



Roger Bodenstab, *Administrator*

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Dear Parents:

Thank you for considering the **Foursquare Christian School** for your child's elementary and high school education.

The primary goal of **FCS** is to give your child an excellent academic education from a Biblical perspective within the Christian school environment.

FCS was established in 1978 as a ministry of the Foursquare Gospel Church. We employ dedicated Christian teachers who are interested in the spiritual, emotional, and social needs of their students. This, coupled with strong traditional academics, provides an atmosphere which encourages well-rounded student development.

Some additional information is enclosed for your review. If you would like to schedule an interview, or would like further information, please call 464-9501.

I'm looking forward to hearing from you!

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Bodenstab', is written over a light gray rectangular background.

Mr. Bodenstab
Administrator

FOURSQUARE CHRISTIAN SCHOOL

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THE ORGANIZATION

Foursquare Christian School ("FCS") is a ministry of the Crescent City Foursquare Church and serves the community at large in the Del Norte County area.

The governing leadership of FCS consists of the Foursquare Church Pastor, Church Council and the School Administrator, which provides spiritual, administrative, and practical leadership.

Professional Membership

FCS is a member of the Association of Christian Schools International (A.C.S.I.), which offers annual teacher conventions, curriculum and teacher education materials, as well as legal advice.

Campus

FCS shares the facilities of the Crescent City Foursquare Church with many church-related groups and activities. The school uses many areas during the week which are used by other groups on weekends and evenings.

FCS has a closed campus policy. Students may not leave during school hours without written permission from their parents.

STATEMENT OF PHILOSOPHY

The Foursquare Christian School is a "Christian" School, as opposed to a public or even a private school. The one point that distinguishes a Christian school is its philosophy.

Our philosophy is to partner with parents to provide each student with a Biblically based spiritual and academic education and a Biblical worldview.

We believe that the responsibility for a child's education rests with the parents, not with the government or the church. Children belong to God and are given by God to parents. The teachers stand in the place of parents and the school should complement and supplement the home. When parents choose a Christian school for their children and go through the enrollment process, they affirm that they are in general agreement with the spiritual and academic mission of the school. They also affirm they will back the school in prayer support, financial support, and parental support of the school's rules.

Parents who are not in harmony with the spiritual, academic and social purpose of the school should not enroll their children. Students will conform much better to the standards of the school if they know their parents and the school are united on the rules. The same is true in families when children know their parents are in solid agreement about family rules; they respond much better when they see united leadership. The leadership principles that apply at home also apply at school. Students must see the school and the home united.

PURPOSE AND OBJECTIVES

The purpose of our Christian School is to provide instruction of high academic quality fully integrated with Biblical principles and to educate young people in a God-centered life. It is our aim to have each student come to know Jesus Christ as personal Savior and Lord, to develop the student's ability to know God, to nurture students toward mature Christian discipleship and to have a Biblical Worldview. Further, it is our goal to prepare students to fulfill their potential in the home, the church, their vocations, and their culture in a manner that brings glory to God and to assist in the nurture of the Christian family.

Objectives are statements of specific ways in which the purposes of the school should be manifest in the lives of its students. The objectives of our Christian School are as follows:

- To guide the student to a knowledge of, and personal relationship with, the Lord Jesus Christ.
- To teach each student a practical knowledge of the Word of God and the ability to apply it to everyday life and to develop a Christ-likeness in all areas of life.
- To establish a firm fundamental training in the academics, integrated from a Biblical viewpoint, taking God's Word and applying it to every academic area.
- To develop in each student a mutual respect for one another and to establish an environment where a child can freely express the joys of his/her faith.
- To teach the qualities consistent with good citizenship – loyalty, honor, faithfulness, justice, liberty and love.
- To develop the ability to work and use reference and study skills effectively and thus enable the individual to become self-managing and a life-long learner.
- To develop creative, critical and independent thinking in order to understand, participate and intelligently contribute in our society.
- To encourage physical growth and development through a varied program of physical activity and competition.

You are strongly encouraged to ponder the above statements and pray earnestly about them to seek God's will for your child or children.

DISTINCTIVES

Upon completion of Foursquare Christian School, students will:

Demonstrate knowledge of Biblical truth and the gospel of Christ

- Biblical instruction
- Biblical knowledge to defend/explain faith in Christ
- Prayer as communication with God
- Lifestyle evangelism
- Life application of Biblical truth

Demonstrate intellectual competence

- Mastery of basic academic skills
- Effective work and study habits
- Critical thinkers
- Technologically literate

Demonstrate growth in effective communication skills

- Oral
- Written
- Visual arts
- Performing arts
- Relational skills

Demonstrate responsible citizenship and appropriate social development

- Christian values and ethics
- Obedience and respect for authority and rules
- Assume responsibility for actions
- Work cooperatively and productively in diverse settings
- Involvement in community life

Demonstrate respect for diversity in society

- Ethnic, physical and economic diversity
- Cultural heritage awareness
- World cultures

Demonstrate an understanding that their bodies are the temple of God

- Gross motor skill development
- Sports competency and team play
- Proper nutrition and good health practices

STATEMENT OF FAITH

1. The Scriptures:

We believe in the plenary and verbal inspiration of the Scriptures, both of the Old and New Testament. By this we understand that the Holy Spirit not only inspired the thoughts of the writers, but also formulated the very word structure into which the thoughts were inerrant as to fact and infallible as to truth. (I Cor. 2:13; II Tim. 3:16-17; II Pet. 1:20-21) We further believe that the Scripture is to be interpreted normally according to the grammatico-historical method.

2. The God Head:

We believe in one Triune God: Father, Son and Holy Spirit; eternal in being, identical in nature, equal in power and glory, and having precisely the same attributes and perfections. (Deut. 6:4; II Cor. 13:14)

3. Man's Creation and Fall:

We believe that man was created in the image and likeness of God but through Adam's sin became alienated from God, acquired a sin nature, and came under the judicial sentence of death. (Gen. 1:25-27; Rom. 3:22-23; Eph. 2:12)

4. The Person and Work of Jesus Christ:

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived of the Holy Spirit and born of the virgin Mary, in order that he might reveal God and redeem sinful man. We believe that the Lord Jesus Christ accomplished our sacrifice, and that our redemption is made sure to us by His resurrection from the dead in the identical though glorified body in which He was crucified. (John 1:1-2; Luke 1 1:35; Rom. 3:24-25; I Pet. 1:3-5)

We believe that the Lord Jesus Christ is now in heaven exalted at the right hand of God where, as High Priest for His people, He fulfills the ministry of Representative, Intercessor, and Advocate. (Heb. 9:25; Rom. 8:34; I John 2:1-2)

We believe in the personal return of our Lord Jesus Christ and in His kingdom reign. (I Thes. 4:13-18; Zach. 14:4-11; Rev. 20:6)

5. The Holy Spirit:

We believe that the Holy Spirit, the third person of the God-head, in the present age regenerates and indwells all believers in the Lord Jesus Christ, baptizes them into the Body of Christ and seals them unto the day of redemption, and we believe that every believer is commanded of God to be filled with the Holy Spirit. (Rom. 8:9; I Cor. 12:12-24; Eph. 1:13-14, 5:18-20)

6. Salvation

We believe that salvation is the gift of God offered to man by grace and received by personal faith in the Lord Jesus Christ, and that this faith is manifested in works pleasing to God. (Eph. 2:18-20; Titus 2:11-14).

We believe in the spiritual unity of all believers. We believe that all who are saved shall have eternal life. (Rom. 8:1, 38-39; John 10:27-30)

7. The Church:

We believe that the church is a spiritual organism made up of all born-again persons in this age irrespective of their affiliation with Christian organizations. (Eph. 1:22-23, 5:25-27; I Cor. 12:12-24)

We believe God's plan for this present age involves world evangelism through the church and through the witness of every believer in Jesus Christ.

8. The Final State:

We believe that the condition and retribution of the lost and the salvation and blessedness of the saved are conscious and everlasting. (Mark 9:43-48; Rev. 20:15, 22:3-5, 11)

ADMISSIONS

Upon receipt of a completed application form, followed by completion of appropriate interviews and financial understanding, a decision concerning admission will be made. An incomplete application form may delay the application process. Applications are processed in the order in which they are received.

Procedure

1. Parents view a video presentation at school.
2. Parents visit school.
3. Parents and student read this handbook thoroughly.
4. Parents or student request that student's pastor send a letter of recommendation.
5. Application is submitted accompanied by registration fee.
6. Office will then call for an interview (both parents and pupil) with the school administrator and/or principal.
7. Reservations are made for a parent training program as discussed at the interview.
8. Parents will be notified of acceptance.
9. Parent Orientation is attended by all parents or guardians.
10. All new students are admitted on probation for the first nine weeks.

Non-Discriminatory Policy

The Foursquare Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs.

Statement of Agreement

A "Statement of Agreement" must be read, signed and returned with each application prior to the acceptance of new students.

Legal Requirements

1. **Immunizations**
State law requires that a student's immunizations are current for enrollment. A "Waiver Statement" is available if you do not wish your child to be immunized.
2. **Records**
The Federal Family Education Rights and Privacy Act of 1974 requires a school to have written consent from a parent or guardian before records may be obtained or transferred to another school.

Re-Enrollment of Students

A form will be sent to parents in the spring of each year concerning re-enrollment for the following year. This form should be returned with a \$100.00 non-refundable pre-registration fee, which will be applied toward the registration fee for the next year. Upon receipt of the completed re-enrollment form, the school administrator will review each student's record with regard to their spiritual, academic and social progress. If, during this review, it is determined that the student's needs might be better met elsewhere, the parent will be so notified.

SCHOOL FEES

FACTS Tuition Management Service

All registration and tuition payments are paid to the FACTS Tuition Management Service. We use this service to more efficiently manage the tuition collection process and to help families meet their financial obligation in a simple, convenient way that is completely confidential and secure.

Registration Fee

An annual registration fee of **\$200.00 per student** is assessed to cover curriculum.

Student Activities Fee

An annual student activities fee of **\$100.00 per student** is assessed to cover sports, student insurance, musical programs, computer lab and other activities.

- Insurance: School time accident insurance is secured for each student. Details concerning this insurance can be obtained from the school office. The cost of this insurance policy is covered by the student's activity fee.

Tuition

Annual Tuition	10 Monthly Payments	11 Monthly Payments	12 Monthly Payments
3500.00	350.00	318.18	291.67

A fee of **\$500.00** is added to the annual tuition to cover Regional Student Convention for all students 13 years and older.

Annual Tuition	10 Monthly Payments	11 Monthly Payments	12 Monthly Payments
4000.00	400.00	363.64	333.33

Delinquent Fee Policy

- Accounts are considered delinquent 5 days after the due date to FACTS.
- A \$25.00 late fee will be assessed for all late payments.
- The school reserves the right to dismiss a student whose account is delinquent.
- Students may not be allowed to re-enroll if the account is delinquent.
- Students who accounts are delinquent may not be allowed to participate in special activities.

Optional, Special or Specific Fees

- Class Pictures - The school contracts with professional photographers for both individual and class portraits in the fall and special individual pictures in the spring.
- Special Activities/Field Trips - Students will have the opportunity to participate in special activities. The cost of these programs will be kept to a minimum so that all students may participate. Please read school notices to keep informed of special activities. Students whose accounts are delinquent may not be allowed to participate in these activities.
- Classroom Supplies - Each class has a supply list. You can obtain a supply list from your child's supervisor or in the school office.
- P.E. Uniform – FCS t-shirt and shorts (approx. \$20 through the school office)
- Regional Student Convention (age 13 and up) - \$500.00 will be added to the annual tuition fee for Regional Student Convention.
- International Student Convention – Parent Sponsored fundraisers raise money for those students who become eligible at Regional Student Convention.
- High School Courses – Computer Lit., Rosetta Stone Foreign Language, etc.

ATTENDANCE

School Hours

8:00 am - 3:00 pm **Friday Dismissal: 12:00 pm**

All exceptions are noted on the annual calendar.

Attendance Policy

Regular school attendance is vital to each child's educational success. The school calendar provides generous vacation opportunities and we encourage ALL families to plan out-of-town trips to coincide with the days in which the school is closed. **We discourage parents from removing their children on regular school days.** Faithful attendance fosters a positive attitude of commitment to a strong educational program.

Unnecessary absences force students to miss valuable instruction, and unfairly increase the teachers' workload. Students with chronic absenteeism may be required to bring in a doctor's note before further absences are excused.



Absences

Excused Absences:

Absences for the following reasons are considered **excused**, when documented by a note or a phone call from the Parent or Legal Guardian **within 5 days** of return to school:

- Illness of the student
- Bereavement
- Dental or medical appointment – **These should be scheduled after school or on Fridays; please notify your teacher in advance if your child has an appointment during school hours**
- Emergencies deemed valid by the administration
- Planned Absences (please see “Planned Absence” section below)

Unexcused Absences:

- Indifference (student is improperly absent with parent knowledge/consent)
- Truancy (student is improperly absent without parent knowledge/consent)
- Illness in the family or illness of the parent
- Unapproved “planned” absence
- Uncertified illness (more than 5 days without documentation)

The Administration will in all cases make the final determination of the correct status (excused or unexcused) for each absence. Students will be allowed three unexcused absences per quarter. If a student has more than three unexcused absences, he/she will receive demerits for Goal Adjustments for that day and any other unexcused days after three unexcused absences. Students who accumulate numerous absences will have restrictions or conditions placed upon their enrollment. A doctor's note verifying illness is an example of such restrictions. Likewise, local and state authorities may be notified.

Re-Admit

A Re-admit slip must be obtained from the office upon returning to school.

Homework when absent

Parents should communicate with their child's supervisor(s) to arrange for any missed assignments. If homework is desired while a student is absent, please call the school office by 10:00 am for work to be picked up by 3:00 pm. A student has one day for every excused absence to complete his/her missing assignments. If a student is absent two or more days, he/she will have an additional weekend to make up the work. Supervisors and administration will consider any special circumstances that may be communicated by the parent.

Planned Absences/Independent Study

If parents know ahead of time that their child will be out of school for two or more days, (i.e. vacation, family outing) they should fill-out a "Homework Request Form" in the office at least one week prior to the absence. Supervisors will decide whether the assignments to be missed will be completed while the student is absent, prior to the absence or upon returning to school. Parents and students are ultimately responsible for the completion of assignments in the time allotted by the teacher.

Tardy Policy

Students who are tardy cause an interruption to the class, miss valuable instruction and require the supervisor to give additional instruction to make sure that the student is prepared for class. Roll is taken in the classroom after the second bell. A student arriving after the 8:00 am bell is considered tardy, and must report to the office for a tardy slip before they may enter the classroom.

To encourage students to establish the necessary habit of punctuality, we have developed the following policy for tardiness. Tardies will be excused for Doctor/Dental appointments or other extenuating circumstances as deemed appropriate by the Administrator. We will be reasonable, fair and consistent in the enforcement of this policy.

- 1st Tardy – Warning
- 2nd Tardy – Warning
- 3rd Tardy – Warning
- 4th Tardy – 15 minutes to be served at lunch time
- 5th Tardy – 15 minutes to be served at lunch time
- 6th Tardy – 30 minutes after school & Parent/Teacher/Administrator Conference
- 7th Tardy – 1 hour detention after school and restrictions placed on student's enrollment



The above disciplinary actions are in effect on a quarterly basis.

DRESS CODE - 5th through High School

Boys Uniform

Shirts

Solid white, light blue or navy blue dress shirt or polo shirt with or without FCS logo. Dress shirts with tails must be tucked in.



Pants

Solid straight leg, navy blue, black, or khaki dress pants or slacks. No denim, decals, side pockets, baggy or oversized pants.



Belt

Black or brown belt must be worn with pants with belt loops.



Sweaters

V-neck or crew neck, pullover or cardigan
In black, navy blue or white; or FCS **non-hooded** sweatshirts may be worn inside the classroom.



Shoes

Black or brown oxford type with rubber soles and non-marring athletic shoe. No exotic colors or styles.



Socks

White athletic socks with athletic shoes; black or navy socks with dress oxford



Other:

Hair: A neat and conservative cut, above the collar and ears, out of eyes. No excessive natural dyes. No colors.

Coats: Coats may be worn outside the classroom; however, they must be removed inside the classroom. Uniform sweaters/cardigans and FCS **non-hooded** sweatshirts may be worn inside the classroom.

Jewelry: No piercings or necklaces. One watch and one ring are permitted.

PE Uniform

PE Uniforms will be ordered by the school and to be purchased for each student. Order forms for PE uniforms will be sent home the 2nd week of school.

Girls Uniform

Skirts/Skort/Culottes

Solid navy blue, black or khaki skirt, skort or culottes. No denim, decals or wrap-around skirts. Skirts, skorts, and culottes should be no shorter than the bottom of the knee. Navy blue or black short should be worn under skirts for modesty and should not show when standing.



Pants

Solid straight leg, navy blue, black, or khaki dress pants or slacks. No denim, decals, side pockets, baggy or oversized pants. May be worn with light blue, navy or white blouse or polo shirt.



Blouses

Solid white, light blue or navy blue girl's peter pan or oxford Collar dress shirt or polo shirt with or without FCS logo. Dress shirts with tails must be tucked in.



Sweaters

V-neck or crew neck, pullover or cardigan
In black, navy blue or white; or FCS **non-hooded** sweatshirts may be worn inside the classroom.



Shoes

Navy blue or black Mary Jane style shoes, or non-marring athletic shoes. No exotic colors or styles.



Socks

Socks or leotards may be worn in navy blue, white or black. No lace.



Other:

Hair: Conservative, out of the eyes, no excessive natural dyes. No colors.

Coats: Coats may be worn outside the classroom; however, they must be removed inside the classroom. Uniform sweaters/cardigans and FCS **non-hooded** sweatshirts may be worn inside the classroom.

Jewelry: Earrings should be small and simple posts. One ring & one watch are permitted. No necklaces.

Make-up: **5th – 8th**: No make-up. **High school Only**: Modest make-up is permitted. Administration reserves the right to decide what is “modest.”

PE Uniform

PE Uniforms will be ordered by the school and to be purchased for each student. Order forms for PE uniforms will be sent home the 2nd week of school.

PROFESSIONAL DRESS DAY

Dress Your Best!

Monday (or first day of the week) Dress Code

Girls

Skirts or skort and girl's dress shirt or blouse. No pants, culottes or polo shirts. Navy blue or black Mary Jane style shoes. No athletic shoes.

Boys

Button up dress shirt, no polo shirts. Ties are encouraged. Black or brown oxford type shoes. No athletic shoes.

SCHOOL SPIRIT DAY (optional)

Show Your School Spirit by Wearing Your FCS Logo!

Friday Dress Code

Shirts

FCS Polo Shirt (available in the office or from landsend.com) in navy blue, light blue or white or other FCS logo shirt. Dress shirts with tails must be tucked in. Matching turtlenecks may be worn underneath the FCS shirt for warmth.



Pants

Blue or black Jeans



Socks

White athletic socks with athletic shoes



Shoes

Non-marring athletic shoes. No exotic colors or styles.



Note: **Friday is not a free dress day. Please adhere to the Friday Dress Code or Normal Dress Code. All other specifics for hair, jewelry, coats, etc. apply.**

You will be notified in advance of special events requiring special clothing.

DISCIPLINE POLICY

Partnering With Parents

The school and parents must work together in helping children mature academically, socially and spiritually. It is our belief that the basic responsibility for loving discipline resides with the parent. Therefore, parents will be informed when circumstances warrant parental follow-through. Your active support of school discipline is important to your child's learning process and respect for standards and responsibility.

Character Development

Our total program is designed to develop the spiritual as well as academic qualities that characterize your child. We appreciate your confidence in our program. In order to carry out your wishes for total character development, we believe it is necessary to follow scriptural admonition to correct a child when his behavior is in violation of proper or reasonable rules under the following guidelines:

1. The offense will be clearly discussed with your child.
2. Staff members will discuss scriptural applications and pray with your child.

Continued Misbehavior

If the situation continues to be disruptive to the class, we shall then respond in this order:

1. A call to parents, at work or home, to assist in communication of the necessity for change.
2. A letter to parents explaining the situation.
3. A conference with parent, child and staff member.
4. Dismissal

This is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he will be reformed. We are here to work with the home, but not to take the place of parents.

The student must at all times conduct himself in a manner becoming a lady or gentleman. If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

High school students in particular—because of their influence on younger children—are trained to adhere to the school's philosophy and Biblically-based program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, listening to music that promotes ungodly thinking and behavior, public dancing, swearing, viewing or discussing pornographic items, and other questionable practices.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that “all things should be done decently and in order” and that our students should be taught to accept the responsibility to “walk honorably before all men.”

Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Classroom Discipline

Each Learning Center uses a Merit (positive) and Demerit (negative) reinforcement system to help each student take responsibility for their work and their behavior.

Merit System

The merit system is designed for the staff to be able to reward students for their good actions and good behavior. Each student in the Learning Center will collect merits for an entire month and at the end of the month there will be a “Merit Sale”. Every student will have the opportunity to spend their merits at this sale or they can save their merits and spend them later at another sale if they choose to.

Sample of Merits

# of Merits	Reason for Merits
25	Acts of kindness & service
50	Homework completed and ready for Goal Check
100	Goals completed for the day
500	Oral/Book Report/No demerits for the week

There will be different items for sale at the end of each month. Parents are encouraged to help provide merit sale items for these end of the month sales. Good student behavior is encouraged and will be rewarded.

Demerit System

The paramount rule is “do right; do not disturb.” Demerit marks are given for disturbances or broken rules. Three or more marks in one day result in detention time as follows:

- 3 marks = 15 minutes detention (served at lunch)
- 4 marks = 20 minutes detention (served at lunch)
- 5 marks = 30 minutes detention (served at lunch or after school at Supervisor’s discretion.)
- 6 marks = 1 hour detention (served after school)

Some infractions may receive automatic detention or suspension, as deemed necessary by Administration. When a student receives a detention, a “Corrective Action Notice” is sent home with the student and is to be signed by the Parents. The next day the slip is returned and detention time is served.

Demerits are an indication that a student may need direction in the development of principles of character in his life. Conferences with the supervisor, administrator, and parents/guardians are sometimes necessary to assure this growth.

Incentive Program

Level “A” Responsibilities:

1. Complete number of PACEs listed on the PACE Completion Chart.
2. *Maintain academic balance.
3. Accumulate no more than 45 minutes detention the preceding week.
4. Memorize the month’s Scripture selection the preceding week. Monthly Scripture is recited weekly for privileges.

Level “A” Privileges

1. Twenty-five privilege minutes for the week.
2. May read approved literature or listen to inspirational tapes in office after daily goals are completed.
3. May engage in approved extracurricular activities in office and at computer (*i.e. Student Convention preparation, crafts, puzzles, games, inspirational tapes*).

Level “C” Responsibilities

1. Complete number of PACEs listed on the PACE Completion Chart.
2. *Maintain academic balance.
3. Accumulate no more than 30 minutes detention the preceding week.
4. Memorize the month’s Scripture selection the preceding week. Monthly Scripture is recited weekly for privileges.
5. Present a special monthly 5-minute oral report on an interest area or project. The report qualifies for a 4-week period. An outline and written report must be handed in a week before the oral report is presented.

Level “C” Privileges

1. Fifty privilege minutes for the week.
2. May read approved literature, listen to inspirational tapes, etc., in office at any time in the afternoon except at required classes (*i.e., art, music, group discussions, and PE*).
3. May engage in approved extracurricular activities in office or participate in other assignments and projects outside of the Learning Center. (NOTE: Permission must be obtained and a note left in Student Office as to their whereabouts.)
4. May be out of seat without permission in Learning Center for academic purposes.
5. May serve on approved projects (*i.e., errands, office aid, and student monitor*).

Level “E” Responsibilities:

1. Complete number of PACEs listed on the PACE Completion Chart.
2. *Maintain academic balance.
3. Accumulate no detention the preceding week.
4. Memorize the month’s Scripture selection the preceding week. Monthly Scripture is recited weekly for privileges.
5. Read and report on a literature book or a book selected from a prepared list. (May substitute a 5-minute oral report on an interest area or project.) The report qualifies for a 4-week period. An outline and written report must be handed in a week before the oral report is presented.
6. Be available for participation in school activities (*e.g. chapel/assembly and guest tours*).
7. Must be engaged in some community service on a regular basis (*e.g., music, drama, and visiting widows/widowers/shut-ins*) or church-related service (*e.g., evangelism, music, ushering, nursery, janitorial work, or greeting visitors*). Services are made available at school as well.

Level “E” Privileges:

1. Fifty privilege minutes for the week.
2. May read approved literature, listen to inspirational tapes, etc., in office at any time during the day except at required classes.
3. May engage in approved extracurricular activities in office or participate in other assignments and projects outside of the Learning Center.
4. May be out of seat without permission in Learning Center.
5. May serve on approved projects (*e.g.*, errands, office aid, and student monitor).
6. May leave office and Learning Center at will for approved projects when not committed to other responsibilities or functions. A note must be left in Student Office as to their whereabouts.
7. May attend approved off-campus functions of a spiritual nature (*e.g.*, Biblical conference, etc.)
 - Academic balance means having the same number of PACEs completed in each curriculum subject as prescribed. Academic balance is required in order to achieve privilege status and honor roll unless a student is bringing a subject up to level.

<u>PACE COMPLETION CHART</u>										
LEVELS 1-8 (5 subjects/60 PACEs minimum to be completed per year)										
	by the end of week...									
to earn...	1	2	3	4	5	6	7	8	9	
“A” or “C”	1	3	5	7	8	10	12	14	15	
“E”	2	4	6	8	10	12	14	16	18	
Example: A student must have earned 5 stars by the end of week 3 to qualify for privileges during week 4.										
LEVELS 1-12 (6 Subjects/72 PACEs minimum to be completed per year)										
	by the end of week...									
to earn...	1	2	3	4	5	6	7	8	9	
“A” or “C”	2	4	6	8	10	12	14	16	18	
“E”	3	5	7	9	12	14	16	18	21	
Example: A student must have earned 6 stars by the end of week 3 to qualify for privileges during week 4.										

Application for Privileges

Students who believe they have fulfilled the responsibilities for a level of privilege status and desire privilege status should assume responsibility for requesting an Application for Privileges form on the Friday preceding their desired week of privileges. They should complete the form and submit it that day. At opening exercises on Monday, the privilege status emblem will be presented for the student to display during the week.

A student may earn more and more privileges as he assumes more and more responsibilities. Remember: Privileges are incentives designed to promote learning achievement.

ACADEMIC ACHIEVEMENT POLICIES

Grading Period

Academic grades, conduct, effort indicators, and supervisor evaluations will be reported on a nine-week basis. Please consult the school calendar for specific dates.

Grade Point Average

The following are the percentages and their assigned letter grades:

94-100	A
88-93	B
80-87	C

Progress Reports

The grading system of our school is designed to give parents a true indication of the student's progress or lack thereof. The Progress Report is given to the student at the end of each quarter to present to their parents. The report is sent home in envelopes with the student's name on it. Please return the envelope to school promptly so we know you have received the Progress Report.

Congratulations! Slips

Every time a student passes a PACE test and receives a PACE star, they are given a *Congratulations! Slip*, which they take to their parents to inform them of their achievement. Parents have an excellent opportunity to encourage and compliment the student at this time.

School Supplies

King James Version Bible
Pencil box, small to fit in Student Office
Blue ink pen
Pencils, (one box of #2 pencils to start off with)
Eraser
6" ruler (to cross off goal chart and underline in PACEs)
Tissues (the square box is better)
Chapel Notebook (spiral bound, 8 ½ x 11)
1 box colored pencils
Compass (Math 1076 and above)
Protractor (Math 1076 and above)
Calculator (at Supervisor's discretion)
12" ruler (marked with both inches and centimeters)

Computer Technology

Computers are a way of life; therefore, all students are given opportunity to learn how to use computers starting as early as first grade. Every graduate is expected to be computer literate. Students are required to provide their own computer disks for academic work when necessary.

Student Conventions

The purpose of Accelerated Christian Education Student Conventions is to give Christian young people opportunities to develop leadership skills. Preparation and competition will develop skills and attitudes that will prepare students for life. Participation is required for students age 13 and above. See your child's Supervisor for Student Convention Guideline.

HOMEWORK POLICY

The Foursquare Christian School has a traditional philosophy of learning that encourages the value of homework. We have felt it necessary to outline the purpose and scope of homework at FCS and to encourage parental involvement in each child's educational experience.

The Value of Homework:

- | | |
|--------------------------------|---|
| a. Learn to do research | c. Acquire habits of organization |
| b. Learn to work independently | d. Develop good study habits and time budgeting |

The Purpose of Homework:

- | | |
|--------------------------------|--|
| a. To reinforce skills learned | c. To increase knowledge |
| b. To improve skills | d. To connect the school environment with the home environment |

The responsibility for scholastic achievement is placed on students. Most students should not need to take academic work home. The goals set by the student and reviewed by the supervisor usually are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the supervisor, to complete the work at home or after school in the Learning Center. Should the student have homework, a Homework Slip giving the pages to be completed, will be issued. The slip is to be signed by the parent and returned the following day. Resource books may be signed out. Lost resource books will be charged to the monthly statement.

In the event students do not complete their homework they will receive 1 demerit for each incomplete goal. A parent conference may be requested to resolve situations where incomplete daily homework appears to be a repeating problem.

Responsibilities of Parents

The attitude of the parent toward their child's homework is most important, for it has great influence on the way a child feels about it.

For parents to help their children make the best use of time we suggest:

1. Set a definite time and place for study.
2. Take an active interest in what the child is doing.
3. Give encouragement, but do not do the work for the child. Give personal supervision where it is needed.
4. Communicate with the Supervisor as to specific help needed.

AWARDS PROGRAM

Awards of different sorts highlight the annual Awards Program held each spring. Students compete during the year to attain these awards. An Awards Program would include a Graduation for any graduating students, a semi-formal banquet (please dress appropriately), and a guest speaker. Awards must be earned by the Awards Cut-off Date. This is a list of awards commonly presented and their criteria:

Honor Roll

Each quarter, students included on the Honor Roll must fulfill the following requirements:

1. At least three stars in each subject: math, English, social studies, science, Bible Reading (when available), and Word Building (Etymology for ninth-level students) plus three stars in Literature and Creative Writing or an appropriate number of literature selections. Requirements for a specific number of stars on each subject may need to be adjusted to the circumstances. Candidates for graduation who have completed some requirements may be exempt from maintaining balance.
2. A qualifying total PACE Test average:
 - Honors: 88 to 93 percent
 - Highest Honors: 94 percent or higher
3. Memorization of each month's Scripture passage

- *Honor Roll /Awards*

A special Honor Roll/Awards ceremony is designated each quarter to present students with their certificates.

- *Honor Roll Trip*

On a designated day during the second, third, and fourth quarter qualified students are taken on a special outing. Students who have met Honor Roll requirements during the previous quarter are eligible for the Honor Roll trip.

Bible Honor Roll

Given quarterly to those students who have recited the Monthly Scripture six out of the nine weeks of the quarter.

Academic Award

The recipients of these awards must have been on the Honor Roll at least three times and must have learned each monthly Scripture passage. These awards are given to the students in each Learning Center who have met the previous criteria and have obtained the highest PACE average for the year.

PACE Awards

The first award honors those students who successfully completed 75 or more PACEs during the year by the Awards Cut off Date. The second award honors those students who successfully complete 100 or more PACEs during the year by the Awards Cut-off Date.

Perfect Attendance Award

This award is given in recognition of competency in attendance. To qualify for this award, a student must have been in school every day during the past year and may not have been late for school more than three times during each of the four quarters of the school year.

Athletic Awards

These awards are given to students who show control in attitudes during competition, who are good team players while exhibiting individual talents, who work hard during fundamental exercises, who respond to directions and instructions, who show control during times of stress, and who give support and encouragement to others.

Monitor's Award

This award is given to one student in each of the Learning Centers. These students will have consistently shown neatness in their written work and in their offices. They must also have been polite and cheerful each time the Monitors have answered their flags.

Passed All PACE Tests Award

To receive this award, students must have passed every test, and must have completed a full year's work.

International Honors Certificate (graduates only)

This is a certificate given to outstanding graduating students who have met specific requirements. Discuss details with Supervisor.

Citizenship Award

This award honors the student who has demonstrated consistent, positive learning behavior, has good attendance, has participated well in Chapel, has good dress and social habits, is polite to staff and student, has a good attitude in daily routine and positively promotes the Academy.

Christian Service Award

This award is given to a student who is consistently involved in church related activities with a good and wholesome attitude toward leadership. A love for the Lord and a willingness to help in any area as needed are also exemplified.

Student of the Year Award

This award is given to a student who has been on the Honor Roll at least three times, has learned each monthly Scripture passage, has had good school spirit, has been helpful to staff and students, and has leadership qualities such as setting an example by lifestyle, thoughts and attitudes, and being receptive to admonition.

Scripture Plaque Award

These plaques are given to students who have memorized the monthly Scripture portion for each month of the school year.

Literature Certificate

Students who want an additional challenge are encouraged to strive for the Literature Certificate. During the school year, students must read and report on at least 20 character-building books at or above their English curriculum level. Books must be approved by the supervisor prior to reading. No more than ten books may be associated with English PACEs

The following Awards are earned by memorizing the books of the Bible listed within the school year (see the Student Convention Guidelines for specific details):

Golden Apple Award (Proverbs)

Golden Lamb Award (John)

Golden Harp Award (Psalms)

Christian Soldier Award (Romans, Galatians, Ephesians, and Philippians)

GRADUATION REQUIREMENTS

The graduation requirements shown on the following pages are minimums.

A prescribed course of study will be determined through a conference between the staff, parents, and student. Transfer students must complete at least sixty PACEs in this school before receiving a diploma.

Courses of Study Leading to a Diploma (the following are three of the courses available)

Honors Course of Study – 280 credits

The Honors program includes the standard college preparatory courses plus additional attainment of the very highest quality preparation for a college education.

College Preparatory Course of Study – 250 credits

Students who choose this category will have the ability to go on to college. (refer to College listings)

General Course of Study – 240 credits

This course is the minimum course of study for a standard high school diploma.

Accredited Graduation Diploma

Graduates will be able to receive an accredited transcript and diploma through dual enrollment with Lighthouse Christian Academy, the Distance Learning provider of Accelerated Christian Education (A.C.E.) by:

1. Meeting all graduation requirements.
2. Being enrolled in the dual enrollment program for at least the last two years of high school.
3. Paying the annual dual enrollment fee.

MEDICAL GUIDELINES

When a Child Becomes Ill at School

Students who feel ill during school hours may ask permission of their teacher to lie down in the school office. The student's temperature will be checked and a staff member will pray with them. If a student needs further care, the parent will be contacted.

Medications

No medications of any kind should be sent to school with students. Schools do not permit self-administration of drugs by students, whether prescription or not. Medication may only be administered by a designated school personnel if both of the following conditions are met: (1) The student's authorized health care provider executes a written statement specifying, at a minimum, the medication the student is to take, the dosage, and the period of time during which the medications is to be taken, as well as otherwise detailing the method, amount, and time schedule by which the medication is to be taken. (2) The student's parent or legal guardian must fill out a Request for Medication Administration form obtained in the school office.



Communicable Illnesses

Parents are urged to use extreme caution in sending children to school with communicable illnesses. The school reserves the right to send home any child who, in the opinion of the teacher and Administrator, is too ill to remain at school.

STUDENT HARASSMENT POLICY

The Foursquare Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Reporting

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to report the matter to one of the school officials. Students who observe conduct of a harassing nature are also encouraged to report the matter to one of the school officials.

Investigating

The Administrator, upon notice of any reported incidents of harassment shall promptly conduct a full and fair documented investigation of the matter. The investigation may be conducted by others under the direction of the Administrator. Depending upon the seriousness and nature of the allegations as determined by the school's administration, parents will be notified of an investigation involving their child.

Corrective Measures

After a thorough investigation and review of the facts, the Administrator will promptly take any necessary corrective measures deemed necessary.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. FCS reserves the right to fully investigate every complaint and to notify a student's parent or guardian and appropriate government officials as the circumstances warrant.

COMMUNICATION

Parent – Teacher Conferences

To provide for communication between parents and teachers, conferences will be scheduled at the end of the first and third quarter of each year. Conferences are mandatory for the first and third quarter, and thereafter as deemed appropriate by the teacher, parent, or Administration. All parents/guardians are encouraged to attend conferences.

Parent – Teacher Communication

Parents are encouraged to contact their child's teacher whenever questions or concerns arise as to their child's progress.

Home Envelope

An envelope is used to send notes and letters home for signatures and other responses. It is important that the envelope be returned the next day. This envelope system is our lifeline with each family. It is important that materials be reviewed and responded to immediately.

Faculty - Student Relationships

Students are expected to maintain an attitude of respect when communicating with school staff members. The terms Miss, Mrs., or Mr. should be used when addressing staff and monitors.

Classroom Monitors

Many of our classroom monitors are parents of students. Students must respect their parent as a staff member when they are in that role.

Classroom Visitation

Parents are encouraged to volunteer in their child's classroom. All visitors must sign-in through the school office before going to the classroom or play area.

PLAYGROUND & PLAYTIME RULES

Swings:

- No Jumping out of swings
- No "Under Dog" on swings
- Only one person may swing at a time in each swing
- No twisting or going side to side in the swings
- No standing or flipping in the swings

Other playground Equipment:

- No climbing on top of monkey bars
- No sitting on tables
- No standing on slides, going down slide with others, standing in front of slide, or throwing objects of any kind up, down or in front of slide.
- No climbing on fence
- Do not leave playground without permission

Balls:

- No kicking balls at any time unless a supervised game that requires kicking is being played.
- Always be respectful of others.

FOOD

Lunches & Snacks

Students should bring a nutritional snack and a healthy sack lunch. Soda and other sugary & caffeinated beverages are discouraged. Please keep candy/treats to a minimum. Teachers will encourage students to eat their nutritious items at snack.

Hot Lunch

Hot lunches are an occasional event, and notice of them will be given in advance.

Milk Program

Milk is sold in half-pint cartons, individually and by 20-carton milk tickets. Milk tickets may be purchased in the school office.

- \$8.00 for a card of 20 white milks or White milk .40 each
- \$10.00 for a card of 20 chocolate milks or Chocolate milk .50 each
- \$9.00 for a card of 10 white/10 chocolate

Food Served to a Class

Any food brought into the classroom for birthday parties or other such occasions **must be store bought**, no food may be given out to a class that is homemade.

Gum Chewing

Chewing gum is not allowed on campus at any time.

GENERAL

Do Not Bring to School

- Electronic/Digital/Media Equipment
- Skateboards, roller skates/blades or shoes with wheels
- Candy, soda or gum
- Hard balls
- Firearms, knives or other dangerous objects
- Money
- Medication

Lost and Found

Items which are found on the school property will be held until the end of each quarter, at which time all items which have not been claimed will become property of the school and will be disposed of. Parents are encouraged to label their child's clothing and personal property.

Walking to and from School

Students arriving or departing school in any manner other than vehicle (i.e. bicycle, walking) are required to have written permission on file in the school office.

- Never accept a ride with strangers
- Be courteous of other people and their property.
- Leave the school promptly after dismissal. Go directly home and "report in" after school.

School Property

Parents are financially responsible for any damage done to school property by their children.

Personal Property

Be sure your property is well identified. The student must assume responsibility for loss or damage to any personal property such as clothing, equipment, books or instruments. The school will, in every way possible, endeavor to protect all personal property.

Chapel

Chapel is held on Mondays (or the first day of the week) at 8:15am. It consists of singing and Bible lessons. Parents are welcome to attend.

Birthdays

Please contact your child's teacher to discuss how birthday celebrations are handled in each class. Invitations to birthday parties may not be passed out at school unless the entire class is invited.

Telephone Use

Students may make essential telephone calls, at the discretion of the teacher or office staff.

Special Events

FCS endeavors to emphasize the Christian aspects of various holidays and seasons. Open house, seasonal programs, family nights, special emphases, fund raisers, parties and field trips provide first-hand experiences and observation to supplement the regular classroom experience for both parents and student.

Early Dismissal

Parents are asked to contact the school office when early dismissal is desired. A staff member will go to the class and summon the student. Parents must sign student out in school office.

Releasing Students

Parents should send a note or contact the school via telephone if someone other than themselves is to pick up their child.