 2
•• Chewing gum or eating in class or hallway	B	1
•• In a hall without a pass	M	1
•• Late for class or school	M	1
•• Loud talking in lunchroom	B	1
•• Making noise or disrupting class	B	1
•• Out of seat	B	1
•• Passing notes	B	1
•• Running in hallway or stairway	B	1
•• Talking without permission	B	1
•• Unprepared for class (other than homework, gym clothes)	M	1
•• Using phone without permission	B	1
•• Failure to return signed item, excuse, or report for detention	M	1 per day

**Types:** B = Behavior, H = Homework, M = Miscellaneous

- = 1<sup>st</sup> and 2<sup>nd</sup> time student receives warning (warnings are per violation type per semester for 1<sup>st</sup> & 2<sup>nd</sup> grades, per violation type per year for 3<sup>rd</sup> – 12<sup>th</sup>). Thereafter demerits are levied.

\* = For unexcused absences: at our discretion, in lieu of demerits, we will require students to make-up the hours that they missed by staying after school or coming to school on the weekend to compensate for the hours that they skipped school. They will be charged a fee to pay staff to watch them.

### ***Serving Out Demerits - Grades K-6***

#### **Per Day**

**3** = 40 minutes missed from break and or recess (Grades K-6)

#### **Per Semester**

**5, 15, 25, 35** = 40 minutes missed from break and or recess

**10, 20, 30** = 60 minutes after-school detention

**40** = Suspension from school (one day for each 2 demerits between 40 and 48, inclusive)

**50** = Expulsion from school (with compulsory denial of readmission for the next semester)

### ***Serving Out Demerits - Grades 7-12***

#### **Per Day**

**3** = 40 minutes of detention (Grades 7-12)

#### **Per Semester**

**10** = 60 minutes of detention

**15** = 60 minutes of detention, conference with the principal and note or phone call to parents

**20** = Suspension from school (one day for each two demerits between twenty and twenty-eight, inclusive)

**30** = Expulsion from school (with compulsory denial of re-admission for the next semester)

*Note:* At the end of the semester each student's merit/demerit count will be reset to zero.

### ***Detention***

Detention involves sitting in a classroom after school under the supervision of a teacher. Students are usually instructed to do homework if that is the main cause for their demerits, otherwise, they not permitted to do anything other than read their Bibles.

Detention lasts anywhere from ten minutes to 2 hours per sitting and is to be served two school days after it was assigned unless prior arrangement has been made with the teacher or at the discretion of the teacher. Failure to report for detention necessitates a penalty of one demerit for each day overdue.

## ***Suspension***

We reserve the right to suspend students for blatant misconduct or continual problems (also see *Serving Out Demerits*). Suspension is often the final step before expulsion and from an academic standpoint is treated as an unexcused absence. Students who are suspended will receive an automatic zero on all exams given that day and all homework assigned that day.

## ***Expulsion***

A student may be dismissed for violating the student conduct code, flagrant misbehavior, lack of effort, excessive absences, or an uncooperative attitude on the part of the student or his parents (also see *Serving Out Demerits*). A student who has been expelled from the school may not return for at least one intervening semester, subject to the administration's discretion.

## ***Discipline Slips***

In the event that a student commits a relatively serious or continual offense, or is to serve detention, be suspended or expelled from school, a teacher may communicate such a problem to the parent by phone call or note. A discipline slip is actually such a note in a standardized format. The parent should discuss the problem with their child, take any further action that they deem necessary, sign the slip, and return it to school with their child by the next day. Failure to do so will bring further penalty upon the student if we determine he is at fault.

## ***Bus Behavior***

The behavior of Faith Christian School students on the buses should reflect the standards of the school (Matt. 5:16). Therefore, the following rules will be in force while traveling to and from school:

1. No standing while the vehicle is moving.
2. Students will abide by any assigned seating arrangements.
3. No loud talking, yelling, singing, noise-making, etc.
4. No swearing or use of indecent or questionable language.
5. Driver is to be respected and obeyed.
6. Certain items are forbidden to be carried to school on a transit vehicle. These items include cigarettes, marijuana, drugs, alcoholic beverages, objectionable literature, electronic games, ipods, mp3 players and knives or other potential weapons. Cell phones are permitted for emergency use only but must remain in the student's backpack during transit and in the student's locker once they arrive at school. Any other item that can be of profitable use in school and not expressly prohibited by the transit authority may be brought in if requested by a teacher, but may not be used on the bus.

In summary, behavior that is unbecoming to Christ cannot be tolerated. Violations of the above rules may result in suspension from bus service or expulsion from school.

### ***Handling A Problem***

Students and their parents should never correct a teacher in front of other students. Parents also need to resist the temptation to immediately side with their child. The following list should serve as a guideline for handling any disputation regarding any school problem.

1. The parent should talk out the problem with the child in a thorough and adversarial fashion (i.e., “playing the devil’s advocate” or getting the child to consider all the possibilities.)
2. If the problem still requires further attention, the parent should contact the teacher, but never at home unless the teacher requests it.
3. If there still seems to be unresolved conflict, the parent should contact the principal.

Maintaining a calm and level-headed approach to such matters while keeping the lines of communication open can go a long way in maintaining proper respect and harmony between all concerned.

## *Attendance And Tardiness*

In order for your child to gain the most in school, he must be regular in attendance. Absence because of personal illness, a death in the family, or any other reason accepted by the principal before the absence occurs is considered excusable absence.

We do not consider a student's absence because he attended another school's picnic as an excused absence. We frown upon a student missing school because they slept in. We also discourage parents from keeping their child home for every little stomachache. It is important to teach children commitment to duty by discouraging needless or frivolous absence. Of course, we do not want disease or infection to be spread, but we believe that children need to learn to function with some amount of sickness as part of living in this world.

Should your child need to miss school for any reason, we urge you to call the school to inform us of such an absence the morning it commences. Regardless, a note from the parent will be required to explain why a student was absent immediately upon the student's return to school.

We urge all parents to try to schedule all doctor and dentist appointments at times other than school hours. If an appointment must be scheduled during school hours, that it would be made for as late in the school day as possible. If you must take your child out of school during the day for some reason, we expect a note explaining such at least on the day of the event, but preferably in advance.

Students with excused absences will be required to make up the work that they missed in the same number of school days that they missed. Students who have unexcused absences can expect to receive zero grades for all assignments and exams given during their absence. **A student who misses *or* is significantly tardy 30 or more days in one school year will be in jeopardy of promotion.**

## *Address And Phone Number Changes*

Should you move or change your phone numbers (home, work, or emergency) at any time during your child's enrollment at Faith

Christian School, we would appreciate it very much if you would notify us immediately so that we may update our records. We understand that some people would like to maintain a level of privacy with their home phone number and have it unlisted, but we must have your home and work phone numbers in the case of an emergency. We will protect your unlisted number from being published. Please cooperate with us on this matter.

### ***Telephone Use***

Students are asked to refrain from using the telephone during school hours except in case of an emergency or when directed by a teacher for school purposes. Whenever it is necessary, students may make a local call for 25¢ after securing permission. Toll calls are not to be made.

### ***Dress Code***

The purpose of our dress code is four fold:

1. To glorify God.
2. To ensure a certain degree of neatness that will positively impact student performance.
3. To promote modesty and a wholesome respect for the human body.
4. To avoid alliance with the world in its vacillating and degenerating styles of dress and grooming.

The general principles we require regarding dress are these:

1. All clothing (including shoes) is to be neat and clean.
2. Clothing is not to be see-through or tight fitting.
3. Clothing is not to be so loose that it is virtually falling off.
4. Sweaters may not be worn without a shirt underneath.
5. Overcoats and jackets are not to be worn in class except in an emergency, (e.g., heating issues.)
6. The hemline of girls' skirts is to cover the knee, standing.
7. Boys' hair is to be off the eyebrows and collar and should not touch the ears.
8. Girls' hair styles should be feminine in style, which indicates a length greater than a boy's.

9. Hair should be neatly combed or brushed.
10. Jewelry and make-up for girls are to be minimal. Ankle bracelets and large, dangling earrings are not permitted. For boys, necklaces, bracelets and earrings are not permitted.

The FCS board voted to require uniforms commencing with the 2008-2009 school year. We considered a number of suppliers and decided to go with a company called French Toast because they had the best prices and our experience with their customer service was very good.

You can also see our specific dress code items online at the site <http://www.FrenchToast.com>. **Search for our school or use the School Source code QS4M88** to access our personal online order form.

If you wish to order similar styles from another company or buy locally, the items must be approved at the book sale in August or before. Please keep the tags on in the event that you have to return any items. Be sure to check sizing charts carefully. There will still be periodic dress checks, especially on the first day of school.

## **Girls:**

### **Acceptable Tops:**

- Interlock Knit Polo with Picot Collar - long or short sleeve in light blue, white, navy blue, yellow, maroon or red (only available locally)

### **Acceptable Skirts:**

- Long skirt - in khaki, navy or black
- Pleated skirt - in khaki, navy or black
- Kick pleat skirt - in khaki, navy or black (note: tends to run small)

### **Accessories:**

- Girls may wear white, navy or black socks, tights or pantyhose (not necessary in warm weather). Only cardigan or mid-thigh sweaters will be permitted (no pull-overs or vests, please) in colors shown in catalog.

- Girls may wear dress or casual shoes with **heels no higher than two inches.** (No tennis shoes or flip-flops)
- Makeup and jewelry should still be kept to a minimum – no dark eye makeup or long, dangling earrings. This has been a particular problem this year.

## **Boys:**

### **Acceptable Tops:**

- Interlock Polo shirt with knit collar - long or short sleeve in light blue, white, navy blue, yellow, red or maroon (only available locally).
- Classic Dress shirt - long or short sleeve in light blue, white, yellow or red. ***You may also procure navy blue or maroon classic dress shirts locally.*** May be worn with or without tie.
- Long sleeve turtleneck (online catalog only) item 1293 in light blue, navy, or white. Maroon ***or yellow long sleeve turtlenecks*** may be purchased locally.

### **Acceptable Slacks:**

- Adjustable waist pant in khaki, navy, or black
- Young men's twill pant in khaki, navy, or black
- Pleated double knee pant in khaki, navy, or black
- Double knee pant in khaki, navy, or black

### **Accessories:**

- Boys may wear navy or black dress socks or white crew socks as seen in catalog. Cardigan or V-neck sweaters may be worn in colors shown in catalog.
- Hair should be kept trimmed and neat as per current handbook regulation. **At the other extreme, boys are not to shave their heads.** Boys may wear dress or casual shoes. (No tennis shoes or flip-flops)

**Additional requirements for all students for special days (as determined by the faculty) when uniforms are not required:**

**A. Shoes:**

1. Dress shoes or casual shoes that are neat and clean in appearance are to be worn. The emphasis is on NEATNESS. Flip flops are not permitted.
2. Athletic shoes are to be worn in physical education classes and in special cases, on certain field trips, but they are NOT to be worn to or from school.

**B. Shirts/Blouses:**

1. Shirts or blouses are not to be worn that have written messages, however brief, or images of personalities and such.
2. Shirts are to be neat in appearance and in the way they are worn. They are not to be tied at the waist and must be tucked in (except whenever the style of the shirt tail recommends that they be worn out, as in the case of some ladies' tops.)
3. At the most, the top button may be unbuttoned and the neckline should not be more than one inch below the lower extremity of the collarbone.
4. T-shirts and sweatshirts are not permitted except for gym class.
5. Sweaters may not be worn without a shirt underneath.
6. Sleeveless tops are not permitted.
7. Tops are not to have low backs or be off the shoulders.
8. Clothing is not to be see-through or tight fitting.
9. Overcoats and jackets are not to be worn in class.

**C. Hair Styles:** A boundary is to be maintained between male and female hair styles.

1. Boys' hair is to be off the eyebrows and collar and should no more than barely touch the ears.
2. Girls' hair styles should be feminine in style, which indicates a length greater than a boy's.
3. In either case, the hair should be neatly combed or brushed.

### **Additional requirements for girls:**

- A. **Tops:** Adolescent girls should wear a full slip or camisole when wearing white or pastel blouses. (See general guidelines for other requirements for tops.)
- B. **Dresses/Skirts:**
  - 1. Girls must wear dresses or skirts to school, the hemline of which is to cover the knee, standing.
  - 2. No slits in skirts which end above the knee are permitted. If present in the garment, they must be sewn to below the knee, not pinned.
  - 3. Denim jean skirts or jean jumpers are not permitted.
  - 4. Sundresses are permitted if worn with an approved blouse.
- C. **Jewelry and Make-up** are to be minimal. Ankle bracelets and large, dangling earrings are not permitted.
- D. **Gym Class:**
  - 1. Girls' tops are to conform to the standards mentioned above.
  - 2. Culottes are to be worn, the hemline of which should cover the knee, standing. Walking shorts, athletic shorts, gauchos and sweatpants are not permitted. If you wish to make your own box-pleat culottes, we must pre-approve the pattern.

### **Additional requirements for boys:**

- A. **Shirts:** must have collars, be neat and in reasonably good condition and tucked in at all times. The emphasis is on NEATNESS.
- B. **Slacks:**
  - 1. Dress slacks or neat casual pants are to be worn.
  - 2. Denim jeans of ANY color or style are NOT permitted.
  - 3. Other slacks that have patches or excessive pockets, trimwork, stitching or studding are not permitted. The emphasis is on NEATNESS.
- C. **Jewelry:** Necklaces, bracelets and earrings are not permitted.
- D. **Gym Class:**
  - 1. For gym class, boys may wear T-shirts or sweatshirts.

2. They are also to wear jeans or loose-fitting sweatpants. No shorts are permitted.


Since it is impossible to foresee every possible violation of the spirit of this dress code, we reserve the right to make judgments on a case by case basis. Should a disagreement arise, the principal will be the final authority.

### ***Physical Education***

All students in grades one through twelve will be expected to take part in the physical education program. Students are expected to bring a change of clothes suitable for this class as detailed above. Students are given ample time to change back into their regular school clothing after gym class.

### ***Student Supplies***

To keep costs down, we do not supply students with most of the sundry items that they need for school. Following is a list of items that students will need to maintain throughout the school year:

	<b>K</b>	<b>1-2</b>	<b>3-6</b>	<b>7-8</b>	<b>9-12</b>
Bible (King James Version)		•	•	•	•
Pencils (#2)	•	•	•	•	•
Pencil grips	•	•	•		
Pens, ball point			•	•	•
Crayons or colored pencils	•	•	•		
Erasers, pencil top and/or oblong	•	•	•	•	•
Glue stick	•	•	•		
Tape		☞	☞	☞	☞
Scissors		•	•		
Ring binder			•	•	•
Loose-leaf paper (not spiral bound)			•	•	•
Two-pocket folders (5) *		•	•		
Assignment book		•	•	•	•
Scientific calculator (statistical)					•

4 special paper purchased at book sale    9 optional, but useful    \* - can be incl. w/ Trapper Keeper☐

The student may also be required to obtain certain items for individual classes throughout the school year (e.g., protractor or compass for math class, etc.). The teacher will notify the parents in this case.

## ***Mid-Morning Break And Lunch***

Starting with the 1989-90 school year, we instituted a mid-morning break for all students and faculty.

Elementary students are permitted to bring a snack and/or purchase items from the vending machines to be consumed in designated areas. They are also permitted to go outside for some exercise and/or fresh air, weather permitting. We do not have a hot lunch program. Kindergarten students should bring a snack, and all other students should bring a regular lunch. Beverages such as milk, juice and fruit drinks as well as certain snacks may be purchased at the school lunch room.

## ***Homework***

We believe homework is a necessary part of the school program. Homework is given to enable the student to practice new skills, maintain old skills, or to aid in the retention of information. As such, we expect parents to support the teachers by emphasizing the importance of homework to their children. We do not intentionally give our students so many assignments that they are up late at night doing homework. If this seems to be the case for your child, first make sure that he is finishing his regular in-school work during school and not bringing it home. Secondly, make sure that he stays on task while doing his homework. If he still spends long hours completing his day-to-day homework, please consult the teacher.

As to when homework should be completed, there is no general rule, except to say that it is not best to do it late at night. Also, for most students, it is probably better if they go out and play or do some chores upon returning home, rather than immediately returning to book work after spending the better part of the day doing the same.

## ***Dropping And Adding Courses***

Permission from the principal is required to drop or add a course after the commencement of the semester. No course may be dropped or added after the first two weeks of the semester. After this date a student dropping a course will receive an F in that course. There are no refunds of any fees if the course is dropped.

## ***High School Credits***

Following are the credits required in grade nine through twelve for graduation from Faith Christian School:

Bible	4	Science	3
English (incl. Lit.)	4	Health/Phys. Ed.	1
Social Studies	4	Other electives	2
Mathematics	3	<b>TOTAL</b>	<b>21</b>

## ***Reports Of Academic Progress***

Report cards are distributed to all students every nine weeks. In between, at approximately four and one-half weeks into the quarter, progress reports are issued. Each of these reports must be signed by a parent and returned to the student's homeroom teacher within a week. Should a student lose a report card or damage it so that it is hard to read, a \$2 charge will be levied to cover the cost of replacement.

The grading scale for academic subjects for grades one through twelve is as follows:

A+	100% and up	Superior	C	72 - 77%	Average
A	92 - 99%	"	C-	70 - 71%	"
A-	90 - 91%	"	D+	68 - 69%	Below Average
B+	88 - 89%	Above Average	D	62 - 67%	" "
B	82 - 87%	" "	D-	60 - 61%	" "
B-	80 - 81%	" "	F+	58 - 59%	Failing *
C+	78 - 79%	Average	F	0 - 57%	"

\* Usually the percentage will be recorded rather than the letter "F" for scores less than 60%

The grading scale for kindergarten, conduct, and certain non-academic courses is as follows:

O = Outstanding	N = Needs improvement
S = Satisfactory	U = Unsatisfactory

## ***Honor Roll Criteria:***

**Honor Roll:** Student must have a B average with nothing less than a C in academic subjects, no less than a C or S in non-academic subjects, and no less than an N in conduct in any subject.

**High Honor Roll:** Student must have at least three A's and the rest B's in academic subjects, no less than a C or S in non-academic subjects, and no less than an N in conduct in any subject.

**Principal's Honor Roll:** Student must receive all A's in academic subjects, no less than a B or S in non-academic subjects, and no less than an N in conduct in any subject.

**Pastor's Honor Roll:** A special award given at the end of the year for those students who have attained Principal's Honor Roll every grading period.

## ***Emergency School Closings***

In the event of a school closing or delay due to inclement weather or building problem, we will post notice with KDKA radio (1020 AM) and TV, WTAE radio (1250 AM) and TV, WPXI TV, and Cancellations.com. Parents are asked to tune in to any of these stations, especially during the winter storm season. Please do not call the principal or faculty members to determine the situation.

## ***Parent - Teacher Meetings***

Parent - Teacher meetings such as Open House are held to promote continuing communication between parents and teachers concerning the students' progress for the benefit of all parties and to promote wholesome fellowship between the same. We cannot stress enough how important it is for at least one parent to be present at every such meeting that is held. Please set an example of caring for your child and be in attendance at these meetings.

## ***Boy - Girl Relationships***

Our school is a co-educational institution. It is wholesome for boys and girls to develop many friendships during the formative teenage years. These friendships should be with members of the same sex as well as the opposite sex. The pattern of "going steady" as adopted by American culture is wrong. It is unfair to the individual because it hinders their developing relationships with others, promoting exclusivity. Furthermore, it is morally dangerous. For these reasons, boy-girl relationships shall not be pursued at this school. Outward show of affection such as hand holding, arms around one another and playful wrestling will not be permitted. Genuine Christian behavior is manifested in a discreet manner and will shun these things.

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