

**FIRST ASSEMBLY CHRISTIAN SCHOOL**  
**Parent & Student Handbook**  
**Grades 7-12**

First Assembly Christian School  
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First Assembly Christian School Student Handbook  
 Grades 7-12  
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The following have been published separately:

Class Offerings and Course of Studies

Calendar

Current Tuition

Dress Code

Sports Schedules

Student Responsible Use of Technology Agreement

School Building Maps and Traffic Pattern

Revised 6/5/17 JN

Dear Parent/Student:

Welcome to First Assembly Christian School and the new and exciting experiences that will make your stay here happy and memorable. Many opportunities are available here to develop your interests and abilities if you will apply yourself.

You have the power to determine your successes or failures with God's help. Good citizenship and honest endeavor to learn, a cooperative attitude with classmates and teachers, punctuality, and thoroughness are some of the factors necessary for your success here and in life.

This handbook has been prepared to inform you about the day-to-day operations and procedures of our school. You will find the rules and regulations that govern our lives here at FACS make it possible for us to live, learn, work and play together.

Let's work together to make our school a healthy, learning environment where students and faculty can grow as God would desire.

"Where there is no guidance, the people fall, but in abundance of counselors there is victory." Proverbs 11:14

The Administration,

Mr. Wendell Meadows, Head of School  
Dr. Joe Newman, Secondary Principal

## **HISTORY**

First Assembly Christian School was established in September, 1972, by Memphis First Assembly of God with the goal of providing a quality education in a Christian atmosphere. It opened its facilities to all in the Memphis Mid-South community who shared this goal.

During its first year of operation, FACS received approval from the Tennessee State Department of Education.

As a member of the Memphis Association of Independent Schools (MAIS), FACS adheres to the policies stated in the MAIS Code of Ethics regarding the acceptance of a student from a member MAIS school.

## **MISSION STATEMENT**

First Assembly Christian School (FACS) educates in a manner consistent with a Biblical worldview so that students are prepared for college and are equipped to live for God's glory.

## **VISION**

FACS strives continually to improve curricula and instruction, Biblical worldview training, and technological capability in order to prepare students to live for God's glory.

## **BELIEFS**

Education consistent with a Biblical worldview promotes academic excellence, Spirit-led vision, moral courage, emotional balance, cultural understanding, and physical fitness.

Biblical truth is the strongest foundation for intellectual achievement.

Jesus Christ is preeminent in all facets of academic, fine arts, and athletic education at FACS.

Administrators, faculty, and staff at FACS maintain a Christian witness and communicate Biblical values to all students.

Students at FACS are viewed as unique individuals and are encouraged through appropriate resources to develop their God-given talents and abilities.

Student learning is a cooperative effort of FACS stakeholders comprised of parents, students, faculty, staff, school board, and community.

## ***STATEMENT ON SEXUALITY AND RELATIONSHIPS***

First Assembly Christian School has developed its campus policies from a Christian perspective and desires to be a redemptive community. From a Christian understanding, a redemptive community is one in which we recognize the goodness of Creation (Gen. 1:31), the reality of the Fall (Gen. 3:17-19), and the redemptive work of Jesus Christ in bringing about God's purposes (Rom. 8:22). A redemptive community is one in which we honor one another as made in the image of God (Gen. 1:26). We do this by treating one another with respect, by extending grace and mercy to one another, by being loving and understanding, and by being patient and trustworthy (1 Cor. 13). All this must be done in a manner that maintains order and discipline (1 Cor. 14:33).

In order for this to occur, First Assembly Christian School believes that members of the school community need the opportunity to learn and grow through accepting responsibility for their actions. A redemptive community is characterized by the fruit of the Spirit: "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." (Gal 5:22-23). The First Assembly Christian School community wishes to embody these qualities of redemption and personal responsibility in the lives of faculty, staff, and students.

First Assembly Christian School fully accepts the teachings of the traditional Biblical view with regard to the goodness of our sexuality, the importance of chastity, and the place of heterosexual marriage as God's intended context for complete sexual expression to occur (Gen. 2:21-24). Sexual misconduct that is prohibited includes disorderly conduct or lewd, indecent, or obscene conduct or expression, involvement with pornography, premarital sex, adultery, homosexual conduct or any other conduct that violates Biblical standards.

Source: Christian Legal Society, 2015

## **ACCREDITATION**

First Assembly Christian School is accredited by the AdvanceED Accreditation Commission of the Southern Association of Colleges and Schools (SACS) Council on Accreditation and School Development.

## **GUIDANCE AND COUNSELING**

Guidance and counseling services provided to FACS students are under the supervision of the Director of Guidance. Services include personal and academic counseling, personal growth and development, and college selection. Individual needs are evaluated through aptitude and standardized tests as well as personal observation by the faculty and staff to help provide optimal academic and personal growth.

Some of the specific services offered by the Jones Guidance Center are administration of testing for grades seven through twelve, coordination of teacher and student class schedules, maintenance of student records, production of quarterly report cards and personal counseling. Additionally, the Student Services department provides individualized educational program services for those students who meet the established criteria.

An important service of the guidance office is assisting students in the college search process. To aid in the process, the guidance office uses a web-based college and career program entitled **Naviance**. Other services include a college and career fair, financial aid workshops, college recruiters on campus, and individual assistance to any student needing extra help with the process.

The guidance office is open to all students and parents needing help with any issue that arises during the school year.

You can call for an appointment with Mrs. Jeannie Smeltser at 901-531-7646 or email her at [jsmeltser@facsmemphis.org](mailto:jsmeltser@facsmemphis.org).

The FACS Guidance staff offers biblically-based professional counseling.

## **ACADEMIC POLICIES AND PROCEDURES**

### ***Grade Point Average***

The grade point average (GPA) is a computation of all grades in courses attempted in grades nine through twelve. With the exception of honors and advanced placement courses, each course carries equal weight.

In computing the GPA, each semester grade is given the following values:

<b>Standard Placement</b>		<b>Honors</b>	<b>Advanced</b>
A+	4.67	5.67	6.67
A	4.33	5.33	6.63
A-	4.00	5.00	6.00
B+	3.67	4.67	5.67
B	3.33	4.33	5.33
B-	3.00	4.00	5.00
C+	2.67	3.67	4.67
C	2.33	3.33	4.33
C-	2.00	3.00	4.00
D	1.00	1.00	1.00

The official, final GPA is a cumulative, eight-semester average that includes grades nine through the second semester of grade twelve.

### ***Grading System***

The following numerical grades and symbols are used at FACS:

A+	98 - 100
A	93 - 97
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D	65 - 69
F	0 - 64

### ***Conduct Grades***

Student conduct grades are classified as:

E	- Excellent
G	- Good
S	- Satisfactory
N	- Needs Improvement
U	- Unsatisfactory

### ***Principal's List and Honor Roll***

Each nine weeks, students who distinguish themselves via grades and conduct are honored by being named to the Principal's list or Honor Roll. The criteria for each is as follows:

Principal's List - Minimum GPA 4.0; all A's.

Exception: Student may have a B in Honors or AP Classes. No U's in conduct.

Honor Roll - Minimum GPA 3.0; all A's and B's. No U's in conduct.

\* A student cannot receive a C on his/her report card and be considered for either of the above awards.

### ***Course Fees and Additional Items***

- Assignment books for grades 7 and 8 will be purchased through the Life Skills classes.
- FACS apparel/gear will be sold by some organizations and teams. Purchase is usually optional. However, coaches may require some team items. P.E. students must purchase the official P.E. uniform from Dennis Uniforms.
- Spirit items and FACS memorabilia will be available for optional purchase.
- Every senior will be assessed a graduation fee.
- Lab and other fees will be assessed for some classes.



### ***Adding and Dropping Classes***

Student schedules may be changed by adding a course or changing a course during the first three days of school. If a student seeks to drop or add a class after the allotted time, he/she must obtain a form from the guidance office, which must be signed by a parent or guardian, teacher, guidance counselor, and principal. If a student drops a course after midterm of the first nine weeks, his/her report card and transcript will show WP (withdrawal passing) or WF (withdrawal failing). The principal will make the final determination as to whether the student may add or drop a class.

### ***Grading Periods***

Grades are reported every nine weeks. At the end of the second and fourth nine-week periods, an exam is given and semester averages are calculated. The formula for semester grades is as follows: 9th–12th grades—each nine-week grade is calculated at 40 percent and the exam grade is 20 percent; 7th–8th grade—45 percent of the grade comes from each nine week period and 10 percent is calculated from exams. Class grades will be updated every two weeks on NetClassroom under each class name as “progress report.” Report cards will be posted on NetClassroom at the end of each nine weeks. Semester report cards will be posted at the end of each semester. It is recommended that you print your semester report cards in order to keep records of these grades. Each time a report card is posted, the old report card is deleted.

### ***Credits***

Students will receive full credit for a course if the final numerical grade for the year is 65 or above. If a student fails a course for the year, only the semester or semesters failed must be retaken. Credit for a failed course will be given only after the semester(s) has/have been successfully repeated.

### ***Student Classification***

Students are classified according to the number of credits earned.

Promotion to the 10th grade / Sophomore Status	6 credits
Promotion to the 11th grade / Junior Status	12 credits
Promotion to the 12th grade / Senior Status	18 credits

### ***National Honor Society***

Membership in the National Honor society is based upon excellence in four areas: scholarship, leadership, service, and character. Each category is judged independently.

Consideration for eligibility for membership to the National Honor Society requires that students must have at least a sophomore standing and a weighted cumulative GPA of at least 3.75. In addition to the academic requirement, there are standards of leadership, service, and character that are required. Leadership requirements include a demonstration of leadership in school as well as outside of school. Service requirements include involvement in service projects. Character requirements include integrity, positive behavior, ethics, cooperation, reliability in and out of school, and excellent classroom

conduct and maturity. After selection and induction into the National Honor Society, members are periodically reviewed by the advisor to ensure they maintain the high standards of the Society.

Active members in the National Honor Society are required to maintain a cumulative 3.75 GPA or better and live up to the character, leadership, and service ideals of the National Honor Society. Members of all FACS honor societies must follow the FACS Honor Code.

Students who are considered eligible for application to the National Honor Society are under no obligation to apply for membership. Although students are to be commended for maintaining a high scholastic average, please understand that membership is not guaranteed to everyone. Final selection to the National Honor Society is the responsibility of the Faculty National Honor Society Council pending final approval by FACS Administration. Applicants may also be interviewed in the event that any questions arise during the selection process.

#### ***Science National Honors Society***

Inductees to this honor society are invited to join when they have taken four years or seven semesters of science and have an unweighted GPA in those subjects of 3.75. The inductees cannot have served ISS during the current or previous school year, or have ever served OSS. Inductees must also have one teacher referral.

#### ***The Société Honoraire de Français (The French National Honor Society)***

This organization intends to recognize high school students in the United States who have maintained excellent grades in at least three semesters of French language courses. To be inducted, community service is mandatory. Students must also have a high grade point average overall (at least a B average in all other courses), in addition to an A in French classes during the semester of selection. All students who meet the criteria are invited in writing. Students must return their completed invitations and include \$17 for state and national dues and honor cords.

#### ***Mu Alpha Theta***

To be inducted into the mathematics honor society, students must have completed at least seven semesters of high school mathematics including one semester of pre-calculus; have a minimum unweighted mathematics GPA of 3.75; and have a teacher recommendation verifying good character. New inductees can have no ISS or OSS for that school year.

#### **Rho Kappa**

Induction to this honor society requires attendance at FACS for at least one semester, successful completion of four semesters of social studies, an overall cumulative GPA of 3.0 and a 3.5 in social studies, evidence of civic responsibility and leadership, excellence in citizenship (no U's in conduct) and a current teacher's recommendation

With membership, comes responsibility. Members are required to maintain a 3.0 GPA. As this is an organization designed to celebrate civic-minded individuals, members are required to log six hours per year of community service during their time in Rho Kappa. This can be through school, community, or church activities. Mission trips may count towards those hours. There is a one-time national organization initiation fee of \$5 due before March 1. Honor cords for graduation will be available for purchase for seniors.

### ***Sociedad Honararia Hispánica***

Students who are in honors Spanish 2, 3, and 4 are eligible to apply for induction to the Spanish Honor Society. Students must be currently enrolled in an honors class and express a desire to continue their study of the Spanish language. Students must have completed three semesters of Spanish and have and maintain a cumulative grade point average of at least a 3.5 in all Spanish classes. Students must have and maintain a cumulative GPA of 3.0 in overall academic studies. Students are required to complete four community service hours each year of membership. Two of the service hours must be Spanish-related. Students pay a one-time fee of \$5 for national dues. Honor cords may be purchased separately for graduation. If a member is unable to continue the study of Spanish, the student may remain in the SHH as an associate member until graduation at the discretion of the chapter sponsor. Students who have completed the highest level of Spanish offered by the school may remain in the chapter as active members. Graduation regalia, such as honor cords or stoles, may be purchased by active members and associate members who fulfill participation requirements of the chapter. Participation requirements in the Sociedad Honararia Hispánica include attending meetings, activities, and induction ceremonies, as well as assisting and promoting Spanish enrichment activities sponsored by the FACS Spanish Department. Maintenance of a behavioral record free from suspensions, academic dishonesty, and/or a pattern of inappropriate behavior is also required.

### ***German Honor Society***

To be eligible for induction, students must have completed three semesters of German with a 3.6 grade point average in German and have an overall grade point average of 3.0 on a 4.0 scale. Students are invited by the German instructor based on their academic standing.

### ***Exams***

All students in grades 7–12 have exams at the end of each semester. At the discretion of the teacher, a student in grades 9–12 may be exempt from semester exams if the student has an A average for the semester. In addition, any student in grades 7–12 that has perfect attendance for one year, has a yearly cumulative average of B or better, and has no U's, may be exempt from one final exam. Exemption for this must be approved by the principal. **Note:** Teachers reserve the right to require exams of all students. Exam dates are listed on the school calendar.

## ***Attendance***

All students must maintain regular attendance in order to keep up with daily work and to honor God with their best efforts. A student who misses 30 days or more during a school year (excused or unexcused) is subject to repeating the grade or loss of credit for the class. **Every effort should be made to have family activity plans conform to the school calendar. Please review the following guidelines carefully:**

1. **DO NOT** send a student to school if he/she has a fever of 100F (or more) or other contagious illness. Upon the student's return to school, parents should contact the attendance office in writing stating that the student was ill during the period of absence. At that time, the student will receive an admit slip designated "excused" or "unexcused". The student will take the admit slip to each teacher who will initial it and determine if any make-up work is necessary. The student will leave the admit slip with his/her last-period class teacher. An absence is considered "excused" if it involves a student's illness, death in the immediate family, a school-sponsored educational activity, or if it has been approved by the Administration.
2. Without a parental written excuse, the absence will remain unexcused until verification is received. There is a three-day grace period in which an unexcused absence may be changed to an excused one. All students with unexcused absences are subject to receiving a zero for the missed work. If a student has had a doctor or dentist appointment, please bring a note from the doctor.  
**Determination of "excused" or "unexcused" rests solely with the administration.**
3. Students who miss the first 30 minutes of any class will be marked absent. They will be required to report to the attendance office before admission to the classroom. The attendance office will determine whether the absence is excused or unexcused. Students arriving to class before the first 30 minutes have passed will be considered tardy and the teacher will mark the tardy card.
4. When **FAMILY PLANS** conflict with the school calendar, it is **ESSENTIAL** for parents to contact the school in advance of the absence.
5. **RETREATS, CONVENTIONS, OR OTHER RELIGIOUS FUNCTIONS** may be considered for an excused absence. Submit the Pre-Excused Absence Request form, available online, to the principal's office **before the event**. The absence may be recorded unexcused if prior approval is not obtained.
6. **COLLEGE VISITS** are limited to Seniors and Juniors. Five days prior to the visit, parents must file the appropriate form with the Guidance office. The form is available online and in the Guidance office. It is suggested students make up their work in advance of the visit.
7. During **SEMESTER EXAMS** students are expected to be on time for all scheduled exams. An exam schedule will be provided.
8. **MAKE-UP WORK** is the student's responsibility. Each teacher will determine the deadline for completion of make-up work and tests.
9. **Once a student arrives on campus he/she is expected to enter the building**

**immediately. A student, once on campus, may not leave the premises without permission from the administration.**

10. **ILLNESS OR INJURY AT SCHOOL** When students are injured or become ill at school parents/guardians will be notified immediately. Students who drive to school **must** have parent permission to leave campus. Parents will be contacted by phone at the time of dismissal. Please let us know if your child has any special considerations when dealing with illness or injury. If emergency attention is necessary, hospitalization arrangements will be made according to the request on the enrollment form. Simple first aid will be administered for minor injuries. FACS policy includes several restrictions on administration of medication. If a student needs medication (antibiotics, decongestants, etc.), has frequent headaches, frequent upset stomach, may need Benadryl or other problems, parents may send over-the-counter or prescription medication to the office labeled with student's name. The medication must be in the original container with instructions and a number at which the parent may be reached. All medication, prescription or otherwise, must be kept in the office. Students receiving prescription medication daily throughout the school year must have a doctor and parent authorization form on file in the office before medication can dispensed. An authorization form signed by the parent must be on file for all over-the-counter medication.

### ***Early Dismissal***

Classrooms should not be interrupted unless absolutely necessary. Parents should be aware of our school schedule at all times and make every effort to schedule appointments, events, and errands before or after school hours. Students need the full benefit of class and need to learn the value of organizing their time.

Parents are encouraged to schedule orthodontic, dental, and doctor appointments during non-school hours. If an unavoidable situation occurs, a note from the parents requesting early dismissal should be brought to the Attendance Office by the student at the time of dismissal. **Persons providing transportation for the students must report to the school office before any student will be released.** To avoid delays, questionable situations should be brought to the administration before school begins.

**Under no circumstances may a student who drives to school leave campus without checking out through the office at which time parents are notified.**

**Students who are working outside jobs should arrange job scheduling to be in harmony with the school schedule.**

### ***Tardies***

Students entering any class after the tardy bell begins to sound and before the first thirty minutes of class have passed, will be considered tardy. Students will be allowed six tardies (excused and unexcused) each nine-week period. Students will be disciplined for additional tardies.

Students will receive a Tardy Card good for six tardies each nine-week period. When a student is tardy to class, they are required to present the Tardy Card to the teacher. The teacher will sign the line on the card designated for one of the seven available tardies. Upon the seventh tardy, the student will be sent to the Attendance office. The dean of students will assess appropriate discipline and issue a Restricted Tardy Card to the student with two additional tardies for the nine-week period. Subsequent tardies will result in further disciplinary measures. Failure to present the Tardy Card when required, or loss of the Tardy Card, will result in the forfeiture of three of the tardies allowed for the current nine-week period. Subsequent losses of a Tardy Card, throughout the school year, will result in additional disciplinary measures and the student will incur a Tardy Card replacement fee of \$5.

Students participating in FACS athletics such as basketball, football, cheerleading, or other school-regulated activities may have out of town events. Students who return after 11:30 p.m. from a school-sponsored event will be excused until the beginning of second period the next day. Any work missed first period will have to be made up by first period the following school day. Teachers may require a test/quiz missed to be made up by the end of the day on which it was scheduled.

### ***Change of Address***

A family moving to another address within the city or surrounding area must notify the school office of the new address and phone number at the earliest opportunity. Also, please notify the school office of employment changes. The administration must be able to contact a parent in case of emergency.

### ***Student Withdrawal***

Withdrawal papers must be signed on or before the withdrawal date in order for students to receive up-to-date grades and other necessary information needed for the release of any records.

School records will not be released to the parents, but will be forwarded to the student's new school upon request from that school. **Accounts must be up-to-date before records are released. The account will be prorated with respect to number of months attended. Accounts will be charged for the entire month regardless of days attended. All discounts shall be forfeited.**

### ***Blackboard and NetClassroom***

Parents will find important academic information regarding academic progress via NetClassroom. Teachers are expected to update grades at least bi-weekly. Information regarding upcoming assignments will also be posted.

### ***Conferences***

Parents and students are encouraged to schedule an appointment with teachers whenever there is a concern about grades or conduct. Most teachers can be reached by utilizing

their email addresses through NetClassroom or by calling the school office. A conference with all of a student's teachers should be requested through the Director of Guidance/Counseling, who will schedule a parent/teacher conference at a mutually convenient time.

### ***Grade Placement and Summer School***

Summer school is required for any student in grades 9–12 who does not pass English or math. Summer school may also be required if the student fails another subject and needs credit in order to be promoted to the next grade level. Summer school must be approved by the director of guidance or secondary principal in order for the student to receive credit. No student will be placed in the senior class unless it is possible for him/her to graduate by the end of the summer following the senior year.

### ***Computation of Valedictorian and Salutatorian***

A student must have attended FACS from the beginning of his/her junior year to be considered for the honor of valedictorian or salutatorian of the senior class. These awards are based on the student's' cumulative GPA through the seventh semester of high school. The student with the highest cumulative GPA will be named valedictorian and the student with the second highest cumulative GPA will be named salutatorian. If there are two or more students with the same highest GPA, that will be named co-valedictorian. The same applies for the position of salutatorian.

### ***Transcripts***

Transcripts contain semester averages, a cumulative average, total credits earned, and graduation date as well as ACT and/or SAT scores. Students may request transcripts to be sent to colleges, employers, scholarship foundations, and any other agencies for \$2 each. Transcript request forms are located in the Jones Guidance Center or on Blackbaud under Jones Guidance Center

### ***Resource & Student Services***

The resource program is designed for students with a diagnosed learning disability, learning disorder, and/or attention deficit disorder. A complete psychological evaluation or diagnosis must be on file in the guidance office before a student may enter this program. The student must be capable of being mainstreamed for most subjects and must exhibit good conduct. Enrollment in the resource program is limited. A fee is assessed to each family using this program.

Student Support Services are available for students identified by teachers, parents or administration as needing extra help with academic subjects or for those who have a psychological evaluation. A \$200 fee will be charged to any student for whom Student Support Services personnel writes an IEP.

### ***Visitors***

For the protection of our students and faculty, FACS is a closed campus. Visitors to

FACS must report to the office and receive a pass BEFORE visitation for lunch, classroom activities, etc. Exceptions include pep rallies, chapels, and awards ceremonies. No student may have visitors in school without administrative approval. Lunch-time visitors must request administrative approval 24 hours in advance.

## **DISCIPLINARY PROCEDURES**

The staff at FACS is dedicated to helping students become more responsible and self-disciplined at school and outside of school. During the disciplinary process, two major aspects are considered in disciplinary matters, intent and impact. In each case that is reported, the intent of the individuals is assessed while the impact is addressed. Intent plays a role in disciplinary matters, but primary emphasis lies on the extent of the impact, or hurt, caused. FACS students represent their families and school whether on or off campus. Therefore, the actions of FACS students off campus and after hours may warrant disciplinary measures from the administration. It is necessary that our school environment be conducive to learning and a discipline plan is essential to produce this environment.

All faculty members are responsible to bring any serious item concerning student misbehavior to the attention of the administration. Students are expected to respond in a respectful and positive manner.

Teachers are expected to maintain a standard of student behavior in the classroom that is consistent with Board policy and with standards set by the administrative staff. Each teacher will clearly explain their classroom policies and school standards of conduct at the beginning of the school year. The responsibility and authority of a teacher extends to classroom and non-classroom activities and includes students not under the immediate control of another teacher.

In most cases, the classroom teacher is able to produce desired results. However, when students do not respond to a teacher's conferences and disciplinary measures, the administration will become involved.

Disciplinary options available to teachers and administrators concerning continual inappropriate behavior are as follows:

**Student conferences; conflict resolution meetings; temporary removal from the classroom; parent conferences; after school detention; morning detention; Saturday School; permanent removal from classroom (resulting in a failing grade and loss of credit); in-school suspension (used only at the discretion of the administration and may involve a fee to pay the supervisor); out-of-school suspension; and expulsion. Exercise of each option will be based on the severity of the behavior, and the number of incidences.**



### ***Role of the Parent***

FACS cherishes the unrivaled role of a parent in shaping and forming a child. For that reason, FACS will frequently inform the home of disciplinary matters, even in some cases deferring to the home for disciplinary measures, due to our belief in the role of the family. The home is essential in addressing every issue, whether spiritual, academic, relational, emotional, or social. Therefore, we partner with parents to seek the best solutions for the student, family, and school community.

FACS commits to teaching and shaping our students as we would our own children. FACS will pursue spiritual, intellectual, and social growth through various means the school has established. FACS expects families to make a commitment as well. Families are expected to support the school, its personnel, policies, and decisions, as the school and home both work toward the singular goal of forming and informing young people made in the image of God.

FACS and its families must work together. Should a parent need to speak with a teacher about a classroom matter, or speak with the dean about a behavioral matter, our doors are open. If a parent needs to talk with a teacher about a classroom matter, a parent-teacher conference should be set up through the guidance office in advance. **Teachers will be available after school or by appointment. To speak with the dean, please contact the dean directly.**

### ***General Rules for Behavior***

Students are to conduct themselves in a Christian manner with all students and teachers, showing respect for others.

Bullying is not allowed. Bullying is defined as “unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.”<sup>1</sup> Repeated abuse can take four forms:

- Physical- hitting, spitting, kicking, stealing or damaging belongings
- Verbal- threats, lying to cause trouble, name-calling, sexual remarks
- Psychological- intimidation, social exclusion, spreading gossip
- Cyberspace- intimidation, threats, and derogatory language disseminated through the internet and social media.

In cases where our committee for bullying and threat assessment finds evidence for bullying, the administration and faculty will work to provide strategies for success to those being bullied while taking focused measures to correct, and eliminate, bullying behavior.

All students are expected to arrive on time to school and to each class throughout the day. Students are to adhere to a dress code (current copies are available on online). **Students**

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<sup>1</sup> <https://www.stopbullying.gov/what-is-bullying/definition/>

**with continual problems in these areas will require a parent conference with the administration.**

A staff-authorized hall pass is necessary to travel within the school during scheduled class time. Students will not be allowed to return to their cars during class time for forgotten books, projects, etc. **With permission from the administration, students may retrieve items during break and lunch.**

Food and beverages are to be consumed only in designated, supervised areas. Coke and candy machines are for use only during lunch, break, and before and after school.

**FACS considers the following inappropriate for the positive Christian environment we seek to establish:**

- Loud get-togethers on school property before and after school
- Arguing or back talk to faculty or staff members
- Insubordination toward a staff member
- Running or shoving of other students
- Profanity
- Gambling
- Cheating
- Unauthorized use of technology
- Toy guns or other toys that reflect violence
- Throwing any objects in the building
- Football or baseball shoes worn in the building
- Loud talking or throwing of food in cafeteria
- Possession of fireworks
- Other actions considered by the administration to be detrimental to our environment

The following, and other inappropriate behaviors deemed detrimental to the educational process by the administration, may result in immediate disciplinary action:

- Possession, selling, or using drugs or tobacco products, or e-cigarettes
- Vandalism
- Theft
- Possession of pornographic or satanic material
- Insubordination or threat toward any staff member
- Continual name calling or being verbally abusive to the point of serious anguish, including making threats to teachers or students
- Stalking or sexual harassment
- Fighting
- Changing grades on official grade reports and repeated cheating offenses
- Truancy

Students who pull the fire alarm in a non-emergency situation will be assessed a \$100 fine.

If a student displays continual behavior and attitudes that are detrimental to the progress of the school, a suspension or expulsion may be required to remove the student from the school environment either for a short time or permanently. It is felt that this action will be reserved as a last resort. The final decision regarding suspension or expulsion rests with the administration.

The administration will contact the parents of the student to discuss the nature of the misbehavior. The parents will be given an opportunity to meet with the administration prior to the expulsion.

**Students who are expelled will not receive any refund of fees and are not allowed on school property for any school-sponsored events the remainder of the year.**

### ***Detention***

Detention is held on Tuesday and Thursday afternoons from 3:10 - 4:00pm in a designated location. Detentions are levied for dress code infractions, tardy card, repeat cell phone offenses, and other matters deemed appropriate by the administration. Detentions are assigned at least three days in advance to allow for appropriate arrangements. Should a student receive three detentions for **the same issue** (dress code, tardies, etc.), one day of Saturday School will be assigned.

### ***In-School Suspension***

ISS is an in-school suspension that is used for behavioral matters that affect the social community of the school. The purpose of ISS is to reinforce in the student that being a part of the FACS community is an honor that carries with it expectations. ISS bears **no automatic** academic penalty as the assigned work from teachers is sent to the classroom where ISS is held. Student work completed during ISS receives full-credit. Lecture material or other verbal information missed as a result of ISS must be sought by the student. ISS days are held once a week in an assigned location. Students who receive three ISS days for the same behavioral matter will receive one day of OSS. A parent meeting will be required on the day of OSS.

### ***Saturday School***

Saturday School is a consequence assigned for repeated offenses, or for offenses deemed appropriate by administration. Saturday Schools are held bi-monthly, begin at 8:00am and end at 10:30am. Saturday School incurs a \$25 minimum fine payable to the administrator supervising Saturday School. Students must be in dress code for Saturday School.

### ***Out-of-School Suspension***

Out-of-school suspension is used for repeated acts calling for disciplinary measures and for any situation in which the administration deems an offense requiring OSS. The administration will deal with each case on an individual basis.

In some cases the student will be required to make up all daily work and tests missed during this time. Partial credit will be given based on the number of suspension days.

If a student is suspended, the student will not attend school-sponsored activities during that time.

A student suspended over an in-class incident such as cheating, insubordination, or excessive tardiness, will receive a “U” in conduct in that class for the grading period in addition to other punitive measures.

### ***Probation***

A consistent behavioral problem, or a serious incident, will result in a student’s placement on probation in order to be closely monitored by the administration. After being placed on probation, a student may be expelled from FACS, depending upon the severity of the incident prompting probation and upon the severity of any incidents occurring after the student is placed on probation. The administration will make a final decision on actions taken in regard to violations while on probation. FACS administration reserves the right to dismiss any student, without probation, for extreme conduct violations.

### ***Search***

American courts have consistently supported a school’s right to search any student’s locker, car, or person if probable cause warrants.

### ***Drug/Alcohol Testing***

FACS is committed to taking appropriate action to promote a drug/alcohol free environment. Our substance screening program is designed to achieve five goals: 1) prevention, 2) detection, 3) intervention, 4) rehabilitation, and 5) restoration. All students in grades 7–12 will be required to participate in the random screening program, and any student may be subject to reasonable suspicion testing. Detection methods used may include, but are not limited to, urine specimen collection, breath alcohol detection, or other specimen collection means. FACS will assume the expense of the initial random screening or reasonable suspicion testing. However, any additional expense incurred for confirmation or follow-up testing, resulting from an initial positive screen or test, will be billed to the student account. ***Students who test positive on a random drug screening will automatically receive an initial three days of out-of-school suspension. If students are allowed to return, the stipulations of probation will be clearly defined before return.***

### ***Sexual Harassment***

Students who are involved in the sexual harassment of another student may be subject to a police investigation should the student (or parent) file a complaint. If this occurs, the school administration will relinquish authority to the Police Department or Department of Human Services. Students guilty of harassment will be disciplined according to the

school's disciplinary policies whether or not the student being harassed chooses to file a complaint with the local authority.

## GENERAL INFORMATION FOR PARENTS AND STUDENTS

### *Thursday Late Start*

Please note the different class times for Thursdays. First period will begin at 8:30 a.m. on Thursdays. Students who arrive in the morning before school will go to the cafeteria and remain until the bell rings to dismiss students for the first class. On Thursdays, the bell to go to first period will ring at 8:15 a.m. On the other days of the week, the bell will ring at 7:45 a.m.

### *Parent-Teacher Communication*

The school is an extension of the home. FACS recognizes the importance of parents and teachers working together to encourage spiritual and academic growth in the child. There are scheduled times during the year for teachers and parents to build a working relationship. Back-to-School Night, Open House, and other Parent/Teacher Fellowship events are scheduled throughout the school year. In addition, there are a conference days scheduled in the fall to discuss individual needs. Parents who wish to talk to teachers at other times should call the guidance office to schedule a conference. Also, parents will receive regular grade reports online for each subject. Additionally, teachers will post class information and assignments online.

### *Before-and After-School Hours*

Students should not arrive on campus before 7:00 a.m. unless assigned to morning detention, have made prior arrangements to meet with a teacher, or are participating in a school activity. Those who arrive prior to 7:45 a.m. will report to a designated area for morning care. No charge is made for students who arrive early. Once at school, students are not allowed to leave the campus without permission from the school office. Students must leave the campus upon dismissal unless participating in an organized/supervised activity such as baseball, football, cheerleading, or other school regulated activity. After 3:45 p.m. students will be sent to after school study hall. It is open until 6:00 p.m. It is not open on early dismissal days.

### *Transportation and Parking*

To avoid traffic congestion, parents and students must obey all traffic signs, "No Parking" areas, and traffic patterns. (Map is available in school office.) **Please be aware that school speed limit is 15 MPH.**

Students who plan to drive motorcycles or cars to school **MUST** obtain a registration forms from the school office, fill in the necessary information, and have it signed by parents or legal guardians. **Parking a motor vehicle at school is a privilege; abuse of the following rules will result in the termination of that privilege:**

1. Upon arriving at school, students must immediately park vehicles in the properly designated spaces and enter the school building.
2. Students are not to sit in cars before school, at lunchtime, or anytime during the school day.
3. Students must observe the traffic route, signs, crossing guard directions, 15-mph speed limit and all regulations for school property.
4. “Showing off” is unacceptable, and is a danger to the school community.
5. Loud music and “get-togethers” will not be allowed on school property.
6. After 8:00, the student should not return to their car to retrieve forgotten books, lunches, projects, etc. An escort from the office may be necessary in certain situations.
7. Students cannot display bumper stickers, windshield stickers, or plates that have offensive language, signs, or organizations that are in direct opposition to the philosophy of FACS.

FACS retains the right to gain access to any vehicle parked on campus. Parental and/or student permission is not required if the school administration believes a reasonable expectation of probable cause exists to search a vehicle in order to preserve safety and security.

Arrangements should be made **BEFORE** the student arrives at school for after-school rides, day care, etc. Your cooperation in this area will be appreciated. Messages from other students will not be acknowledged unless it is an emergency.

### ***Smartphones and Personal Technology at School***

Technology is a blessing to be used and enjoyed. However, technology should not be a distraction in our learning.

1. The use of cell phones and other communication and electronic devices is permitted only during the following:
  - a. **Grades 7 and 8:** Before the 7:45 a.m. bell and after the end of the school day at 3:00 p.m.
  - b. **Grades 9–12:** Before the morning tardy bell, during morning breaks, and lunch, and after the final bell of the day.
  - c. In the classroom, if the teacher invites students to use electronic devices in a direct and appropriate manner while working on a specific lesson or project. Once the project is completed, cell phones and electronic devices are to be silenced.
2. Cell phones and other communication and electronic devices are to be silent and are not permitted to be used:
  - a. During or between classes, chapel, and homeroom periods.
  - b. Phones taken from students will receive the following consequences:

- i. First time phone is taken up, phone will be returned at completion of school day.
  - ii. Second offense, phone will be returned at completion of school day with a \$25 dollar fine due upon receipt of phone.
  - iii. Third offense, the parent will be required to pick up the phone in the school office. A conference will be set with the dean of students to determine the best course of action.
- 3. Cell phones and other communication and electronic devices are not permitted to be used:
  - a. To photograph, videotape, or record students and/or school officials at school or school sponsored activities without prior consent of the individual and/or parents/guardians and/or approval by school staff unless sanctioned by school administration for school events such as parades, awards, assemblies, sporting events, and performances.
  - b. To threaten, harass, ridicule, humiliate, bully, cyberbully, sext, and possess and/or distribute pornography.
- 4. Using technology for the above purposes may result in suspension or expulsion from school.
- 5. First Assembly Christian School is not responsible for the damage or loss of electronic communication devices brought on campus or to school sponsored activities, regardless of whether the device is in the possession of a student or school official upon confiscation. Students are responsible for the safety and security of all items brought to school.**

### ***STUDENT RESPONSIBILITIES AND MISCELLANEOUS INFORMATION***

**Chapel** will be held weekly to bring into focus the primary purpose for the existence of FACS, which is to worship God and develop personal Christian maturity. Administration, faculty and students are required to attend. Reverence and respect will be expected from everyone in attendance. Parents are welcome to visit.

**Announcements** are given daily to inform teachers and students of important activities and events. **Students are responsible** for all information given in these announcements. Daily announcements are also posted online.

FACS operates with a **dress code** that has neatness and modesty as the primary concern. Copies of the current dress code are available online.

*Signing of the school contract acknowledges your willingness to honor our standard of dress. Parental support is essential. Students who choose to violate the dress code will be issued detention according to the detention policy.*

All **textbooks**, except consumables, are rented by students but remain the property of

FACS. **New** textbooks should be covered. Students will be charged for lost or damaged books and grades will not be released until these charges are paid.

Students will be assigned **lockers**. **Lockers are subject to being searched or inspected at any time.** Pictures of hard rock or heavy metal groups, vulgarity, sexual, satanic, or other anti-Christian pictures, words, or symbols are unacceptable. Locker damage will result in charges for repair or replacement.

**Loss of books, personal goods, or school supplies from the lockers, halls, classrooms, or athletic locker rooms are the sole responsibility of the student.**

Each year, many personal items, books, etc. are turned into **lost and found**. Unclaimed articles will be given to charity at the end of each semester. **FACS is not responsible for any lost items.**

Students may bring lunch and/or break food from home if they wish. For safety reasons, food or drinks may not be brought in glass containers and metal utensils should not be in lunch containers.

FACS offers a variety of hot and cold snack and lunch items. Break and lunch items may be purchased on a daily basis. Hot lunch meals are prepared daily in the kitchen. Printed monthly menus will be available. Meal tickets are available for your convenience. Checks should be made out to MMI Dining Services. **FACS is a closed campus; students may not leave for lunch. Family members bringing lunch for a student must bring lunch inside to the main school office. Students will pick up lunch in the main office.**

#### ***School Yearbook, Pictures, Athletic Passes***

The yearbook, Crusader, is staffed by students and is published annually. Each student in grades 1-12 will receive a copy of the yearbook. The delivery date will be announced.

School pictures for the yearbook are made each year during the fall. See the school calendar regarding the date. Optional single or group “Spring Pictures” are also made. Purchase is optional for both packages.

All students in grades 1-12 will receive an athletic pass good for all FACS home games in all sports grades 5-12. **The FACS student athletic pass is not valid for any playoff game.**

#### ***School of Music***

Private music lessons are available through the School of Music. Call the school office for availability of instruments or voice. If you wish to enroll in private lessons, parents must obtain a registration form and payment schedules from the school office. Payment is required **in advance**. Lesson times will be arranged on an individual basis.



### ***Student Accident Insurance***

FACS **does not** provide insurance for students. **Parents must show evidence of health insurance coverage for students enrolled.**

All junior high and senior high students participating in any athletic program are covered under a catastrophic policy.

### ***Fire, Tornado, Earthquake, and Active Shooter Drills***

Fire drills will be conducted regularly. Tornado, earthquake, and active-shooter drills will be conducted on occasion throughout the school year. Students will follow the directions of the teacher.

### ***Severe Weather Emergency Closings***

Snow day or severe weather dismissals will be announced through the local news media and online.

Students of FACS will not be sent home from school early during severe weather or in the period of time designated by the U.S. Weather service as a “tornado warning”.

### ***Student Activities***

As stated in Managing Student Activities by Douglas Christensen, “It is in student activities that students discover something strange and extravagant—themselves. Personalities emerge. Talents are uncovered. Friendships are made, and leaders realized.”

Studies have shown that students who participate in co-curricular activities do better academically, build self-esteem, have more self-confidence, and develop social cooperation and leadership skills. The activities offered to FACS students will help them grow and succeed in all areas of their lives.

FACS seeks to continually enhance its student involvement offerings and is developing a Student Activities Handbook that will cover student clubs and other organizations such as honor societies, student government, yearbook, newspaper, etc. Other topics will include guidelines for homecoming, cheerleading, Crusader sports, and much more. Copies will be made available upon request.

## **PARENT SUPPORT ORGANIZATIONS**

One of the roles of the FACS Parent-Teacher Fellowship (PTF) is to provide some needed supplies and equipment that tuition does not cover. Membership dues are minimal each year. Each parent is encouraged to join. Other family and friends are also encouraged to join in support of FACS. The annual membership drive begins at the

parent orientation meeting near the beginning of each school year.

The Fellowship meets several times during the school year. All parents are encouraged to attend each meeting. The PTF is very active and sponsors many worthwhile activities. A wonderful year of Christian fellowship is anticipated as parents and teachers work together to for the glory of God and the good of the students.

Various FACS athletic boosters are active during the school year. Parents are invited to join. These clubs conduct a number of fundraisers to support the athletics of FACS. Every student and parent is encouraged to support these activities.

The Band Booster Club exists to support and help raise funds for the needs of the FACS Band. The band director works closely with these patrons.

The FACS Theatre Department Parent Booster Club seeks to promote the dramatic arts by providing funds, production assistance, activity sponsorship, and support of the educational theatre experience.