

EXPECTATIONS & DISCIPLINE PROCEDURES

Student Expectations Policy

Character development, a major part of the FCS program, includes clear expectations and effective discipline. Teachers, parents, administrators, and students are all on the FCS team whose goal is to train the students in Christian character; therefore, we must all work together to achieve this goal.

The purpose of discipline is to train a child to learn to have a proper attitude and proper behavior. A major factor in effective discipline is consistency. Unmet student expectations must be dealt with. Misconduct requires consequences unpleasant enough that the child will choose to obey the rule rather than to receive the punishment, yet discipline should never be cruel or belittling. FCS seeks to do what is effective with each individual; however, when dealing with children in a group setting, it is necessary to have common standards of conduct and consequences.

FCS Student Expectations

Students will respect themselves by:

1. Fulfilling their daily responsibilities.
2. Coming to class(es) prepared and ready for learning.
3. Being truthful and practicing academic honesty.
4. Faithfully attending and participating in class(es).
5. Keeping their supplies organized and in order.

Students will respect staff by:

1. Obeying all FCS personnel.
2. Addressing FCS personnel with a title of respect such as: Brother, Mr., Sir, Mrs., Miss, or Ma'am.
3. Paying close attention to their teachers, their studies, and their assignments.
4. Waiting for permission to talk and speaking at appropriate times.
5. Remaining seated or in the proper location.

6. Refraining from touching teacher's desks and/or supplies.

Students will respect others by:

1. Valuing the rights and belongings of others.
2. Refraining from fighting, wrestling, bullying, intimidating, gossiping or other potentially harmful actions.
3. Refraining from bad language and rude noises.
4. Refraining from public displays of affection or other physical contact that is inappropriate.

General School Rules

1. Respect the property of the school and other people. Willful defacing or destruction of any property, and/or stealing is not tolerated. Guardians will be required to pay a fee for any damages caused by their child(ren).
2. Do not vandalize school property or mark on the walls, or desks, including the teachers' desks, etc.
3. Do not write in any books that are school property.
4. Do not chew gum at school.
5. Do not eat in a classroom-without permission from a teacher or administrator.
6. Clear water bottles containing non-flavored water are allowed.
7. In the cafeteria, use good manners, visit quietly, and clean up after yourself.
8. During lunch time, students must be in the cafeteria, picnic area, or activity gym – under adult supervision. Students should NOT be in the classrooms, hallways, the sanctuary, behind the building(s), or in the parking lots during lunch.
9. Before school, students must be in the activity gym, hallways, or cafeteria – under adult supervision. Students may enter classrooms when the door is unlocked and the teacher is present.
10. After school, elementary students must be in the activity gym for dismissal or with an adult. Jr. and Sr. High students must

be in the hallways, cafeteria, or the picnic area – under adult supervision.

11. Do not be “off limits” without permission.
12. Keep our school clean, orderly and free from clutter.
13. Move quietly from place to place. No loud talking, yelling or running in the hallways is allowed.
14. Do not touch the thermostats or close or cover any vents.
15. Keep backpacks and supplies in designated areas during the school day.
16. Obey all fire and safety rules.
17. Bicycles cannot be ridden during school hours.
18. Student electronic devices must be turned in to the appropriate location between the times of 8am and 3pm.
19. Real or toy weapons (for example, guns and knives), fireworks, skateboards, skates, roller blades, Other items that may cause personal injury are prohibited.
20. Unless an administrator authorizes it, pets are not allowed at school.
21. Any materials (including pictures, books, and music) promoting anti-Biblical philosophies, morals, etc. are not permitted on school grounds or at any school function.
22. Any questionable items will not be allowed on school grounds or at any school activities at any time; and they may be taken and kept by the administration.
23. In addition to our general school rules, FCS requires that our students, at school or elsewhere, maintain Christian standards of courtesy, kindness, morality and honesty; and that they refrain from swearing, indecent language, tobacco, alcoholic beverages, illegal drugs, immoral social events, sexual misconduct; and ungodly movies, videos, music, games, etc. which are characterized by such things as sensuality, the occult, profanity, rebellion, disrespect and gratuitous violence.

Our rule regarding behavior when not at school is extremely important because we do not want our students to be hypocrites, practicing Christian standards of behavior at school

and then practicing ungodly behavior elsewhere. Additionally, students who are exposed to immorality outside the school will, in most cases, bring it into the school.

FCS Discipline Procedures

Classification of Offenses

These classifications provide possible guidelines for discipline and are not meant to be all-inclusive. To help ensure consistency in dealing with violations of school rules, offenses are classified as follows:

Class 1 Offenses: Class 1 offenses may include the following:

1. Distracting other students, or any conduct or behavior which is disruptive to the orderly educational process.
2. Violations of rules concerning gum, candy, or food.
3. Gambling. Participation in games of chance for money or things of value.
4. Non-conformity to dress code.
5. Inappropriate public displays of affection or physical contact.
6. Incomplete or missing homework.
7. Failure to bring proper materials to class.
8. Failure to pay library fines.
9. Being "off limits," such as in the upper parking lot, behind the buildings, or in the woods during any school hours, and unauthorized occupancy either on or off campus.
10. Generating rumors.
11. Any other violation which a staff or the administration deems to fall into this category.

Class 1 Consequences: The FCS staff who determined that a student committed a Class 1 offense will issue the student a citation. The citation is initialed by both the staff member and the student and is sent home to assure parental communication. It should be signed by the guardian and returned to school the

following day. A copy of the citation is also turned in to the office for recording and filing in the student's permanent record.

In addition to issuing a citation, FCS personnel may also add written assignment(s), removal of privileges, lunch detention(s), removal from class, or make a referral to an administrator.

Generally, for the 1st – 7th total citation, the student follows the teacher's preference in discipline as noted above. For each 8th – 11th total citation, the student will be assigned to lunch detention. The 12th and subsequent total citation would be considered a Class 2 offense.

If a student is on Behavioral Probation Status, any Class 1 offense may be treated as a Class 2 offense, thus resulting in possible suspension.

Class 2 Offenses: Class 2 offences may include the following:

1. Chronic or extreme violation of any Class 1 offense.
2. Defiance to authority. Any verbal or non-verbal refusal to comply with a lawful directive or order of a teacher, administrator or any other school staff member or official.
3. Intentionally providing false information to another student or to a school official. Generating rumors, or boasting of misbehavior (even if the behavior did not occur); withholding or concealing information regarding student misconduct; hindering or failing to cooperate in an investigation into possible student misbehavior.
4. Failure to report to the school office when sent by a school official.
5. Possession or use of any kind of tobacco or other inappropriate substance.
6. Intimidating, bullying, or assaulting a student.
7. Fighting.
8. Any intentional or unintentional behavior that endangers another person.
9. Use of any obscene expressions (verbal, written, or gestures)
10. Inciting student misbehavior.

11. Malicious mischief.
12. Unauthorized absence from school or class.
13. Cheating of any kind (including plagiarism) on any assignment, test, or project.
14. Forgery, including forging parents' signature.
15. Inappropriate public displays of affection or physical contact.
16. Unjustified activation of a fire extinguisher or fire alarm system.
17. Possession of and/or igniting fireworks.
18. Violating Christian standards of conduct as defined in the "General School Rules".
19. Any other offense that the administration may deem to fall into this category.

Class 2 Consequences: These offenses may result in a student's being assigned multiple lunch detentions, Saturday school, placed on Behavioral Probation, or being suspended from school for a minimum of one complete day up to a maximum of ten days. If a student is already on Behavioral Probation Status, any Class 2 offenses may be treated as a Class 3 offense, thus possibly resulting in expulsion.

Class 3 Offenses: Class 3 offences may include the following:

1. Use or transfer of illegal drugs or alcoholic beverages by any student at any time. FCS has a zero tolerance regarding drugs and alcohol. Students may be subject to random drug testing.
2. Arson. Intentionally or unintentionally setting fire to any school property including trash cans.
3. Obscene communication: any verbal, written, gestures, etc. toward or about a teacher, administrator, or any other school official.
4. Cyberbullying
5. Assault upon a teacher, administrator, or other school official.
6. Assault upon a student.
7. Vandalism.
8. Possession of any kind of weapon, actual or perceived.

9. Theft.
10. Arrest.
11. Repeated or extreme cheating of any kind (including plagiarism) on any assignment, test, or project.
12. Possession of stolen property.
13. Possession or distribution of any kind of pornographic material. (Written, auditory, visual, etc.)
14. Sexual misconduct, at the definition of the administration.
15. Stubborn, unmanageable conduct. FCS reserves the right to remove from school any student whose attitude or behavior appears to be contrary to the school's philosophy, even though the student may not have violated a particular school rule.
16. Any other offense that the administration may deem to fall into this category.

Class 3 Consequences: Any Class 3 offense may result in the student being suspended or expelled from school. Students may reapply for the following academic year, but reapplying for admission does not guarantee readmission. Legal action may also be taken for most Class 3 offenses.

Removal From Class

Any FCS personnel may remove any student from any class or activity at any time that the authority feels that the child's presence is in any way hindering the educational process. Administration may choose to permanently remove any student from a class if deemed appropriate.

Lunch Detention

Lunch detention is assigned to secondary students at the teacher's or administrator's discretion for the next possible day following the offense. The teacher copy is used by the office to alert the lunch detention monitor of the expected students.

Students use their parental signed copy of the citation to go to the front of the lunch line and take a maximum of 10

minutes to eat their lunch. They then report to the detention room and do the assignment noted by the teacher. If no assignment was specified, the student will be required to sit quietly without talking. Lunch detention lasts 20 minutes and ends 5 minutes before 6th period.

Students tardy to or absent from lunch detention may be subject to additional days of lunch detention or Saturday School.

Saturday School

Saturday school is assigned with the approval of an administrator. It begins at 8:00 am and dismisses at 12:00 noon. Saturday School is assigned within two weeks of the offense.

Saturday school may be assigned for the purpose of making up seat time for excessively absent or tardy students or for the violation of Class 2 or Class 3 offenses, as deemed appropriate by the administration.

Students in Saturday School will be required to complete a written assignment dealing with the cause of their disciplinary action. After completion of that assignment, the student is expected to work on FCS academic assignments for the entire time. No talking is allowed. No breaks are allowed, except for restroom breaks.

Students tardy to or absent from Saturday School are subject to an additional Saturday School assignment or suspension.

Behavioral Probation

Behavioral Probation can be incurred at the discretion of the administration when a student commits a Class 2 offense. Behavioral Probation Status lasts for 90 school days, and it carries over to the following school year. Any student on behavioral probation is subject to having a Class 1 offense treated as a Class 2 offense, and any Class 2 offense may result in the student's expulsion from school.

Suspension

Suspension occurs when a student is removed from school for a minimum of one complete school day or a maximum of ten school days. When a student is suspended from school the number of days of the suspension will be counted in the student's total absences. ***Make-up work, quizzes and tests may be given for the time of suspension, but the student may receive only up to 50% credit for the make-up work.*** It is the parents' or student's responsibility to contact teacher(s) to get their assignments. Although they may be permitted to attend practices, students suspended from school may not attend games or participate in competitions.

Students suspended from school are not permitted on school property unless they are under the constant supervision of their parents or a school official.

Expulsion

Expulsion is removal from enrollment for a minimum of 90 calendar days. Students may re-apply for admission, but reapplying for admission does not guarantee readmission to the school. The administration has authority to expel a student from school at the administrator's discretion, for any reason the administration deems necessary. When a student is expelled from school, he will receive whatever his grade average is in each subject up to the date of his removal from school. He may not receive credit for any further exams or assignments. Students who have been expelled from school are not permitted on school property.

Corporal Punishment

Only administrators are authorized to administer corporal punishment with the witness of another adult.

Due process is observed before giving swats. The particular misbehavior that the student has committed is stated and the student is allowed to confess fault. If the student does not confess fault, but the official is convinced that the student is guilty, then swats will be administered. If there is reasonable

doubt as to guilt, the administration may investigate the matter further. A teacher cannot spend an excessive amount of time out of the classroom investigating a matter.

Only the approved instruments may be used to administer corporal punishment. Students are always swatted either on the posterior or on the palm of the hand. The maximum number of swats a student may receive in an incident is five. Male staff do not swat female students.

Parental notification is not required before a swat is administered. Although it is not required, we make every effort to notify the parent as soon as possible. The parents are notified after the incident if they have specifically requested to be notified.

NOTE: Each family must sign one of the School Discipline Agreement forms. The Standard Agreement authorizes the school to use corporal punishment according to the school's corporal punishment procedures stated above. The Alternate Request states the reason that the parents do not want the school to use corporal discipline on the student, and it requires the parent to arrive within an hour of notification to discipline the student. If the student's behavior remains consistently unsatisfactory, or the parent does not abide by the "Alternate Request Guidelines", the parent must withdraw the child from the school.

Discipline Agreement

When parents enroll their children in FCS, they must sign one of the School Discipline Agreements. The Standard Discipline Request authorizes administrators or teachers to discipline their children using the corporal punishment procedures described in this handbook. The Alternate Discipline Request says that, in the case of a corporal punishment offense, when the parent is notified, they will come within one hour to discipline their child(ren). It is imperative that parents trust and support the school in its efforts to properly control their children.