

Flint Hills Christian School at Green



Parent/Student Handbook

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FLINT HILLS CHRISTIAN SCHOOL in GREEN, KS
Parent/Student Handbook

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“THE EDUCATION OF YOUTH DETERMINES THE FUTURE”

“My son, if you will receive my sayings and treasure my commandments within you, make your ear attentive to wisdom, incline your heart to understanding; for if you cry for discernment, lift your voice for understanding; if you seek her as silver and search for her as for hidden treasures, then you will discern the fear of the Lord and discover the knowledge of God. For the Lord gives wisdom; from His mouth comes knowledge and understanding.” (Proverbs 2:1-6)

**FLINT HILLS CHRISTIAN SCHOOL AT GREEN
PARENT/STUDENT HANDBOOK**

SECTION I - GENERAL POLICIES

The term “parent” in this document always means “parent or guardian.”

Article I - School Policy Statement

The School Board determines the policies of the school. Parents and students are expected to cooperate fully with the school policies as set forth in this handbook.

Article II - Mission Statement

2 Timothy 2:15 – “Be diligent to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the Word of Truth.” As an extension of the Christian home, our mission is to educate in truth, train in righteousness, and fully develop each child in body, mind, and spirit.

Article III - Statement of Faith

1. We believe that both the Old and New Testaments are the inspired Word of God revealing the three persons of the Godhead: Father, Son and Holy Spirit.
2. We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ as true God and true man.
3. We believe that man was created in the image of God but became separated from God by sin.
4. We believe that man is redeemed by grace through faith in Christ’s vicarious atonement for sins, the shedding of His blood on the cross.
5. We believe that the gift of eternal life is available to all men. Those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.
6. We believe in the bodily resurrection of Christ, His imminent return, and the resurrection of His people.

Article IV - Philosophy of Christian Education

Flint Hills Christian School at Green is an independent, non-profit, community supported school designed to meet the needs of the Christian community by providing a quality education from a Biblical perspective. We believe it is our responsibility to create an environment that is conducive to learning, as well as to promote Christian values that will extend beyond the classroom walls.

It is our goal to be an extension of the Christian home in an effort to see each child fully develop in mind, body, and spirit. In this context, we are not a replacement for the home or the church. Our ultimate goal is to equip and prepare well-educated, mature, Christian men and women to best fulfill God’s calling in their lives. In addition to the promotion of academic excellence, our program includes daily classroom devotions, prayer, and Bible study, as well as weekly chapel services to encourage Christian maturity.

Article V - Why the Christian School?

God's people are told, "Thus saith the Lord, learn not the way of the heathen... For the customs of the people are vain..." (Jeremiah 10:2-3). Proverbs 19:27 states "Cease my son to hear the instruction that causeth to err from the words of knowledge." Parents are entrusted by God to provide an education for their children. Children are gifts from God (Psalm 127:3-5). Parents are responsible to "train up" their children in the way of the Lord and not in the ways of the world (Proverbs 22:6, Ephesians 6:4).

It is obvious that God has been very careful to instruct and warn parents regarding the type of education a child is to receive. In God's economy of things, He has ordained three basic institutions: the family, the church, and the state. In fulfilling parental responsibility for the education of children, the family usually seeks help and support from one of those institutions outside the home. A Christian school serves as an extension of the home and church in assisting the parents in fulfilling their Christian responsibility to "train up" their children.

Article VI — Basic Educational Goals

1. To give God the glory in all things.
2. To develop spiritual leaders in the church and the community.
3. To develop an understanding of one's unique responsibility to God, self and others.
4. To help students realize their capabilities and limitations and teach the students how to utilize those strengths and weaknesses for growth and service.
5. To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking and listening.
6. To encourage creativity and curiosity.
7. To encourage an appreciation of the arts.
8. To teach the fundamentals of physical fitness, nutrition, and hygiene.
9. To teach the fundamentals of language arts, math, social studies, science, and Bible.
10. To teach students to make constructive use of leisure time.
11. To prepare students for higher learning or a career by meeting the State of Kansas admission requirements.
12. To help each student achieve his/her maximum potential.

Article VII — Admission Policy and Process

Flint Hills Christian School at Green exists to offer Christian education in a Christian environment. Students will, therefore, be carefully selected in order to maintain a student body of high moral Christian standards. Flint Hills Christian School at Green is dedicated to the teaching of Judeo-Christian values and principles. We believe that it is necessary to apply these truths to all areas of life. Flint Hills Christian School at Green welcomes applications from all who recognize the importance within their family of Judeo-Christian beliefs and endeavor to teach these truths in the training of their children at home. Families will show their commitment to these values by regular attendance at a local church.

Acceptance of a student will be based in part on school records, a personal interview with parents and student, results of testing, and/or recommendations concerning character, attitude, general promise, and spiritual development.

Flint Hills Christian School at Green is not equipped to accommodate the special needs of all children. With evaluation, review of a student's particular needs, and approval of the Administrator and teacher(s), students with exceptional physical, cognitive, or emotional needs may be accepted. The student will be monitored and re-evaluated periodically.

Families who were enrolled the previous year must be current on their account before being allowed to submit their enrollment for the upcoming school year. The school advisory board will then review their application and make a recommendation for enrollment.

Notice of Non - Discriminatory Policy

Flint Hills Christian School at Green admits students whose parents believe in the basic tenets of Judeo-Christianity. It does not discriminate on the basis of sex, race, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship programs or in other administered programs.

Article VIII - Enrollment Procedure

The enrollment procedure will consist of a two-tier system. All families wishing to enroll must fill out an application and supply enrollment documents, which will then be followed by an interview with the Administrator.

Tier I – Unconditional Acceptance by Administrator

1. Parents must provide a written Statement of Faith.
2. Family must be actively involved in a local church. If new to the area, the family will provide a history of past church involvement. Current pastor and other references *may* (will) be contacted.
3. Family must express a conviction for Christian education.
4. The potential student does not exhibit a pattern of behavioral problems.
5. The family must be in total agreement with the principles and values taught at Flint Hills Christian School at Green.

The Administrator will conduct a family interview to discuss the criteria listed above. If all other factors are satisfactory (ability to pay, provision of school records), the student(s) will be enrolled in school. Parents will be notified of acceptance or rejection.

Tier 2 - Conditional Acceptance

Situations may allow for conditional, probationary acceptance if all six of the above criteria are not met. The following procedure will then be followed:

1. An interview with the student and his or her parent(s) will be conducted with the Administrator.
2. If the Administrator is in favor of admission, he or she will present in writing the terms of acceptance. The Administrator reserves the right to accept the student on probationary terms or reject the applicant for admission.
3. The decision of the Administrator to accept or reject the student's application for admission is final.

Upon Acceptance:

1. Parents will request the forwarding of the student's permanent records from the school previously attended.

Transfer Students:

1. Students from public or approved private school: transcripts from prior schools attended will be evaluated by the Administrator.
2. Home-school students: parents will provide a transcript of credits earned.

Article IX - Kindergarten Entrance Requirements

1. An up-to-date immunization record. If the required immunizations have not been received, we must have a statement signed by the parent stating that the child has not been immunized and tuberculin-tested because of religious convictions or other objections to immunizations.
2. A copy of certified birth certificate.
3. The State of Kansas requires that a child must be six (6) years of age by August 31 in order to enroll in first grade. Therefore, Flint Hills Christian School at Green requires that a child must be five (5) years of age by August 31 before enrolling in kindergarten.

Article X - Procedure for Incorporating Late Enrollees in Class

When a student is allowed to enroll after school has begun, a substitute teacher may be obtained to supervise the class for up to half of one school day while the regular classroom teacher spends that time with the new student. This one-on-one time will, hopefully, result in a more accurate assessment of the student’s academic, social, and spiritual growth. This, in turn, should provide for a smoother transition of the new student into the class and less disruption to the rest of the class.

Article XI - Financial Policy

Scripture clearly shows that one’s heart is in the same place that one’s treasure is. Flint Hills Christian School at Green is a non-profit, tax-exempt corporation. Funding for the school is provided by tuition, fundraising, and donations. Financial aid may be available at the beginning of each school year and is based on financial need.

Fees

A \$25.00 registration fee is due for each student at the time of pre-enrollment, and a curriculum fee is due by July 10th or at the time of enrollment if enrolling after July 10th.

<u>Curriculum Development and Use Fees</u>	
Half-day Kindergarten	\$200
Extended-day Kindergarten	\$200
1 st – 6 th Grade	\$200
7 th -12 th Grade	\$600

Tuition

Tuition must be pre-paid or paid over ten (10) months beginning in August and is due by the 1st of each month. If a student enrolls after August 1, a payment schedule will be set up. Prompt and regular payment of tuition is vitally important.

<u>Tuition</u>	
Half-day Kindergarten	\$1700
Extended-day Kindergarten	\$2300
1 st – 6 th Grade	\$2300
7 th – 12 th Grade	\$2300

Tuition Refund

Tuition will be refunded based on a monthly pro-rated amount. If a student has attended any portion of a calendar month, they are financially responsible for that month’s full tuition. Registration Fees are not refundable. Curriculum Fees may be prorated at the discretion of the Administrator.

Financial Assistance

Financial aid may be available for those families that qualify.

If each family does its part, we will be able to provide your children with a high quality, Christian education. We promise to use the finances in the wisest way possible so that we can provide the most for your child in terms of an excellent school experience.

Article XII - Parent Orientation and Involvement

Flint Hills Christian School at Green assumes that parents will be actively involved in the education of their children; therefore, the following is expected of all Flint Hills Christian School at Green parents:

1. A thorough reading of this handbook by the parents.
2. Consistent, timely payment of tuition and other fees.
3. Regular attendance at a Bible-believing church of your choice.
4. Participation in fundraisers.
5. Attendance at Parent-Teacher Conferences.
6. **Parent partnership is essential at FHCS at Green in helping offset costs and keeping tuition as low as possible. By enrolling your child at FHCS, we assume your family is willing to partner with FHCS by serving in a volunteer capacity at various events and fundraisers throughout the year. This can be done in a variety of ways and ideas/jobs will be posted via e-mail, newsletter and on the entry table.**

Article XIII – Rental of Building

The building is not available for rent at this time.

Article XIV - Home School Student Policy

Areas of Involvement

1. Services — Individual student pictures, hearing/vision screening, and standardized testing (all grades)
2. Extra-curricular activities — Art, Music, Orchestra, Piano, Physical Education (PE)
3. Enrollment in classes — Electives on elementary level
4. Home school students will be allowed to participate in field trips and class parties with prior notification to the teacher, as long as they are enrolled. If they participate in field trips, their parents will be encouraged to drive. The home school student can participate in recess and lunch periods if they are taking more than one class and these periods are between their classes.

Enrollment Process

New home school students must go through an enrollment process similar to regular students:

1. Complete an application, including a Statement of Faith, written by both parents.
2. Be interviewed by the Administrator.
3. Gain approval of teacher.
4. Pay registration fee of \$25 per child.
5. The Administrator will check spiritual references listed on the application.

Returning home school students will be subject to the same review process as regular students

Home School Fees and Requirements

In addition to the \$25 registration fee per child, the following fees are charged:

1. Orchestra: \$24.00 per month / meeting one day per week
2. Music: \$24.00 per month / meeting one day per week
3. PE: \$18.00 per month / meeting two days per week
4. Art: \$18.00 per month plus \$15.00 per year renewable supply fee / meeting one day per week
5. Piano: \$11.00 per lesson / meeting one day per week

Home School Student Conduct

Each home school participant will be given a copy of the Parent/Student Handbook. Home school students are expected to meet the same requirements as regular students including:

1. Maintain consistent and regular attendance.
2. Remain active in local church.
3. Adhere to dress code.
4. Observe all school rules and regulations.
5. Exhibit Godly behavior and example both on and off campus.

Home school students who violate any school policy will be disciplined in the same manner as regular students. See Student Conduct and Discipline section below.

SECTION II- STUDENT CONDUCT AND DISCIPLINE

Article I - Attendance Policy

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. Faithful attendance and punctuality is essential for each student to receive the maximum value from each class. These characteristics will also aid students throughout their adult lives.

Excused Absences

1. Personal illness, injury, or doctor appointments that cannot be scheduled after school hours.
2. Death in the family.
3. Absences with prior approval from the office (unless listed under Unexcused Absences).
4. Bad road conditions.

An absence may be excused in the following manner: A phone call made by one of the parents to the school office on the day of the absence by 9:00 a.m. In such cases, a note from home does not have to be sent when the student returns. Failure to call or send a note will result in an unexcused absence.

Unexcused Absences

Absences for shopping, haircuts, baby-sitting, needed-at-home, etc., will be unexcused. If a student accumulates three unexcused absences, a parent conference may be scheduled.

Early Dismissal

Checking out of school early is strongly discouraged. Parents should try to schedule appointments after school hours. When possible, please notify the office in advance of the early dismissal. No student will have permission to leave unless accompanied by a parent or guardian. (An exception is made for high school students who have their own transportation.) Notify the office or teacher if someone else will be picking up your child.

Make-up Work

Credit given for late daily work, projects or tests will be at the discretion of teachers. Work missed for excused absences will be completed with full credit given within a reasonable time frame. Credit given for work missed due to unexcused absences will be at the teachers' discretion. In both cases teachers will determine how much time the student is allowed to make up missed homework.

Truancy

Truancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the day or staying out of any scheduled class without permission. Such action will not be tolerated. Make-up work will be given upon return and credit given at the teacher's discretion.

Chronic Absences

A junior high or senior high student may not receive credit for a course if he/she has missed a class more than ten (10) times (excused or unexcused) during a semester. A warning letter will be sent out when a student accumulates eight (8) absences. A conference will be held with the parents and student when ten (10) absences have occurred. Exceptions may be made in cases of prolonged illness. A doctor's verification of illness may be required and the Administrator will determine whether such an exception exists.

Tardiness

It is important that students always be on time to school and to class. Each student is expected to be in the classroom when the period begins. All students must come to class fully prepared with the materials needed for class. The student is considered tardy if he/she arrives after the scheduled time for class to begin.

Students who have more than 5 unexcused tardies in a quarter will be assigned a detention. If a student accumulates 10 unexcused tardies, he/she will receive 2 detentions and a meeting will be held with the student and his/her parents to work to resolve the problem.

A tardy is unexcused if no explanation is given or if the reason given is unacceptable. Being late because the student overslept, missed a ride, or was using the restroom are examples of unexcused tardies.

Article II - Boy/Girl Relations

FHCS provides opportunities for boys and girls to cultivate friendships with the opposite sex. Any such friendship must be handled in a responsible manner. Public displays of affection, such as holding hands or other physical intimacies, are considered inappropriate at school.

Article III – Sexual Harassment

Sexual harassment (SH) is any unwanted verbal, written, or physical conduct of a sexual nature that interferes with a student's right to learn, study, work, achieve or participate in a comfortable and supportive atmosphere. Sexual harassment may include, but is not limited to, the following:

- Leering at someone else's body
- Making comments, gestures, or jokes of a sexual nature
- Manipulating clothing in a sexual manner
- Displaying sexual objects or pictures
- Spreading sexual rumors or commenting about sexual behavior
- Repeatedly pressuring for dates or unwanted sexual activity
- Touching, grabbing and/or pinching
- Teasing and or bullying in sexual terms
- Asking for sexual favors in exchange for grades, promotions, or participating in school activities.

Note that some of the behaviors listed above might also be categorized as sexual abuse depending upon the level of severity, frequency, or the existence of a power imbalance between the persons involved.

FHCS at Green will not tolerate any form of SH by students or staff. The school recognizes the student's right to participate in school programs and activities in an atmosphere free of any form of SH. Students have the moral responsibility to not engage in conduct that is unwelcome or offensive to others or contrary to Scripture.

SH committed by students or staff of either sex against students or staff of either sex constitutes inappropriate conduct. Any student or staff member has the right to file a complaint regarding an alleged incident of SH that has occurred in school or out. Complaints should be filed in writing with the FHCS at Green administrator. If the complaint is against the administrator, a report should be filed in writing with the school board president.

Students are encouraged to report harassment that they experience or witness. Any staff or faculty member who receives a SH complaint should report it immediately to the FHCS at Green administrator.

All complaints will be handled promptly and in a manner appropriate to significant disciplinary infractions. While an isolated incident may not constitute SH, FHCS at Green is responsible for providing appropriate interventions and or disciplinary measures to eliminate SH in the school community.

Every reasonable effort will be made to maintain confidentiality during an investigation. Retaliatory action against a complainant or any witness who participates in an investigation will not be tolerated.

Article IV - Chapel and Assemblies

Chapel and assemblies are an important part of the spiritual education program of Flint Hills Christian School at Green. Each school day includes a devotional times and classes consisting of prayer and Bible reading. In addition, weekly chapel services will be held by area pastors and other guest speakers.. The following guidelines will be used.

1. Attendance is required of all students. Older students are expected to bring their Bibles, pencils and paper.
2. Students are expected to demonstrate proper courtesy to speakers or group leaders.
3. There will be no unnecessary talking, distracting of others or disturbances.
4. Students will not be permitted to study during the chapel or assembly period.

Article V - Dress Code

The goal of this dress code is to instruct our students in what the Bible says about our appearance. Each guideline is a result of searching scripture and determining God's desire for his children. Students, parents and school staff are responsible for appearance that promotes Godly, safe, modest and non-disruptive student behavior. In recognition of the inter-relationships between appearance, proper behavior and educational success, these guidelines for appearance will encourage students to become positive contributors to the community and the church.

1 Samuel 16:7 “ The Lord does not look at the things man looks at. Man looks at the outward appearance, but the Lord looks at the heart.”

Romans 12:2 “Do not conform any longer to the pattern of this world,…”

Dress code violations will be addressed and remedied at any time they are identified. See the addendums for consequences and violations.

While at school or school related events students are asked to abide by the following dress code:

1. No outer headwear, scarves, towels, picks, bandanas, stockings, skull caps, sweat/sport bands may be worn. Sunglasses may not be worn indoors. Ball caps may be worn at games after school.
2. No clothing promoting alcohol, tobacco, drinking establishments, drugs, anti-Christian symbols, or non-Christian music groups are permitted.
3. Shoes must be worn at all times.
4. The classroom teacher may ask that students change their clothing when dress or appearance interferes with safety, performance or course goals in that particular class.
5. Inappropriate, immodest clothing is not allowed. This includes clothing that exposes cleavage, mid-section, buttocks, and undergarments.
 - *No halters, strapless tops, spaghetti straps, or one-strap tops.
 - *While standing or sitting, lower backs and undergarments must not show.
 - *Skirts, dresses, shorts, and holes in pants must be lower than the tip of the student's longest finger when the student is standing and arms are hanging naturally at their sides.
 - *No tight clothing
 - *No sheer tops. This includes fishnet shirts for boys.
6. Appropriate undergarments must be worn and not be seen.
7. Boys may not wear muscle shirts or tank tops.
8. No distracting hairstyles. Hair should not disrupt vision or prevent the teacher from having eye contact with the

- student.
9. No exposed body or facial piercings (except girls-limited to two earrings per ear).
 10. No exposed tattoos.
 11. Good hygiene will be practiced. Hair should be clean and combed. Showers, deodorant, and toothbrushes should be utilized regularly.
 12. No facial hair on boys is permitted.
 13. No make-up until 7th grade.

The teacher is the final authority in determining what is appropriate in any given situation.

Musicians

Music groups traveling to perform or compete will dress up. Girls will wear skirts or dresses that fall on or below the knee and dress shoes. Boys will wear dress pants, a button up shirt and tie, and dress shoes.

Kansas/Missouri Academic Meet

Students will abide by the dress code set forth by Association of Christian Schools International (ACSI).

****All other groups representing FHCS outside of school will follow the expectations of their teacher/sponsor.****

Article VI - Code of Behavior /Student Contract

A student contract is required for all students in grades 7-12. The completed form with all signatures is due in the office by the end of the first week of school. Students who fail to meet the deadline may be excluded from classes or activities until the contract is handed in. All students are subject to the authority of all staff members during the school day or during school functions. Students are to demonstrate respect for all adults and each other.

Article VII - Off-Campus Conduct Policy

Flint Hills Christian School at Green believes that a person's relationship with Christ should affect his/her conduct both on and off campus. Students should practice a lifestyle that reflects Biblical principles and Christ-likeness. Students will be held responsible for behavior occurring off-campus that violates this standard. The school reserves the right to discipline students for certain infractions regardless of whether these occur on or off school grounds, whether they occur before, during, or after school hours, and whether or not they occur at school functions. Generally, the school will respond to inappropriate behaviors which occur during the school year. However, FHCS at Green reserves the right to review out of school year behaviors to determine eligibility for enrollment and participation in extracurricular activities (see Section I, Article VIII).

Examples of off-campus behavior that may lead to disciplinary action are sexually inappropriate behavior, substance abuse, breaking of civil and/or criminal laws, and obscene, profane, or abusive language. Gossip that defames students, staff, or the school may also result in disciplinary action. Infractions that occur off-campus will generally require a meeting between the student(s) involved and the Administrator. In the spirit of open communication and cooperation, the Administrator will notify the parents concerning any disciplinary action before action is carried out.

Article VIII - Discipline

Students and parents are asked to consider carefully the rules and regulations laid out in this handbook. Submission of an Application for Admission and completion of a student contract are indications that both student and parents intend to comply with the policies.

Behaviors Defined

Category 1 - The following list of behaviors at school are generally considered as minor misbehaviors that may result in a verbal warning from a faculty or staff member or limited disciplinary action such as the loss of a privilege, a detention, missed recess time, restitution, a changing of clothes, and/or communication with a parent.

Repeated violations by a student or a deliberate (defiant) violation of any rule may result in a more serious disciplinary response.

- Inappropriate language or disrespect of others
- Running in the building
- Excessive or disruptive talking
- Littering
- Being out of a defined supervised area without permission
- Unauthorized food or beverage consumption or unauthorized gum chewing
- Dress code violations
- Possession or use of restricted materials e.g.
 - Elementary students with electronics
 - Secondary students using electronic devices during the day w/o permission.
- Repeated tardies
- Horseplay not resulting in injury or property damage
- Any minor disruption of the learning environment

Category 2 - The following list of behaviors are considered to be of a more serious nature and will likely result in detention, in-school suspension, out-of-school suspension, loss of the privilege of participating in extra curricular activities or recess, restitution, and/or a work detail. At the teacher's discretion a student may be sent home from school pending further disciplinary action.

Repeated violations may result in a more serious disciplinary response.

- Physical, verbal, or cyber bullying, threats, or fighting
- Disrespect towards authority figures or defiant behavior
- Leaving school without permission
- Use of profanity
- Unexcused absences, truanancies
- Minor vandalism (deliberate)
- Horseplay resulting in injury or property damage.
- Repeated behavior that disrupts the learning environment
- Inappropriate physical displays of affection
- Downloading of inappropriate items from the internet
- Misuse of internet
- Lying
- Failure to serve a detention
- Cheating/plagiarism

Category 3 - The following list of behaviors are considered to be very significant. Possible disciplinary measures include any/all the items listed above in category #2 as well as possible expulsion from school.

- Possession or consumption of alcohol or drugs on school property or in the community.
- Sexual misconduct including sexual harassment
- Repeated fighting
- Threats of bodily harm
- Possession of a weapon
- Fighting resulting in bodily harm
- Significant damage to property
- Repeated defiant behavior of any type

The final determination of the disciplinary response to a student's behavior is at the discretion of the administration in consultation with faculty. Long term suspensions (>3 days) or expulsion require school board action. Generally the administrator will not be involved in responding to lesser offenses unless a faculty or staff member requests assistance or advice.

In all circumstances the intent of discipline should be to help the student “change course.” With this in mind, faculty, staff, and students should place a priority on biblical peacemaking when a conflict or rule violation occurs.

The above list of infractions are not considered to be exhaustive. The administration and board reserve the right to modify disciplinary policies and procedures to adapt to changes/trends in the culture and to respond to disciplinary problems not addressed in the handbook.

Detention

At the teacher’s discretion a Detention may be assigned for inappropriate behavior. Detentions may be served before or after school at the teacher’s convenience. Time assigned for a detention may be up to one hour per infraction. Activities performed during detention are at the teacher’s discretion and may include making up homework, or work detail.

In-School Suspension (ISS)

As a disciplinary response to inappropriate behavior, the teacher may send students to a study/detention area away from the classroom. Students may receive ISS with no notice, if the teacher or Administrator thinks that it is necessary. Students will be allowed to work on schoolwork or extra assignments given by teachers or office personnel. Credit for assignments completed in ISS will be given at the teacher and/or administrator’s discretion.

A teacher may be assigned to a student, and parents may be assessed the cost of hiring a substitute teacher for the day. Efforts will be made to notify parents before a suspension.

Out-of-School Suspension (OSS)

Students in OSS are not permitted to be at school for any class or school activity. Assignments missed during OSS will be treated as an unexcused absence. Work completed and turned in during this time will be lowered one (1) grade level. Tests and quizzes may be made up at the teacher’s convenience and are also lowered one (1) grade level. Very specific changes in attitude and actions will be expected prior to re-admission. Suspensions longer than 3 days require school board action.

Expulsion

Expulsion will be recommended by the administration to the board if it becomes apparent that the school will not be able to meet the needs of a student or if the student’s behavior is preventing effective classroom instruction. Expulsion may also be recommended for unresolved academic or disciplinary problems or for failure to correct the deficiencies specified in probationary admissions. When expulsion is recommended, a date of withdrawal from the school will be set and the withdrawal procedure followed. Expulsions are for a minimum of 12 months and require School Board approval.

Electronics Policy

Students are not to bring electronic toys, communication devices, cameras, etc. to school without express approval from his/her teacher for use in the classroom. Electronics are not to be used for recess periods or before or after school.

Students are not to have cell phones on their person during the school day. A student who brings a cell phone to school must leave it in his or her locker, car, or the office.

The inappropriate use of electronic devices at school (as defined by faculty) may result in disciplinary action.

Food Policy

Secondary students are not to consume food or drinks during the school day except during special classroom events, before school, during morning break, at lunch and after school.

Article IX - Appeal Process

The appeal process is for disciplinary actions taken by the administration for major infractions (categories 2 and 3 above) and may include infractions of the Off-Campus Conduct Policy. The student and his/her parents will be given the opportunity to appear before the School Board if they disagree with the disciplinary action decided upon by the administration. The parents will have twenty-four (24) hours to appeal the decision. The decision must be appealed in writing, signed and dated. If the decision is appealed, the Board will meet and either uphold or overturn the decision. The decision of the School Board will be final and no further appeal will be considered. If the Board overturns the disciplinary action, the student will be given opportunity to make up all work missed with 100% credit; and all indications of the disciplinary action will be removed from the student's permanent record. The board reserves the right to set the appeal meeting's agenda and parameters including the individuals who will be permitted to be in attendance.

Article X - Damage to School Property

It is expected that all damage, even if accidental, will be acknowledged by the person(s) involved and that a plan for reimbursement will be made

SECTION III - BASIC ACADEMIC MATTERS

Article I - Accreditation

The State of Kansas does not require private schools to be accredited. Flint Hills Christian School at Green has chosen not to seek accreditation from the state because we desire the freedom to make operational decisions for the school regarding class subjects, content, textbooks and time allotments independent of state mandate.

Article II - Faculty

All staff members of Flint Hills Christian School have been carefully selected on the basis of their education, experience, and integrity. The most outstanding requirements for the instructional staff are a God-given gift to teach, an unselfish spirit of dedication to the students, proven expertise in the assigned teaching area, belief that the Christian school ministry is their service to God, complete and personal acceptance of the Lord Jesus Christ, and a visible daily walk of the Christian life.

Article III - Class Size Guidelines

Class size will be adjusted each year depending on needs and ages of students. More students will be added only with the consensus of the teacher and the administration.

Article IV - Homework

Homework is a regular and important part of the educational experience. The school discourages the assigning of excessive amounts of homework. The general policy will be to avoid assigning homework that will interfere with church activities on Wednesday night.

Parents can help by giving their child(ren) a proper environment for study. It may be necessary to be firm in eliminating some of the distractions that interfere with getting homework done. If parents or students do not understand the homework policy, please discuss it with the teacher.

As a rule, the teachers try to allow enough time in the classroom for students to complete their assignments. However, homework will be assigned if a student has been absent or does not make proper use of their time. The teachers may also assign the occasional special project that will require study outside of school hours.

Article V - Curriculum

Flint Hills Christian School selects curriculum based on the school's mission, philosophy and goals. For the most part, our curriculum is from Christian publishers (A Beka and ACSI); however, we research available materials to determine what will best accomplish our goals. A Curriculum Committee authorized and approved by the Board makes curriculum decisions. In addition to the basic subjects, electives and extra-curricular activities are also offered.

Article VI - Reporting Student Progress to Parents

Reporting student progress is an important part of parent/teacher communication. The reporting process is meant to convey the amount of growth of each student. Several reporting methods may be utilized.

1. Progress Reports: Will be furnished for students in grades K-8.
2. Conferences: At the end of the first and third nine (9) weeks, conferences will be scheduled as a part of the school's reporting process. Parents must attend these conferences. Baby-sitters will not be available at the school.
3. Standardized Tests: Children are given a standardized test no less than once every two (2) years. The scores of these tests will be kept on file in the office. After testing is completed, you may schedule a conference with your child's teacher for an explanation of the results.
4. Parent Visitation: Parents are encouraged to visit the school on an informal basis to observe their child(ren) in the instructional setting. Parents are also encouraged to discuss the student's progress with the staff at any time. Appointments should be made in advance to ensure that visits do not disrupt tests and/or classes and to provide adequate time for conferencing.

Article VII - Grading Scale

The percent system may also be broken down to yield the letter grade according to the following scale.

Percent Grade	Letter Grade
97-100	A+
95-96	A
90-94	A-
87-89	B+
85-86	B
80-84	B-
77-79	C+
75-76	C
70-74	C-
67-69	D+
65-66	D
60-64	D-
59 and below	F

Article VIII - Promotion/Retention Policy

If retention of a student is under consideration by a teacher, it is important that parents be informed early and frequently throughout the year. A kindergarten through fifth grade student may be retained when he is performing significantly below grade level or he has a failing (F) grade in two (2) of the following major content areas: math, language arts, and reading. A sixth grade student will be retained when he has a failing grade in any two (2) of the following: math, language arts, science, or social studies. Prior to April 15, a final conference shall be held with the parents, teacher, and the Administrator present. The final decision as to promotion or retention of a student will remain with the Administrator.

Article IX - Textbook Rentals

The annual curriculum fee covers all textbook rentals. The original of this list will be kept on file in the Administrator's office. Should any books be lost or damaged during the year, the student will be responsible for paying the current value of the book(s). The classroom teacher will issue elementary students textbooks on the first day of class. The teacher may require payment to the school for lost or damaged books.

Article X - Library Policies

The students will be allowed to check out books every two weeks during the designated library time for their class. Permission to use the library at other times must be given by the classroom teacher. In most cases, students will not be permitted to use the library without an adult present.

Books will be checked out for a period of 2 weeks. Any books returned after the due date may be subject to a late fee of \$.10 per day. If a book is lost or damaged, the student will be charged a replacement fee equal to the value of the book. We ask that you help your children be responsible with the care and timely return of their library books.

Their teachers will help remind them about library day, but they are ultimately responsible for the books once they leave the library. A child that repeatedly demonstrates an inability to return their library books on time or fails to take proper care of the books in their possession may lose their library privilege for the remainder of the year. The decision to terminate a student's ability to check out books will be left up to the discretion of the librarian. If such action is taken, a letter will be sent home informing the parents about the loss of privilege.

SECTION IV - SCHOOL ROUTINE

Article I - Change of Address or Phone Number

If you change your address, e-mail address, phone number, or work location, please notify the school. It is important that emergency information be current.

Article II - Closed Campus

We follow a "closed campus" policy. Students must stay on the school grounds from the arrival time until dismissal. Students must bring a written parental request to the office in order to leave campus for any reason.

Article III - Communicable Diseases

Please telephone the school immediately if your child is diagnosed as having a contagious disease. We appreciate your cooperation in this matter.

Article IV - Emergency School Closing

Occasionally emergency conditions make it necessary to close school. In most cases, this will be due to heavy snowfall that makes the roads impassable or unsafe. FHCS @ Green will be on the same emergency school closing schedule as the Clay Center (USD 379) schools unless notified otherwise. In case of an emergency closing, such information will be broadcast for the Clay Center schools over radio stations: KCLY 101 FM and WIBW 13 AM & TV no later than the 7:00 AM newscast.

Article V - Field Trips

Field trips are planned for their educational value. Some are scheduled as rewards and incentives. Notes giving details of the trip will be sent home. Every effort will be made to keep the cost per child at \$5.00 or less.

A permission slip and emergency medical treatment form is to be filled out before school begins. Your child may not go on a field trip unless this form is on file in the office. Teachers are expected to recruit parent drivers. (See Section IV, Article XIX – *Transportation - Parent drivers are occasionally used for field trips. It is expected that all individuals providing transportation for school functions will abide by all traffic laws including insurance, speed limit, and child restraint.*)

Parent drivers must check with the teacher to determine if it is appropriate for siblings to accompany the students on the field trip.

Article VI - Drills

Fire Drills

Throughout the year, there will be unannounced fire drills. When the fire alarm sounds, all persons in the school building will file out in a quiet, orderly fashion. All doors must be shut, lights turned off, and there will be no talking. Each student is to remain with his classmates at all times. All classes will have an assigned exit through which they are to pass. A signal will be given to reassemble in the classroom.

Tornado Drills

Tornado drills will be held during the school year. Students will be instructed regarding specific procedures to follow.

Article VII - Health Records

Students entering school are to present a Certificate of Immunization. The following immunizations are required by order of the Kansas Department of Health: polio, DPT, rubella, measles and mumps. In most cases, immunization certificates can be obtained through a local health department or your family doctor.

Article VIII - Illness During School Hours

If a student becomes ill during the day, the office may excuse the child to go home. Before the student is excused, however, the school office will contact his/her parent. For this reason, it is important that the school has the correct home and work telephone numbers of both parents. Students must be “fever free” for 12 hours prior to returning to school.

Article IX - Lost and Found

Lost and Found is kept in the office work room. Please label all books, clothing, lunch boxes, supplies, etc. This expedites the search for the rightful owner. All items found should be turned in to the office. Lost items that are not claimed for sixty (60) days will be given away.

Article X - Lunch

It is school policy that lunch is closed except when a parent desires to take their child out to lunch. Students are expected to return on time for their next class.

Students are required to bring their own lunch to school. We suggest that students bring well-balanced and nutritious lunches. Please provide your child with cups and eating utensils. Microwaves are available for heating lunches if wrapped appropriately. An adult will supervise microwave use. Soft drinks or candy at school is discouraged. (Field trips and parties will be exceptions.)

Please make sure that you remember to send your child's lunch every day. We do not have a system in place for providing lunches for children that have forgotten. There may or may not be something on hand to give them as a replacement. We suggest that you prepare your child's lunch the night before, so that there is no need for trying to put something together in the morning at the last minute. Things are easily forgotten when we are in a hurry. This will also teach your child how to be responsible and prepared for each day.

Article XI - Medications

Due to Kansas state law, non-prescription medication (including aspirin, Tylenol, decongestants, antihistamines, etc.) shall not be administered to any child except by a written note from the parent or guardian or permission on the student's Emergency Contact Card. Tylenol may be given to students only once weekly. The second time a child comes to the office for Tylenol in a week's time, the parents will be notified before Tylenol can be given. Teachers are not to have any medications in their room for students.

Any prescription medicines will be administered in the office, not the classroom. Medicines are not to be kept in the classroom. Prescription and nonprescription medicines must come to the office with a written permission statement before the school personnel can administer them. Children may not keep any medications on their person or with their personal belongings. Medicines should be in their original container. A record will be kept in the student's file as to who gave the medication and the date and time that it was given.

Article XII - Office Hours

The school office hours will be from 8:15 AM until 4:00 PM. Parents or visitors coming to the school to visit or transact business must *first* come to the office. Parents or visitors may not go directly to the student's classroom.

Article XIII - Visitation

Parents are always welcome to visit the school. Pre-school age children and school age guests must have prior approval from the teacher before visiting the classroom. Parents who plan to visit a classroom should inform the school office of their intentions by a note or telephone call, unless previous arrangements have been made with the teacher.

Article XIV - Parties

We will have various occasions for parties through the year. Parents will be asked to help furnish various items and supervise the activities of the students. Parents attending parties must check with the teacher to determine if it is appropriate for siblings to attend. The teachers will supervise the activities.

Article XV - Physical Education

All students are expected to participate in physical education activities, where offered, unless specifically excused by a doctor's written request.

Article XVI - School Calendar

The school calendar is distributed to the parents at the beginning of each academic year. Occasionally, their may need to be a change to the calendar during the year. Parents will be notified of any changes with a written letter, and the calendar will also be changed on our website.

Article XVII - School Hours

School hours will be 8:30 AM – 4:00 PM. If you will be unable to pick up your child at the time school is dismissed or have arranged for another individual to pick up your child, please notify the office.

In order that we avoid placing unnecessary responsibility on the teachers and staff, effective 8/1/2007, parents of students who have not been picked up by 4:15 p.m. will be assessed a \$10.00 fee. Those not picked up before 4:30p.m. will be assessed a \$20.00 fee, by 4:45 assessed \$30.00, etc. Payment will be due by the end of the month that the infraction/s occurred. We want to encourage all parents to be on time and responsible for picking up their children in a timely manner. It is not our policy to provide after-school care at this time.

Article XVIII - Student Injury

The staff of Flint Hills Christian School will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases where an injury appears to be serious, we will immediately notify the parents. We retain the right to seek professional help, including ambulance, doctor, and emergency room service. Parents will be responsible to pay for the services obtained in the child's behalf.

Article XIX - Transportation

Flint Hills Christian School does not provide transportation to and from school. Assistance will be given to help establish carpools. Any cooperative effort of the parents to facilitate transportation of students will be welcome.

Parent drivers are occasionally used for field trips. It is expected that all individuals providing transportation for school functions will abide by all traffic laws including insurance, speed limit, and child restraint.

Article XX - Telephone Calls and Messages

All telephone calls and messages to students or teachers must be directed to the school office. No student or teacher will be called out of class except in emergencies. Students may use the telephone in the office. Students are not allowed to use cell phones or pagers during school hours. See Electronics policy (*Students are not to have cell phones on their person during the school day. A student who brings a cell phone to school must leave it in his or her locker, car, or the office.*)

Article XXI - Orchestra

A school orchestra program is available for grades 2-12. Anyone desiring to participate must contact the school for further information.

Article XXII – Drop-Off and Pick-Up

Between 8:15-8:30 a.m. elementary children should report to the classroom and sit in their designated area. Students should stay behind the chain link fence when waiting for parents to pick them up in the afternoon.

SECTION V - ENDING REMARKS

Article I - Right of Access to Records

The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grants the right of access to educational records accumulated subsequent to December 21, 1974. Access must be granted within forty-five (45) days of making a written request. A request must be submitted to the administrator's office. Available records include grades, evaluation, and standardized test results. These records cannot be released to persons or institutions outside the school without written permission from the parent/s.

The Buckley Amendment affords the right for challenging the accuracy of recorded information. A parent may challenge the content of the records by making a written statement of his/her position. That statement shall be inserted in the records.

The school reserves the right to withhold all student records until any back tuition or fees have been paid in full.

Article II - Our Responsibility

Many institutions take the position that their responsibility to the student does not go beyond work or school hours. We at Flint Hills Christian School do not take such a position. We believe that it is our responsibility to set standards for our students, and we will take a firm stand in doing so. Each student and his/her parents make the decision to attend Flint Hills Christian School at Green. Those who decide to do so thereby agree to accept the standards, principles, and requirements as set forth in this handbook. For us to pursue any other course would be to abandon the responsibility of a Christian school. We appreciate the confidence shown in placing your child(ren) in our care to guide and teach the student socially, academically, and spiritually.