

# 2009-10 FRONT RANGE CHRISTIAN SCHOOL SIGNATURE PAGE

## PARENT-STUDENT HANDBOOK

Enrollment of children in Front Range Christian School is a privilege, not a right. Parents must understand that continued enrollment and reenrollment of their children is dependent upon their support of the school, its staff, and its policies. Therefore, it is required that both parents and students 7th grade and up sign below in agreement that they have read, understand and agree to uphold all sections of the parent/student handbook to the best of their ability with God's help.

### PARENTS

### STUDENTS (7TH GR & UP)

PRINT Name \_\_\_\_\_

**Signature** \_\_\_\_\_

PRINT Name \_\_\_\_\_

**Signature** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## PHOTO RELEASE

Permission to use photographs of parents and/or students for recordings of school music, drama, sports programs and other school events/activities, or printed material for FRCS.

FAMILY Name \_\_\_\_\_ Photo Release (circle one)  
YES NO

**Parent Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

***Elementary Campus***

6657 W. Ottawa Ave. A-18  
Littleton, CO 80128  
(303) 531-4512  
(303) 531-4527 (fax)

***Secondary Campus***

6637 W. Ottawa Ave.  
Littleton, CO 80128  
(303) 979-4582  
(303) 979-3591 (fax)

[www.frontrangechristian.org](http://www.frontrangechristian.org)

Dear FRCS Families –

As you read through this handbook, think of it as a manual for success. Being familiar with the guidelines and expectations stated within it will do much to make the school year a positive and productive experience for both you and your children.

**It is the responsibility of parents and students to read and understand the information contained within, and sign and return the signature page as requested. Please take time to read each section thoroughly, even if you are a returning student/family to FRCS. *You will find several additions/changes to the handbook each year.***

We want you all to be familiar with the operational practices of your school. If you have students at both campuses, please become familiar with both sections of the handbook, as there are significant differences in some areas. 10<sup>th</sup>-12<sup>th</sup> grade students will be required to take and pass a handbook test before enjoying their off-campus lunch privileges.

Our desire is to work with each family of FRCS and build a relationship that is strong and Christ-honoring. However, we are unable to overlook a policy or procedure because of a family's failure to understand the contents of this handbook. Thank you for your understanding and commitment to Front Range Christian School.

Sincerely for the Work of the Kingdom,

FRCS Administration and Staff

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## HIStory at FRCS

Front Range Christian School (FRCS) was born out of a concern by a group of people in two local churches for an independent private Christian school that would be committed to high academic and spiritual teaching in an environment that would foster creativity, critical thinking, problem solving skills and hands-on learning. The two groups, unknown to each other, began meeting at about the same time, working to gain support in and understanding of how a Christian school could be of value to the Christian family.

In the Fall of 1993, the groups from the two churches met for the first time and decided that their philosophies were so similar that meeting together would accomplish much more and perhaps speed the process along. In January of 1994, Front Range Christian School was incorporated and the interim board selected. FRCS began its first year of operation in August of 1994 with 36 children and 3 full-time Teachers. The school year concluded with 46 students. Southern Gables Church stepped forward in the beginning to make it possible for Front Range to begin these classes.

The fall of 1995 saw FRCS grow to 62 students in grades K- 5. The school added 6<sup>th</sup> grade in 1996, increasing its enrollment to 104 students. An Administrator and two full-time teachers were added. The fall of 1997, Front Range moved into its Middle School era, adding 7<sup>th</sup> grade and moving them and the 6<sup>th</sup> grade to the newly constructed Outback Building at the SGC Campus. In the fall of 2000, the High School (7<sup>th</sup>-10<sup>th</sup> grades) moved into 8500 square feet of building space on Coal Mine Avenue in the Trinity Christian Center building. This dedicated space provided classroom needs for nearly 100 secondary students. From there we purchased the Pierce St. Village property at 6637 W. Ottawa Avenue in Littleton. The school now includes a Gymnasium, Performing Arts Center, Science and Technology Labs, Library, Student Commons, and Classrooms. Grades 7-12 moved into the new facility in December, 2002. Due to continued growth, an Upper Elementary campus was created in the fall of 2003, on the Pierce Street Village property. Fall 2007 brought the re-location of the entire Elementary to Pierce Street Village. Today, all K-12 students are located on the Pierce Street Village campuses.

The Teachers at Front Range are Christians who have sensed God's calling on their lives to be in a Christian school ministry. Our Teachers are qualified to be in the classroom as instructors and continue to improve their professional expertise through self-study, attendance at conferences, teacher in-service meetings, and graduate education.

We continually evaluate the various areas of ministry at Front Range, so that we can offer the best program of Christian education to our parents and students.

## PROFESSIONAL MEMBERSHIP and ACCREDITATION

Front Range is an active member with the Association of Christian Schools International (ACSI) with its headquarters in Colorado Springs, Colorado. It is the largest association of Christian schools in the world and assists the school in academic and technical issues, student activities, and legal/legislative matters. Our Staff benefits from ACSI conferences, bulletins and periodicals. FRCS is a nationally accredited school through ACSI (Association of Christian Schools International) and NCA (North Central Association). Front Range Christian High School is also a member of CHSAA (Colorado High School Athletic Association) and the National Honor Society.

### FRCS MISSION STATEMENT

*Front Range Christian School exists to partner with the Christian home in training children for life and equipping them to impact the world for Christ.*

### FRCS VERSE

*“ . . . in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.” **Colossians 2:2-3***

### CORE VALUES

*Deut. 6:6-7*

The Bible is upheld as the authoritative Word of God, integrated and applied to all aspects of school life.

A commitment is made to ensure academic excellence by educating the child spiritually, mentally, socially and physically, assisting every student in realizing their full potential in Christ.

Christ-like character development in the lives of students will be taught and modeled by Faculty and Staff.

An environment of unconditional love and respect is fostered within the school community.

Students will learn how to process information, to think critically in the context of a biblical worldview, and to articulate this effectively.

The school promotes a healthy partnership with the home and provides meaningful opportunities for parental involvement while realizing the parents have the primary responsibility for the child's education.

Class sizes that are conducive to a quality-learning environment are maintained.

Students are challenged to develop a servant's heart through being exposed to the needs of others and being provided with opportunities for service projects.

## DOCTRINAL STATEMENT

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return to power and glory.
4. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men and women.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life; and the lost unto the resurrection of damnation.
7. We believe in the spiritual unity of all believers - in Christ.

### **FRCS is a Non-denominational school:**

FRCS is home to families that come from over 75 local churches. We are blessed by the diversity that is represented within our school. We desire to remain united in the essentials of the faith, rather than focusing on denominational distinctives. Our doctrinal statement accordingly focuses on the essentials of the Christian faith and it is this statement that guides each staff member in their instructional content. Teaching will not contradict this statement and all employees must agree to the content of this statement prior to employment.

Outside of our doctrinal statement we realize that there are issues that Christians of various church denominations might view with differing opinions. Examples of such things are as follows:

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

This is not an exhaustive list but represents commonly debated areas within the body of the Christ. Staff members at FRCS reflect the diversity of our parent body and hold varying views on these subjects. It is not our intention to promote specific views in these areas, however it also not our intent to ignore study of these areas. It is likely that in the course and scope of our in-depth Bible curriculum, integration of Bible into all academic subjects, Discipleship groups, Chapel and student questions that these issues will surface. In teaching these areas we are committed to responsibly handling these issues with sensitivity. Specifically:

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

The view of St. Augustine is an appropriate summary of the school position in these matters falling outside of the essentials as defined by our doctrinal statement.

St. Augustine said:

In necessariis unitas,

**In essentials unity,**

In dubiis libertas,

**In doubtful things liberty,**

In omnibus autem caritas,

**But in all things love.**

## CHRISTIAN PHILOSOPHY OF EDUCATION

### I. **Foundations:**

- A. Our highest commitment is to Christ. The quest for truth culminates in the person of Christ who is "the Way, and the Truth, and the Life." (*John 14:6*)
- B. The true goal of learning is to come to know our Creator and His creation and to use our knowledge to further His kingdom and bring glory to His name.
- C. Self-discovery cannot be achieved without a proper knowledge of God. Only by coming to know the One who made us can we approach a proper knowledge of ourselves.
- D. The Bible is central to education. All academic disciplines will be subject to the authority of inspired Scripture, which is absolute truth, so that each student develops a Christian worldview. Graduating students will have established a Biblical foundation that will guide their thinking the rest of their lives. A Christian worldview will integrate all other learning into a coherent whole.
- E. Contrary to promoting learning for learning's sake, the school will teach students to seek truth. Students will learn that absolute truths exist and that these truths are found in the special revelation of Scripture and derived from the evidence of God's creation.

## **II. Academics:**

- A. The school must maintain commitment to academic excellence. A school that disseminates a broad course of knowledge and instills the ability to think, in its students, will attract people to it. A reputation of excellence in the liberal arts and the sciences will provide an opportunity for evangelism within the community.
- B. It is a fundamental purpose of Front Range Christian School to provide a solid foundation in basic skills.
- C. Balance in education is key to preventing the school from adopting either too regimented and narrow a system of teaching or a totally unstructured program of learning. Therefore, the school will strive to adopt the best methods and materials to meet the school's learning objectives.

## **III. Christian Worldview:**

- A. Students will be taught to be transformers of culture. Trained to defend themselves from being detrimentally influenced by culture (*Rom. 12:2*), they will be prepared to stand against the temptations and evils that contemporary society lays before them and, conversely, uphold the good without withdrawing in isolation from culture. They will confront new technology as tools of humanity to be used for good. They will neither fear new technology nor be awed or enamored by the products of human industry.
- B. Students will learn that the truths of Christianity are learned not by mere mental ascent, but that they must be lived out to be truly acquired. Christ-likeness is not apprehended by cognitive functions alone, as other disciplines are, but it is received only when it rests in the inmost affection of the heart. Christian learning should provide ample opportunity to put students' faith to the test.

## **IV. Discipline:**

- A. A distinction must be drawn between adult teachers and child students (*Luke 6:40*). As godly models, adults provide discipline and direction until children mature into adulthood and are sufficiently self-disciplined. If a child is to learn obedience to God, his models must demonstrate the same character.
- B. Adults must not abuse their position of authority but guide students in a loving manner that exemplifies our Lord.

## ADMISSIONS POLICY

Front Range Christian School (FRCS) reserves the right to accept or refuse students solely at its discretion. However, it does not discriminate on the basis of race, nationality, ethnic origin, gender, age or disability.

### ***Enrollment Requirements***

- Front Range Christian School requires that at least one parent or guardian of a prospective student profess a personal relationship with Christ. This means (1) there is a clear understanding of what it means to be saved by grace and through faith, and (2) there is evidence of sanctification in his/her life. The Christian parents or guardians should desire to live the Christian life and model the same before the student. If living together, the Christian parents or guardians should be married (biblically speaking, marriage is the lifetime union of a man and a woman) and model a Hebrews 13:4 marriage to the student. Application for enrollment indicates the parents or guardians and student agree to adhere to policies and guidelines outlined in the FRCS handbook.
- Every student must have acceptable academic capabilities, a satisfactory behavior record at their former school and a willingness to attend and abide by the rules of the FRCS Handbook. "Acceptable academic capabilities" shall be understood to mean that the applicant does not have academic needs which cannot be met within the regular curriculum of Front Range Christian School.
- In most cases incoming students will be screened to determine academic capabilities and to insure proper grade level placement. There is a non-refundable fee for the screening.
- An interview will be scheduled with the student and parents during which spiritual, educational, social and philosophical expectations will be discussed with the Principal or other appointed interviewer.
- School transcripts, records, and current immunizations must be submitted with the application form. (It is the responsibility of the parent or legal guardian to have his child immunized unless the child is exempted. In the event of an outbreak of disease against which immunization is required, no exemption or exception from immunization shall be recognized and exempted persons will be subject to exclusion from school and quarantine). The immunization record must be a verified copy or signed by a doctor.
- In cases of divorce, the school requires that a copy of the custodial agreement be submitted with the application. In some cases, the non-custodial parent signature may be required on enrollment forms.
- If, during the admissions process, the interest of potential students is greater than the anticipated class size, the Principal will determine which students will be admitted based on the criteria of submitted applications.

### ***Jr./Sr. High School Course of Study***

- Students who have a GPA below 2.0 will not be considered for admission, nor will those who have failed a core class (English, Math, History, Bible, Science) until that credit has been made up at the current school. We strongly encourage entrance at semester rather than quarter whenever possible. Students are not generally enrolled mid-quarter and are still required to take the same semester final and we do not transfer mid-quarter grades from other schools. High school students should submit a copy of their current transcript. In order to graduate from FRCS, a student must not only meet the academic requirements, but must be enrolled for at least one full year. Applications are not accepted for seniors who want to enroll at 2<sup>nd</sup> semester.

- Incoming freshmen will be placed in one of three graduation tracks as follows: Standard, College Prep, or Honors. The *Standard Track* is offered **specifically and solely** to those incoming ninth grade students who struggle in the area(s) of language arts and/or math and are **not** concerned about meeting four-year college entrance requirements. The *College Prep Track* is designed for students interested in entering college upon graduation and will meet entrance requirements for the vast majority of colleges including the highly selective. Some students on the college prep track may qualify to enroll in certain honors, AP or CCP courses. The *Honors Track* is designed for students who wish to take classes that are comparable to college freshman classes. The workload for AP (advanced placement) and CCP (college concurrent program) classes exceeds that of our regular college prep courses at FRCS. In order for students to be admitted into an Honors, AP or CCP class, they must meet specific criteria as outlined in the Academic Course Catalog. Students may be able to earn college credits while in high school if they successfully complete an AP or CCP course and pass the corresponding exam (s).

## SPECIAL NEEDS POLICIES AND PROGRAMS

It is the goal of FRCS to provide adequate and appropriate services and academic programs to meet the needs of the students who are enrolled. We will do our best to assess each child on an individual basis to determine whether or not FRCS has the resources to meet his/her needs. All known medical and special educational background information must be disclosed with a student's application. Careful consideration will be given to the applicant to ensure appropriate placement.

The parents of a student who comes to FRCS with an Individualized Educational Plan or 504 plan (Americans With Disabilities Act) while attending FRCS, will need to be aware that FRCS is privately funded and is not legally required to be in compliance with these documents. It is, however, our desire to provide whatever accommodations and recommendations we are able to, within our given policies and limitations. Annual review by the teaching, resource and administrative staff, will be made to determine if FRCS can provide adequate and appropriate services and academic programs to meet the student's special needs. Failure to follow FRCS staff recommendations will result in a review to determine the future status of a student's enrollment.

If medical and/or special educational needs are discovered after enrollment, parental permission is required to proceed with established special needs policies for formal screening and recommendations. At the expense of the parent, further outside testing and private services may be recommended. Outside testing information must be released to FRCS.

FRCS has limited staff and resource personnel to provide observation, screening, and consultation to the home and the classroom. The partnership and support of the family in communication, follow-through with home programs, enrollment in special needs programs at FRCS and payment of additional fees, and coordination of necessary private services is required.

Teaching staff in grades K-6 provide accommodations in the classroom setting to help meet the student's special needs. These accommodations may be documented in a Success Action Plan (SAP) and are reviewed on a regular basis to ensure that they are appropriate for both the student and the teacher. Students in grades 7-12 can be assessed by resource personnel and an SAP established if the student qualifies. Any services necessary, above and beyond regular classroom accommodations provided by the school (SAPs), will require additional fees to be provided privately by the parent.

FRCS offers several special needs programs that are designed to meet a variety of academic challenges that students of all ages may face. Additional fees are charged with enrollment in any special needs program offering direct service to the student from specialized staff. Any services necessary, above and beyond what FRCS can provide, as determined by the administration, special needs and teaching staff, will need to be provided privately by the parent. Special needs programs offered at FRCS are described below.

### **Resource Room**

The goal of resource support is to provide small group instruction to students in need of remediation for specific gaps in basic skills. Additionally, the resource room teachers partner with classroom teachers and parents in determining necessary classroom accommodations as well as extra curricular support and services to help students experience success in learning.

### **Discovery Program**

#### **Search and Teach**

Search and Teach is an early intervention program developed to meet the educational needs of young learners before they experience the frustration of learning failure. The Search scan is administered to all kindergarten and new first grade students in September of each school year. This program is designed to *prevent* learning failure and its emotional consequences through early identification, diagnosis and educational intervention. The Search scan measures perceptual abilities and if vulnerable students are found, the Teach program is recommended to the parents. Each student enrolled receives 1.5 hours of individual therapy per week. This program is only available for kindergarten through 2<sup>nd</sup> students.

#### **NILD**

NILD educational therapy is a supplementary program established to help students with learning difficulties who have experienced frustration and / or failure in school. The program is from the National Institute for Learning Development. During therapy, intervention techniques are used in one-on-one educational sessions for approximately three hours per week. The focus of the intense individual sessions is on continual stimulation and development of the deficit areas of perception, basic skills, and cognitive problem solving.

### **TLC – The Learning Center**

TLC services students with special needs in a setting which offers a modified and differentiated curriculum, as well as opportunities for students to attend regular classroom settings for electives including: P.E., art, music, chapel and discipleship groups. In addition, students may participate in sports and clubs.

One of the features of our program is our pre-vocational and vocational program. Our goal is to have students work within a tiered program starting with working in the Front Range Christian School community and then reaching further out in the community with a job that fits each particular student.

### **Explore Program**

The Explore Program is FRCS Elementary and Jr. High School's tool for addressing the unique needs of highly capable learners. Specific services offered vary according to grade level and employ a variety of tools including pull-out classes, differentiated work, cluster classes, leveled classes, apprenticeships, and servant leader opportunities.

Students are identified for the Explore program through the Otis-Lennon School Ability Test scores (above the 90<sup>th</sup> percentile), teacher recommendation, and parent recommendation.

## **RE-ENROLLMENT**

Students attend FRCS at the will of the Administration and enroll for one academic year at a time. Each January, a re-enrollment day is set aside for our existing families. Students who are ineligible to return for any reason will be notified by August. Continuity and stability will occur as we grow with many of the same families each year. You will receive a ***“Re-enrollment Form”*** in December that is due at the school on re-enrollment day, in January. This form may also be used to enroll other children

from your family for the first time (if there are openings), although they will need to be screened for admittance. This allows our current families to take care of enrollment issues prior to new applications being received. Registration fees must be paid at this time (you may pay one child per month until all have been paid). Failure to pay fees on time may result in the loss of a secured spot. **Registration fees are non-refundable.** February 1 marks the beginning of "Open Enrollment" and is a time where we anticipate many new families seeking admittance to FRCS. Please plan accordingly in order to begin paying your registration fees in January. If you have any questions or concerns, please call the office.

## FINANCIAL INFORMATION

### ***Tuition Rates***

For the upcoming school year, tuition rates and registration fees will be provided in a supplemental handout. In addition to the tuition amount, an annual non-refundable registration fee (per student) will be collected at the completion of the admission procedure or, at the point of enrollment. Please check the supplemental handout for current tuition reduction options. Families with seniors who choose not to take a full load of classes must still pay full tuition.

### ***Payment Plans***

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

1. 10-month Equal Payments Plan - First payment is due in August, last payment in May.
2. 12-month Equal Payments Plan - First payment is due in July, last payment in June.
3. 2 Semester Payments - Equal payments due in August and December.
4. 3% Discount Payment Plan - Tuition may be paid in full at any time, but to receive the additional 3% discount for doing so, the full payment must be received the last workday prior to June 1. *Discount does not apply to registration fees.*

All monthly tuition payments are collected through a tuition management program and not at FRCS. You will receive information on this program when you register your child.

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

### ***Withdrawal Policy***

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

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

***Contributions***

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

***Campus Fees***

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



## SCHOOL-WIDE CAMPUS POLICIES

## GUIDELINES FOR COMMUNITY LIFE AT FRCS

The FRCS board, administration, faculty, and staff are committed to honoring and respecting students and families when they bring sincere and well-founded suggestions and differences of opinion to our attention. This means that individuals will be respected and there will be no basis for fear of retribution.

School-life involves an enormous amount of time together, challenges, growth and relationships. Conflict is unavoidable. The school has trained staff in Biblical peacemaking. It is committed to continued training of staff, parents and students and uses materials produced by Peacemaker Ministries as a great resource for this training. These materials are available at any administrative office of the school or they can be found at [www.Hispeace.org](http://www.Hispeace.org). The following pledge for peace is an excerpt from this ministry. By signing this handbook, all parents, students and staff members agree to abide by this pledge.

### **Peacemaker's Pledge:**

As people reconciled to God by the death and resurrection of Jesus Christ, we believe that we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict.<sup>1</sup> We also believe that conflict provides opportunities to glorify God, serve other people, and grow to be like Christ.<sup>2</sup> Therefore, in response to God's love and in reliance on His grace, we commit ourselves to respond to conflict according to the following principles:

**Glorify God** — Instead of focusing on our own desires or dwelling on what others may do, we will rejoice in the Lord and bring Him praise by depending on His forgiveness, wisdom, power, and love, as we seek to faithfully obey His commands and maintain a loving, merciful, and forgiving attitude.<sup>3</sup>

**Get the Log out of Your Eye** — Instead of blaming others for a conflict or resisting correction, we will trust in God's mercy and take responsibility for our own contribution to conflicts—confessing our sins to those we have wronged, asking God to help us change any attitudes and habits that lead to conflict, and seeking to repair any harm we have caused.<sup>4</sup>

**Gently Restore** — Instead of pretending that conflict doesn't exist or talking about others behind their backs, we will overlook minor offenses or we will talk personally and graciously with those whose offenses seem too serious to overlook, seeking to restore them rather than condemn them. When a conflict with a Christian brother or sister cannot be resolved in private, we will ask others in the Body of Christ to help us settle the matter in a biblical manner.<sup>5</sup>

**Go and be reconciled** — Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation—forgiving others as God, for Christ's sake, has forgiven us, and seeking just and mutually beneficial solutions to our differences.<sup>6</sup>

By God's grace, we will apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success in God's eyes is not a matter of specific results, but of faithful, dependent obedience. And we will pray that our service as peacemakers will bring praise to our Lord and lead others to know His infinite love.<sup>7</sup>

<sup>1</sup> Matt. 5:9; Luke 6:27-36; Gal. 5:19-26.

<sup>2</sup> Rom. 8:28-29; 1 Cor. 10:31-11:1; James 1:2-4.

<sup>3</sup> Ps. 37:1-6; Mark 11:25; John 14:15; Rom. 12:17-21; 1 Cor. 10:31; Phil. 4:2-9; Col. 3:1-4; James 3:17-18; 4:1-3; 1 Peter 2:12.

<sup>4</sup> Prov. 28:13; Matt. 7:3-5; Luke 19:8; Col. 3:5-14; 1 John 1:8-9.

<sup>5</sup> Prov. 19:11; Matt. 18:15-20; 1 Cor. 6:1-8; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; James 5:9.

<sup>6</sup> Matt. 5:23-24; 6:12; 7:12; Eph. 4:1-3, 32; Phil. 2:3-4.

<sup>7</sup> Matt. 25:14-21; John 13:34-35; Rom. 12:18; 1 Peter 2:19; 4:19.

## **The process of resolving issues and/or conflict:**

Matthew 18 addresses the process for confronting a brother or sister in Christ who has caused offense to another. We believe that the Lord is most glorified when his children keep the conflict within a circle of two rather than talking about the offense to those who are not part of the conflict or part of the resolution. By signing this handbook, all parents, students and staff agree to the following process based upon Matthew 18 for resolving all conflicts that arise in the school setting. As a result, the following process will be followed in resolving school problems, issues or conflicts.

### **Problem Solving Regarding Issues Related to the School:**

#### **Step 1**

***School problems should be resolved at the lowest level.*** By this we mean that the two parties involved should do their best to settle the differences between them. Forgiveness and restoration are the desired results.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over.”

#### **Step 2**

***If the two parties have met, but the disagreement is unresolved, the problem should be taken to the appropriate Lead Teacher, Department Head, Principal or Administrator for mediation.*** Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter, and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to Godly principles will most often reach an amiable solution.

“But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.”

#### **Step 3**

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

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

The school has and will continue to use our Pastoral Advisory Committee as well as other committees made up of parents, staff members and possibly students to review materials, mediate, and advise leadership regarding grievances that are not resolved at the lower levels. The use of grievance committees can be implemented at or between levels 2 and 3 in order to add insight, wisdom, and maturity to the decisions made by school leaders. This active mediation is a part of the process designed to keep unity and assure integrity and accountability.

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

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

Scripture tells us that we are His temple designed to show the world who Christ is and to be a reflection of His nature. We are made in His image. Our example to the world that we are His disciples is by how we love one another. This vision of peacemaking and the associated processes are critically important to the health and future of our school and our representation to the community in which we live.

## DIVORCE/CUSTODY CASES

In cases where a student lives with one or both parents who are separated, divorced or never married, it is the school's preference to provide written information and communication (i.e.: Friday folders, report cards, student records, financial information, etc.) to the parent designated as the primary custodian. It is the responsibility of the parents to communicate with each other and share pertinent school information. In cases of divorce, the school requires that a copy of the custodial agreement be submitted with application. In some cases, non-custodial parent signature may be required on enrollment forms.

## REQUESTS TO REVIEW RECORDS

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

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

## STAFF LIMITATIONS

1. Staff members have significant employment restrictions in terms of contact with students outside the scope of school-sanctioned events. Asking staff members to transport or supervise your children outside of school sponsored events places that staff member at personal risk for any liabilities that may occur. Parents should carefully evaluate placing staff members in such a position and understand when staff members decline such requests.
2. Please respect staff members' needs for family/personal time and refrain from calling or contacting them at home. All teachers have voice mail/email at school and messages may be left for them during regular business hours.
3. Students should not solicit teachers for fundraising events while at school.

## FACILITY/PROPERTY USAGE

- Front Range Christian School does not allow any alcohol or illegal drugs on any school owned property. All FRCS school buildings of any kind are to be non-smoking.
- Any outside or 3<sup>rd</sup> party usage of school facilities must be scheduled and approved through the Administration office front desk.
- Skateboarding during school hours on school or PSV property is not allowed. Skateboarding after school hours is only allowed on the lower southwest parking lot, to the south of the light pole and only after cars have left from picking up students.

***At no time are skateboards allowed on the sidewalks of the school property or the leased property of PSV.***

## FIELD TRIPS

In connection with their studies, the student will participate in field trips designed to enrich the learning experience. Parents will be notified in advance. A "Parent Permission Slip" will be sent home to be signed and should be returned by the student in a prompt manner. On occasions when we need drivers or additional supervision, we will ask for volunteers to help. **All drivers must be at least 21\* years of age and must have a valid copy of their driver's license and proof of automotive insurance on file in the office.** Drivers who are not parents/guardians of FRCS students who desire to drive on any school-sponsored event must be approved by Administration.

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

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

## FIELD TRIP RESPONSIBILITIES FOR ADULT SUPERVISORS & DRIVERS

### **Specific Procedures - Adults**

#### ***Supervisors***

1. Please stay with your assigned group of students at all times.
2. Students should be paired as partners and told that if they get separated to remain where they are and not go looking for the group.
3. Students should be told that they must be able to see their supervisor at all times while walking, and to not get ahead or behind the group.
4. For elementary students, restroom visits should be monitored and supervised by an adult. Plan these as a group.
5. If an adult must leave the group for any duration of time, another adult must be asked to supervise the students.
6. Rowdy play is not allowed and adult supervisors are expected to help maintain this control.
7. Please refrain from purchasing snack or gift items for any students.
8. Remember that others are watching your actions as a supervisor and parent of FRCS. Your words and actions are a testimony to the students and other adults.

#### ***Drivers***

1. Drivers are responsible for obeying all traffic laws.
2. Drivers should not allow any student under 12 to sit in a seat with an air bag that is functional.
3. There shall be seat belts for all students and they must be worn.
4. Students under 6 years of age or less than 55 inches tall must use a car seat/booster seat (provided by the parent).
5. Drivers should demonstrate good auto safety and wear seat belts as required by law and as a testimony to the students.
6. Drivers should go to and from the destination, not making any stops along the way. Please have a full tank of gas ahead of time.
7. If drivers are involved in any major or minor auto infractions (whether cited or not), please inform the school office. It may be necessary to inform the parents of the situation.

**Remember that children are watching your actions as a driver and parent of FRCS. Your words and actions are a testimony to the students and other adults.**

# INTERNET ACCEPTABLE USE POLICY AND AGREEMENT

Front Range Christian School (FRCS) provides its students and staff with access to technology. The privileges, responsibilities, and other proper guidelines for this use are outlined in the following plan. We are pleased to bring Internet access to FRCS and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

We have in place within our system a process for governing user accounts and privileges. As a school system, FRCS has taken precautions to restrict access to controversial material. However, it is impossible to control all materials. An industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Please read the following guidelines carefully before signing. They have been developed so that student users are aware of the responsibilities required to use the Internet. In general, these responsibilities require efficient, ethical and legal utilization of the network resources. The signatures at the end of this document are legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand their significance.

## Internet- Terms and Conditions of Use

- The user understands and agrees that he/she **shall not** have an expectation of privacy in the use of and storage on FRCS technology. By using FRCS technology, the user consents to monitoring and maintenance of computer use, Internet access and FRCS technology in order to maintain security and integrity. Monitoring includes but is not limited to, reading, listening to, or otherwise monitoring the user's wire, oral or electronic communications, including screening e-mails and tracking the users on-line Internet activity and other computer usage. In addition, backup files may be maintained for archive purposes and may contain copies of all user files, records and communications.
- Acceptable use- Our purpose in offering the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and opportunity for collaborative work. The use of the account must be in direct support of education and research consistent with the educational objectives of FRCS. Transmission, use or viewing of any material in violation of any FRCS, local, state or federal regulation policy or guideline is prohibited. This includes but is not limited to copyrighted material, Google personal web pages set up by students, threatening email/voice mail, texting, sexual content or obscene material, or material protected by trade secret or trademark. Games, Instant Messenger, ICQ, chat rooms, chain letters, and going to Myspace.com and Facebook.com are additional examples of inappropriate use. The use for commercial activity is not acceptable. Use for product advertisement is also prohibited.
- Users may not view, transmit, access, or distribute material that is obscene, pornographic, threatening, harassing, or sexually suggestive or explicit.
- Student users may not download complete programs to their user directory. Only network administrators and IT staff may download programs for teachers to be used in the classroom.
- Users may not access files belonging to other students or school personnel. Users must not violate copyright laws or copy another person's work. Use of the Internet to copy another person's work without permission or attributing proper credit is plagiarism.

## Privileges

- The use of the Internet is a privilege, not a right, and inappropriate use will result in several consequences: 1) a loss of those privileges 2) disciplinary action tailored to meet the specific violation. The administration of FRCS, at the request of a teacher or staff member, may request that the system administrator deny, revoke, or suspend specific user accounts.

## Security

- Security on any computer system is a high priority, especially when the system involves many users. The user has an affirmative duty to notify the appropriate building personnel and the district technology coordinator if s/he encounters any matter that may reasonably be construed to violate this Policy and Agreement or which may reasonably be construed as a security violation or threat. The system administrator is in charge of assigning rights and privileges to individuals within the school corporation.
- Impermissible Activities  
The user will not:
  - a. Attempt to gain unauthorized access to FRCS technology
  - b. Use FRCS technology to gain unauthorized access to another computer system
  - c. Go beyond the limits of authorized use
  - d. Violate any local, state or federal statutes in regards to the Internet
- Unauthorized Access includes, but is not limited to:
  - a. Attempting to or gaining access to FRCS technology through another user's account
  - b. Attempting to or gaining access to another user's e-mail, work folders, files, passwords, or data without prior permission
  - c. Vandalizing, damaging or disabling the property of another person or organization

## Additional Acceptable Use Guidelines for Students

- In addition to the Acceptable Use Guidelines outlined herein for all users, students shall also be required to adhere to the following:
  - a. The student will immediately notify school personnel if a potential problem is identified
  - d. Students will use FRCS technology for educational purposes only

## BIBLE VERSION FOR CLASSROOM USE

The use of Scripture in the classroom is an important, integral part of the education process at FRCS. There are several Bible translations that are widely accepted by evangelical scholars as quality works for study.

However, to avoid confusion in the classroom, FRCS has selected the NIV version unless otherwise stipulated. Students without an NIV version Bible will be asked to secure one for classroom use.

## CHAPEL

Chapel is an integral part of learning at FRCS. Students learn not only how to worship God, but also the importance of congregational worship to the formation of Christian community. Chapel services will be held weekly. There will also be special chapel services planned throughout the year. Chapel services will be under the direction of the Spiritual Life Committee. **All students are required to attend.** Parents are invited to attend any chapel service.

## LUNCHES

### Hot Lunches

The school offers hot lunches to students on a monthly basis. Each family must have a Renweb parents web account established and enabled. For help in establishing an account, contact your campus office.

- When placing a monthly order, please note that FRCS does not provide refunds or credits. If you are aware of a special event or appointment that will cause your child to miss lunch, do not order for that day.
- No late orders can be accepted.
- All ordering and payment must be done on line.
- Families with students at both campuses may pay for both orders at the same time.

- Please print out your order form as copies will not be available at the office. (To print your child's order form, you must print it before you press the order button.)

### **Sack Lunches**

All students should bring a sack lunch, drink, and eating utensils when not ordering a hot lunch. The school does not provide cups, forks, spoons, etc. A microwave **might** be available for students at lunchtime; however, they should be conscientious of the lunch period and not be late in finishing their food because of waiting to warm up food. Refrigeration service is available **only** to Staff. Please plan accordingly. Students will be required to clean their eating area after lunch-time. Each year specific policies will be published regarding student behavior and responsibilities during lunch.

If parents or visitors check out students for lunch, they should plan to return students on time to their next class so they do not miss important academic instruction.

## AFTER SCHOOL CARE

FRCS does not provide an after-school care program. We may however, be able to offer some suggestions of area programs or individuals who provide this service.

## ILLNESSES

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

***Fever >100.5***

***Rash with fever, behavior changes, or with symptoms that are new or undiagnosed***

***Infection of the eyes***

***Vomiting***

***Diarrhea***

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

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

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

1. Parent or guardian will be asked to pick up the student from school.
2. If parent or guardian cannot be reached, other people listed on student's Emergency Form will be called to request pick-up from school.
3. Medication will be given if deemed appropriate and if the requirements listed below, under "*Medications*", have been fulfilled.
4. The sick child will be isolated and given rest.
5. In an emergency, 911 will be called.

## **Medications**

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

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

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

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

Students are not allowed to carry their own medicine, however, there are very specific requirements regarding rescue medicine which are addressed in the *Health Assessment* form. If your child is seen carrying or taking any medicine (including cough drops) the staff has been instructed to take the medication from the child. The medication will be kept in the school office and parents will be asked to pick it up within 5 days. If the medication is not picked up, the school nurse will dispose of it.

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

## **WEATHER RELATED CLOSINGS**

Closings or delayed starts due to inclement weather will be announced on radio station **KOA (AM 850)** and television **channels 4, 7 & 9**, and on the FRCS weather line, **303-531-4547**. Please listen to these announcements before you contact the school. ***Students and parents should refrain from calling any staff member at home to see if a cancellation has been made.*** If weather becomes increasingly bad during the course of the day, parents are permitted to pick up their children early. If the school needs to dismiss students early, an announcement will be made via the media outlets listed above and on the FRCS weather line.

## FIRE AND TORNADO DRILLS

*Fire drills* will be held on a regular basis throughout the school year. In the event of an alarm, students will exit the building immediately to a designated area. Students must exit in single file, with no talking, pushing or running. Each teacher will remain with the class and take roll call. Classes will wait for a signal to re-enter the building.

A *Tornado drill* will be conducted during the school year. In the event of a tornado, students will be notified and proceed to designated safe areas.

All classrooms will have emergency instructions clearly posted near entryways and teachers will clearly explain them to all students.

## CHILD ABUSE/NEGLECT

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

## VISITOR CHECK-IN/OUT

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

- *Students grade K-11 who wish to go to lunch or other activities off campus with another family must provide the office with **written permission** from their parent before leaving.*
- *Former students or friends of students who wish to visit may do so **during the lunch hour only** and must follow FRCS Behavior Policies.*

## MEETINGS WITH TEACHERS/STAFF/ADMINISTRATION

***An appointment is required to visit any Teacher/Staff/Principal/Administrator! Please request an appointment by phone or email.***

### ***Classroom Visits***

Parents are encouraged to work through the classroom teacher to establish regular times to visit and assist in the classroom. Teachers are happy to arrange other conferences with parents or allow for classroom observations. **Parents wanting to visit a classroom** during the school day should set up an appointed time with the teacher and then visit the office first before going to the classroom. ***In order to give students and Teachers a good start at the beginning of the year, parents are encouraged to wait 2 weeks before visiting or assisting in the classroom.***

### ***Parent-Teacher Conferences***

Front Range designates two times each year for parent-teacher conferences. These days are listed on the school calendar and will take place just after the first and third grading periods. Various times will be established for parents to meet with teachers for these conferences. These times are useful in building a communication bridge and to understand the student's progress and needs. It is a good time to share notes and rejoice in the achievements of the student as well as a time to strategize jointly for

the future instruction plans of the teacher and parents to the child. Each conference is about 15 minutes long. Parents are asked to schedule a separate time to speak with the teacher about issues that may require more time. Conferences are designed to discuss the progress of the student and are not meant as a time to talk about the teaching methods of the instructor. Issues related to methods and curriculum that is of concern to parents should be discussed at a different time.

## ANNUAL EVENTS

### ***Back to School Night***

This event will be held during an early date in September (different dates at each campus). Parents are encouraged to come to school and meet the Staff. This is a good time for questions concerning procedures, curriculum, and any other points of interest or concern that the parent or student may have. Teachers will not be able to conference with parents about their child's progress in the limited time available during Back To School Night. However, the teachers may want to arrange a conference at a later date, if the parent so desires.

### ***Music Programs***

Music groups will perform throughout the school year. These programs are excellent opportunities for evangelism and presentation of God's love and forgiveness. Please see the school calendar for these planned events.

### ***Art Show***

Student artwork completed in art classes will be displayed during one or more art shows or special events throughout the school year.

### ***Drama***

Drama programs will be presented by Junior and/or Senior High students once or twice each year. Student tryouts are required; practices for upcoming drama productions will be held after school or in the evenings. Students who are interested in annual drama activities should communicate with the drama department at the High School. Senior High students interested in lettering in drama should also meet with the drama director to discuss the requirements.

### ***Silent Auction***

FRCS hosts a Silent Auction event each year as its primary school-wide fundraiser. This wonderful event has consistently proven to be very successful and popular, thanks to the many volunteers involved. Families are highly encouraged to attend and to bring guests.

### ***Mandatory Parent Meetings***

Each year the FRCS Administration and School Board will schedule one or more parent meetings at which attendance is required. These meetings are held for the purposes of communication regarding school issues and for fellowship and unity.

### ***Student Awards Ceremonies***

Award certificates will be given out at the end of the school year at the Awards Ceremony. Awards will be given to recognize a variety of achievements such as Academic Honors, Music, Improvement, Christian Character, etc.

### ***Athletic Awards***

Each season at this special event the athletic director and coaches at FRCS recognize students who have actively and successfully participated in athletics for the current school year. These students and their parents are invited to attend.

### ***Kindergarten Graduation***

During the final week of the school year, a Kindergarten graduation ceremony will be held during the day to celebrate students' completion of Kindergarten. Family members are invited to attend.

### ***6<sup>th</sup> Grade Promotion Ceremony***

During the final week of the school year, a special ceremony will be held for 6<sup>th</sup> graders and their parents. This event serves as a celebration of the students' promotion from Elementary school into Junior High.

### ***8<sup>th</sup> Grade Continuation Ceremony***

This ceremony is a celebration for those students who have successfully completed all of the instructional program requirements of eighth grade and are eligible to advance into senior high school. This semi-formal ceremony is held in May, followed by a reception for students, their families and guests.

### ***High School Graduation***

The High School graduation ceremony signifies the successful completion of all FRCS high school requirements and is the "crowning jewel" of senior high school. This is an opportunity to honor those full time students who have completed our course of study and celebrate with them. Graduation is held in May and normally includes special music, speeches from class valedictorian and salutatorian, and presentation of high school diplomas.

## ANNUAL STUDENT ACTIVITIES

### ***Outdoor Lab***

The curriculum for 6<sup>th</sup> graders includes an Outdoor Lab experience, typically 3 days away from school and home, in a mountain setting. This trip, usually occurring in September, provides opportunities for students to learn about and experience many different things such as animal tracking, outdoor survival skills, archery and rappelling. It also offers opportunities for friendship, mentoring, and spiritual growth.

### ***Destination Imagination***

D.I. is an international program that encourages critical thinking skills, creativity, and teamwork. Elementary offers D.I. as an extra-curricular activity with opportunities for teams of 5-7 students to compete with other D.I. teams at the regional, state, and global level.

### ***ACSI Student Activities***

Each year the Association of Christian Schools International sponsors a number of student activities and competitions. FRCS selects several activities in which to participate each year. These activities, such as Math Olympics, Science Fair, Music Festival, etc. provide our students with opportunities to interact with students from other Christian schools, and to strive for excellence that honors God and represents our school well.

### ***Spring Practicum***

Spring Practicum provides students with the opportunity to venture out of the traditional classroom and spend time in field education. Students are given opportunities to explore careers and talents in various fields such as missions, medical, visual and fine arts, small business ownership, ranching and government. Some trips are out of state learning experiences, such as the 8<sup>th</sup> grade Washington D.C. trip. An additional cost is required and parents are expected to help drive in order to provide this unique learning experience. Attendance is mandatory. Please reference the Jr./Sr. High section for more detailed information

### ***Purity Retreats***

FRCS is committed to purity education from a Biblical perspective and takes an intentional approach. Students study God's word regarding heart purity and healthy male/female relationships. In addition, students examine our current cultural attitudes towards the permissive and destructive behaviors of premarital sex, STD's and homosexuality. Each 8<sup>th</sup> and 10<sup>th</sup> grade class attends a focused one-day retreat. An additional cost for purity retreats is required and attendance is mandatory. Please reference the Jr./Sr. High section for more detailed information.

### ***Spiritual Retreats/Activities***

In order to foster spiritual growth in our jr./sr high students, the school year sometimes starts with a retreat or activity. The goal is to begin the year focused on Christ in our attitudes, actions and relationships and introduce the school theme. It also provides a unique, fun opportunity for students to get to know their teachers and fellow students better. An additional cost is required and attendance is mandatory.

### ***Dances***

The school hosts 3 dances a year for Senior High students :

Homecoming

Winter dance

Jr./Sr. Prom

The purchase of tickets is required and the office provides dance policies to students/parents prior to each event.



ELEMENTARY CAMPUS POLICIES

## ELEMENTARY DRESS CODE

The intention of the FRCS dress code is: 1) to nurture student and parent responsibility for maintaining appearance that emanates from a Biblical worldview; 2) to foster hearts that graciously submit to social conformity and authority even when opinions differ; 3) to encourage students to attire themselves in a manner that is practical, suitable and safe for school activities and discourages unnecessary distractions. FRCS does not require uniforms. The regular school dress code applies to physical education classes and chapels.

The school permits latitude in dress within reasonable parameters. Enforcement of the dress code will remain within the spirit of creating a proper atmosphere in which to learn and develop Christian character. Parents and students are expected to exercise humility and cooperation in enforcement of the dress code to prevent it from becoming a significant or controversial issue.

Since opinions of appropriate attire differ, the FRCS staff and administration reserve the right to serve as final authority on student appearance. **The dress code applies to any and all school classes and events, both on and off campus, unless otherwise modified or specified by the administration.** If a student's appearance is deemed inappropriate for any reason, parents will be notified. Students may be required to make dress changes before they can continue with school functions. Disciplinary action may be taken with students who choose to ignore or defy dress code.

The administration also reserves the right to notify students and parents of modifications or clarifications to the dress code, especially as fashion issues arise. The overriding consideration is that student attire should be modest, discreet, neat and clean.

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

- 1) Student clothing and shoes should remain comfortable, practical, and appropriate for the weather, activity, and age group. However, students should abstain from a disheveled, disorderly, and unkempt appearance.
- 2) Parents should encourage moderation in clothing style and cost to avoid any appearance of promoting "elitism", consumerism or creating a distraction and competitiveness in fashion.
- 3) Students should refrain from wearing clothing and shoes that draw attention to themselves and detract from basic Christian values and the philosophy of FRCS.
- 4) Baggy style pants that drag the floor or hang loosely from the hips, showing boxers, shorts, etc. are not to be worn at school.
- 5) The following types of clothing are not allowed:
  - Clothing with tears or holes
  - Muscle shirts
  - Boys wearing girls clothes and vice versa
  - Trench coats/dusters
  - Strapless or see-through garments
  - Spaghetti straps: the width of any sleeveless top must be at least 3 fingers wide at the shoulder. Bra straps should not be visible.
  - Halter tops, low cut tops, backless garments, or shirts allowing midriff area to show
  - Skin tight garments
  - Pajama pants and slippers
- 6) Shorts should be as long as or longer than the tip of the middle finger with arms held normally at the side.

- 7) Skirts, skorts and dresses should be no shorter than one hand's width above the knee when standing straight. Girls should be able to comfortably and easily sit, lean over or climb stairs while maintaining modesty.
- 8) Hair should be neatly groomed and reflect moderate style and color. Unnatural colors are not allowed. Boys' hair should be off the collar, off the eyebrows and not below the earlobe. The school reserves the right to require changes in hairstyle as deemed necessary.
- 9) Jewelry, if worn, should be simple and safe. Jewelry should not be worn for any type of gym class. The school is not responsible for lost jewelry.
- 10) With the exception of girls earrings, students are not allowed to display or wear body piercings (including clear stud earrings), writing/markings on oneself, or tattoos of any kind including temporary.
- 11) Hats of any kind, including bandannas, are not to be worn indoors.

## BEHAVIOR

### ***Guidelines for a Christian Lifestyle***

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

### ***Standards of Conduct***

As an academic institution, FRCS exists to provide a quality education and is not designed to be a correctional institution. Children should not be enrolled with the idea that FRCS will reform them. FRCS has however, established school guidelines and expectations for each student to follow as a demonstration of love and respect for the Lord and this school.

### ***Discipline Categories and Consequences***

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

- To teach the student to understand there are consequences for his/her actions, while developing self-control and other biblical patterns for living
- To provide an orderly and safe learning environment, conducive to academic achievement

We believe a student should learn the God-given responsibility to "walk honorably before all men." FRCS, therefore, will provide just, firm, and consistent discipline, tempered with love. We will maintain standards of behavior with kindness, love and a genuine regard for the student.

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

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

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

- Use of a cell phone during class, including having it turned on
- Dress code violations
- Hallway, bathroom, playground violations or disturbances

(\*see student handbook under “Recess Guidelines” for specifics)

- Chewing gum, eating at inappropriate times
- Excessive tardiness
- Improper use of property
- Disrupting the learning environment
- Writing/passing notes in class
- Inappropriate display of affection
- Incomplete class work or homework
- Any other minor disturbances that prevent order in and out of the classroom

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

#### **First Dress Code Violation**

**First Clothing violation** – Teacher will send student to the main office where they will be provided a t-shirt, sweat pants or suspenders that they must wear for the remainder of the school day.

**First Hair violation** – 24 hours will be given for student to get his/her hair in line with school standards.

#### **Subsequent Dress Code Violations**

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

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

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

- Lying
- Cheating
- Stealing
- Disrespect to staff or students
- Deliberate disrespect for property
- Rebellion
- Direct disobedience
- Inappropriate hitting, tackling or pushing
- Inappropriate threats
- Physical aggression/horseplay
- Destructive horseplay
- Obscenity, profanity, vulgarity
- Truancy
- Habitual late, incomplete or missing assignments
- Habitual tardiness

- Inappropriate touch or suggestive behavior
- Excessive absences
- Frequent and repeated violations of **Category I** rules.

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

**CATEGORY III** – Violation of U.S., State or City laws, is including activities that seriously threaten the safety of the student or others, that show gross lack of respect for authority or property, and activities that violate biblical and moral codes of conduct. These include, but are not limited to the following:

- Defacing of school property with any object
- Leaving campus without permission
- Fighting and other excessive physical abuse
- Viewing or possession of pornography
- Participation in immoral or illegal activities
- Possession or use of tobacco, alcohol or drugs, or any related paraphernalia
- Possession of any weapon or explosive
- Sexual harassment
- Sexual misconduct
- Physical, verbal, electronic or written abuse, assault, threats or \*bullying
- Frequent and repeated violation of Category II rules.

\*Bullying is defined as negative actions directed toward another person, repeatedly and over time, that are not welcomed by the victim. Such negative actions include intentionally inflicting, or attempting to inflict, injury or discomfort upon another. These behaviors can be carried out physically (e.g., hitting, kicking, pushing, choking, tripping), verbally (e.g., by calling names, threatening, taunting, malicious teasing, gossiping, spreading nasty rumors), or in other ways, such as making faces or obscene gestures, or intentional exclusion from a group.

Bullying is characterized by the following criteria:

- a) Aggressive behavior or intentional “harm doing”
- b) Carried out repeatedly and over time, and
- c) Occurring within relationships characterized by an imbalance of power

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

### ***Explanation of Consequences***

**Additional Work:** Work assignments done during playtime, before, or after school

**Loss of Playtime:** 5-20 minutes spent standing or sitting quietly during recess **or** running laps

**Loss of Privileges:** Not able to serve as line leader, door holder, teacher's helper, etc; not able to participate in extra-curricular or social activities, including field trips

**Separation from Other Students:** a period of time spent in a “recovery” or “time-out” area in the classroom or hallway

**Temporary Removal from Class:** time spent in “recovery” or “time-out” in another classroom, the school office, or the home

**Pink Slip:** This is a written report of misconduct from the attending teacher or staff person and signed by an Administrator. The student will receive one copy and the office will hold the duplicate copy. The

student must obtain a parent signature and return his copy to his classroom teacher the following school day. If a **Pink Slip** is not returned within 2 days, an additional one will be issued and recorded on the student's records. Note: Parent notification and documentation may also be accomplished via RenWeb, in lieu of a paper **Pink Slip**.

**After School Detention:** The student must appear on day assigned (if in school that day) and report to the designated detention room where he will sit quietly for 30 minutes. Students are not permitted to do homework or any other activity (except for possible assigned facilities chore) during this time. Failure to serve an assigned detention will result in an additional Pink Slip and detention. Sometimes detentions may interfere with an already planned activity or appointment. Unless the appointment is medical in nature, the student will be expected to attend the assigned detention and reschedule other obligations.

**Disciplinary Probation:** Disciplinary probation may be invoked when a student has not brought a noted problem under control, or after a student has been suspended from school. Probation may also be invoked when a student has accumulated 4 **Pink Slips** during a grading period for disciplinary or academic reasons. Probation is intended to allow for a mutual effort on the part of both the school and home to correct the deficiency in question. It is expected that the deficiency will be improved to a satisfactory level. If not, the Probation Committee will decide if the student will be able to continue at Front Range Christian School. The President of FRCS must approve recommendation for dismissal. Student activities will be limited. No refunds will be given for trips or extracurricular activities that are missed due to disciplinary probation. All positions of trust and responsibility must be relinquished during a probationary period. This will last for a minimum of 9 academic weeks and may carry over to a new school year. If during the course of the probationary period the student shows lack of progress, he may be recommended for immediate expulsion from the school.

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

#### **Suspension:**

**In-School Suspension** – This is the removal of a student from the classroom for a pre-determined period of time. Daily work assignments are done and are due, but no higher grade than a 70% will be given. **There is a fee assessed to the family the day of the suspension to pay for the suspension teacher.**

**Out-of-School Suspension** – This is the removal of the student from school for a specified number of days.

The Principal has the authority to suspend a student immediately under emergency circumstances without committee recommendation. "Emergency circumstances" are left to the discretion of the Principal, but likely involve **Category II** or **Category III** violations. Otherwise, out of school suspensions shall be invoked through committee recommendation, and after due process. Work missed during any suspension will be treated as an unexcused absence, and no grade higher than a 70% may be received. The length of suspension will be 1-5 days as determined by the Principal (excluding the day the suspension is given). Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission Parent-Principal-Student conference will be necessary for the student to return to school. When a student is re-admitted to school, he will be placed on probation.

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

Expulsion may be recommended by the committee if the student's behavior is preventing classroom instruction, for violation of **Category II** or **III** rules, unresolved disciplinary/academic probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a

date of withdrawal from school will be set. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the President of FRCS.

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

## RECESS

### Playground Rules

- No rough play (pushing, shoving, hitting, etc.) or coarse language
- No throwing snowballs (making snowmen is acceptable)
- No carrying or running with sticks, pulling or climbing on trees, pulling grass or picking up stones, rocks or gravel
- No lying in or burying under the gravel
- No catapulting from any item
- Balls may be kicked in the grassy areas or on the parking lot, not at the school building
- "Dodge-ball" games are allowed only with playground balls and not tennis type balls
- No climbing up the slide in any way except by the ladder.
- No hanging from the bars of the ladder - the support bars or the bar at the top of the slide
- No jumping from the top of the slide
- No crossing of established boundaries without permission from the recess teacher
- No pulling another person by clothing or by an extremity
- No playing of games that put any student at risk (as determined by the staff) before, during or after a recess
- No wrestling or imitations of fighting

***This list is not all-inclusive; Administration/Duty Teacher may deem it necessary to enforce additional rules.***

### Cold Weather

Outdoor recess will be canceled when the following weather conditions occur:

- The temperature is below **18 degrees fahrenheit** (with or without a wind chill factor on clear or cloudy days)
- It is raining or drizzling rain
- It is blowing snow strongly
- The weather prohibits play from being enjoyable or safe

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

### Winter Clothing

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

## ATTENDANCE

Attendance is the responsibility of the student, the parents, and the school. The importance of consistent, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. Duplication of the classroom experience can never be accomplished with after-school assignments. The school cannot teach students who are not present. The regular contact of the students with one another *in the classroom*, and their participation in a well-planned instructional activity under the guidance of a competent teacher, are vital to this purpose.

## SCHOOL HOURS

Grade	Start Time	Dismissal Time	Half Day Dismissal Time	Arrival Time (no earlier than)
<b>KW</b> Mon. a.m., Wed., Fri.	8:00 am	Mon. – 11:15 am Wed., Fri. – 2:55pm	11:15 am	7:45am
<b>KF</b> Full-time	8: 00 am	2:55 pm	11:15 am	7:45 am
1 <sup>st</sup> – 6 <sup>th</sup>	8:00 am	2:55 pm	11:15 am	7:45 am

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

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

### Excused Absences

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

- A student who is temporarily ill or injured
- Family bereavement
- A student who is attending any school-sponsored activity of an educational nature with advance approval of the administration
- Emergency or medical appointments (doctor & dental appointments should be scheduled before or after school hours whenever possible)

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

### Make-Up Work

Please refer to ‘Make-up Work’ under Academic Policy for information on making up work after an absence.

### Unexcused Absences

Unexcused absences may be defined as:

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

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

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

### **Tardiness**

Being late to class hinders the student's learning and interrupts classmates and the teacher. If a student is tardy, a parent or guardian is expected to accompany the student to the office for check-in. Excessive tardiness (more than 3 in a grading period) will result in a **Pink Slip** and after-school detention or a parent conference. A "late arrival" due to a medical appointment will not be recorded as a tardy.

### **Tardy Child Check-in**

To help curtail tardiness and to help ensure safety, parents are asked to bring their children to the office if they arrive anytime **after 8:00 am**. **Children are not to come to the office alone to check in.** A parent or guardian must accompany the child (including those in a carpool) to the office and sign-in the child. The child will receive a "Late Pass" from the office to take to the classroom. It is not necessary for the parent to escort the child to the classroom. Any child arriving for a late pass without a guardian will be given an unexcused tardy. After two unexcused tardies, the parents/guardians will be called.

### **Early Dismissal of a Child**

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

### **After School Pick-Up**

Full days of school conclude at 2:55 pm. Half-days conclude at 11:15 am. Please wait outside for your children. **DO NOT COME INSIDE FOR THEM.** Children are not permitted to cross pathways of traffic without a parent or crossing guard escort. Therefore, if you park in the parking lot, you will need to meet them on the curbside. Because of the high volume of traffic and students, it is essential that parents not allow their cars to sit at the curbside unattended.

### **Late Pick-Up**

Any child not picked up by 3:10 pm will be kept in the school office. The parent/guardian **must** come to the office to sign your child(ren) out. **A \$5 fee per child will be assessed to your account for each 15 minutes late that they are not picked up. (This fee is assessed to you for each child in your car pool who is waiting for your arrival). A Late Fee Notice, listing the amount due, will be sent home in your child's Friday Folder.** Please be mindful that there are often after-school meetings our Staff must attend. Please be prompt in picking up your child(ren).

### **Physical Exemptions From P.E. Class or Recess**

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

## DROP OFF/PICK-UP PROCEDURES

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

- Children must enter and exit cars on the right side to avoid walking in between cars
- Vehicles should pull as far forward in the line as possible – **DO NOT ALLOW GAPS BETWEEN CARS!**
- **CARS ARE NOT TO BE LEFT UNATTENDED IN THE DROP OFF – PICKUP PATH!** Traffic must flow as quickly and efficiently as possible
- Parents who wish to speak with another adult or student should do so by parking their car in the parking lot east of the traffic path
- Those who wish to park in the parking spaces east of the traffic path, **must** escort their child(ren) across the parking lot to and from the sidewalk

## ACADEMICS

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

### **Educational Program**

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

Our educational program includes instruction in the areas of Language Arts, Mathematics, Science, Social Studies, Physical Education, Fine Arts, Bible, Purity Education and Foreign Language. Elective classes and extra curricular activities are also offered. FRCS employees qualified professional teachers who have a passion and a calling for Christian education.

Students who are enrolled full-time at FRCS, and their families, agree to support and to be involved in the entire educational program provided by the school. Specific lessons, activities, and required classes are not considered to be optional. The school is unable to take requests for specific classroom teachers.

### **Academic Divisions**

Front Range Christian Elementary School consists of grades Kindergarten through 6<sup>th</sup> grade.

### **Homework**

Students should learn good study habits from an early age. Yet, students also need to spend time with their families. Our growth as God's highest earthly creatures also requires time spent with God.

Academic activity should be balanced with other aspects of life to nurture well-rounded image-bearers. Therefore, we will attempt to manage homework so as not to dominate the student's life.

However, often the best learning and the acquisition of independent, life-long study skills come through homework. Therefore, the importance of homework should be recognized. Family members should take an active interest in a student's progress.

No established time limits on homework are offered. Obviously, some assignments will take longer than others. In addition, it must be recognized that every student is unique and works at a different pace. Those students who do not get as much done in the classroom will naturally have more homework. However, if parents or guardians deem their child is spending too much time on homework, communication with the faculty is necessary to discuss reasons and adjust homework or assess abilities of the student accordingly.

### **Make-Up Work**

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

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

### **Student Evaluations**

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

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

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

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

### **Academic Evaluations**

Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students will receive grades appearing as:

**O (outstanding)**

**S (satisfactory)**

**N (needs improvement)**

**I (incomplete)**

**Art, Music and PE receive similar marks**

Grading Scale for 3<sup>rd</sup> grade and above:

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

Grade point averages are not critical to an elementary aged student's academic evaluation. However, in order to afford parents an opportunity to assess student progress, grade point averages will be calculated using the standard point system listed in the table above.

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

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

### **Academic Probation**

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

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

*Please refer to Behavior Policy for additional details.*

### **Academic Suspension**

Academic suspension may result following an unsuccessful probationary period. Work missed during any suspension will be treated as an unexcused absence, and no grade higher than a 70% may be received. The student will not be allowed to participate in extracurricular activities nor hold positions of leadership. Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission Parent/Principal/Student conference will be necessary for the student to return to school, and if the student is re-admitted it will be on a probationary basis only.

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

### **Academic Expulsion**

Expulsion may be recommended for the following reasons:

- if it becomes apparent the school will not be able to meet the needs of a student
- if it is determined that the student is purposely failing
- for unresolved academic probation/suspension
- failure to correct the deficiencies specified in a probation/suspension

When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the President of FRCS.

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

**Abatement of Tuition and Fees:** There shall be no abatement or refund of tuition and fees for any period of time a student is subject to Probation, Suspension or Expulsion. Each family is responsible for tuition and fees *for the entire semester* should they choose to withdraw, or expulsion occurs before the conclusion of that semester. Grades/transcripts will not be released until full payment and other obligations have been met; sports uniforms and all textbooks must also be returned. See Financial Information for further details.

### Re-enrollment

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

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

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

### Conduct Evaluations

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

The following criteria are used in assessing conduct grades:

- Good conduct is expected and each student starts with a daily conduct grade of:  
**3 – Satisfactory behavior**
- Noticeable display of the following traits (fruit of the Holy Spirit) result in a conduct grade of:  
**4 – Very Good**  
**5 – Outstanding behavior**

<b>Love</b>	<b>Goodness</b>
<b>Joy</b>	<b>Faithfulness</b>
<b>Peace</b>	<b>Gentleness</b>
<b>Patience</b>	<b>Self-control</b>
<b>Kindness</b>	
- Noticeable display of the following behaviors result in a conduct grade of:  
**1 – Unsatisfactory**  
**2 – Needs Improvement**
  - Disobeying classroom rules
  - Unexcused absences
  - Tardiness
  - Misconduct (*including cheating*)
  - Unchristian attitude
  - Displaying a lack of responsibility (including destruction of property)
  - Disobeying an acceptable directive from the teacher
  - Lack of self-control
  - Unkindness to others, teasing, and verbal abuse
  - Any other violation of the rules of discipline  
(*as stipulated by the DISCIPLINE section of this handbook*)

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

**Report Cards**

Report cards will be issued at the end of each nine-week grading period. Students will be given the cards to take home for a parent/guardian's signature. Report cards and other student records will be held in the office until that student's tuition account and fees have been brought up to date. Likewise, no grades or records can be sent to another school until the balance is paid in full.

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

**Promotion & Retention**

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

**Classroom Assignments**

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

**Transcripts and Records**

The school maintains a permanent record file on each student. It includes Academic, Health, Attendance, and Disciplinary Records.

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

- The parents or legal guardians, and students, upon the request of the parents.
- Prospective employers upon receipt of parent/student authorization.
- Colleges and universities (military service) upon the student's request.
- Another school as a result of withdrawal or transfer, upon receipt of parental notification and/or request of receiving school.

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

**Standardized Testing**

The Stanford Achievement Tests will be administered to 3<sup>RD</sup> and 5<sup>TH</sup> grades, in April. Results are usually mailed out with 4<sup>th</sup> quarter report cards, after students are dismissed for the summer.

## OFFICE POLICIES

### **School Year Hours**

The Elementary school office will be open for business on scheduled school days between 7:30 a.m. and 3:30 p.m. Anyone who needs information concerning school policies and activities, or has questions, may call or visit the school office during these hours.

### **Summer Hours**

The Elementary office will be open periodically during the summer and email and phone messages will be checked regularly. The Administration will also be available most weeks, Monday – Thursday.

### **Messages to Students**

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

### **Playground/Lunchtime Visitations**

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

### **Visitors**

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

### **Appointments**

To visit any Teacher, Staff Member, or Principal, an appointment is required. To schedule an appointment with the Principal, see the Administrative Assistant. To schedule an appointment with a Teacher or other Staff, email or leave a voice mail directly with that person. ***No walk-ins please.***

### **Phone Calls**

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

### **Photocopies**

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

## SEASONAL CELEBRATIONS

Because of the strong secular emphasis given to certain holidays, the following guidelines will be followed in respect to celebration:

### **Halloween**

Because of the controversial nature of Halloween, we choose not to recognize this holiday. We will, instead, focus on the harvest theme of the season. Also, recognition and celebration of the Reformation (occurring on Oct. 31, 1517) is an option for Teachers.

### **Thanksgiving**

Before Thanksgiving we will observe a time of prayer and thanks to God for the many blessings He provides. The historic Christian roots of this holiday will be emphasized. A service project will be planned in which all students are expected to participate.

### **Christmas**

We want the students to focus on the true meaning of Christmas and, therefore, we will emphasize and celebrate the birth of Jesus Christ, God's precious gift to us. There will be no promotion of Santa Claus at the school.

### **Valentines Day**

We will focus on friendship and God's love.

### **Easter**

We will emphasize the death and resurrection of Jesus Christ. There will be no promotion of the "Easter Bunny" at the school.

### **Birthday Parties**

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

### **Special Days and Weeks**

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

### **P.E.P.S.I. Days**

*(Practical Educational Program for Student Involvement)*

These days are designed for total student involvement and are conducted at various times throughout the year. **P.E.P.S.I. Days** are concerned with reaching all four learning targets of *knowledge, skills, understanding and attitude*. The overall objective is to help students see, grasp, and understand the significant relationship formal education has, with normal living, outside of the typical school setting. Each class will prepare its own area of study within the designated theme, and share their findings with the other students. Parents are encouraged to visit the displays and projects on these days that may also include an assembly presentation.

## CARE OF FACILITY

Students should take pride in the appearance of their school. It is the responsibility of everyone to participate in the cleanliness of the building and to see that the grounds are kept clear of trash. Students will be expected to pay for any damage they may have caused on the school premises. Any acts of destruction against school property will also be reflected in the student's evaluation. At times throughout the year parents may be asked to help on workdays around the school. These are not required but hoped to be of enough importance that many families will be involved.



SECONDARY CAMPUS POLICIES

## JR/SR HIGH DRESS CODE

The intention of the FRCS dress code is: 1) to nurture student and parent responsibility for maintaining appearance that emanates from a Biblical worldview; 2) to foster hearts that graciously submit to social conformity and authority even when opinions differ; 3) to encourage students to attire themselves in a manner that is practical, suitable and safe for school activities and discourages unnecessary distractions. FRCS does not require uniforms. The regular school dress code applies to physical education classes and chapels.

The school permits latitude in dress within reasonable parameters. Enforcement of the dress code will remain within the spirit of creating a proper atmosphere in which to learn and develop Christian character. Parents and students are expected to exercise humility and cooperation in enforcement of the dress code to prevent it from becoming a significant or controversial issue.

Since opinions of appropriate attire differ, the FRCS staff and administration reserve the right to serve as final authority on student appearance. **The dress code applies to any and all school classes and events, both on and off campus, unless otherwise modified or specified by the administration.** If a student's appearance is deemed inappropriate for any reason, parents will be notified. Students may be required to make dress changes before they can continue with school functions. Disciplinary action may be taken with students who choose to ignore or defy dress code.

The administration also reserves the right to notify students and parents of modifications or clarifications to the dress code, especially as fashion issues arise. The overriding consideration is that student attire should be modest, discreet, neat and clean. To help students and parents in understanding the intent and spirit of the dress code, we require but are not limited to the following:

- 1) Student clothing and shoes should remain comfortable, practical, and appropriate for the weather, activity, and age group. However, students should abstain from a disheveled, disorderly, and unkempt appearance.
- 2) Parents should encourage moderation in clothing style and cost to avoid any appearance of promoting "elitism", consumerism or creating a distraction and competitiveness in fashion.
- 3) Students should refrain from wearing clothing and shoes that draw attention to themselves and detract from basic Christian values and the philosophy of FRCS.
- 4) Baggy style pants that drag the floor or hang loosely from the hips, showing boxers, shorts, etc. are not to be worn at school.
- 5) The following types of clothing are not allowed:
  - Clothing with tears or holes
  - Muscle shirts
  - Boys wearing girls clothes and vice versa
  - Trench coats/dusters
  - Strapless or see-through garments
  - Spaghetti straps: the width of any sleeveless top must be at least 3 fingers wide at the shoulder. Bra straps should not be visible.
  - Halter tops, low cut tops, backless garments, or shirts allowing midriff area to show
  - Skin tight garments
  - Pajama pants and slippers

- 6) Shorts should be as long as or longer than the tip of the middle finger with arms held normally at the side.
- 7) Skirts, skorts and dresses should be no shorter than one hand's width above the knee when standing straight. Girls should be able to comfortably and easily sit, lean over or climb stairs while maintaining modesty.
- 8) Hair should be neatly groomed and reflect moderate style and color. Unnatural colors are not allowed. Boys' hair should be off the collar, off the eyebrows and not below the earlobe. The school reserves the right to require changes in hairstyle as deemed necessary.
- 9) Jewelry, if worn, should be simple and safe. Jewelry should not be worn for any type of gym class. The school is not responsible for lost jewelry.
- 10) With the exception of girls earrings, students are not allowed to display or wear body piercings (including clear stud earrings), writing/markings on oneself, or tattoos of any kind including temporary.
- 11) Hats of any kind, including bandannas, are not to be worn indoors.

#### **First Dress Code Violation**

**First Clothing violation** – Teacher will send student to the main office where they will be provided a t-shirt, sweat pants or suspenders that they must wear for the remainder of the school day.

**First Hair violation** – 24 hours will be given for student to get his/her hair in line with school standards.

#### **Subsequent Dress Code Violations**

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

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

## BEHAVIOR

#### **Guidelines for a Christian Lifestyle**

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

## Standards of Conduct

As an academic institution, FRCS exists to provide a quality education and is not designed to be a correctional institution. Children should not be enrolled with the idea that FRCS will reform them. FRCS has, however, established school guidelines and expectations for each student to follow as a demonstration of love and respect for the Lord and this school.

We believe a student should learn the God-given responsibility to "walk honorably before all men." Therefore, we have established the following **CODE OF CONDUCT**, for which secondary students are held accountable, both on and off campus, during school, before and after school, including electronically produced communications such as Myspace and/or emails.

## STUDENT CODE OF CONDUCT

### As a student of Front Range Christian Junior/Senior High school, with Jesus' help I will:

1. Strive to grow in my spirit as I develop my own relationship with Christ and honor Him in all I do and say.  
*2 Peter 3:18 – "But grow in the grace and knowledge of our Lord and Savior, Jesus Christ. To Him be the glory both now and forever."*
2. Seek to apply myself wholeheartedly to my intellectual pursuits and talents, and to use the full power of my mind for the glory of God.  
*1 Corinthians 10:31 – "Therefore, whether you eat or drink, or whatever you do, do all for the glory of God."*
3. Support school activities, attend all of my classes and be actively involved in chapel services.  
*Colossians 4:13 – "...until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."*
4. Be involved in my home church by attending regularly, and doing what I can to support the ministry of the church.  
*Hebrews 10:25 – "Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another..."*
5. Cultivate good relationships socially with others and seek to love others as I love myself. I will not lie, steal, curse, or gossip.  
*Ephesians 5:1-2 – "Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us..."*
6. When I have a conflict with another person, seek to apply **Matthew 18 Principles** as outlined under "Guidelines for Community Life" in the Parent – Student Handbook.  
*Matthew 18: 15-20*
7. Maintain honesty and integrity in all of my actions and words. I will do all of my own work and will not cheat in any way, and I will not help others to cheat.  
*Proverbs 11: 3 – "The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity."*
8. Respect those in authority above me, as well as my fellow students. I will also respect the property of others. Pranks played on people or property can be perceived as hurtful or offensive. If in doubt as to the tastefulness/harm of a prank, I will choose to abstain from involvement.  
*Hebrews 13:17 – "Obey your leaders and submit to their authority..."*  
*Galatians 6:10 – "Therefore, as we have opportunity, let us do good to all people..."*
9. Uphold the dress code of FRCS at school and at all school sponsored events.  
*Romans 13: 14 – "Clothe yourselves with the Lord Jesus Christ, and do not think about how to gratify the desires of the sinful nature."*

*Romans 14:13 – "...Make up your mind not to put any stumbling block or obstacle in your brother's way."*

10. Keep my total being under subjection from all immoral and illegal acts and habits. To this end, I will not take any illegal drug; I will not commit sexual acts, including homosexual behavior; I will not drink alcoholic beverages of any kind; I will not use tobacco; I will not engage in other behavior that is contrary to the behavioral guidelines as stated in the *Parent – Student Handbook*.

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

**I willingly submit to correction and will seek repentance and forgiveness when necessary. I understand that my signature indicates my desire to fulfill the Code of Conduct and is a prerequisite for my attendance at FRCS.**

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

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

## DISCIPLINE INFRACTIONS AND CONSEQUENCES

The purpose of discipline at FRCS is two-fold:

- To teach the student to understand that there are consequences for his/her actions while developing self-control and other biblical patterns for living
- To provide an orderly and safe learning environment that is conducive to academic achievement

### **Review Board**

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

FRCS will provide firm, just, and consistent discipline, tempered with love. We will maintain standards of behavior with kindness, love and a genuine regard for the student. However, when disciplinary action becomes necessary, FRCS reserves the right to have full discretion in the discipline administered in conjunction with parental notification (excluding corporal punishment).

### **Cheating Policy**

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

- Copying answers from the book
- Giving answers to other students
- Copying answers from a friend
- Copying answers from a solutions manual
- Performing group work to determine answers when individual work is required
- Using calculators, cell phones or other electronic devices that are not allowed
- Using copies of tests not allowed by the teacher

- Filling in answers when grading in class
- Not counting off for answers that student knows are wrong, when grading in class
- Plagiarism (See description below)
- Not citing borrowed information

***The consequences for cheating are:***

Student will fail the assignment by receiving a “0”. Further consequences may follow as determined by the Review Board or administration such as withdraw/fail, (loss of credit), detention, parent conference, removal from the class or recommendation for expulsion.

**Plagiarism**

Plagiarism constitutes a serious breach of scholarship. It is unethical to take another person’s work, ideas, or writings and use them as your own. That means that students cannot copy information from a parent, classmate, Internet site or book and present it as their own creation. All information must be cited in the proper format with credit assigned where it is deserved. Plagiarism is here defined as presenting as your own work, someone else’s thoughts or ideas, summarizing, restating, or using six or more verbatim words in a row from another’s work without quotation marks or failing to correctly credit an author. In addition, the student may not just string together a collection of properly cited quotations as his/her own work. The student must use quotations and documented paraphrasing to provided evidence and support for his/her own ideas, thoughts arguments, and analysis. If part of the student’s work is plagiarized, the entire assignment will be treated as plagiarized.

**Cell Phone Policy**

Students are allowed to have their phone ONLY before and after school and on the way to/from and during lunch. Other than that, from the start of school at 7:50, to the end of school at 3:00, phones should remain off and out of sight or they will be confiscated and turned in to the office. Once confiscated, the student relinquishes any right to privacy and the school may choose to examine the phone for appropriateness of content. If inappropriate content is found, consequences will follow according to the Student Code of Contact and Behavior Guidelines. If not, students may retrieve their cell phone from the office no sooner than the end of the school day by paying the fee as follows:

\$5 first offense

\$10 second offense

\$15 third offense

Fine Increases by \$5 for each additional offense.

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

**Ipods or other electronic entertainment devices**

**These items should not be brought to school.** If they are seen during the regular school day from 7:50 - 3:00pm (with the exception of off campus lunch) they will be confiscated and turned in to the office. In order for the student to retrieve the items from the office, the student must pay as follows:

\$5 first offense

\$10 second offense

\$15 third offense

Fine Increases by \$5 for each additional offense.

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

**PDA (Public Displays of Affection)**

Students should remember that their school campus is a community made up of other students as well as adult leaders. Students are to exercise self-control in their actions and refrain from public displays of affection that could be considered offensive or distracting. When students choose to display affection for one another to the degree that it’s considered a distraction, exclusion, or makes others uncomfortable, then consequences will be imposed. Staff has the right to determine if certain actions are considered inappropriate and may impose the following consequences which may include but are

not limited to: parent contact, detention, suspension and/or a parent/teacher conference. This policy applies to all school functions and activities, whether on or off campus.

### BEHAVIORIAL CATEGORIES

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

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

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

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

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

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

**Category II Consequences:** The student will receive a Pink Slip or Renweb notification listing the disciplinary action that is forthcoming. Disciplinary action includes but is not limited to the following, as determined by the Principal and/or the Review Board: detention, removal from the class, and/or Withdrawal/Fail (including loss of credit), academic loss of grade points, replacement of property, loss of privileges (including extra-curricular activities such as D.C. Trip, Spring Practicum, Field Trips, etc), Saturday detention with fee, report to parents and proper authorities, probation, and In or Out of School Suspension. Recurring **Category II** offenses will result in more severe consequences, which could include expulsion.

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

- Defacing of school property
- Viewing or possession of pornography (also see *Internet Policy*)
- Leaving campus without permission
- Fighting and other excessive physical abuse
- Participation in immoral or illegal activities
- Possession or use of tobacco, alcohol, drugs, or any related paraphernalia
- Possession of any weapon or explosive
- Sexual harassment or misconduct
- Physical, verbal, electronic or written abuse, assault, threats or \*bullying
- Frequent and repeated violation of **Category II** rules.

\*Bullying is defined as negative actions directed toward another person, repeatedly and over time, that are not welcomed by the victim. Such negative actions include intentionally inflicting, or attempting to inflict, injury or discomfort upon another. These behaviors can be carried out physically (e.g., hitting, kicking, pushing, choking, tripping), verbally (e.g., by calling names, threatening, taunting, malicious teasing, gossiping, spreading nasty rumors), or in other ways, such as making faces or obscene gestures, or intentional exclusion from a group.

Bullying is characterized by the following criteria:

- d) Aggressive behavior or intentional “harm doing”
- e) Carried out repeatedly and over time, and
- f) Occurring within relationships characterized by an imbalance of power

**Category III Consequences:** Offenses may result in immediate suspension or expulsion, notification of parents and proper authorities, loss of privileges (including extra-curricular activities such as D.C. Trip, Spring Practicum, Field Trips, etc), report to parents and proper authorities, probation, Saturday detention with fee, In or Out of School Suspension, loss of leadership roles, Withdraw/Fail including loss of credit, or other disciplinary action as determined by the Principal and/or Review Board.

### **Pink Slip/Renweb Notification**

A Pink Slip is a written report of misconduct from the attending teacher or staff person and signed by an administrator. The student will receive one copy and the office will hold the duplicate copy. The student *must* obtain a parent signature and return his copy to the office *the following school day*.

Note: Parent notification and documentation may also be accomplished via RenWeb, in lieu of a paper **Pink Slip**.

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

### **Detention**

Detentions are assigned using a **Pink Slip**, which will outline the date, time, place, and person in charge of the detention. Students must appear on the date assigned. Students who miss a detention for any reason, other than illness or medical appointment, will be required to serve two detentions. Students participating in after-school activities (sports, etc) must still serve the detention. Detentions are held before or after school, during lunch, or on Saturdays and may require a fee.

### **Disciplinary Probation**

Disciplinary probation may be invoked when a student has not brought a noted problem under control, or after a student has been suspended from school. Probation may also be invoked when a student

has accumulated 4 or more **Pink Slips** during a grading period for disciplinary or academic reasons. Probation is intended to allow for a mutual effort on the part of both the school and home to correct the deficiency in question. It is expected that the deficiency will be improved to a satisfactory level. If not, the Principal and/or Review Board will decide if the student should remain at Front Range Christian High School. The President of FRCS must approve recommendation for dismissal. Student activities will be limited. This may include elimination from sports, special trips (D.C., Spring Practicum, Leadership, etc.) No refunds will be given for trips or extracurricular activities that are missed due to disciplinary probation. All positions of trust and responsibility must be relinquished during a probationary period. This will last for a minimum of nine (9) academic weeks and may carry over to a new school year. If during the course of the probationary period the student shows lack of progress, he may be recommended for immediate expulsion from the school.

Administrative action placing a student on probation for the second time in two consecutive semesters constitutes a recommendation by the Review Board to the President of FRCS that the student be dismissed or withdrawn from the school.

### **Suspension**

*In-School Suspension* – This is the removal of a student from the classroom for a predetermined period of time. Daily work assignments are done and are due, but no higher grade than 70% will be given. **There is a fee** assessed to the family the day of the suspension to pay for the suspension teacher.

*Out-of-School Suspension* – This is the removal of the student from school for a specified number of days. While on suspension, a student is not allowed on campus, including the Pierce Street Village property, at any time before, during or after school and at lunch, unless otherwise instructed by the principal.

The Principal has the authority to suspend a student immediately under emergency circumstances without Review Board recommendation. “Emergency Circumstances” are left to the discretion of the Principal, but likely involve **Category II** or **Category III** violations. Otherwise, out of school suspensions shall be invoked through Review Board recommendation and after due process. Work missed during any suspension will be treated as an unexcused absence, and no grade higher than 70% may be received. The length of suspension will be 1-5 days as determined by the Principal (excluding the day the suspension is given). Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission meeting with the Principal and/or Review Board will be necessary for the student to return to school. When a student is re-admitted to school, he/she may be placed on probation.

### **Withdrawal Pending Expulsion**

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

### **Expulsion**

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

Expulsion may be recommended by the Review Board if the student’s behavior is preventing classroom instruction, for violation of **Category II** or **III** rules, unresolved disciplinary/academic probation, or failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from school will be set. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the President of FRCS. When a student has been expelled, he/she is no longer allowed on campus, including the Pierce Street Village property at any time before, during or after school and at lunch.

### **Abatement of Tuition & Fees**

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

## **LOCKER POLICY**

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

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

## DROP OFF/PICK-UP PROCEDURES

Students may arrive no earlier than **7:30 am** and **must** leave or be picked up, no later than **3:15 pm**, unless under the **direct supervision** of staff, teacher or coach. Elementary students should not be dropped off at the jr/sr high. Students are NOT allowed to wait after school for sporting events to begin.

**It is most important for drivers to read the signs and follow instructions of the volunteers in charge.** Parents should form **ONE, SINGLE FILE LINE** of cars along the building for drop off and pick up. **The first car in line should pull all the way forward to the Drop Off/Pick Up Area.** Students should always exit on the right side of the car and walk on the sidewalk to enter the building. There are many vehicles dropping off and picking up students, and traffic must flow as quickly and efficiently as possible while maintaining safety. Cars should pull forward in line as space becomes available. **Cars are never to be left unattended at the curbside.** Persons desiring to speak with another adult or student should do so by parking their car in a parking space first.

Detailed instructions for drop off and pick up will be made available at the beginning of each school year.

### **Carpools**

Carpools are the responsibility of the parents to arrange. The school may provide information to help facilitate your needs in establishing carpools. Changes in carpooling are the responsibility of the parents.

## SENIOR POLICIES

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

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

- Seniors are required to attend home room, chapel and discipleship group, even if they have no other classes that day.
- FRCS does not support or condone a 'Senior Ditch Day'. Students participating in this type of activity, whether as a group or individually, will receive an unexcused absence with subsequent consequences. This includes a zero on assignments, *even if the parent calls the student in as absent.*
- FRCS does not support or condone 'Senior Pranks'. Pranks played on people or property can be perceived as hurtful, offensive or disruptive to the learning environment and may lead to disciplinary action.
- Seniors are required to fully attend and participate in practicums and field trips regardless of work schedule
- Seniors must take finals on scheduled days
- Families with seniors who choose not to take a full load of classes must still pay full tuition.

## Check-out

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

## GRADUATION

- At the beginning of their senior year, each family is charged a graduation fee to help cover the costs incurred for the various aspects of graduation.
- Graduating seniors will only receive a diploma and final transcript if all fees are paid and tuition is current.
- Only students enrolled full time at FRCS for at least one year are eligible to graduate.
- In order to participate in graduation, students must be enrolled full time at FRCS, have successfully completed all academic requirements and be in good behavioral standing.
- FRCS does not allow students to accelerate their graduation track requirements in order to graduate early
- Honors graduates are those who have met the academic requirements for the Honors graduation track, have a minimum cumulative weighted GPA of 3.5 and are in good behavioral standing.
- Valedictorian/Salutatorian honors are awarded 2nd semester based on the most current, available course grades. The valedictorian will be the senior student with the highest weighted cumulative grade point average (GPA). The Salutatorian will be the senior student with the second highest weighted GPA. To be eligible for these honors, a student must carry 5 core classes each semester of their senior year.

## ATTENDANCE

Attendance is the responsibility of the student, the parents, and the school. The importance of regular, daily attendance as a basis for academic achievement cannot be overemphasized. Absences have a negative effect upon instructional continuity, regardless of the attempts to make up work. Duplication of the classroom experience can never be accomplished with after-school assignments. The regular contact of the students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose. If a student becomes ill, he/she must report to the office for treatment or for his/her parents to be contacted.

### School Hours

The school day begins at **7:50 am** and ends at **3:00 pm**. Students should arrive no earlier than **7:30 am** when the first bell rings. Students should be in their classrooms and seated by **7:50 am** or they will be marked tardy.

### Student/Parent Responsibilities for School Attendance:

- Student attends school for all days of the established school calendar
- Student appears in class on time, prepared for academic endeavor
- Student contacts teachers immediately upon return from absences to arrange to complete all makeup work assigned and to establish when this makeup work is due

### Excused Absences

- Both excused and unexcused absences are included in the student's total absences. An absence is considered excused if the parent calls in the student, however the Make Up Work policy still applies. Doctor & dental appointments should be scheduled before or after school hours whenever possible.

Students participating in sports must be in attendance at school no later than the beginning of 4<sup>th</sup> period on game day or the Friday before a Saturday game, in order to be eligible to play. The day after a game athletes are expected to come to school on time with homework completed unless otherwise instructed by the athletic director and principal.

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

### Make-Up Work

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

### Unexcused Absences

An unexcused absence is defined as failure to contact the school within the first half hour on the day of the absence, being kept home for family convenience and leaving the school without permission from the office. If the student is absent without a parental excuse, the parent will be called to determine the whereabouts of the student. The school reserves the right to call local authorities for students with unexcused absences.

- Each unexcused absence shall be entered on the student’s record. The school will attempt to notify the parent/guardian when this occurs. For attendance purposes, an absence from school resulting from suspension and expulsion will be considered “Unexcused”. Disciplinary action will be taken for unexcused absences including loss of credit for class work and homework missed as a result of the absence. Continued unexcused absences will result in a conference and possible recommendation for expulsion from the school.
- FRCS does not support or condone a ‘Senior Ditch Day’. Students participating in this type of activity, whether as a group or individually, will receive an unexcused absence with subsequent consequences. This includes a zero on assignments, *even if the parent calls the student in as absent.*

### EXCESSIVE ABSENCES

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

	<b>M, T, Th, F classes</b>	<b>Wed classes</b>	<b>Consequence</b>
<b>Absences Per Quarter</b>	More than 6 for any class	More than 2	May result in a lowered or failing grade, parent/teacher/principal conference or dis-enrollment
<b>Absences Per Semester</b>	More than 20 for any class	More than 4	No credit will be earned for the class; may result in parent/teacher principal conference or dis-enrollment

### Early Dismissal of a Student

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

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

### TARDY POLICY

Tardiness is defined as the appearance of a student after the scheduled time that any class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the non-tardy student to uninterrupted learning, penalties will be imposed for tardiness. Excessive tardiness may result in a lowered or failing grade and fines as shown below. Please note the following:

- If students are late to school first period in the morning, returning from lunch, or are off campus and returning late to school for any reason, they (or their parents) are still required to sign in at the front desk.
- **Medical and dental appointments are not considered tardies** and if the doctor/dental office will provide **an appointment confirmation, it should be submitted to the office** upon return to school. If a student signs his/herself in after an appt, he/she must have a call or note from parent.
- At the discretion of the school, exceptions will be made for hazardous road conditions such as those that occur with inclement weather.
- Students riding in carpools are not exempt from tardies – the same rules apply, regardless of who is driving the car or how many students are in the carpool.
- Students who miss half or more of a class period will be counted absent.
- **In order to simplify and streamline the policy, there will no longer be Excused and Unexcused Tardies. There will only be one category: Tardy. Each student is allowed 7 tardies per quarter without consequence. On the 8<sup>th</sup> tardy, the following consequences apply:**

8 <sup>th</sup> tardy/qtr	6:30-7:30am morning detention	\$15 fee
10 <sup>th</sup> tardy/qtr	6:30-7:30 am morning detention	\$20 fee
12 <sup>th</sup> tardy/qtr	6:30-7:30am morning detention	\$25 fee
Continued tardies	Continued fines per schedule	

**\*NOTE:** *Students who have off-campus privileges and are tardy to class will lose their privileges on the third tardy.*

### STUDENT VEHICLES/DRIVING/PARKING

Students who have a valid driver's license may drive to the campus, follow the school traffic flow pattern, and park their cars **ONLY** in FRCS designated parking spots. Additional parking is available on the west (Commons) side of the building using the spaces farthest away from the businesses in Pierce Street Village. Parking violations may result in a **Pink Slip** or fine. The school cannot be responsible for lost, damaged or stolen items left in vehicles, or responsible for damage caused to vehicles while left in the parking lot.

- All student parking is on a first come first serve basis; there is NO designated parking for upper classmen and students are not allowed to enforce such standards on other students.
- All students who drive are required to have their driver/vehicle information on file in the office.

- Students are required to follow the rules of safe driving and common courtesy. Reckless/unsafe operation of a vehicle will result in disciplinary action.
- Only seniors are allowed to drive off campus at lunch and are not allowed to take underclassmen with them (see Off Campus Lunch Policy).
- At the discretion of an authorized teacher/coach, students with a valid driver's license who are active participants in a school event (whether during or outside of school hours), may drive to that event once a parent permission slip has been signed and returned. This includes extra-curricular activities. The student is only allowed to drive him/herself and siblings; NOT other students.
- Students should not loiter in, or around vehicles, or play music from their cars in the parking lot.
- Student vehicles parked on school property are subject to search as deemed necessary by school personnel.

## LEAVING CAMPUS

### Underclassmen

- *Students grade 7-11 who wish to go to lunch or other activities off campus with another family must provide the office with **written permission** from their parent before leaving.*

### Seniors

Seniors who have free periods during the day are allowed to leave campus during those times as long as they arrive to classes on time. Parents agree and understand that FRCS has no supervision of their student while off campus. Students must sign in and out when they leave and return for classes. Students will be held to the Behavior Policies as stated in the school handbook.

## OFF CAMPUS LUNCH PRIVILEGES

Only **Seniors are allowed to drive** off campus at lunch and they are not allowed to take underclassmen with them. 10<sup>th</sup> - 11<sup>th</sup> grade students are given off-campus **walking** privileges. Parents agree and understand that FRCS has no supervision of their student while off campus. **IF PARENTS DO NOT WANT THEIR STUDENTS TO HAVE OFF CAMPUS LUNCH PRIVILEGE, THEY MUST NOTIFY THE SCHOOL IN WRITING.** Students will be held to the Behavior Policies as stated in the School Handbook. Students are not required to sign in or out at lunch. ***Students who leave for lunch must remain off campus during the entire lunch hour until the passing bell rings.***

- Privileges are available on a semester basis to students who:
  - **Have passed a Parent-Student Handbook test**
  - Have not previously abused or lost privileges due to:
    - more than 2 cumulative tardies per quarter, returning from lunch to school
    - misconduct violations while off campus
    - other school disciplinary infractions

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

## SUMMER REGISTRATION

In order for the school and the student to be ready for the coming school year, parents are given the option of attending one of two summer registration days. The purpose is to:

- Pay all annual fees (for electives, athletics, retreats, etc)

- Turn in all paper work (emergency forms, physicals, waivers, etc)
- Obtain tentative student schedules, locker combinations and textbooks
- Solidify class rosters
- Take pictures for school ID's

Two different days are offered in order to accommodate most family schedules. If absolutely unable to attend, the parent should visit the high school office to complete this process as soon as possible after the first registration but before school starts. Students must be registered before the first day of school.

## ACADEMICS

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

### **Educational Program**

At the core of our curriculum are learning objectives that have been written for each grade level and each subject area. Quality textbooks have been selected, from both Christian and secular publishers that serve as some of the tools that Teachers use to achieve our written educational goals. Teachers work carefully to integrate the Bible into every subject and class that is taught at FRCS, and, therefore, don't necessarily rely on a textbook to provide that integration for our particular students. Other tools that Teachers and Staff use to accomplish our learning objectives are supplemental materials, field trips, guest speakers, special activities, field education, practicum, retreats, etc. , which also help to add interest and enrichment to our educational program.

Our educational program includes instruction in the areas of Language Arts, Technology, Mathematics, Science, Social Studies, Physical Education, Fine Arts, Bible, Purity Education and Foreign Language. Our curriculum requires an annual practicum experience, purity education and spiritual retreats. Elective classes and extra curricular activities are also offered. FRCS employs qualified professional Teachers who have a passion and a calling for Christian education.

***Students who are enrolled full time at FRCS, and their families, agree to support and to be involved in the entire educational program provided by the school. Specific lessons, activities, retreats, practicums and required classes are not considered to be optional. The school is unable to take requests for specific teachers.***

### **Purity Education**

FRCS is committed to Purity Education from a Biblical perspective and takes an intentional approach. Students study God's word regarding heart purity and healthy male/female relationships. In addition, students examine our current cultural attitudes towards the permissive and destructive behaviors of premarital sex, STD's and homosexuality. Each 8<sup>th</sup> and 10<sup>th</sup> grade class attends a focused one-day retreat. Parents play a key role at the 8<sup>th</sup> grade level, as they spend time with their students in question/answer sessions and prayer. What has been learned is then reinforced and developed more in depth at the 10<sup>th</sup> grade level. These biblically based Purity Retreats provide a strong foundation leading to the Marriage and Family Bible class required of 12<sup>th</sup> grade students. An additional cost for Purity Retreats is required, and attendance is mandatory.

Since Purity Education is considered an essential part of the Jr./Sr. High curriculum, students who do not attend Purity Retreats will be required to pay the retreat fees and provide proof of completion of an alternative Purity Education Program. Unpaid fees will result in grades being held and failure to provide

proof of an alternative Purity Education Program will result in a 10% deduction in the student's (quarter) Bible grade.

### **Spring Practicum**

Spring Practicum is a unique, annual part of the instructional program that is required of current full-time FRCS 7-12<sup>th</sup> grade students. Practicums provide students with the opportunity to venture out of the traditional classroom and enhance learning through participation in field education. Practicums are led by FRCS staff members and/or adults approved by FRCS Administration. Choices are different for Jr. High vs. Senior High students.

Examples of previous practicums include: an 8<sup>th</sup> grade trip to Washington, D.C. following a yearlong study of American History and Government; a working visit to a dude ranch or cattle ranch to experience another way of life; a hands-on forensic science investigation with opportunities to visit with experts; a marine biology sea camp in San Diego for students who have taken Biology; a week of visits to various colleges in Colorado for students focusing on post-high school plans; or, a week-long service project to places such as Open Door Ministries. **Prior to graduating, every senior high student must participate in one, FRCS missions-oriented practicum.**

A Practicum committee meets annually to determine what practicums will be offered and how they will be assigned. Some practicums are limited in size; priority may be given to upper classmen or may be based on other factors. Committee decisions are final. Once practicums have been assigned, students will not be allowed to make changes. There is an additional cost for practicum, which varies from \$75 to \$1500. While on practicums, students are expected to abide by all policies set forth in the *Parent/Student Handbook*.

As previously stated, full practicum participation is mandatory. Practicums account for one week of school; attendance is documented on school records. A grade will be recorded on report cards and transcripts. **An F will be given and no credit earned if students miss all or part of their practicum or do not fulfill all other participation requirements.**

### **Academic Divisions**

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

### **Homework**

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

At the Secondary Campus, we may not accept late work for credit. A grade of "0" will be recorded for work not turned in on time. At the end of each quarter, one low homework grade may be dropped before averaging the final grade. However, often the best learning and the acquisition of independent, life-long study skills come through homework. Therefore, the importance of homework should be recognized. Parents should take an active interest in a student's progress.

No established time limits on homework are offered. Obviously, some assignments will take longer than others. In addition, it must be recognized that every student is unique and works at a different pace. Those students who do not work as quickly in the classroom will naturally have more homework. Teachers will attempt to coordinate homework within departments to avoid overburdening the students. However, if parents or guardians deem their child is spending too much time on homework, communication with the faculty is necessary to discuss reasons or assess abilities of the student accordingly.

### **Subject Tests**

Test information can be found by checking your student's classes online at Renweb.com. Teachers make every attempt not to overburden the student with too many major tests in one day. However,

regular math tests are not considered as major tests since they occur almost every week as a regular part of the learning process.

### Standardized Testing

The Stanford Achievement Tests are administered to grades 7 & 8 in April. Results are usually mailed to the office after students are dismissed for the summer. Grades 9-11 will take the following standardized testing to help prepare them for college placement tests: grade 9, EXPLORE; grade 10, PLAN; grade 11, PSAT. A copy of the results will be provided to the parents and the college/career advisor will review results with the student. Juniors and Seniors should also take the ACT/SAT College placement tests off-site at the location of their choice.

Any jr/sr high student who obviously fails to perform to his/her expected ability by not taking the test seriously, will be required to come in on a pre-determined Saturday and re-take the test. An administrative fee will be assessed.

### Make-Up Work

Homework assignments may be obtained by checking your student's classes online at [Renweb.com](http://Renweb.com). The Office Staff should not be asked to fax or collect homework assignments. For each day of absence there will be two school days allowed to make up work with a limit of 7 consecutive calendar days, including weekends. All missed homework must be made up by this time. This is to prevent the student from getting farther and farther behind and/or dragging into the next quarter. **Wednesday elective class assignments are still due the following Wednesday or previously assigned date. Projects and assignments given in any class before the absence are still due on the due date.**

### MAKE UP WORK FOR DAILY CLASSES

DAY GONE	DAY HOMEWORK DUE
MONDAY	WEDNESDAY
TUESDAY	THURSDAY
WEDNESDAY	FRIDAY
THURSDAY	MONDAY
FRIDAY	TUESDAY

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

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

If the student's absences are excused and the work is made up on or before the deadline, the student will receive full credit for the make-up work. If a student fails to meet these guidelines, the missing work will be assigned a "0" grade and averaged into the student's remaining work. Incomplete "I" grades are not given on report cards or transcripts.

### Student Evaluations

Each student is evaluated on academics and overall class performance, including attendance and punctuality. Academic grades are based on work done in the classroom and homework assignments. Academic grading criteria in the classroom is up to the individual teacher.

Teachers attempt to establish grading criteria that is as objective as possible. A grading period is considered a quarter, semester and/or athletic eligibility period. There are 4 quarters and 2 semesters in each school year.

It is the responsibility of parents and teachers to help students recognize and overcome obstacles to academic success rather than lowering the standards so that all children may gain the appearance of success. In light of such reasoning, FRCS uses the Standard Decimal Grading System (listed below) to express academic achievement. AP courses are given additional weight. (Pass/fail classes are not averaged into GPA)

### Academic Evaluations

<i>Standard Grading Scale</i>	<i>Honors Grading Scale</i>	<i>AP/CCP Grading Scale</i>
90-100 A (4pts)	90-100 A (4.25pts)	90-100 A (5pts)
80-89 B (3pts)	80-89 B (3.25pts)	80-89 B (4pts)
70-79 C (2pts)	70-79 C (2.25pts)	70-79 C (3pts)
60-69 D (1pt)	60-69 D (1pt)	60-69 D (1pts)
0-59 F (0pts)	0-59 F (0pts)	0-59 F (0pts)

**Junior High** – Grade point averages do not affect a junior high student’s college entrance evaluation. However, in order to afford parents an opportunity to assess student progress, a weighted grade point average will be calculated using the Standard Point System listed in the table above.

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

**AP (Advanced Placement), CCP (Concurrent Credit Program), Honors Classes** – Enrollment in these classes is by invitation only and students must meet specific requirements as outlined in the Academic Course Catalog. AP/CCP students are required to take the final exam. If for some reason, an AP/CCP student does not take the college placement test at the end of the class, his/her grade will be based on the standard grading scale without additional weight and he/she will not qualify for college credit.

### Semester Exams

Sr high semester exams are given at the end of each semester and are worth 15% of the student’s final grade. If the student cannot take the exam on the scheduled date, a \$25 fee will be charged per exam, to reschedule. All freshmen must take final exams. 10<sup>th</sup> – 12<sup>th</sup> grades may be exempt from finals at teacher discretion if they have a semester grade of 93 or above and no more than 4 class period absences/tardies for the semester, with the exception of 2 allowed college visit days per year. Absence due to approved FRCS sports participation will also be allowed.

### Academic Detention

Academic detentions are assigned using a **Pink Slip**. The **Pink Slip** will outline the date, time, place and Teacher in charge. *During the detention*, students will be expected to work on class requirements. Students must appear on the date assigned. Those students who miss a detention for any reason other than illness or medical appointments, will be required to serve two detentions. Students participating in after-school activities (sports, etc) must serve the detention –Detentions are held before or after school, during lunch or on Saturdays and may require a fee.

### **Academic Probation**

Probationary periods will last 9 academic weeks and may carry over to a new grading or eligibility period or school year. The student will not be allowed to participate in extracurricular activities and trips during a probationary period. No refunds will be given for trips or extracurricular activities that are missed due to poor academic performance. Academic probation may be invoked when a student has at least one “F” or two “D’s” at the mid-term, or end of any given grading or eligibility period, or for habitual incomplete, or missing assignments. If, at the end of the probationary period, the student has no more than one “D” and no “F’s”, has no more than one Incomplete, or missing assignment, and no late assignments, he/she will be removed from probation and all privileges will be reinstated. However, if a

student does not make improvements in the above-mentioned areas, he/she may be recommended for suspension or expulsion from the school. Academic probation will be invoked in the following manner:

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

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

### **Academic Suspension**

Academic suspension may result following an unsuccessful probationary period. Work missed during any suspension will be treated as an unexcused absence, and no grade higher than a 70% may be received. The student will not be allowed to participate in extracurricular activities and trips (including D.C. Spring Practicum, etc), nor hold positions of leadership. No refunds will be given for trips or extracurricular activities missed due to academic suspension. Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission meeting with the Principal and/or Review Board will be necessary for the student to return to school. When a student is re-admitted to school, he/she may be placed on probation. ***While on suspension, a student is not allowed on campus, including classes held on the Pierce Street Village property, at any time before, during or after school and lunch unless instructed otherwise by the Principal.***

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

### **Academic Expulsion**

Expulsion may be recommended for the following reasons:

- If it becomes apparent the school will not be able to meet the needs of a student
- If it is determined that the student is purposely failing
- For unresolved academic probation/suspension
- Failure to correct the deficiencies specified in a probation/suspension

When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date may be immediate. Recommendations for expulsion will require the approval of the President of FRCS. ***Upon expulsion, a student is not allowed on campus, including classes held on the Pierce Street Village property, at any time before, during or after school and lunch unless instructed otherwise by the Principal.***

### **Abatement of Tuition & Fees**

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

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

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

### **Re-enrollment**

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

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

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

### **Report Cards**

Report cards will be issued at the end of each nine-week grading period. Report cards and other student records will be held in the office until that student's tuition account and fees have been paid and uniforms/textbooks returned in good condition. Likewise, no grades or records can be sent to another school until the above requirements have been met. High school grade point averages are calculated at the conclusion of quarters 2 and 4.

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

## REQUIREMENTS FOR SCHOOL HONORS/ATHLETIC PARTICIPATION

### **Honor Roll**

Honor roll is calculated at semester. A junior high or senior high student must achieve at least a 3.5 GPA. The semester honor roll will be posted to recognize the outstanding achievement of those students who qualify. See additional requirements below for senior high students.

### **Senior High Requirements for Special Honors/Athletics**

High school students must be enrolled in at least 5 core courses at FRCS equaling 2.5 Carnegie units each semester to qualify for honor roll, valedictorian, salutatorian, National Honor Society, homecoming/prom royalty, and participation in athletics. Core courses include Bible, Lang. Arts, History, Math, Science, Computer, Speech and Foreign Language. High school students' GPA's are figured based on an actual numeric or percentage value, which will allow for determination of honor roll, National Honor Society and valedictorian/salutatorian status. **Part time students do not qualify to participate in graduation ceremonies and are not awarded diplomas.**

### **Promotion & Retention**

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

**Junior High** students who receive one or more "F's" at semester will not be promoted to the next grade. In addition, 8<sup>th</sup> grade students will not be allowed to participate in Continuation Ceremonies.

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

### **Class Assignments**

Each year Senior High students will have an opportunity to request some of their classes for the upcoming year. The college/career advisor and/or principal will review all class preferences and make all final assignments after meeting with individual students prior to year end. New students will receive class choice options upon paid registration, if available.

### **Add/Drop**

Students may add or drop courses *within the first week that classes meet* if they have valid (written) reasons for the proposed changes **and** Teacher, Advisor, Principal **and** parent approvals and signatures. Changes in Wednesday classes must be made before the second week. Course fees may not be refundable or transferable. Classes dropped after the add/drop time are designated on Senior High transcripts as "WP" (withdraw pass) or "WF" (withdraw fail). If new classes are added to student schedules after classes have already begun, students are responsible for making up all missed course work within the deadlines and parameters set by teachers. **Fees are not refunded for CCP classes that are dropped by the student.**

## TRANSCRIPTS AND RECORDS

The school maintains a permanent record file on each student. It includes Academic, Health, Attendance, and Disciplinary Records.

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

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

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

## NATIONAL HONOR SOCIETY

As a National Honor Society (NHS), the Front Range Chapter will endeavor to live as godly witnesses to both our Christian community and the non-Christian community by our lifestyle and service. Our desire for the students involved in NHS is to learn how a large organization operates, and provide an opportunity to be involved in a real-life government. We also desire for them to be given the chance to be active with a group of peers, completing service projects for the community, and learn how to create and run a project on their own. Overall we will make an effort for NHS to be witnesses for Christ, learn about how organizations are run, and to gain scholarship opportunities. Living Christ, serving Him and others, and furthering His kingdom is our goal. Please refer to the Academic Course Catalog for specific NHS requirements and policies.

## SOCIAL ACTIVITIES

Social activities will be determined and planned by the Junior and Senior High leadership teams. All activities must have prior approval of the administration.

## CARE OF FACILITY

It is our responsibility to God and ourselves to maintain appropriate and proper use of the building and grounds. Students should take pride in the appearance of their school. It is the responsibility of everyone to participate in the cleanliness of the building and to see that the grounds are kept clear of trash. Food and drink (except water bottles) are only allowed in the Commons unless special permission has been obtained by a teacher. Students will be expected to pay for any damage they may cause on the school premises and are subject to disciplinary action. At times throughout the year parents may be asked to help in workdays around the school. These are not required but hoped to be of enough importance that many families will be involved.

## ATHLETIC POLICIES

### Forms

In order to participate in sports all athletes must have the following signed forms on file (forms should be turned in at summer registration):

- Athletic Agreement
- Sports Physical (obtained during the summer)
- Sports Waiver
- CHSAA transfer forms if student transferred from another school (grades 10-12)

### Fees

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

## SPORTS ELIGIBILITY

Athletes are representatives of FRCS and must hold themselves above reproach in all areas. Eligibility is determined bi-weekly, on Monday morning and evaluated by academic performance and behavior.

### Academics

During the period of athletic participation the student must be enrolled in core courses which offer, in aggregate, a minimum of 2.5 Carnegie units of core credit per semester. Core courses include Bible, Lang. Arts, History, Math, Science, Computer, Speech and Foreign Language. Students may not be receiving an "F" or more than one "D" in any class when eligibility is checked. Eligibility checks will be done bi-weekly. An ineligible student cannot play until the next eligibility check and only if the academic deficiency has been corrected. Also, students who are academically ineligible at quarter or semester may be deemed ineligible for a longer period of time at the discretion of the principal or review board. Students may practice during the period they are ineligible. (Also see Academic Probation)

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

### Behavior

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

### **Probation/Suspension**

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

### **School Attendance**

Students must be in attendance at school no later than the beginning of 4<sup>th</sup> period on game day or the Friday before a Saturday game, in order to be eligible to play. The day after a game athletes are expected to come to school *on time with homework completed unless otherwise instructed by the athletic director and principal*. Students with excessive absences (more than 6 per quarter) may be deemed ineligible to play.

### **Outside Competition**

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

### **Recruiting**

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

### **Finances**

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

## **HOME SPORTING EVENTS**

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

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

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

## **FINE ARTS ELIGIBILITY POLICY**

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

- Students may have no more than 1 D and no F's at the end of a semester.
- First semester grades will determine eligibility for participation in second semester activities.
- Second semester grades will determine eligibility in activities for the first semester of the following year.

- Any student placed on academic probation is not eligible to try out or participate in extra curricular fine arts activities.
- Students who try out for plays or commit to activities and then quit before completion, may not be eligible for the next semester's activities.
- Attendance at performances is mandatory.

## OFFICE POLICIES

### **Appointments**

To visit any teacher/staff member/principal an appointment is required. To schedule an appointment with the principal, see the office manager. To schedule an appointment with a teacher or other staff, email or leave a voice mail directly with that person. **No walk-ins please.**

### **School Year Hours**

The school office will be open for business on scheduled school days between 7:30 a.m. and 3:30 p.m. Students should not remain in the building past 3:15.

### **Summer Hours**

The school office will be open Mon-Thurs, 8am-noon during the summer except for scheduled vacations or special maintenance.

### **Messages to Students**

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

### **Change Machine**

The office does NOT routinely make change for students.

### **Visitors**

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

### **Phone Calls**

There is a designated phone for student use at the reception desk. However, the office will place calls pertaining to illness or emergency. Students are permitted to bring cell phones to school. However, their use is restricted according to the stated cell phone policy. **Please instruct your student to come to the office if he/she is sick so that a health evaluation can be made before a phone call is placed.**

### **Photo Copies**

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

### **Lettering**

Students can letter through athletics, fine arts, student council and missions. Guidelines for lettering are available upon request from the school office