



Family Handbook

2026–2027

“Gratitude”

*“Jesus Christ is the same yesterday and today and forever.”
Hebrews 13:8 NIV*

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MISSION STATEMENT

The mission of Friends Christian School is to develop, nurture and equip students to positively impact their world for Jesus Christ.

VISION STATEMENT

Friends Christian School (Preschool through 8th grade) exists as a ministry of Friends Church Yorba Linda to provide a rigorous and Biblically integrated curricular and extra-curricular program which promotes the growth of the whole child through a balanced and integrated focus on: academics, athletics, arts, technology, faith, and social/emotional development.

LION TRACKS

Friends Christian School prepares students to become

Faithful followers of Christ

Collaborative and diligent workers

Seekers of knowledge and critical thinkers

Lifelong, self-directed learners

Involved in ministry with the community

Obedient servants for God and others

Notable and effective communicators

Socially, emotionally, and physically well-developed

CORE VALUES

We integrate Biblical Truth into everything.

Biblical studies, as a core subject, is taught at every grade level and a Christian worldview, integrating both faith and learning, is implemented in all areas of the curricular and extra curricular programs.

We educate the whole child with excellence.

Friends Christian School is committed to academic excellence, educating the whole child, maximizing each student's potential, encouraging critical thinking, problem solving, and effective communication within the context of a Biblical worldview.

We live out what we believe as followers of Christ.

Our faculty and students will not only study Biblical truth, but will demonstrate Christian character: godly living, healthy relationships, Christian ministry, and sharing of our faith.

We partner with parents.

Friends Christian School believes that parents have the primary responsibility for the education of their children and our role is to partner with them in the training and instruction of their children.

EXPECTED SCHOOLWIDE LEARNING RESULTS (ESLRs)

The mission of Friends Christian School is to develop, nurture and equip students to positively impact their world for Jesus Christ.

Friends Christian School will prepare its students to:

1. **grow spiritually**, and be individuals who:
 - a. have accepted or been challenged to accept Jesus Christ as their personal Savior.
 - b. recognize God's love, will, and authority in their lives.
 - c. prayerfully look to God and His Word daily as the source of truth and direction.
 - d. are able to lead someone to Christ.
2. **pursue knowledge**, and be individuals who are **self directed learners** who:
 - a. take personal responsibility in the learning processes.
 - b. set realistic goals and prioritize to achieve those goals.
 - c. access and assess information effectively from a variety of sources.
 - d. demonstrate organizational and time management skills.
3. **become critical thinkers** who:
 - a. analyze, evaluate and synthesize information.
 - b. apply problem-solving strategies.
4. **become effective communicators** who:
 - a. receive and interpret messages accurately.
 - b. convey messages reflectively, critically, and clearly.
 - c. express themselves creatively through music, sports, etc.
 - d. express and defend their faith.
5. **develop emotionally, and physically**, and become individuals who:
 - a. are emotionally and physically healthy
 - b. effectively deal with stress.
 - c. accept consequences for life choices.
6. **develop socially** and be individuals who are **collaborative workers** who:
 - a. contribute and function in various group roles.
 - b. manage interpersonal relationships within culturally and organizationally diverse settings.
 - c. are able to effectively and courteously resolve conflicts.
 - d. are accountable for their words and actions.
 - e. demonstrate consideration of others.
7. **become community participants** who:
 - a. demonstrate Christian ethics and integrity through positive and productive citizenship.
 - b. contribute time, energy, and talents to improve the quality of life in their school, community, state, nation, and world.

PHILOSOPHY OF EDUCATION

The philosophy of Christian education at Friends Christian School is based upon the existence of a living God who created all things and has revealed Himself to us. The revelation has come through the written Word, the Bible, and through the living Word, Jesus Christ, and through creation.

The Bible is the inspired, infallible, and authoritative Word of God. Jesus Christ is the central theme of history and is the central authority of what men say, do or believe. Man was created in God's image, but that image was ruined at the fall when man chose to sin against God. God provided a way of redemption for man through the incarnation, death, and resurrection of His Son, Jesus Christ. A regenerated person receives the Holy Spirit to guide him into all truth.

The education at Friends Christian School is God-centered and seeks to view life in every dimension as God sees it. All educational goals and objectives are found within the Bible, among which are glorifying God, reaching the lost, and training and maturing individual believers.

The knowledge of Jesus Christ is essential for personal individual development in matters physical, mental, social, and spiritual. All members of the educational process at Friends Christian School are personally committed to Jesus Christ. We believe that the educational process cannot truly take place apart from the ministry of the Holy Spirit. We believe that proper relationships among family, church, and school are essential to Christian education. It is the responsibility of the parents to teach and train a child. Friends Christian School, as a ministry of the church, is an extension of the educational process of the home.

The education offered at Friends Christian School is designed to meet the student on his/her level of development and growth. We strive to instill the proper priorities of life, the first being individual commitment to Jesus Christ. The educators at Friends Christian School are committed to these basic principles and must be able to communicate them effectively.

STATEMENT OF FAITH

We believe...

1. that the Bible is the only inspired, infallible, authoritative Word of God and is the standard for Christian living (Matthew 19:4–5; Mark 12:26; Romans 15:4; I Corinthians 14:37; II Timothy 3:16; II Peter 1:21; II Peter 3:2; II Peter 3:16).
2. that there is one God, eternally existent in three (3) persons: the Father, the Son, the Holy Spirit, each of Whom possesses equally all the attributes of Deity (Matthew 28:18–19; John 1:1–2; John 1:14; John 10:30; Acts 5:3–4; II Corinthians 13:14; Hebrews 1:1–3; Revelation 1:4–6).
3. in the Deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His Lordship over all of life, and in His personal return in power and glory (Luke 1:30–35; John 1:1; John 1:18; John 3:16; II Corinthians 5:21; Philippians 2:5–8; Hebrews 4:15; Leviticus 17:11; Matthew 26:28; John 1:29; Matthew 28:5–6; John 20:17; Acts 2:32–36; Philippians 3:20; I Thessalonians 4:13–18; Titus 2:13).
4. that man, though created in the image of God, is separated from God because of sin and that every person is born in a state of sin and in need of salvation in order to be reconciled to God (Genesis 1:26; Genesis 6:5; Psalm 14:1–3; Psalm 51:5; John 6:53).
5. that salvation is by grace alone through faith, by the merit of the shed blood of Jesus Christ, apart from any work (Ephesians 2:8; Isaiah 64:6; John 5:24; John 10:27–30; Romans 8:35–39).
6. in the absolute necessity of regeneration by the Holy Spirit for salvation, that the Holy Spirit indwells all believers, that the Holy Spirit gives spiritual gifts to all believers to be exercised for God's glory and the edification of believers, that all gifts are to be used in accordance with God's Word, and that holy living, not ecstatic spiritual experience, is to be the goal of every believer (I Corinthians 13:1–4; I Corinthians 14:19; John 16:13–14; John 3:6; John 16:7–11; Romans 8:9; I Corinthians 12:13; Ephesians 4:30; I John 2:20–27; Ephesians 4:11–12).
7. that the Christian is called to live a holy life, separated from patterns of fornication, idolatry, adultery, homosexuality, thievery, covetousness, drunkenness, reviling, and swindling (I Corinthians 6:9–11; Romans 12:1–2; James 4:4; II Corinthians 6:14; I John 2:16).
8. that the Scripture teaches that God's people are to assemble together regularly for worship, for edification through the Scriptures, and for mutual encouragement (Hebrews 10:23–25; Acts 2:42; Acts 20:7; I Corinthians 12:20–28; I Corinthians 16:1–2; Ephesians 4:11–16; I Timothy 4:13; II Timothy 3:16; II Timothy 4:2).
9. in the individual access of every believer to God through Christ, and the spiritual unity of believers in Christ (Hebrews 7:25; I John 2:1; I Timothy 2:5; I Corinthians 12:12–14; Ephesians 1:20–23; Ephesians 4:3–6; Colossians 3:14–15).
10. in the resurrection of the saved unto eternal life, and the lost unto eternal damnation (Luke 16:19–26; II Corinthians 5:8; II Thessalonians 1:7–9; Jude 6:7; Revelation 20:11–15).

HISTORY AND DESCRIPTION

Friends Christian School began as a ministry of Yorba Linda Friends Church in 1975. Preschool classes were offered that first year, a kindergarten class was added the next fall, and the pattern of expansion continued through 1984, when the school included preschool through seventh grade.

In 1984, Rose Drive Friends Church joined as co-sponsor of Friends Christian School, and grades five through eight were offered at the Rose Drive church site. In September of 1985, Little Friends Preschool, which had been founded in 1969, by Rose Drive Friends Church, was integrated into the Friends Christian School system. In June 2023, Rose Drive Friends Church's support of FCS transitioned from that of a co-sponsor to a Landlord/ Tenant partnership. Rose Drive Friends Church remains supportive of the ministry of Friends Christian School.

Today, Friends Christian School is comprised of four distinct educational organizations. Preschools are on both campuses. Kindergarten and grades one through four are located at the Friends Church Yorba Linda site on Lakeview Avenue, and grades five through eight are found on the Rose Drive campus. A fifth organization, Friends Christian Preschool Garden Grove was opened Fall 2019, but subsequently closed Winter 2020. The Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC) have dually accredited kindergarten through eighth grade since 1994.

God has blessed Friends Christian School in many ways, one being the growth in enrollment, expanding from a preschool of twenty students in 1975, to a current enrollment of over 1000 students, preschool through eighth grade.

The School Board consists of seven to nine members representing Friends Church Yorba Linda using the current leadership selection process in place.

The families who have been blessed by the ministry of Friends Christian School praise God for the church's leadership and vision and appreciate the outstanding school facilities and successful curricular and extra-curricular programs taught by competent and caring men and women of God. All of these combine to provide a quality Christian education for the children God has placed in the care of Friends Christian School.

NON-DISCRIMINATORY POLICY

Friends Christian School admits students of any race, color, or 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 its educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs.

FRIENDS CHRISTIAN SCHOOL BOARD STATEMENT

The Board consists of up to nine members representing Friends Church Yorba Linda. These members are prayerfully vetted by School, Board and Church leadership and are approved by the FCYL Elder Board. When vacancies occur, seats are filled according to our Guidelines and policy. Members serve a three year renewable term, and are selected based on commitment to FCS, Christian character, and needed expertise in the areas of leadership, finance, education, etc. Members are FCS stakeholders, including FCS parents, grandparents, FCS alumni, etc. Board members have no authority outside of Board meetings, and are not to be contacted individually for any reason regarding school matters.

The Friends Christian School Board functions as a policy Board, and as such, is responsible for the creation and approval of all school policies. The Administration of Friends Christian School, led by the Head of School, is charged with operating the school in accordance with approved Board policies. The Head of School represents the top of the Administrative Chain of Command when it comes to matters related to the operations of Friends Christian School. This structure, while unlike the local public schools, allows the school community to address issues as quickly as is reasonably possible.

There may be instances where a parent/guardian disagrees with a decision made by the school's Administration/Head of School. In these cases, the Head of School provides the final say on the matter. In situations where a parent/guardian feels the school Administration is operating outside of school policy, the School Board may be contacted via email at schoolboard@friendschristian.org with the specific concerns delineated. Any reports of breach of Board policy will be discussed by the entire Board.

School Board meetings are only open to those who are Board members or ex-officio members (including school Administration and Sponsoring Church representatives) due to the sensitive and confidential nature of the topics discussed.

As a ministry of Friends Church Yorba Linda (under their 501c3), the School Board is accountable to the Friends Church Yorba Linda Elders and meets with them regularly to provide updates, seek wise council, and prayer. The Board follows guidelines taken from the Friends Denomination Faith and Practice, which are included in our Board policy handbook and outlines the Friends way of doing business. The Board does not vote, but rather prayerfully seeks God's guidance and works towards consensus. If we are not in consensus, we take time to pray more before making decisions. This unique faith based approach has proven helpful as we have seen God work through it many times over the years.

PARENTS / GUARDIAN / FAMILY BEHAVIOR EXPECTATIONS

Friends Christian School strives to partner with parents/guardians in order to ensure a positive learning environment. In keeping with our Biblical worldview and in line with FCS philosophy, mission, and values, it is essential that all interactions and communications between families and FCS representatives (e.g. school faculty/staff and Board) be Christlike and respectful. There may be instances where a parent/guardian will require interaction with an FCS representative regarding an idea, concern or disagreement about a decision FCS has made, or questions regarding a specific situation. An issue or concern may elicit passionate feelings and emotions which is entirely understandable. Open communication between FCS representatives and FCS families is valued and important in these cases. However, FCS requires parents/guardians to maintain respect towards all FCS representatives, and conduct themselves in a Christ-honoring manner towards all FCS representatives at all times. The same standards are expected of FCS representatives and the FCS community as a whole, including any interaction with a student or school family while on campus or at a school event.

Parent/Family behavior such as, but not limited to the following will not be tolerated and may be grounds for disciplinary consequences, student withdrawal, or non renewal of student admission as deemed appropriate by the Head of School and School Board:

- yelling,
- cursing,
- disrespect,
- divisiveness (including lack of confidentiality during disciplinary investigations),
- slander/excessive criticism,
- repeated difficult behaviors (such as badgering FCS employees regarding a situation that has already been discussed and addressed),
- or any type of hostile or egregious behavior including any inappropriate interaction with a student or school family while on campus or at a school event.

FCS provides positive outlets for communication and feedback including conferences, email/phone communications, and family surveys. Through appropriate use of these avenues, the school and family can partner together to create the best learning environment possible for all FCS students.

ADMISSIONS AND RE-ENROLLMENT POLICY

ADMISSIONS

Friends Christian School, a ministry of Friends Church Yorba Linda, exists to provide a Biblically integrated curricular and extracurricular program that meets the spiritual, academic, emotional, physical and social needs of each student in Preschool through Eighth grade.

Friends Christian School admits students of any race, color, national or 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 its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs.

Friends Christian School exists primarily to minister to Christian families. Non-Christian families may be admitted if they indicate their support of the school's Mission and Statement of Faith.

RE-ENROLLMENT

A kindergarten through seventh grade student who is currently enrolled at Friends Christian School will be offered the opportunity to re-enroll providing the following conditions are met at the time of re-enrollment:

1. Tuition payments and all other fees for the student's family are current.
2. The student to be re-enrolled is not on academic review.
3. The student to be re-enrolled is not on behavioral review.
4. The parents/guardians have been respectful in their interactions with all school representatives and have abided by the policies and procedures outlined in the FCS Family Handbook. Re-enrollment may not be offered if there is a history of egregious behavior including but not limited to disrespect, divisiveness, slander, or any type of hostile behavior of any kind (including in person or via email, phone calls/messages, text messages or social media etc.). In most cases advance warning will be given, but in extreme cases, as deemed appropriate by the Head of School and School Board, dis-enrollment may happen immediately and without notice.

ARRIVAL AT SCHOOL / DEPARTURE FROM SCHOOL

The arrival and pick up times for each campus are listed below. FCS provides an extended care program for students who come to school early or stay late after school. This allows the school to provide proper supervision for students at all times. Students on campus before or after school drop off/pickup hours are required to check into extended care for their safety.

ELEMENTARY SCHOOL (GRADES K - 4th) ARRIVAL

Before 8:15AM Students must be dropped off at extended care (Multi Purpose Room, H3). Students who arrive before 8:15AM will be sent to extended care and parents will be billed accordingly.

8:15AM - 8:45AM (Kindergarten) Students must be dropped off at the upper level where they will be greeted and walked to the upper playground.

(Grades 1st- 4th) **Students are to proceed directly to the lower playground level.**

8:45AM School begins.

Rainy Days In case of rain, classrooms will be opened at 8:40AM and students are to proceed directly to their class. Prior to 8:35AM, students may go to the Multi Purpose Room on the lower playground level.

After 8:45AM (Kindergarten) Students arriving after school begins must be signed in at the school office and walked to class by a parent.

(Grades 1st- 4th) Students arriving after school begins will be marked tardy (please see Tardy Policy). Students who arrive after 8:45AM must check in at the school office before reporting to class.

MIDDLE SCHOOL (GRADES 5th- 8th) ARRIVAL

Before 8:00AM Students must check in at extended care (Fireside Room). Students who arrive before 8:00AM will be sent to extended care and parents will be billed accordingly.

8:00AM - 8:25AM Students may proceed to a designated supervised area.

8:25AM School begins.

Rainy Days Students may wait under the sanctuary patio cover until classrooms are opened.

After 8:25AM Students arriving after school begins will be marked tardy (please see Tardy Policy). Students must sign in at the school office before reporting to class.

ELEMENTARY SCHOOL (GRADES K - 4th) DEPARTURE

Before 12:45PM (1/2 Day Kindergarten) Students picked up before school is dismissed at 12:45PM must be signed out at the school office by a parent/guardian.

12:45PM (1/2 Day Kindergarten) Students will be waiting outside their classroom for pick up. Parents are encouraged to stay in their cars and wait their turn in the pickup lane. Teachers will escort students to their cars. Parents may also choose to park their cars in a marked parking space and walk to pick up their child.

Before 3:00PM (Grades K - 4th) Students picked up before school is dismissed must be signed out by a parent/guardian at the school office. If the parent/guardian wants someone whose name is not listed on the student's account to pick up his/her student, the parent/guardian must contact the school office. The person picking up the student must be at least 18 years of age.

3:00PM School dismissed.

3:00PM – 3:20PM Students will be waiting in assigned areas for car pick up only. Students in all “carpools” will be waiting in front of the school in their specified area. While parents may stage in two of the entry lanes and along the side of Lakeview, blocking driveways or the entrance/exit at Lakeview is prohibited.

(Kinder and 1st Grade) “Solo” students, not in a carpool, will be waiting next to the Kindergarten playground.

(Grades 2nd- 4th) “Solo” students will be waiting at the curb below the lower playground. Students not picked up by 3:20PM will be walked to extended care.

Rainy Days Drive onto the school grounds in the normal lane/pickup area. We will redirect as needed.

After 3:20PM Students not picked up by 3:20PM will be walked to extended care and parents billed accordingly. A parent/guardian must sign their student out of extended care (Multi Purpose Room, H3).

Scout Troops Students are to wait quietly for their leader outside of D1 (sidewalk area) and not by the flagpole or other pickup areas. Students must not enter the classroom unsupervised or before 3:15PM.

Minimum Days (1/2 Day Kindergarten) Students will be dismissed at 12:00PM. Please do not line up before 12:00PM.

(Grades K - 4th) Students will be dismissed at 12:30PM.

MIDDLE SCHOOL (GRADES 5th - 8th) DEPARTURE

Before 3:15PM Students picked up before school is dismissed must be signed out by a parent/guardian at the school office. If the parent/guardian wants someone whose name is not listed on the student's account to pick up his/her student, the parent/guardian must contact the school office. The person picking up the student must be at least 18 years of age.

3:15PM School dismissed.

3:15PM – 3:35PM (5th Grade) "Solo" students, not in a carpool, are picked up at the lower playground entering from Bastanchury Rd. (follow markers). All other students are picked up in the lot next to the sanctuary off Rose Drive or on the lower playground entering from Bastanchury Rd. (follow markers). Parents may not pick up their child in the flagpole/gym area. Students who ride bicycles to and from school or walk home are to leave campus by 3:35PM.

Rainy Days Students may stand under the Building E overhang or the sanctuary patio cover while waiting to be picked up.

After 3:35PM Students not picked up by 3:35PM will be walked to extended care (unless they are involved in an FCS-directed activity, including after school sports programs) and parents will be billed accordingly. A parent/guardian must sign their student out of extended care (Room D108).

ATTENDANCE

ATTENDANCE POLICY AND PROCEDURE

Students are expected to be in attendance during all scheduled school days throughout the year. Frequent absences impede the student's education. Excusable absences include illness of the student verified by the parent; medical quarantine by a health official; medical, dental, or optical services rendered to the student; and attendance at a funeral of an immediate family member.

Any absence, which does not fall into one of the above categories, is considered an unexcused absence and may negatively impact the student's grade.

Five or more absences in a quarter will require a parent meeting. Five tardies equal one absence.

Students who are absent from school three times in the same school year without good reason or permission from home or school are considered truant (Education Code Section 48260).

Note: A student participating in an all-day school sponsored event on or off campus (Speech Meet, Spelling Bee, etc.) is considered in attendance at school.

The procedure for reporting and verifying a student absence is as follows:

- A parent of the student who is absent from school needs to call the school office before 9:00AM on the day of the absence, providing the reason for the absence (voicemail is available during non-office hours).
- It is not necessary to send a note to school when the student returns after a parent has already verified the reason for the absence.

TARDY POLICY AND PROCEDURE

Students arriving after school begins must report to the school office before reporting to class. Teachers must send students to the office for a tardy slip if they come to class first. Tardies are noted by classroom teachers and recorded on report cards each quarter. ***A student with a pattern of excessive tardies (five or more per quarter) may lose their privilege to re-enroll at FCS.***

Each campus has its own age-appropriate consequences for tardies.

Elementary School

- Tardy 1, 2, and 3 – Verbal reminder to the student
- Tardy 4 – Letter sent home requiring parent signature
- Tardy 5 – Phone call home to parents (additional tardies may result in meeting with an administrator)

Middle School

- Tardy 1, 2, and 3 – Verbal reminder to the student
- Tardy 4 – Letter sent home requiring parent signature
- Tardy 5 – One lunch detention for each subsequent tardy

LEAVING CAMPUS BEFORE SCHOOL IS DISMISSED

If a student will be leaving campus during normal school hours, the following procedures must be followed:

- Before a student may leave campus, the ***parent must sign the student out*** in the school office and notate the reason for leaving.
- To avoid a student missing class time, your student will be called from class when you arrive at the office.
- Upon return to campus, the ***Elementary parent must sign the student back in at the office***, and the ***Middle School student must sign themselves back in at the office***.
- Students are not allowed to wait for parents in a parking lot, on the sidewalk, or any location other than the school office. Parents ***must not*** go to the classroom to pick up their child.

OFF-CAMPUS LUNCHES

Parents who take their child off campus for lunch must follow the guidelines above.

Returning late will result in an unexcused tardy.

If an adult other than the parent takes a student to lunch, a note of written permission from the parent must be sent to the school office before the student will be allowed to leave campus.

PERFECT ATTENDANCE

Students in Grades K-8th will be recognized for perfect attendance at the end of the school year under the following conditions:

- The student must attend school a minimum of three hours every school day;
- The student must not accumulate more than two unexcused tardies (beginning of school or lunch) or unexcused early departures in any quarter.

BIKE RIDING / WALKING HOME

Riding a bike or walking home is a student privilege for 3rd- 8th grade. Students must provide a parent note to the school office and their teacher giving them permission to do so. Bikes must not be ridden on school sidewalks, driveways, or parking lots and must be kept in racks provided at each campus during school hours.

All bike riders under the age of 18 are required by law to wear approved safety helmets (Vehicle Code Section 21212). Friends Christian School students who ride his/her bike to school will need to wear a helmet that meets the helmet law safety standards. While at school, students may lock their helmet to their bike or place it in their class cubby or in a secure location. Students who choose not to wear a helmet will lose their bike privilege for two weeks. If there is a second violation, the bike privilege will be lost for the remainder of the year.

CAMPUS PRIDE AND CARE

Friends Christian School students are expected to take pride in their campus and school. All students should cooperate in keeping our campus clean, free from vandalism, and common sense should prevail at all times. It is our goal to work together in creating a positive Christ-like atmosphere at school. Each student should evidence personal responsibility. Parents will be charged for vandalism or improper use of supplies or equipment, etc.

Gum is not allowed on campus except when approved by the principal for a special class or activity. A student who does not abide by this policy will receive a discipline referral.

CHAPEL

Chapels are held weekly at each campus and include salutes, prayer, singing, a speaker message or class presentation, and weekly and/or monthly student recognition. Parents are informed of recognition dates for their child(ren) by email one to two weeks prior and are welcome to attend. Classes sit together with the teacher in an assigned location. Students may wear any of the uniform choices on chapel days.

Elementary School

Chapels are held on Thursdays, Grades 1st - 4th at 9:00AM and Kindergarten at 10:00 AM.

Middle School

Chapels are held on Wednesdays at 8:35AM.

AWARDS CHAPEL | Award chapels are held periodically throughout the school year. Parents are informed of award dates for their child(ren) by email one to two weeks prior. Please also check the classroom and/or school newsletter for more information.

Elementary School

Award chapels are held at the end of each quarter on Thursdays, Grades 2nd -4th at 9:00AM and K-1st at 10:00AM.

Middle School

Award chapels are held at the end of each quarter during regularly scheduled chapel on Wednesdays at 8:35AM.

CLASS LIST / STUDENT PLACEMENT

Teacher recommendations play an important role in the placement of students and development of class lists for the following school year. Each student's individual needs and abilities are considered, along with boy/girl ratios. If parents have social or academic input concerning their child, it must be submitted to the appropriate school Principal in writing prior to May 15th. **By policy, parents may not request a specific teacher.** Class placement is confidential until Meet the Teacher Day each fall. Public discussion of placement among other parents or employees is inappropriate. **The final decision for class placement rests with the Principal.**

Middle School student schedule changes will be reviewed and considered only during the first two weeks of school. Changes beyond the first two weeks of the school year will only be considered if approved by the teacher and Principal.

Student placement into classes is based upon several criteria, including: teacher recommendations, personal abilities, boy/girl ratios, and special educational needs. Every effort will be made to meet the spiritual, educational, social, and emotional needs of each youngster, by placing him/her with the appropriate teacher and mixture of students. A parent/guardian may express concerns regarding their child's learning needs directly to their

Site Administrator and not their child's teacher. Parent/guardian requests for a specific teacher are not permitted. During the process of student placement and class list development, teachers shall not inform parents/guardians of any recommendations made by teachers or placement decisions. Teacher concerns regarding student placement shall be addressed only to the Site Administrator.

COMMUNICATION

Parents are encouraged to contact teachers by phone or email. Parents may call or email the school office at any time to leave a message for a teacher or other employee with whom they would like to speak, or they may call or email the teacher/employee directly. If your request is time sensitive, please inform the school office. Please only call the teacher/employee on their cell phone if they have given permission to do so. Parents can expect a response by any FCS employee within 24 hours, weekends excluded. If you have difficulty connecting with a teacher/employee, please contact the school office for further assistance.

Requests for scheduled teacher conferences can be made with the school office or the teacher directly. Please remember, teachers are unavailable to conference during lunch hours or when supervising students (both in the classroom and on the playground). Teachers also have responsibilities before and after school and are unavailable to conference at a moment's notice. Following this procedure ensures quality time that has been set aside for the purpose of conferencing. **Attempting to conference at an unscheduled time places the teacher in a difficult situation and may be unsuccessful.**

CONFLICT RESOLUTION / CHAIN OF COMMAND

Scripture (I Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20) commands believers to make every effort to live at peace and resolve conflicts with each other in private or within the Christian community. As members of a community bound by the Friends Christian School Philosophy and Biblical guidelines specified above, expectations are that any issue or concern be brought directly to the person(s) involved for resolution and not to other parents or FCS employees. If the issue or concern is unresolved, the school Principal is available for follow-up. If a resolution is not obtained, the Head of School is available to resolve the issue or concern.

There may be instances where a parent/guardian disagrees with a decision made by the school's Administration/Head of School. In these cases, the Head of School provides the final say on the matter. In situations where a parent/guardian feels the school Administration is operating outside of school policy, the School Board may be contacted via email at schoolboard@friendschristian.org with the specific concerns delineated.

CONTACT INFORMATION

Emergency contact and authorized pick-up information is completed each year by parents during the registration process. In case of accident or extreme illness, it is essential all names, addresses, and home or work phone numbers be accurate and up to date during the school year.

CURRICULAR PROGRAMS

Friends Christian School offers an outstanding Christian education that includes daily Bible instruction and biblically integrated academic programs of the highest quality. The classroom teacher can answer questions about specific grade level curriculum and the Curriculum and Instruction Directors can answer questions about the overall curricular program.

ART, COMPUTER, MUSIC, PHYSICAL EDUCATION, WHEEL / ELECTIVES

The program at Friends Christian School ministers to the whole child. One of the ways this is accomplished is through instruction by teachers specializing in art, computer literacy, music, and physical education.

Art

- (5th Grade) Students receive weekly instruction in art technique by the Art teacher.
- (Grades 6th- 8th) Students may select Art or Advanced Art as their elective.

Computer

- (Grades K - 5th) Students receive computer education integrated into their classroom learning, which includes weekly instruction in computer literacy and the use of technology to complete individual and collaborative projects.
- (Grades 6th- 8th) Students utilize technology in their classroom learning experience and participate in elective classes, such as STEM, Tech, Graphic Design, and Video Production.

Music

- (Grades K - 7th) Students receive weekly instruction by the Music teacher as part of the Music program.
 - In addition to weekly instruction, K - 1st grade students present a Christmas program during the day and 2nd- 4th grade students present a Christmas program in the evening during the month of December. Both programs are held in the Friends Church Yorba Linda Worship Center. Christmas programs are the culmination activity for the second quarter music classes. It is expected that students participate in their grade level performance.
- (Grades K - 8th) Students are given the opportunity to participate in the Spring Musical Performance that includes required before and after school practices.

Physical Education

- (Grades K - 8th) Students receive physical education instruction by PE teachers on the following basis: K students two times per week, 1st- 4th grade students three times per week, 5th- 8th grade students four times per week.

- (Grades K - 6th) Students must wear appropriate running/tennis shoes: no slippery soles, shoes that slip off, boots, or sandals. Regular school uniforms are appropriate for PE class. Girls who wear dresses/skirts need to wear shorts underneath.
- (Grades 7th- 8th) Students are required to wear PE uniforms, which can be purchased prior to the beginning of school or during the year through their PE teacher.
- Students who have physical limitations which prevent them from participating in PE for one or more days must bring a note of explanation signed by their parent to the PE teacher (Grades K - 8th) as well as the classroom teacher (Grades K - 5th). **Restrictions over three days require a doctor's note.**

Wheel / Electives

- (6th Grade) Students participate in a quarterly Wheel program which include Art, STEM, Tech or Leadership, and Music.
- (7th- 8th Grade) Students participate in quarterly electives which include (7th) Music, Graphic Design, Business, and Tech and (8th) Art, STEM, Drama/Public Speaking, and Video Production or Leadership.

CO-CURRICULAR STUDENT ACTIVITIES

Many co-curricular activities are available to FCS students at various grade levels. In addition to grade level programs and field trips, library activities, clubs, special assemblies, and organized lunch games, there are:

Student Government

- (Grades 4th - 6th) Class Representatives
- (Grades 7th and 8th) ASB Team

Educational Trips (*additional fee*)

- (4th Grade) Students take a three-day California History Trip to Sacramento and San Francisco to learn about the history and government of California.
- (6th Grade) Students participate in a weeklong Science outdoor education program at a Christian Science Camp.
- (8th Grade) Students take an eight-day Washington, D.C., Virginia and Gettysburg PA trip to study U.S. history and government.

ACADEMIC ASSISTANCE / ACCOMMODATIONS: STUDENT SUCCESS & FOUNDATIONS PROGRAMS

The Elementary School provides a Success Program designed to assist students who have learning disabilities or evidence significant learning challenges. These students are evaluated by the Success teacher with the goal of creating a plan to provide support for the student within the classroom environment. The program is one in which the student receives instruction in the regular classroom and accommodations approved by the Success teacher are implemented by the classroom teacher when necessary to support student learning. Students who exhibit at-risk achievement may receive additional remediation during the school day with the Success teacher.

The Middle School provides a Foundations Program designed to assist students who have learning disabilities or require assistance beyond the regular classroom program. These students receive a separate classroom experience for Language Arts and/or Math. Students in the Foundations Program participate in the regular classroom for all other subjects with the approved accommodations as needed. Teachers may implement accommodations in their classroom for a student after communication with the Success teacher and approval by the Principal.

When a parent has academic concerns about their child, they should first contact the classroom teacher. The teacher will then contact the campus Success/Foundations teacher. After discussing the concerns, the teacher will decide the next step. If the teacher decides further evaluation and support is needed, the parents will be contacted to ensure a partnership in meeting the needs of the student. Parents who wish to have a teacher complete an evaluation form, should provide the form directly to the teacher and not via the student. Teachers must return all forms to the Success/Foundations Teacher.

TUTORING POLICY

The school office may be contacted for a list of suggested tutors, including Friends Christian School teachers. FCS teachers may tutor an enrolled FCS student if they are not a current student of the teacher in the subject area being tutored, except for pullout classes (i.e. Music, Art, etc.). Tutoring may only begin after the teacher's contracted hours are completed and must not interfere with school or church activities. Parents of the student must complete an Insurance Waiver-Tutoring Program form and the teacher must complete a Staff Insurance Waiver-Tutoring Program form. Siblings are not allowed with the student being tutored.

DIGITAL CITIZENSHIP POLICY

Friends Christian School students may use the Internet for educational purposes only after reading and agreeing to the following guidelines.

Students have the responsibility to display exemplary behavior when using the Internet and must conduct themselves as representatives of Jesus Christ and Friends Christian School. The rules for Internet use have been established to protect and help students. The use of the Internet is a privilege. Since it is a privilege and not a right, its use can be taken from the student for breaking the rules.

ACCEPTABLE USE

- Use the computer as instructed by the teacher.
 - Use the Internet only when a teacher/adult gives permission to do so.
 - Do not download any files or software without the permission by the teacher/adult.
- SAFE USE**
- Do not give out personal information over the Internet about yourself or others.
 - Do not use your name, only student ID number, when completing projects online.
 - Inform the teacher immediately of any online content that is inappropriate.

INTERNET ETIQUETTE (NETIQUETTE)

- Be polite and only use language acceptable by FCS. Offensive, obscene, harassing, abusive, profane, or inflammatory language, pictures, or materials and/or personal attacks are abuses of this policy and students who engage in such communication on the Internet will be subject to disciplinary action.

RESPONSIBILITIES

- Accept responsibility for your actions on the Internet.
- Do not plagiarize (taking the ideas or writings of others and presenting them as your own).
- Respect copyright laws and rules regarding software, information and attribution of ownership. Ask the teacher or an adult if you are unsure about usage.
- Recognize the privacy rights of others and refrain from re-posting personal communications without the original author's prior consent, or take credit for writing that is produced through the use of artificial intelligence.
- Do not engage in illegal acts such as tampering with computer hardware, software, computer piracy, hacking, or knowledgeable vandalism or destruction of computer files.
- Avoid the spread of computer viruses.

DISCIPLINARY ACTION PROCESS

The process taken to punish students who do not abide by the rules and guidelines stated above, include the following steps:

- The teacher will confront the student when the infraction occurs.
- The administrator will be alerted.
- The teacher or administrator will contact the parents with the issue, review this policy, and explain disciplinary consequences.
- The school will take disciplinary action. Any disciplinary action, which the parent may choose to take, is separate from the disciplinary action taken by the school.
- Local, state or federal law enforcement officials will be alerted in the event that the infraction is of a criminal nature.

Note: Any Middle School students engaged in the above infractions will be subject to any and all of the following consequences:

- The student will be referred to an administrator.
- The student will receive an automatic zero/failing grade on the assignment; no makeup work will be offered to compensate for the zero/failing grade.
- The student may face suspension, removal from any special programs offered, and/or expulsion from Friends Christian School.
- The student may be referred to law enforcement authorities if a crime has occurred.

Because this is a Digital Citizenship Policy, its application extends to both on and off campus and includes Internet postings, emails, text messaging, and all social media.

DISCIPLINE

PHILOSOPHY

- We believe that it is the responsibility of Friends Christian School to maintain sound biblical control and discipline. (I Corinthians 14:33, I Corinthians 14:40)
- We believe that biblical examples cause us to address the conduct of the student rather than his/her status as a person. (John 8:11)
- The discipline policy is designed to reflect a biblical method of resolving conflict and providing for correction.
- To produce the desired environment for applying the discipline policy, school employees will work together, using these guidelines to:
 - Provide for a warm, friendly, congenial atmosphere conducive to a relaxed attitude on the part of the students in and out of the classroom within the framework of a fair, firm, and consistently enforced set of school and classroom procedures.
 - Orient the students fully to school and classroom procedures concerning discipline. Adequate time will be taken to do this as early in the school year, and as needed throughout the school year.
 - Provide for individual differences in and out of the classroom so that opportunity for success and challenge is present for all involved persons.
 - Provide for the growth of orderly transfer from adult leadership to dependence upon the leadership of the Holy Spirit on the part of the students. This is accomplished through establishment of graduated behavioral objectives in the area of self-discipline just as in academic areas.

PURPOSE

- Discipline is necessary to help promote a quiet spirit. The Bible says we need authority *"...in order to lead a tranquil and quiet life in all godliness and dignity. This is good and acceptable in the sight of God our Savior."* (1 Timothy 2: 2–3)
- Discipline is necessary to help promote safety. The principle is shown in Scripture when we fail to obey the Lord. *"Like the nations that the Lord makes to perish before you, so you will perish; because you would not listen to the voice of the Lord your God."* (Deuteronomy 8:20)
- Discipline is necessary to allow the educational process to occur. *"All discipline for the moment seems not to be joyful...yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness."* (Hebrews 12:11) *"Whoever loves discipline loves knowledge."* (Proverbs 12:1)
- Discipline is a shared responsibility with the parent(s). To increase effectiveness and strengthen the family, we desire to involve the parent(s) in the correctional process. (Proverbs 19:18–20; Ephesians 6:1–4)

PROCEDURE

School, classroom, and playground standards will be posted and explained during the first week of school to students (at Back-to-School Night for Elementary and Homeroom for Middle School) and by the classroom teachers throughout the year. Students are expected to comply with all standards established in their individual classes as well as playground and school rules. Any behavior that violates the content of the Family Handbook, negatively impacts the reputation of Friends Christian School, or causes discord among students and/or employees, whether at school or away from school, can result in appropriate disciplinary action that may include suspension or expulsion from FCS.

Any disciplinary action taken with students will be administered after careful evaluation of all information pertaining to the incident, including an opportunity for the student to respond.

Discipline may include counseling the student, contacting the parent(s), losing an activity privilege, or detention. In more extreme cases, a student may be removed from class for the day or suspended from school. The School Board allows expulsion from school after appropriate steps have been taken.

CLASSROOM MANAGEMENT

A classroom management plan must be implemented for each class, which includes minimum standards of acceptable behavior, consequences when standards are not met, and a positive reinforcement system. Basic examples of standards include:

Elementary School

- Talk only with permission.
- Leave your seat only with permission.
- Keep hands to oneself and respect other's personal space.
- Demonstrate personal responsibility.

Middle School

- Be on time:
 - Enter quietly and in an orderly manner.
- Be in the assigned seat when the bell rings (not walking through the door).
- Be prepared:
 - Have pencil, paper, books, and materials.
 - Have homework ready at the beginning of class.
- Be courteous:
 - Remain at assigned seat.
 - Wait to be recognized before speaking.
 - Work quietly.
 - Show respect for others.
- Be obedient:
 - Follow all directions promptly.
 - Listen.
 - Wait to be dismissed before leaving the room.

Other academic and classroom management rules are expected, but the basic examples above are foundational.

PLAYGROUND CONTROL – “BE KIND TO ONE ANOTHER” (Ephesians 4:32)

Physical and emotional safety is the main concern during times of outside activity. Adequate adult supervision is maintained at all times. Any activity that could lead to physical harm or place a student in danger will be stopped. Any unsafe location is off limits.

Basic playground rules are as follows but not limited to:

- Follow the directions of the adult(s) on duty.
- Be courteous and demonstrate a respectful attitude, safety, and control.
- Do not play or loiter in or around the restrooms, the fences/gates, on the grass or plant covered slopes, or anywhere without adult supervision.
- Do not enter buildings, rooms, up the stairs to classrooms or leave the field and/or playground areas without adult permission. Middle school students may not go to the lockers except during designated times.
- Do not eat while playing. Eat food only in designated eating areas (never on the stairs). Properly dispose of trash.
- **Do not throw objects** including but not limited to rocks, stones, pebbles, bark, etc. Do not participate in unsupervised games involving aggressive play, grabbing others clothing or tackling, etc.
- Treat others like you want to be treated.

REWARDS

Rewarding students for a job well done is encouraged at Friends Christian School. Reinforcement for applying Biblical principles in speech and action takes place at all grade levels throughout the year. Character Trait Awards are given to Elementary students weekly and Middle School students monthly who best demonstrate the character trait for that time period. Student and Citizen of the Month awards are given to students in grades 1st- 8th who model Christ-like citizenship. Bible Verse Memory awards are given to students K - 8th who have who have a 95% or higher average for the quarter. Christian Service Awards are given quarterly to Middle School students who consistently demonstrate a servant's heart according to Galatians 5:13. These programs encourage spiritual growth in students by recognizing and rewarding daily application of the truth of God's Word. Grades K - 8th students also receive positive reinforcement through programs such as Positive Referral Awards, Student Government/Class Representatives, Spirit Tickets (Middle School), Academic Excellence and Exemplary Effort Achievement Awards (Middle School).

CONSEQUENCES

Students who do not follow the standards will receive appropriate consequences. Disciplinary notices may be sent home to parents for a signature. Students who frequently violate the standards may be referred to the principal for more severe disciplinary action. Any serious behaviors will be immediately referred to the principal. Citizenship marks are evaluated by adherence to school, classroom, and playground standards and cooperation and participation in classroom procedures.

BULLYING

Friends Christian School will not tolerate the bullying of students, employees, or volunteer workers. A bully is defined as one who hurts or continually bothers those who are perceived to be weaker. This includes a single incident or repetitive physical or verbal confrontations. This also includes occurrences where a student tells another student to carry out bullying behavior. Such behavior includes direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling, social isolation, manipulation, or negative phone messages. Protecting students from being targeted by overly aggressive, harsh, or demeaning behavior is the personal responsibility of each employee at FCS to help students apply Galatians 6:1 *"...let us do good to all people...."*.

Incidents will be evaluated to determine if bullying has occurred and if it has, immediate disciplinary action will be taken. Incidents in grades K - 2nd will be dealt with by age appropriate consequences such as, but not limited to, a detention, parent conference, and in school suspension. Incidents in grades 3rd – 8th could include measures such as, but not limited to, a detention, parent conference, in-school suspension, or suspension at home. For extreme or repetitive bullying, the consequence may be an expulsion from school.

DETENTION

Students may be asked to serve a recess or lunch detention (after eating lunch) in the office or designated area. Students who are tardy to recess or lunch detentions will serve additional detention time. Students who serve recess or lunch detentions will not be able to participate in playground activities. Failure to attend detention or return signed notices the next school day may result in additional disciplinary action.

REFERRALS

Students who choose not to follow school or classroom standards may be referred to the school office to conference with the principal. Such referrals may occur after a series of disciplinary steps, or when a serious offense occurs. The principal will discuss the problem and the resulting disciplinary action with the student. The parent will be notified of the conference and the consequences. Consequences are cumulative for the year. A third or fourth referral may result in suspension and a fifth referral may result in expulsion from FCS.

The following are specific referable offenses for student's grades K-8th, either on school property or at school-sponsored events:

- Willful and persistent defiance of school authority, by language or action;
- Cause or attempt to cause damage to school or personal property;
- Possession or use of instruments that could cause bodily harm;
- Verbal or nonverbal (including written) threats to bully or intimidate others;
- Use of profanity or vulgarity (written or verbal);
- Possession or use of narcotics, alcohol, smoking devices, or tobacco;
- Use of forged parent notes;
- Truancy or excessive tardies;
- Cheating on schoolwork (results in zero on assignment and possibility of additional disciplinary action);
- Inappropriate use of social media; and
- Fighting, stealing, or gambling.

An immediate referral is required for all serious offenses. The principal or designated substitute will personally counsel each referred student. Referrals will be sent home, returned with a parent signature, and kept on file in the office.

SUSPENSIONS

Suspensions are used to deny students the right to participate in activities by removing them from the school or classroom. Administrators may suspend a student if the student has committed any of the following offenses while on school property, traveling to or from school, or at school-sponsored events:

- Willful and persistent defiance of school authority or disruption of activities;
- Cause or attempt to cause damage to school or private property;
- Cause, attempt to cause, or threaten physical injury to another person;
- Theft of school or private property;
- Use of profanity or vulgarity (written or verbal);
- Possession or use of narcotics, alcohol, smoking devices, or tobacco;
- Possession or use of a firearm, knife, explosive, or other dangerous object;
- Blackmail.

Suspensions may also impact an 8th grade student's ability to participate in graduation and/or other end of year activities.

Other means of rectifying a situation may be pursued and documented before a suspension. When a suspension occurs, the administrator will:

- Inform the student of the offense;
- Give the student an opportunity to respond;
- Notify parents;
- Send a suspension letter;
- Suspend for no more than five consecutive days;
- Take other action after two suspensions in one year;

If expulsion is being considered, the administrator may extend the suspension until the School Board reaches a decision. A suspended student will be required to complete all assignments and tests missed during the suspension, which can be reasonably provided. Upon satisfactory completion of given assignments and tests, the student will be given full credit.

BEHAVIORAL REVIEW / ACADEMIC PROBATION

Students are placed on behavioral review or academic probation based upon number of referrals, student attitude, parent support and cooperation, severity of infractions, or administrative decision for student and school well-being. Results of the behavioral and academic probation review period factor into allowing the student to proceed at Friends Christian School.

GROUND'S FOR EXPULSION POLICY

The actions listed below may result in expulsion from Friends Christian School. If one of these actions is reported, FCS Administration will conduct a thorough investigation to verify the accuracy of the report. If the investigation finds substantiation for the reported actions, FCS Administration will then determine if law enforcement and/or Social Services needs to be contacted. The Head of School will also notify the School Board and FCYL Leadership of the situation as soon as is warranted.

Communication with the student and his or her parent(s)/guardian(s) will take place to inform them of the possible consequences of the student's actions including the possibility of expulsion. Once the appropriate consequence is determined by FCS Administration, the Head of School will notify the School Board and Friends Church Yorba Linda leadership. . If the administration believes expulsion is warranted, the Head of School will communicate this recommendation to the School Board and Friends Church Yorba Linda leadership for a decision. If expulsion is recommended by the FCS Administration, the School Board and FCYL leadership, the Head of School will communicate this decision to the parent(s)/guardian(s) of the student.

The following actions may result in expulsion. These are examples (not an all-inclusive list) of behavior, which may be grounds for expulsion:

- Possession of any form of weapon while on campus, under school jurisdiction, or during any FCS sponsored activity
- Physically harming another student, employee, or guest of FCS, or willfully engaging in behavior that could likely result in injury to others

- While on campus, under school jurisdiction, or during a school sponsored activity:
 - Using, selling, distributing, or possessing tobacco or vaping products, alcohol, controlled substances, including illegal or prescription drugs;
 - Using, selling, distributing, or possessing pornographic material or utilizing school resources, at any time, to access pornography or illicit material

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- Making a criminal threat to a student, employee, or guest of FCS, or threatening to do physical harm to any member of the FCS community
- Sexual harassment of any student, employee, or guest of FCS
- Bullying of any student, employee, or guest of FCS
- Utilization of social media or digital communication to engage in bullying or harassment of any student, employee, or guest of FCS while on campus, under school jurisdiction, or during a school sponsored activity. In addition, FCS students may face disciplinary action in cases where such communication is made outside the jurisdiction of the school, if such actions negatively impact the school environment.
- While on Behavioral Review, continuing to engage in behavior that violates the school's disciplinary policies.

DRESS CODE

Teachers are asked to monitor student compliance with the Dress and Grooming Code each day when the school day begins. Students who are not within dress code may be sent to the office and will receive a Dress Code Check form. The Administration will make the final decision on dress acceptability and communicate any necessary changes and consequences. Students may only wear uniform or school-approved clothing to school each day. Uniform clothing items may not be altered or modified in any way.

All students are required to dress with modesty in mind. Specific modesty guidelines for clothing types are included below. These same guidelines apply to uniform clothing, spirit wear, and free dress days as well as when attending FCS sponsored events. FCS contracts with a single uniform provider (Lands End) for all school uniforms and all new uniform items must be purchased through Lands End. School uniform items purchased from past vendors may still be worn if they are in good condition and meet current uniform guidelines.

POLO SHIRTS

Acceptable: Boys may choose to wear red, white, or navy polo shirts embroidered with the school logo. Girls may choose to wear red, white, or navy polo shirts or dresses, or white blouses embroidered with the school logo.

Not Acceptable: Students are not to wear oversized apparel. Students are not permitted to wear any polo shirt, blouse, or sweater shell that at any time exposes a bare midriff or undergarments (if a student raises arms over head, the top should overlap the waistband). Tight/form fitting tops are not acceptable.

Note: Students may choose to wear their polo shirts untucked, however, the hem of the shirt may not extend beyond their wrist when their arms are hanging at their side. Students may wear one garment (tank top, long sleeve shirt, or turtleneck) under their uniform top (polo shirt, blouse, or sweater shell) as long as it is solid red, white, navy, or black in color. The garment may not extend below the hem of the uniform top.

PANTS / SHORTS / SKORTS

Acceptable: Boys may choose to wear either khaki or navy pants or shorts. Girls may choose to wear either khaki or navy pants, shorts, or skorts. Pants, shorts, or skorts worn to school should be clean, without holes, and of comfortable fit. Shorts and skorts are to be no longer than the bottom of the kneecap and no shorter than 8" from the floor when a student is kneeling. While jean shorts are not allowed, students may wear jorts (denim or other material, knee length or lower) with Spirit Wear or on free dress days.

Not Acceptable: Fringed cuffs are not allowed (garments should have a finished hem). Pants, shorts, and skorts should not be excessively baggy and should reflect a size designed to fit the student. They should not sag or expose undergarments. They must be worn at waist level and should fit snugly around the waist with or without a belt. Girls are not permitted to roll the waistbands of their shorts or skorts.

Note: Belts must be plain (without adornment or design) and solid in color. Belt buckles may not be oversized or embellished with inappropriate insignias. Students in grades K-8th may choose to wear solid red, white, navy, or black tights or leggings under their shorts or skorts.

JUMPERS / SKIRTS

Acceptable: Girls may choose to wear either a plaid jumper or skirt. Jumpers and skirts are to be comfortable in fit (not too tight or too baggy). Jumpers and skirts may not be more than 4" from the floor when kneeling.

Not Acceptable: Girls are not permitted to roll the waistbands of their skirts.

Note: Girls must wear a red, white, navy, or black sport short under their jumpers or skirts to participate in PE and when playing at recess. PE guidelines for 7th and 8th grades are found below.

JACKETS / SWEATERS / SWEATSHIRTS

Acceptable: All outerwear (jackets, sweaters, and sweatshirts) must be purchased from Lands End and embroidered with the school logo or from FCS (Spirit Wear, athletic wear, etc.). Non-uniform jackets may only be worn on rainy days. Hoods must be removed when indoors.

Not Acceptable: Jackets, sweaters, and sweatshirts should reflect a size designed to fit the student. They should not be too baggy or too tight (form fitting).

FOOTWEAR

Acceptable: Shoes are required at all times on campus. Students are required to wear tennis shoes/sneakers for PE. Shoes must have heel straps, which keep them securely in place. Students are encouraged to wear socks to ensure sound hygiene practices. Leggings and tights must be solid red, white, navy, or black in color apart from small logos.

Not Acceptable: Clogs, Crocs, flip-flops, and moccasins are not to be worn to school. Students in grades K-4th may not wear boots, sandals, or loose-fitting shoes that could be a hazard on stairs when climbing. Rain boots are acceptable in rainy weather. Students in grades K-4th may not wear shoes with heels that exceed one 1" in height.

HAIR

Acceptable: Hair should be neat, clean, and out of the eyes. Natural looking highlights and coloring is acceptable.

Not Acceptable: Unusual styles may not be worn and unnatural looks such as bleaching, tinting, or coloring of hair will not be permitted. Boys' hair may touch but not extend below the bottom of the shirt collar. Boys must be clean-shaven at all times.

HAIR ACCESSORIES / JEWELRY

Acceptable: Girls may wear hair accessories (clips, headbands, etc.) and jewelry to school as long as they reflect FCS values and good judgment and do not detract from the school environment. If jewelry becomes a safety concern or distraction, a student will be asked to remove it.

Not Acceptable: Expensive jewelry should not be worn to school. Boys are not permitted to wear earrings. Girls in grades K-6th may not wear earrings that dangle from the earlobe. Girls in grades 7th-8th may not wear hoop earrings that exceed the diameter of a quarter. Piercing of other body parts is not permitted.

HATS

Acceptable: Hats and visors may be worn outdoors and per teacher's discretion for indoors. Hats may not be worn in chapel and must be removed during pledges and prayers.

SUNGLASSES

Acceptable: Sunglasses may be worn when participating in outdoor activities.

MAKEUP

Acceptable: Girls in grades 7th-8th may wear natural color makeup. Clear lip gloss and chapstick are acceptable for all ages.

Not Acceptable: K-6th grade students may not wear makeup. Tattoos, whether permanent or temporary, are never permissible. Boys are not allowed to wear nail polish.

SCOUT UNIFORMS

Acceptable: Students are allowed to wear official scout uniforms on days when their den or troop is meeting.

Not Acceptable: Apparel that does not meet FCS dress code standards is unacceptable.

SPIRIT WEAR

Students in grades K-8th may choose to wear a Spirit Wear t-shirt or any FCS sponsored activity/club/sport shirt with blue jean pants (or blue jean capris for girls), or jorts (no jean shorts above knee length) that adhere to dress code standards on Fridays. Students may also wear uniform pants, shorts, or skorts with their Spirit Wear t-shirts. Please keep in mind pants, shorts, and skorts should be clean, without holes, and of comfortable fit. All garments should have a finished hem. Black jeans are also allowed with spirit wear. Leggings may not be worn as pants.

FREE DRESS DAY GUIDELINES

Students in grades K-8th who are rewarded with a free dress pass are to wear clothing that meets the FCS Dress Code standards.

- Students are not to wear oversize apparel.
- Students are not permitted to wear tops that at any time, including when raising arms, expose a bare midriff or undergarments. Tight/form fitting tops and tops with spaghetti straps may not be worn (straps must be at least 2" wide).
- Garments must be free of holes or rips. 5th through 8th grade students may wear uniform shorts on free dress days. No other shorts are allowed.
- Pants, shorts and skorts should not be excessively baggy or reflect a size not designed to fit the student. They should not sag or expose undergarments. They must be worn at waist level and should fit snugly around the waist with or without a belt. They should not sag or expose undergarments.
- Shorts and skorts are to be no longer than the bottom of the kneecap and no shorter than mid-thigh (6" above the knee).
- The length of a girl's skirt may not be more than 4" from the floor when a girl is kneeling and must reflect modesty and be age appropriate.
- Leggings must not be worn as pants.
- Logos and messaging on clothing and accessories must be age appropriate and be a reflection of FCS' Christian values.

EMERGENCY AND DISASTER PREPAREDNESS

EMERGENCY NOTIFICATIONS

Friends Christian School uses a text messaging system to inform parents in the event of an emergency, such as a school closing or a lock down. The system is also used to inform parents in the event of time-sensitive situations, such as a last-minute location change for a sporting event or a delayed field trip return. The system permits messages sent to those affected by the information.

EMERGENCY PROCEDURE

Emergency drills are conducted on each campus of Friends Christian School at least once per month, which include instruction and practice in the event of a fire, earthquake, lock down, or other emergency. FCS employees and students become familiar with procedures to be followed and routes to take in case of evacuation. Employees have received First Aid/ CPR training and emergency supplies are stored in secured locations on campus.

In the event of a true emergency, students will remain on campus in a safe place under the supervision of trained employees and released only to an authorized adult listed on the student's account. If evacuation becomes necessary, the Orange County Sheriff's Department will provide a temporary relocation site.

EXTENDED CARE PROGRAM

Extended care is provided Monday through Friday for an additional fee before and after school. Extended care is not available on holidays; please refer to the school calendar for a list of these dates. Structured and supervised activities include outside play, study hall/homework, special projects, movies, and other appropriate activities. On Tuesdays, the Elementary school campus is dismissed at 1:50PM. Students who are not picked up by 2:10PM will be sent to extended care at no cost until 3:00 PM. Similarly, middle school students are dismissed at 1:30 PM and sent to extended care at 2:00 PM. Any student not picked up by 3:00PM will be billed accordingly.

EXTENDED CARE HOURS

Elementary School

Mornings: 7:00AM – 8:15AM
Afternoons: 3:00PM – 6:00PM
Minimum Day: 12:30PM – 6:00PM

Students arriving before 8:15AM and after 3:00PM will be enrolled in extended care and the parents billed accordingly. Elementary extended care phone: 714-777-4338.

Middle School

Mornings: 7:00AM – 8:00AM
Afternoons: 3:35PM – 6:00PM
Minimum Day: 12:15PM – 6:00PM

Students arriving before 8:00AM and after 3:35PM will be enrolled in extended care and the parents billed accordingly. **Students who attend an on-campus after-school sporting event without adult supervision must sign into extended care first.** Middle School extended care phone: 714-729-1313.

Note: For safety purposes, **students must not be dropped off prior to 7:00AM**, as there is no supervision before that time. Parents must also notify the school if their child will not be picked up by 6:00PM (see phone numbers above). Failure to notify the school by 6:30PM will result in the Orange County Sheriff's Department being contacted. The Sheriff's Department will attempt to locate the parents and/or emergency contacts, but if unsuccessful, the Orange County Sheriff's Department will assume custody of the child.

After three late pickups (after 6:00PM), other arrangements must be made for extended care off campus for the remainder of the semester. If late pickups occur in the first semester, extended care services may resume in the second semester, however, after two late pickups, extended care will be denied for the remainder of the school year.

SIGN-IN AND OUT PROCEDURE

Parents do not need to sign their child(ren) into extended care each morning; however, students must always do so with the extended care supervisor when they arrive.

Parents (or an authorized person 18 years or older) must sign their child(ren) out upon pick up. Students will not be released to anyone whose name is not listed on the student's account (except by written note, phone call, or email from the parent).

OVERTIME CHARGES

There is an overtime charge of \$1.00 for the first five minutes and then \$1.00 per minute thereafter for any student picked up after 6:00PM.

SNACKS

Daily snacks are provided at no additional cost. Please advise the extended care supervisor of any food allergies.

MINIMUM DAY LUNCHES

Hot lunch is not offered on minimum days. Elementary students must bring their own lunch to extended care. Middle School students walk to and buy lunch at Del Taco on Imperial Hwy and, in cases of rain, pizza is instead delivered to the Middle School for lunch.

ILLNESS AND EMERGENCY

Parents are notified immediately if their child becomes ill or injured at extended care and are expected to pick up the student promptly. In cases of emergency, the paramedics will be called, and the student taken to an emergency room.

EXTRACURRICULAR STUDENT ACTIVITIES

Many extracurricular activities are available to FCS students at various grade levels, some at additional fees.

Elementary School

- (Grades K - 4th) American Heritage Girls
- (Grades K - 4th) Boy and Girl Scouts
- (Grades 3rd and 4th) Ukulele club
- (Grades 3rd and 4th) Choir program, after school
- (4th Grade) S.C.O.R.E. street hockey team, *sponsored by the NHL Anaheim Ducks*

Middle School

- (Grades 5th - 8th) Roller hockey team, competitive
- (Grades 5th - 8th) Chess tournament
- (Grades 5th - 8th) Choir and Band program, before and after school
- (Grades 6th - 8th) Boys flag football, basketball, baseball, roller hockey, competitive
- (Grades 6th - 8th) Girls volleyball, basketball, futsal, flag football, competitive
- (Grades 6th - 8th) Co-ed track and field and cross country, competitive
- (6th Grade) Praise Band Instrumentalists
- (Grades 7th and 8th) Praise Band Vocalists
- (Grades 7th and 8th) ASB

ACTIVITY ELIGIBILITY

Elementary School

Students must meet eligibility requirements in order to participate in the Spring Musical, Choir, Street Hockey, and other extracurricular activities. Students with an “Unsatisfactory” mark on the most recent report card will be ineligible to participate in extracurricular activities. Students with two or more “Needs Improvement” marks are also ineligible.

Students with a grade of “D” or lower in any academic subject will require permission from school administration to participate in extracurricular activities.

Middle School

Students must have a minimum “C” in each core academic subject and no “F” in non-core academic subjects, with no more than one “Needs Improvement” mark in citizenship (and no “Unsatisfactory” citizenship marks) for participation in athletic and extracurricular activities.

Students will be on probation for two weeks with less than a “C”, “Unsatisfactory”, or two “Needs Improvement” marks. If a “C” is achieved during the probationary period, the student will regain eligibility. If the student does not achieve at least a “C” during the probationary period, the student will be ineligible to participate in extra-curricular activities until the “C” or above is maintained.

Students must be in attendance at least three hours/classes in order to participate in any school activity that day or evening. The principal must approve any extenuating circumstances in advance.

ELEMENTARY GUIDELINES FOR ACTIVITY LEADERS

- Classrooms for meetings are assigned only through the school office (scout meeting times are 3:15PM – 5:00PM). Additional meeting dates/rescheduling must be done in advance with the school office.
- Notify the school office of scout field trips and locations in writing.
- Meet scouts at 3:00PM in front of Room D1 (sidewalk area). On rainy days, meet under Buildings F – G area.
- Leaders and scouts must not enter the classroom before the teacher has exited with their class. Please enter the room as a group with adult supervision.
- Scouts are not allowed to play with any items in the room including chalk and white boards. Please check with the teacher regarding use of room equipment or supplies.
- The school office is unable to provide supplies needed for the meeting.
- For outside snacks or activities, please use the lower blacktop area only. Please also remove all items from the room left behind.
- Please do not use candles or open flame (matches, etc.) inside classrooms.
- Upon leaving, turn off the lights, close and lock the door (if forgotten, please report it to the office), and take out the trash.
- All outdoor supervision must be handled by scout leaders/helpers (not extended care employees). Any use of playground equipment must follow FCS guidelines, which includes direct supervision of students.
 - Activities may be restricted on the playground due to maintenance/lawn care or extended care. Students may not be on the field at these times for their safety.
 - Leaders must wait with scouts until parents arrive or walk them to extended care.

FIELD TRIPS

School sponsored field trips are a vital part of the student's academic experience and support the curriculum. Information is sent home with students in advance of each trip, and parents must sign and return a "Field Trip Permission Slip" prior to the day of the trip in order for the student to participate. Students who do not participate in a field trip must stay home from school for the length of the field trip. Students who have an unexcused absence will be asked to make up work to gain partial academic credit.

Friends Christian School appreciates parent volunteers for field trips; however, not all parents will be able to attend a field trip and student siblings must never attend field trips. Parents chosen for a field trip that are unable to attend must contact the school office as soon as possible so another parent can be selected in their place. Transportation for field trips is provided by bus from companies approved to transport children and students must use the same method of transportation going to and from the field trip.

Field trips are generally included in the school registration fee except for the 4th grade California History trip, 6th grade Science camp, and 8th grade Washington DC /Virginia /Gettysburg, PA trip.

FINANCE INFORMATION

Please read the following information carefully and if you have any questions, please call the Finance Department at 714-777-3074.

- A non-refundable application fee must be submitted with completed registration materials for each new K - 8th grade student.
- A non-refundable registration fee is due each year for all K - 8th grade students. The fee will only be refunded if a student's name is removed by school Administration.
- Tuition and incidental fees (i.e. extended care, graduation, etc.) are paid through FACTS Tuition Management. All families enrolled at FCS must have an active FACTS agreement to make payments.
- Information concerning student tuition accounts is only provided to the person financially responsible on the FACTS account.
- **Tuition is paid over 11 months: July through June.** Tuition will not be collected in February to accommodate the registration fee for the following school year.
- Tuition and incidental fees not received within 15 days of the due date will be assessed a late fee. Timely payments later rejected for insufficient funds will also be assessed a late fee. **Late fees per family per month: tuition \$40.00 and incidental fees 10%.**
- Tuition must be current for yearbook, report card, diploma distribution, or re enrollment. If a tuition account becomes 45 days delinquent, the student(s) may be dismissed from FCS.
- **A two-week written notification must be submitted prior to withdrawing an enrolled student.** Failure to do so will result in two weeks of tuition being deducted from any pending refund.
- Students with an extended absence due to illness of 10 consecutive school days or more may, on a case-by-case basis, be granted tuition relief. A doctor's note is required.

FRIENDS FAMILIES FELLOWSHIP

The purpose of Friends Families Fellowship (FFF) is to build relationships within the school community and teach children the importance of serving others. Working with the administration and teachers, parents volunteer their time to help raise support and help implement programs and activities at Friends Christian School.

In order to promote the success of FCS, the purpose of the FFF shall be to foster partnership among parents, teachers, administrative staff members, and the Board. With the approval of the administration, the FFF is authorized to plan and execute activities and events which encourage fellowship and community at Friends Christian School. Activities and events should follow the same moral guidelines as those of Friends Christian School.

GRADING POLICY

Grades are intended to accurately reflect a student's progress and performance at Friends Christian School on a quarterly basis. Grades are earned by the student and assigned, not given, by the teacher. Each subject should have, at a minimum, one grade per week. Each quarter begins a new grading period, and grades are not averaged by semester or year.

KINDERGARTEN: Standards are assessed in the classroom and communicated to parents on skills-based report cards.

GRADES 1st and 2nd:

- 1 = 90% – 100% (outstanding)
- 2+ = 80% – 89% (above average)
- 2 = 70% – 79% (average)
- 2- = 60% – 69% (below average – needs improvement)
- 3 = 59 % and below (below grade level – needs improvement)

GRADES 3rd through 8th:

- A+ = 100%
- A = 92% – 99%
- A- = 90% – 91%
- B+ = 88% – 89%
- B = 82% – 87%
- B- = 80% – 81%
- C+ = 78% – 79%
- C = 72% – 77%
- C- = 70% – 71%
- D+ = 68% – 69%
- D = 62% – 67%
- D- = 60% – 61%
- F = 59% or below

Grades are based on the above scales and should be consistent within each grade level. Students must have a minimum “C” average with no more than one "Needs Improvement" mark in citizenship (and no “Unsatisfactory” citizenship marks) for participation in athletic and extracurricular activities.

Students must have a minimum "C" (2.0) average 8th grade year, as well as a current financial account, in order to receive a graduation diploma and participate in the graduation ceremony.

Grades “D” or “F” will not be given prior to an unsatisfactory notice or Progress Report being sent to the student’s parents. If any grade reflects a considerable drop in performance, teachers will call the parents and/or request a conference.

EFFORT AND CITIZENSHIP MARKS

“Effort” is a subjective grade related to academics upon teacher evaluation of areas such as homework, attentiveness, cooperation, enthusiasm, punctuality, and consistency of performance.

“Citizenship” is a subjective grade unrelated to academic effort or marks based upon teacher evaluation of areas such as respect, obedience, cheerfulness, reverence, cooperation, and other character traits.

The following guidelines apply for effort and citizenship:

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

An “S” indicates the student is doing what is expected of every student. An “O” indicates the student “goes above and beyond” the typical expectations of students, and consistently models exemplary behavior and demonstrates positive/active involvement in class.

PROGRESS REPORTS

Progress reports are sent home the fifth week of each quarter, or sooner if necessary. They reflect achievement in academic grades, effort, and/or citizenship marks.

REPORT CARDS

Report cards are issued quarterly and may be viewed on RenWeb for grades K - 8th. Grade explanation sheets, next quarter overviews, and/or other communications may also be sent with the report card each quarter.

Grades and/or effort and citizenship marks for grades K - 7th Computer, Music, PE, and Art (grades 5th and 6th) will be included on the report card.

Students enrolled in the Success Program will receive a grade from that teacher for the subjects in which they receive assistance.

ACADEMIC REVIEW / PROBATION

Students in grades 1st and 2nd who receive grade marks of “3” will be evaluated for retention and/or academic review. Students will be placed on academic review in grades 3rd and 4th or academic probation in grades 5th- 8th, when the average combined grade for all subjects falls below 70%, placing them in the “D” or “F” category.

Academic review/probation exists for the quarter following placement on review/probation. This may include the first quarter of the school year. Students may be on review/probation for non-continuous periods without being withdrawn from school (i.e. second and fourth quarters). Students will be withdrawn from school if unable to clear the review/probation.

STUDENT RETENTION

Student retention is the last step taken after every option to help the student is deemed unsuccessful. Teachers who have explored all means available to assist and support the student (i.e. tutoring, outside learning centers, professional testing, etc.) will bring the situation to the principal. If student retention is necessary, teachers will call the parents to request a conference.

HOMEWORK

Homework allows meaningful application of classroom instruction to reinforce concepts taught in class and to encourage personal development of self-discipline through time management. It will never involve new skills or concepts that have not been taught in class. Unfinished seatwork may be sent home daily to be completed in a reasonable amount of time. Assigned homework will be collected and evaluated by the teacher and returned to students within one week.

Students have the primary responsibility to:

- Ask questions in class so his/her homework assignment is clearly understood.
- Bring all necessary materials to work on the assignment.
- Care for and return books taken home to complete homework.
- Follow structure and design of work assignments set by classroom teacher (proper heading, problems numbered, etc.).
- Complete and return assignments on time.
- Strive for work quality equal to the best of his/her ability.

Parents can assist their child in the following ways:

- Provide a consistent, quiet place for homework and student activities.
- Encourage student(s) to work independently on assignments.
- Minimize delays and interruptions once work is begun.
- Insist upon quality-completed work.
- Initially review assignment with student(s) and review finished product.
- Demonstrate enthusiasm over work completed to expectation.
- Sign and return homework checklist, if applicable.

Classwork and homework given at the beginning of the school year (for approximately one month) are designed to review content from the previous school year. Curricular planning and textbooks support this design. As the year progresses, grade level content becomes the focus of the work assigned, with a review of mastered grade level concepts occurring at the end of the school year.

Teachers consider the average student when planning homework. Students who have difficulty with grade level work are helped on an individual basis, adjusting as needs arise. At the request of parents, advanced students may receive enrichment work that is not required of other students.

Allowing students to have quality family time and participation in extracurricular activities outside of school hours is part of the FCS Mission, Vision, and Philosophy. The value of weekend homework assignments is carefully considered when lesson planning.

Homework is assigned according to the following guidelines:

- Grade 1st: Homework should not exceed 30 minutes per night.
- Grade 2nd: Homework should not exceed 45 minutes per night.
- Grades 3rd and 4th: Homework should not exceed 60 minutes per night.
- Grades 5th and 6th: Homework should not exceed 90 minutes per night.
- Grades 7th and 8th: Homework should not exceed 30 minutes per night per academic subject.

Elementary teachers factor the ongoing weekly work (i.e. Bible verse, spelling/vocabulary, independent reading time) students have at home in the total number of homework minutes per night.

Middle School teachers help students adequately prepare for class assignments and tests by requiring no more than two tests and/or projects given/due on the same day.

Teachers post test dates in advance and assignments on a weekly basis to RenWeb (website or the Friends Christian School app).

MAKE-UP WORK – ILLNESS / VACATION

Students who are absent due to illness may have a parent call the school office to request classwork and/or homework. Students may also access their homework assignments in RenWeb (website or the Friends Christian School app). Homework can be collected in the office at the end of the school day. Students are given one night per day of absence for completion of missed classwork. Teachers may adjust this guideline on a case-by-case basis when necessary.

For extended absences due to illness, arrangements should be made between the teacher and parent for work to be completed. With administration approval, teachers have the authority to modify workloads for students with extended absences. Adequate time should be given to complete make-up assignments, keeping in mind the nature of the illness and which assignments must be completed.

Students who take mid-year vacations may ask for homework in advance, but what is given is at the discretion of the teacher. When students return from vacation, additional make-up work may be given. Students are given one night per day of absence to make-up any work regardless of receiving homework in advance.

INSURANCE

Friends Christian School provides student accident secondary insurance if a student is injured at school or while participating in a school-sponsored activity. Claims must first be submitted to the parent's insurance carrier. Any reasonable expenses that remain can be submitted to the Finance Department for review and submission to the school's insurance carrier. If you have any questions, please contact the Finance Department at 714-777-3074.

LEGAL ISSUES

CHILD ABUSE REPORTING

Any Friends Christian School employee, who has knowledge of or observes a child in his or her professional capacity, or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse, is legally required to report the known or suspected instance of child abuse to a child protective agency (Department of Social Services).

CHILD CUSTODY

Friends Christian School assumes parents are the legally responsible adults for students. In the event that one or both parents have restricted custody rights, the adult(s) with legal responsibility for the student need to provide FCS an official copy of court documents establishing guardianship and/or custody. If parents are divorced or separated and one parent is not allowed to see or pick up a student, we must have on file in the school office a certified copy of the court order of Final Judgment.

PHOTO POLICY

Friends Christian School reserves the right to publish any student photographs, with or without student names, to online communications, print media, and the school website.

HARASSMENT

Friends Christian School prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate, or coerce a student, employee, volunteer, or other FCS community member.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's race, color, age, sex, national origin, body, disability, or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that insults, belittles, or shows hostility or disrespect toward an individual or group because of race, color, age, sex, national origin, body, disability or appearance, or any other protected status.

Sexual Harassment

Friends Christian School prohibits sexual harassment, which is defined as “unwelcome sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature to create an intimidating, hostile or offensive working environment.” The conduct must be considered sufficiently severe or pervasive enough to create a school or work environment that a reasonable person would consider intimidating, hostile, or offensive.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters, notes, e-mails, photos, text messages, tweets and Internet postings, or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Retaliation

Friends Christian School prohibits retaliation of any kind when making a complaint of harassment or participating in investigations.

Lodging a legitimate complaint will not be used against the student or employee or have an adverse impact on the individual's academic or employment status. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation. Any person who is found to have violated this aspect of the policy will be subject to discipline up to and including dismissal from FCS.

Confidentiality

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. Under no circumstances will the victim be required to resolve the complaint directly with the offending party. All information pertaining to a complaint or investigation under this policy will be maintained in secure files within the Human Resources Department.

Complaint Procedure

Friends Christian School has established the following procedure for lodging a complaint of harassment, discrimination, or retaliation. FCS will treat all aspects of the procedure confidentially to the extent reasonably possible.

- Complaints should be submitted to an administrator or supervisor within one working day after an incident has occurred, preferably in writing.
- Upon notification, the administrator or supervisor will immediately inform the Head of School and Human Resources Department of the complaint.
- The Head of School will inform the School Board and FCYL leadership of the complaint within 24 hours.
- The Head of School will initiate and supervise an investigation to determine whether there is reasonable basis for believing that the alleged violation of this policy occurred.
- If necessary, the complainant and the respondent will be separated during the course of the investigation, either through internal transfer or administrative leave.
- The investigation will include interviews with the complainant, the accused, and any witnesses or relevant persons to determine whether the alleged conduct occurred.
- Upon conclusion of an investigation, the Head of School will review all evidence and submit a written report of his/her findings to the complainant, the accused, the administrator or supervisor, the Human Resources Department, the School Board and FCYL leadership.
- If it is determined that a violation of this policy has occurred, the Head of School will take prompt and remedial action against the accused, which will be commensurate with the severity of the offense. Action taken will not be communicated to the complainant. The appropriate action will depend on the following factors:
 - The severity, frequency, and pervasiveness of the conduct;
 - Prior complaints made by the complainant;
 - Prior complaints made against the accused; and
 - The quality of the evidence (i.e. firsthand knowledge, credible corroboration).
- If the investigation is inconclusive or if it is determined that there has been no violation of policy, but potentially problematic conduct may have occurred, the Head of School may recommend appropriate preventive action.

LIBRARY / MEDIA CENTER

A schedule of Library and Media Center hours will be posted in the classroom at the beginning of the school year. Students may check out materials from the Library for a limited amount of time. Classroom teachers will take an active role in reminding students to return books and other materials in a timely manner.

Elementary classes make weekly visits to the Library. Middle School students can visit the Library during the day. Libraries and Media Centers on each campus are available for teacher and classroom use when not occupied by another class. Check with the Librarian in advance to reserve the time.

MIDDLE SCHOOL LIBRARY BOOK CHECK-OUT POLICY

A book is to be returned within 2 weeks of check out and the reminder note kept inside the book. Another reminder note will be sent to a student if their book is overdue, and the book is to be returned the next day. If the book is not returned after the reminder note is sent, the student will serve a lunch detention each day (up to 3) the book is not returned. Day 4 with no book returned is in an office Referral. If a student is absent on the due date, they need to visit the Librarian the day they return to school. If a book is lost, a note is sent home and the FACTS account billed for the replacement book.

LOST AND FOUND

Placing a student's name or initials on his/her belongings helps facilitate the return of misplaced items. If an item is lost, please check the school's Lost and Found. Any valuables found (i.e. jewelry, collectibles, money, etc.) will be kept inside the school office. Items not claimed will be donated quarterly to a charitable organization.

Elementary School

Located on the lower level by Room F3.

Middle School

Located outside the school office.

LUNCHES AND SNACKS

DAILY LUNCH PROGRAM

Friends Christian School provides a daily lunch service for K - 8th grade students at an additional cost. Lunch tickets may be purchased in any amount. The preferred method of purchase is through FACTS (website or Friends Christian School app).

Lunch menus and prices are distributed to parents monthly. Lunch menus are also posted to FACTS and the FCS app, for reference. In order to verify the day's lunches, each morning in class, students are asked who is buying lunch that day. Students may also purchase drinks when they bring a lunch from home. Families may not use food delivery services to send lunches to students.

LUNCH PROCEDURE

All food is to be eaten in the designated lunch areas. Teachers will dismiss their classes at the beginning of the lunch break and students may walk to the tables if they have brought their own lunch. At Elementary, purchased lunches are available on the Terrace patio. At the Middle School, purchased lunches are available at the kitchen window.

If a parent brings lunch to their child, please mark it with the child's name and drop it off at the school office. For security reasons, never go directly to the classroom or lunch area to deliver a lunch. If a parent would like to eat with their student at the lunch tables, they must sign in at the school office first.

When sending meals, please do not send lunches that need refrigeration or hot water, as the school office cannot accommodate this. Please also do not send glass bottles to school.

Students who forget to bring a lunch at Elementary must tell their teacher so arrangements can be made to provide a lunch. At the Middle School, students must tell the lunch supervisor so lunch may be purchased.

LUNCH RULES

Behavior: Students are expected to show consideration for other people at all times. Every student must clean up his/her own area by picking up trash. There will be no cutting in line, running, shoving, or food throwing. Students who choose not to show consideration to others and/or do not keep the campus clean will be assigned appropriate consequences.

Boundaries: Students are to wait to be dismissed from the lunch tables by a lunch supervisor. The field and blacktop areas are available for student use as directed by the supervisors during lunch recess. Food is not allowed on any field or play area.

SNACKS / NUTRITION

Students should bring a nutritious snack from home to eat during morning recess. Middle School students may also purchase various food items from the Student Store. **Sunflower seeds, gum, and energy drinks are not permitted on campus at any time.**

Food and drink need to be consumed in the designated areas. For safety and sanitation reasons, students must finish with food and drink before going to play.

Elementary students must eat snacks on the sidewalk next to the buildings and wait to be dismissed by the teacher on duty before going to the playground after snack time.

Middle School students may eat snacks in the plaza area. **Students eating food in other areas will be assigned detention.**

MEDICAL NEEDS OF STUDENTS

STUDENT ILLNESS

The physical health and safety of each student is a priority at Friends Christian School. Our effectiveness in teaching spiritual, academic, emotional, and physical truth is dependent largely upon the physical well-being of the child.

Please keep your child home when they are overly fatigued or ill. For the sake of your child and other school children, **never send them to school if they are vomiting or have a fever**, even if they tell you they are fine. A doctor's note will excuse a child who normally runs a low-grade fever. A child must be free from fever or vomiting for 24 hours before returning to school. It is equally important the child does not return to school until they are able to participate fully in the normal school day.

Teachers make a general visual health inspection of each student daily to ensure that any student with obvious symptoms of illness is not accepted into the classroom. Special attention is paid to a student who has been absent due to illness or who has been exposed to a contagious or communicable disease(s). A student who becomes ill during the day will be sent to the school office. The office will decide whether to send the student home or allow rest in the office before returning to class. A child with a fever will always be sent home. If a student is sent home, a parent will be notified immediately and asked to have the student picked up within 30 minutes from the office.

MEDICAL RELEASE FOR SERIOUS INJURY

A student who has a serious injury must provide a release from a physician to participate in any physical activity, including PE.

STUDENT MEDICATION

Student medication must be stored in the school office for administration by office employees only. Before any medication is administered, a Medication Release form must be completed by the parent and filed in the school office. Prescription medication must be in the original pharmaceutical container, clearly labeled with the student's name, dosage, and time to be given. Non-prescription medication must have a note from the parent with instructions for administration. Students with asthmatic conditions requiring the use of an inhaler must have a prescription on file specifying the conditions for use. A log is maintained for students who have taken any medication. Students are never permitted to bring their own medication to school and administer it to themselves. This policy applies to cough drops and vitamins as well.

FIRST-AID TREATMENT

Treatment by the school office is limited to ice packs and/or washing the injury with soap and water and/or providing bandages. In cases of severe injury or other emergencies, parents and/or paramedics may be contacted. AED devices are located on each campus and FCS employees are trained on when and how to use one. An Incident Report is sent home with the student.

FOOD ALLERGIES

Friends Christian School cannot guarantee an allergen-free environment. It is reasonable to expect that students, from time to time, will have some exposure to foods or food residue, which could trigger allergic reactions in sensitive individuals. As a school, we provide families with as many healthy food options as possible while also reducing, but not eliminating, exposure risks for students with food allergies.

Parents must notify the school in writing of their student's food allergy. The notice must be a dated letter from the student's physician and include the following information: student's name, specific information about the student's condition and treatment instructions in the event of an allergic reaction, and the physician's name, address, and phone number. FCS will discuss the student's allergy with the parents so they can take their own precautions with knowledge of what to expect and not expect from the school.

The following are FCS guidelines and precautions:

- *No Food Sharing:* Students are reminded to refrain from sharing food.
- *Allergen-Aware Lunch Tables/Areas:* One or more lunch tables/areas are designated to students who have food allergies. Students are regularly reminded of prohibited foods in these areas.
- *Case-by-Case Safety Precautions:* Specific safety precautions are introduced from time to time that may request cooperation from the FCS community (i.e. a certain food may be restricted from a classroom if a student in class has that food allergy).
- *Nut-Sensitive All-School Functions:* FCS will not distribute products containing peanuts or tree nuts at any school functions.

While the precautions described above are designed to reduce exposure risks, the school makes no guarantee that these practices will eliminate or prevent allergic reactions.

PERSONAL PROPERTY AT SCHOOL

Students are responsible for their own personal property brought to school. Items such as electronics, toys, skates/skateboards/scooters, or other personal items must not be brought to school, unless a teacher or administrator has given the student permission to do so. The school assumes no responsibility if these items are lost or stolen.

CELLPHONES

Students may carry a cellphone to school; however, **the cellphone must be turned off and inside the student's backpack at all times while at school**, which includes between the hours of 8:00AM and 3:15PM and at Extended Care. **Any other web-enabled device that allows communication is prohibited at school, including smart watches.** Students may use their phone from 3:15 to 3:30 PM to communicate with families by text or call, but phones are NOT to be used for gaming or social media while on campus. During daycare students may ask a staff member for permission to use their phone to communicate with parents and then phones are to be kept in their backpacks.

This policy applies at all times when students are on campus.

The consequences for violation of the policy are:

- 1st Offense – Cellphone/device is taken away from the student and the parents must pick up the cellphone/device from the school office.
- 2nd Offense – Lose the privilege to have a cellphone on campus (even in a backpack). A student detention is earned.
- 3rd Offense – One-day school suspension. A Referral is earned.

PHONE USAGE IN SCHOOL OFFICE

The school office phones are not for student use unless an emergency arises. Forgotten homework or library book, going home with a friend, etc. is not considered an emergency. Students should not receive phone calls while at school, but FCS will gladly assist parents in relaying a message should an emergency arise. If transportation arrangements change, please notify the school office as soon as possible so the student can be informed. Messages made with the office at the end of the school day may not be passed on quickly, so please plan accordingly.

PLEDGES

Flags are displayed in classrooms all school year. Each morning in class, or as a school in chapel, students will stand and recite the Pledge to the American Flag, the Pledge to the Christian Flag, and the Pledge to the Bible. Students should be reminded to show respect during pledges by facing the flag or Bible and placing their right hand over their heart. Students leading the pledges should ask others to:

"Please stand. We will pledge allegiance to the American flag/Christian flag/Bible. Ready, begin..."

Pledge to the American Flag

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

Pledge to the Christian Flag

"I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe."

Pledge to Honor the Bible

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

ROOM PARENTS / CLASS PARTIES Parent volunteers who serve as room parents assist teachers in planning class parties, communicate with parents under the teacher's direction, and collaborate with the Friends Family Fellowship committee.

ROOM PARENT GUIDELINES

- Teachers and the administrator will make room parent selections from among those interested and, if possible, allow only two years of successive service.
- Room parents must sign in at the school office before going to the classroom.
- Siblings are not allowed to accompany a room parent.
- Teachers are always the person responsible for the classroom.
- An administrator must be involved when multiple classrooms or an all-school room parent meeting is called.
- Room parents must work with the FFF representative for sponsored events and follow FCS guidelines.

CLASS PARTY GUIDELINES

- Class parties must be planned with the teacher and their wishes followed.

- Teachers and administrators must approve notices sent home about class parties.
 - Class parties are typically scheduled at the end of the school day and any exception must be prearranged with the teacher and have administrator approval.
 - Class parties are scheduled for 30 minutes, with an optional 15-minute craft for primary grades.
 - Class parties should be kept simple and inexpensive, with holiday theme guidelines followed.
 - Other parents should be invited to help with supplies and/or preparation.
- Plan for any food allergies and limit the amount of candy/sugar treats.
- All food and beverages should be kept in the classroom.
 - Money must not be collected for any party and students may not exchange gifts.
 - Families may present a teacher with a gift, but room parents may not organize a collection to purchase a gift from the entire class.
 - Siblings may not attend the class party.
 - Any party held off campus (i.e. year-end) must have invitations distributed off campus and never be distributed at school.

HOLIDAY THEME GUIDELINES

Halloween: The focus is on Harvest and not bats, black cats, witches, ghosts, cauldrons, skeletons, pumpkins with faces on them (jack-o'-lanterns), or anything scary.

Christmas: The focus is on the Birth of Christ, manger scene, and wise men and not Santa, elves, or reindeer.

Easter: The focus is on the Resurrection, empty tomb, and our salvation and not the Easter bunny or Easter egg hunts.

YEAR-END ACTIVITY GUIDELINES Activities held on the last day of school include a class party and usually last 45 minutes.

BIRTHDAY CELEBRATIONS

Students who celebrate birthdays at school should limit class treats to light refreshments only. Refrigeration and freezers are unavailable for use in storing any food or beverages. Birthday candles are not permitted for safety reasons. Flowers, balloons, banners, and other gifts should not be delivered for students at school.

Students may distribute invitations to a party if all children in the class are invited (or if all girls or all boys are included). To protect the feelings of our students, we will not allow selective distribution to take place in the classroom.

STUDENT LIFE

The following programs provide positive reinforcement and encourage spiritual growth in students by rewarding good behavior and recognizing daily application of the truth of God's Word.

Elementary School

Positive Referrals or “PRs” are the main form of encouragement used to award Elementary School students who make good choices (in addition to individual classroom incentives). Students who receive a PR may place it in the weekly drawing for a chance to win a special treat and recognition in chapel.

Student of the Week Awards are given to students who best demonstrate to their teacher the character trait of that week. Each student will be honored once during the school year with this award and receive a special treat and recognition in chapel.

Citizen of the Month Awards are given to students who consistently model a Christ-like example to their peers. 1st- 4th grade teachers choose one student from their class each month to honor with this award and the student receives a special gift and recognition in chapel.

4th Grade Representatives are students who are chosen by vote of their peers to serve a term as representatives for their class. Their responsibilities include things such as assisting in 1st - 4th grade chapels and running office errands on campus.

Bible Verse Memory Awards are given to students who have successfully committed to memory the Bible verses of that quarter.

Perfect Attendance Awards are given at the end of the school year to students who do not miss any days of school.

Middle School

Positive Referrals or “PRs” are one form of encouragement used to award Middle School students who make good choices. Students visit the school office to receive an immediate treat for receiving a PR.

Spirit Tickets are recognition for students caught in the act of doing something terrific. Students who receive a Spirit Ticket can place it in the weekly drawing for a chance to win a special treat and recognition in chapel.

Character Trait Awards are given to students who best demonstrate the character trait of that month. One student from each grade is honored with this award and receives a special gift and recognition in chapel.

Student of the Month Awards are given to students who consistently model a Christ-like example to their peers. Teachers choose one student from their homeroom class each month to honor with this award and the student receives a special gift and recognition in chapel.

Student Government consists of students who are chosen by vote of their peers to practice positive leadership and serve as representatives for their grade (ASB Team from Grades 7th and 8th, and Class Representatives from Grades 5th and 6th).

Christian Service Awards are given quarterly to students who consistently demonstrate a servant's heart according to Galatians 5:13.

Bible Verse Memory awards are given to students who have successfully committed to memory the Bible verses for the quarter.

Academic Excellence and Exemplary Effort Achievement Awards are given at the end of the school year to students who have displayed excellence or exemplary effort in a specific academic area.

Perfect Attendance Awards are given at the end of the school year to students who do not miss any days of school.

TEXTBOOKS AND MATERIALS

DISTRIBUTION

The classroom or subject area teacher issues textbooks during the first two days of school. Students are required to immediately cover, and keep covered the entire year, all textbooks with non-adhering coverage. Teachers will regularly check that textbooks are covered and give a consequence to students who do not comply with this requirement. Textbooks are not loaned to students or parents for supplemental or summer use. Students may only be assigned textbooks for class(es) enrolled. Parents who have questions about textbooks should contact the school office.

REPLACEMENT

Students who lose or damage (beyond use) a textbook, must report it to the school office and pay for a replacement before a new textbook can be issued. Teachers will not issue a replacement textbook to any student until the school office indicates the teacher may do so. Stolen or vandalized books must be reported to the office within one week of the incident or the student will be held responsible for the replacement cost.

COLLECTION

Students have only paid for the use of textbooks for as long as they are enrolled. They have not purchased textbooks with tuition fees, so all books must be returned upon departure. Teachers will collect textbooks from students who withdraw from school. Students withdrawing from school before the end of the year must return all issued textbooks, including consumable workbooks. Students are fined for lost or damaged textbooks.

TRANSPORTATION

The after-school athletics program depends upon parent drivers who volunteer to transport students to and from games. Any parent who drives for athletic events must be Livescanned and verified as having auto insurance before they volunteer. Drivers must be 18 years or older and have a seatbelt for each student transported in their vehicle. Please contact the school office for further information.

VISITORS ON CAMPUS

Any person not employed or enrolled at FCS must check in at the school office, including classroom volunteers, classroom/playground observers, and invited guests. Employees who see a person on campus without a visitor's pass will ask the person to visit the school office for one. Siblings are not allowed to accompany parents when volunteering or on the playground. Drop by visits are allowed to parents anytime during the school day. Persons interested in an escorted campus tour or observation of a classroom must make an appointment with the school office.

For the safety of our students and staff, animals are not allowed in any of the buildings on campus, including classrooms, offices, the field, or the playground during the school day or at any school activity. The only exception is by administrator approval (i.e. special pet day). All pets must be accompanied by an adult and may only be on campus outside in the specific location for the event.

VOLUNTEERS

Parents are given the opportunity at the beginning of the school year to volunteer in their child's classroom. Parents must sign in with the school office before entering the child's classroom. Parents are not allowed to supervise students in the classroom without a teacher present. Siblings are not allowed in the classroom while the parent is volunteering.

PRIDE PATROL

Parents may serve as Pride Patrol volunteers once approved and trained by security personnel. Volunteers patrol the campus, pray for the school, greet visitors, and report any suspicious activity to the school office.

WITHDRAWAL FROM SCHOOL

Students withdrawing before the end of the school year must notify the school office. The student's teacher(s) will receive a Student Withdrawal form that must be completed and returned to the office no later than the last day the student attends. Withdrawal is not complete until the Student Withdrawal form and all school materials (i.e. textbooks, library books, etc.) have been returned. The student will be assessed a fee for any unreturned and/or damaged materials.