



## Parent/Student Handbook

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## INTRODUCTION

Commitment is a quality that runs deep into the very fabric of our lives at Fairview Christian School. We exist only because Christian men and women were committed to heeding the call of God upon their lives and ministry. The acquisition of the facility known as Fairview Church and Christian School is testimony to the power and provision of God. Building renovation could only take place as committed men and women dedicated their time and talents to consistent and high quality effort.

Most crucial to providing a high standard of academic excellence is the faculty. Combined with our qualified teaching staff, smaller classroom size, and "hands-on" educational philosophy geared to meeting the individual learning styles of each child, our commitment is rooted in our desire that all children will come to know who Jesus Christ is and to grasp, as the Apostle Paul says, "how wide and long and high and deep is the love of Christ, and to know this love that surpasses knowledge..." (*Ephesians 3:18-19*)

We are committed to modeling ourselves after Jesus Christ, the servant-leader, thereby nurturing a community of Christian servant leaders.

God, in his infinite wisdom, has brought together the pieces of a dream. That dream has become Fairview Church & School. Our commitment to the guidance and direction of God will cause this dream to flourish for His glory and the advancement of His Kingdom.

Sharilee West, MAed  
Provost

## ABOUT THIS HANDBOOK

This Parent/Student Handbook (“Handbook”) contains information about the general policies and procedures of Fairview Christian School (“FCS” or “the School”). This Handbook supersedes and replaces any and all prior handbooks and verbal or written policy statements. Fairview reserves the right to revise, amend, supplement, and rescind any provisions of this Handbook in its sole discretion, with or without prior notice. All such revisions, deletions, or additions must be in writing, authorized by the FCS School Board a subsidiary board of The Elder Board of the Fairview Church, and distributed generally to parents and students. No oral statements or representations can change the provisions of this Handbook. Parents and students are encouraged to keep this Handbook and add updated pages to it as appropriate.

THIS HANDBOOK IS SIMPLY A STATEMENT OF FAIRVIEW CHRISTIAN SCHOOLS GENERAL POLICIES AND MUST NOT BE CONSTRUED OR REGARDED AS AN IMPLIED AGREEMENT OR A PROMISE OF SPECIFIC TREATMENT TO ANY PERSON.

## **FAIRVIEW CHURCH MISSION**

The Fairview Church exists to introduce people to the transforming power of Jesus Christ through prayer, relationships, and evangelism.

## **FAIRVIEW CHRISTIAN SCHOOL MISSION**

Fairview Christian School exists to educate and empower children to become healthy, intellectually capable and vital living witnesses to the love, justice and grace of God through Jesus Christ.

## **FAIRVIEW CHRISTIAN SCHOOL VISION**

With Jesus Christ as the foundation of our curriculum, Fairview Christian School provides an academic program through which caring educators lead students to take responsibility for learning: intellectually, physically and spiritually.

## **BIBLICAL FOUNDATION**

1. God is the creator and sustainer of all things. He is sovereign and will reign forever. *Psalm 2:1, Ephesians 1:8*
2. God has created each child on purpose and for a purpose. *Psalm 9:13-16, Ephesians 2:10*
3. God is truth. Education is the pursuit of truth. *John 14:6, Proverbs 4:7*
4. Education applies and is directed to the “whole” child: his/her intellect; his/her personality; his/her emotional, physical, and spiritual components. *Luke 2:52*
5. Jesus Christ is the Master Teacher and serves as our model. *John 1:49, Philippians 2:5*

## **STATEMENT OF FAITH**

- We believe -- the Bible to be the only inspired, infallible, authoritative Word of God. *2 Timothy 3:16-17, 2 Peter 1:20-21*
- We believe -- there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit. *Galatians 3:20, John 8:58, Matthew 16:16, John 20:28, Matthew 3:16-17, Matthew 28:19, 2 Corinthians 13:14, 1 Peter 1:2*
- We believe -- (1) in the deity of Christ, (2) in His virgin birth, (3) in His sinless life, (4) in His miracles, (5) in His vicarious and atoning death, (6) in His resurrection from the dead, (7) in His ascension to the right hand of the Father, (8) and in His personal return in power and glory. (9) We believe that He was “made to be sin” for our sins, and that He suffered the judgment of divine justice, voluntarily shedding His precious blood and dying on Calvary’s cross, “the just for the unjust, that He might bring us to God. (1) *John 1:1, John 20:28, (2) Matthew 1:23, Luke 1:26-33, (3) 2 Corinthians 5:21, Hebrews 4:15, (4) Matthew 8:3-17, John 11:43-44, (5) 1 Peter 2:24, 1 John 2:2, (6) Luke 24:34, 1 Corinthians 15:4-8, (7) Mark 16:19, Acts 1:9-11, (8) 1 Peter 3:18, (9) 1 Peter 3:18*
- We believe -- in the necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God’s grace and through faith we are saved. *John 3:5-8, Romans 3:23, Romans 6:23, Ephesians 2:8-10*
- We believe -- in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and those they that are lost unto the resurrection of damnation. *John 5:28-29*
- We believe -- in the spiritual unity of believers in Christ. *John 10:16, Ephesians 4:4-6*

## **GOALS**

1. To introduce children and families to the knowledge of God and His Son, Jesus Christ. *Matthew 28:18-20*
2. To foster spiritual growth in sound Biblical principles. *Colossians 2:6-8*
3. To lay the foundation through the educational process for independent and successful living. *Luke 6:48-49*
4. To exemplify commitment to others by serving each other and those outside our school. *Luke 6:20-3, Matthew 7:7-14*

## ADMISSION REQUIREMENTS

Fairview Christian School (“FCS”) does not base student admission to FCS on race, religion, age, color, marital status, sex, national origin, or disability as required by federal and state laws and regulations (to the extent those laws and regulations apply to FCS). However, nothing contained in the admission requirements constitutes a promise or requirement that FCS admit a student applicant.

Students, including returning students, shall be admitted in the sole and absolute discretion of FCS. FCS may consider many criteria in its enrollment decision including, but not limited to, the following:

1. A non-refundable registration fee (see current tuition and fee schedule) is required before a student will be considered for admission. If FCS determines it is unable to place a child, FCS will refund the registration fee. To register a child after January 1 for the remainder of the school year, only 50% of the registration fee is required.
2. Siblings of currently registered students whose registration fees have been received by FCS prior to the re-registration deadline (as published in the school calendar) shall be given first priority for placement. Returning FCS students whose registration fees are received by FCS prior to the re-registration deadline (as published in the school calendar) shall have priority over new students for placement. For all students whose registration fees are received by FCS after the re-registration deadline, priority shall be given in the order the student’s fee was received.
3. Among new students, applications should be considered in the order in which their completed registration packet is received by FCS (see Enrollment Packet).
4. Before a student may enroll at FCS, parents must provide FCS with proof of immunization or certification of exemption from immunization requirements.
5. Prior to acceptance to FCS, an interview with parents should take place with school officials.
6. By August 31 of the year of enrollment, Preschool students should be 3 years of age, Pre-Kindergarten students should be 4 years of age, and Kindergarten students should be 5 years of age. Preschool and Pre-Kindergarten children must be toilet trained before the first day of school. Preschool and Pre-Kindergarten children develop at different rates quite naturally; and some are more ready than others to deal with separation, routine and transition.
7. Enrollment, particularly for Preschool and Pre-Kindergarten, shall be based on the needs of the individual child with consideration being given as to how each child will affect the prospective class as a whole. FCS reserves the right, within its sole discretion, to move a child to a more suitable class for any reason.
8. Students who seek admission directly following suspension, expulsion, or behavior problems from another school will not be considered for admission until FCS is satisfied in its sole and absolute discretion that the problems will not recur.
9. Each year FCS conducts a Parent/Student Orientation. Parent attendance at Orientation is required prior to a student’s attendance at school. If necessary, a make-up orientation will be scheduled by the administration for a fee of \$50.
10. This Parent/Student Handbook setting forth the educational philosophy and disciplinary policy of the School will be provided for each family. Before attending any class, each parent must sign the FCS agreement promising to abide by the policies stated in this Handbook. In the event of changes to the Handbook after registration is complete, parents should receive a new Handbook at the beginning of the next school year. In that event, the signed agreements must be resubmitted to FCS before a student may begin attending classes.

## ENROLLMENT PACKET

In order to be considered for enrollment at FCS, each student must submit a complete enrollment packet that includes:

- Complete Registration Form
- Paid Registration Fee
- FCS Handbook Parental Agreement Form
- Signed Financial Agreement
- Completed Health History
- Current Immunization Record
- Records from previous school (if any) including discipline/behavioral files
- Completed Reference Forms
- After September, 1999, an Academic Disclosure form for new admissions (post Kindergarten)

## EXPECTATIONS

### GENERAL EXPECTATIONS OF STUDENTS

The distinguishing mark of a Christian is his/her love for God and other people. That love for others is best demonstrated by respect for them as individuals, their reputation, and their property. We expect our students to respect one another, our staff, and visitors to our school, as well as school and church property.

#### Respect for People

Students are expected to treat each other and adults with respect. Students will refrain from abusive, slanderous, impure, or otherwise inappropriate words and actions as determined by FCS. Students must address all adults with proper respect and submit to their authority. Disagreements, disputes, or problems with teachers or staff must be handled respectfully and in private. Students are encouraged to talk with their teachers if they are having any difficulties with their class expectations or assignments. Disrespectful language, actions, or attitudes are unacceptable. Students represent our school and our Lord in every moment, whether they are on campus, attending school functions or activities, or are away from campus. Behavior expectations apply in each of these situations.

#### Respect for Property

Having respect for church and school property is important for financial reasons and for what it reveals about us as Christians. Student who misuse or abuse property shall be disciplined by FCS, and their parents may be held financially responsible for any damages or replacement costs. It is equally important that students make every effort to keep the school grounds clean. Students are encouraged to take pride in the appearance of the school and church facilities. How we take care of our school reflects our values and communicates a great deal to our visitors. Cleaning up after ourselves, stacking or setting up chairs, and moving tables are all examples of student tasks that take little time and effort, are easier with cooperation, and make a tremendous difference in our school's appearance.

#### Respect for Rules

General school rules and classroom rules, which have been established and agreed upon by both the teachers and administration, must be followed. Behavior that is inconsistent with Biblical standards, such as lying, cheating, stealing, forgery, or any evidence of gang association may result in disciplinary action. FCS may establish and implement the consequences of any misbehavior in order to preserve a safe, spiritual, and academic environment for all students.

### More Specific Expectations

Each student of FCS is expected to represent and honor God with his or her life. To do this, students must abide by the additional standards listed below during and after school hours and at all school-sponsored programs. This includes, but is not limited to, before and after school care, field trips, and music and drama programs. All students at FCS are expected to:

1. Model behavior after Jesus Christ who "grew in wisdom and stature and in favor with God and man." (*Luke 2:40*)
2. Be punctual and regular in attendance and the completion of all assigned work.
3. Remain on school grounds during the entire school day unless the teacher grants permission otherwise.
4. Behave appropriately in the hall, restrooms and offices.
  - a. No disorderly behavior such as running, jumping, chasing, yelling, or pushing is allowed in the hallways.
  - b. Students are expected to keep the noise at a manageable level while passing between classes.
  - c. No congregating in the restrooms.
  - d. Students are not allowed in the office areas unless sent by a teacher or an appointment has been scheduled.
  - e. Students are allowed to use the phone only with permission of a school employee.
5. Conduct yourselves appropriately by not entering restricted access areas or causing disturbances.
6. Comply with any disciplinary actions taken as a result of failing to abide by any FCS standards and rules.
7. Please check in any electronic devices (i.e. cellular phones, cameras, ipods, mp3 players, portable game systems, etc.) at the beginning of the school day. These items may be picked up from the office at the end of the school day.
8. Abstain from bringing any toys that depict violence to school or school events.
9. Abide by all other school rules, classroom rules, policies, and instructions.
10. Abstain from the use of inappropriate language or violence. Inappropriate language includes, but is not limited to, use of swear words, crude or vulgar words, threats, name-calling, or teasing. Violence includes, but is not limited to, pushing, kicking, hitting, throwing objects at other people, pinching, biting, scratching, or poking. What constitutes inappropriate language or violence is within the sole and absolute discretion of FCS.
11. Abstain from the possession, distribution, dispensation, manufacture, or use of any tobacco, alcohol, or illegal controlled substances is absolutely forbidden at all times, whether or not on school grounds or at any school function. The unauthorized possession, distribution, dispensation, manufacture, or use of any prescription or non-prescription drug is absolutely forbidden on school grounds or at any school function. Any student who violates these rules will be subject to immediate discipline, up to and including permanent expulsion from FCS.
12. Abstain from the possession or use of any dangerous objects, weapons or toy weapons is absolutely forbidden at all times on school grounds or at any school function. A weapon includes any item that could reasonably be used to inflict serious bodily harm. Any student who violates this rule will be subject to immediate discipline, up to and including permanent expulsion from FCS. What constitutes a dangerous object or weapon is within the sole and absolute discretion of FCS.

### K-8 Student Uniform Policy

Our uniform identifies an individual as a student of Fairview Christian School. The uniform is to be worn to school on all school days, and every effort should be made to come to school in a clean uniform in good condition. If a student arrives at school out of compliance with the Parent/Teacher handbook guidelines, the student shall be sent to the office. The student will make contact with their parents asking that appropriate attire be brought to school or they may borrow from the school's supply (if available).

Please check with your **Dennis Uniform** catalog to see specifics about which items are available in which color and to see drawings of the styles. A copy is located in the school office, or you can visit the FCS website (<http://uniforms.fcsseattle.org>) for a link to the Dennis Uniform Store. There are two uniforms, formal and

casual. **Formal uniforms** may be worn any school day but are required for Chapel Days, most Field Trips (as directed by teacher), ACSI events and other more formal occasions (your teacher will give you notice). **Casual uniforms** may be worn any other day not mentioned above and have many more options. Spirit Days: The school may declare a certain day to have a special meaning, such as Seahawks Day, Mariners Day, or Pajama Day, etc. The student has the choice to wear the school uniform or follow the guidelines for that specific day.

### 13. Formal Uniform Options

- a. These options may be worn any day a Formal Uniform is required. Any element of the Formal Uniform may be worn on any day.
  - i. Boys (must wear Logo):
    1. Tops: Polo, with Fairview Logo  
White collared dress shirt with a Navy V-Neck Pullover Sweater or Sweater Vest with Fairview Logo
    2. Bottoms: Navy or Khaki pants
    3. Socks: Navy or white
    4. Shoes: Black, Navy or Brown
  - ii. Girls (must wear Plaid):
    1. Tops: White collared blouse  
Navy Cardigan, V-Neck Pullover or Sweater Vest with or without Fairview Logo (optional)
    2. Bottoms: Skirt, skort or jumper, in Mayfair Plaid
    3. Socks: Socks, navy or white  
(or) Tights, navy or white
    4. Shoes: Black, Navy or Brown

### 14. Casual Uniform Options: These options may be worn any day a Formal Uniform is not required.

- a. Approved Colors
  - i. Solid colors only (no prints, stripes, embellishments and or patterns other than Mayfair Plaid or Fairview Logo)
  - ii. Khaki\* (bottoms)
  - iii. Navy (tops, bottoms)
  - iv. White, Light Blue\*\*, and Yellow\*\* (tops)

\*The khaki color should match as closely as possible the Dennis khaki, which is a medium tone.

\*\*The light blue and yellow colors should match as closely as possible the Dennis light blue and yellow.

- b. Approved Styles
  - i. Tops for Boys and Girls:
    1. Polos, Turtlenecks or navy crewneck sweatshirt with the Fairview Logo, no T-shirts
  - ii. Boys and Girls:
    1. Pants, no jeans or sweats
    2. Corduroy Pants
    3. Shorts (kept at a modest length and the same style as pants)
  - iii. Additional options for Girls only:
    1. Skirts (skirts should be kept at a modest length - no more than 4" above the knee)
    2. Skorts (kept at a modest length)
    3. Jumpers

### 15. Other Uniform Topics

- a. **Outerwear:** Sweatshirts with hoods, baseball caps, or other hats are to be worn outside only. There are no restrictions on outerwear other than meeting the basics stated above.
- b. **Accessories:** It is encouraged, though not required, for accessories to stay within the approved uniform colors. Accessories in Mayfair Plaid are available through Dennis (i.e. head bands, pony tail holders etc.).
- c. **Footwear:** For safety reasons we ask the students wear shoes that will easily stay on their feet. No flip-flops, "croc" like beach shoes or slippers, unless worn on an appropriate Spirit Day.
- d. **P.E. Uniform (grades 3-8):** Dark color shorts or sweats, a short sleeve Fairview t-shirt, and athletic shoes with non-marking soles. T-shirts may be purchased at **Dennis Uniform**.

### 16. Dress appropriately (Early childhood and any non-uniform day).

- a. Clothing should be neat, clean, and modest.

- b. Apparel with slogans and/or pictures contrary to Christian values, are not acceptable.
- c. Faculty or administration may establish standards of dress at school and all school-related programs and performances. Students are expected to meet those standards. Faculty should be available to assist students who need specific clothing items in order to comply with dress requirements for school-related performances.

## **GENERAL EXPECTATIONS OF PARENTS**

Fairview Christian School views parents as partners in the educational success of students. We are committed to the concept that the best way to meet the needs of children is for the School and the parents to work together as partners. Our expectation is that parents would support and help enforce the policies of FCS during this significant time in the lives of their children. Should FCS determine that a child's parents are not able to fully support FCS policy, the administration may discontinue enrollment of their children at FCS.

## **GENERAL EXPECTATIONS FOR RELIGIOUS INSTRUCTION**

As Christians, we believe that our faith plays an integral part in all facets of our lives. Christianity is not simply a subject to be studied or a lifestyle that we live when it is convenient. We believe that the Bible is the Word of God and that His Word is instructional for our faith and for our daily lives. Religious instruction, therefore, is rooted in Scripture and is integrated naturally into all areas of student life.

Additionally, we strive to communicate to each child through classroom Bible study and worship, weekly chapel sessions, Scripture memorization, and character-building exercises that teach who Jesus is and why, as the Son of God, He came to live on this earth.

## **GENERAL EXPECTATIONS FOR ACADEMIC PERFORMANCE**

Children at Fairview Christian School are encouraged to develop their academic abilities to the fullest extent possible. It is our expectation that your children will take advantage of this opportunity and work at the highest level to which they are capable. Academic performance, however, is very closely linked to the overall social, emotional, and physical development of the child. Evaluation of a child's performance at school, therefore, is not simply an academic one. Report cards, parent conferences, and standardized tests (which are typically administered in the spring) are three ways in which the overall development of your child is assessed.

### **Preschool**

The Preschool class offers an opportunity to learn socialization skills, acquire basic knowledge, and develop language. The two-day morning and/or afternoon classes offer fun and loving experiences in a secure, enriching environment.

### **Pre-Kindergarten**

The Pre-Kindergarten offers a structured yet flexible program. The three-day or five-day morning classes offer a positive basis for learning and the development of number concepts, science awareness, reading readiness, music appreciation, fine and gross motor skills, and individual and group participation opportunities.

### **Kindergarten - Second Grade**

Kindergarten is a full-day program designed to provide direct instruction in reading and math, utilizing manipulatives and other activities to explore concepts. First and second Grades build upon the basic skills learned in Kindergarten. The curriculum continues with a "hands-on" approach to learning. The development of phonics skills and sight vocabulary should lead to fluency and comprehension in reading and language arts.

FCS also provides a spelling curriculum that develops a child's ability to incorporate correct spelling into their expressive writing,

1. FCS shall issue report cards at the close of each quarter as defined on the school calendar.
2. FCS regards character development as an important aspect of the report card.
3. The grading system does not compare one child to another within the class but evaluates the child as to whether grade-level expectations have been met.
4. Grade-level expectations defined on the report card should include:
  - a. Personal Development Key
    - 3 - Excellent
    - 2 - Satisfactory
    - 1 - Needs Improvement
  - b. Evaluation Key
    - 5 - Exceptional Performance Above Grade Level
    - 4 - Performance Above Grade Level
    - 3 - Meets Grade Level Objectives
    - 2 - Needs Improvement to Meet Grade Level Objectives
    - 1 - Needs Remediation
    - NG - Not Graded
5. Eagle Awards are usually awarded weekly, monthly, and yearly to students (Kindergarten - 3<sup>rd</sup> grade) who demonstrate exemplary Christian behavior and/or attitudes.
6. Parent Conferences.
  - a. Regular parent conferences should be scheduled with your child's teacher as defined on the school calendar.
  - b. Parents, teachers, and/or an administrator may request conferences as necessary.
7. Retention.

While every effort is made to ensure the success of a child in school, retention, or requiring that a student repeat all or a portion of a grade level, is sometimes necessary. As each child is unique, so are the circumstances surrounding retention. The child's teacher, parents, and administrator should meet together with the overall development of the child in mind. Whether or not a child is retained is decided on a case by case basis.

## Third - Eighth Grades

The third grade class affords students an opportunity to build a strong verbal base to be ready to attack the critical thinking skills taught in the intermediate grades. Math skills and concepts are developed through a curriculum providing algebraic thinking, which also increases comprehension. Language arts is taught through presentation of rules and integration into the writing process. Science and social studies are strongly reinforced at each grade level.

In grades four and five students are challenged to develop their reading, writing, and math skills to a higher level. Students write guided research reports as a part of their Science Fair project. Their reading skills, including comprehension, should develop higher critical thinking skills. Students are challenged to reach higher degrees of accuracy and problem solving in math. Although built into the whole approach to learning at Fairview, independent learning, development of responsibility, and accountability are stressed. By the end of fifth grade, students should be prepared to go on to the next level with the ability to organize their academics and express their goals.

In grades six through eight (middle school), students are typically taught in the core subjects, Language Arts, Reading, Math, Science, Bible and Social Studies. In addition, they attend twice weekly Physical Education and Performing Arts. By using a challenging curriculum combined with accountability, students usually stay on track and have the best chance to succeed at the next level.

1. FCS shall issue report cards at the close of each quarter as defined on the school calendar.
2. FCS regards character development an important aspect of the report card.
3. Grade expectations defined on the report card shall be:
  - A = 90-100%
  - B = 80-89%
  - C = 70-79%
  - D = 60-69%
  - F = Below 60%
4. Quarterly Awards:

Honor Roll with Distinction is awarded to students who achieve a 95% or better average in their academic subjects; Honor Roll is awarded to students who achieve a 90-94% average in all subjects in grades 3-5, 85-94 % in grades 6-8, or Middle School. Beginning in 4th grade, Character Awards are given to students who demonstrate exemplary Christian behavior and/or attitude.
5. Yearly Awards:

Honor Roll with Distinction and Honor Roll awards are typically given to students who have remained on the Honor Roll with Distinction or Honor Roll for all four quarters of the year. In addition, the Faculty usually award Character Awards.
6. Parent Conferences:
  - a. Regular parent conferences should be scheduled with your child's teacher as defined on the school calendar.
  - b. Parents, teachers, and/or an administrator may request conferences as necessary.
7. Retention:

While every effort is made to ensure the success of a child in school, retention or requiring that a student repeat all or a portion of a grade level is sometimes necessary. As each child is unique, so are the circumstances surrounding retention. The child's teacher, parents, and administrator should meet together with the overall development of the child in mind. Whether or not a child is retained is decided on a case by case basis.

## DISCIPLINE AND PERSONAL CONTROL

### Early Intervention

FCS believes that for any inappropriate behavior early intervention is the best approach. In order to implement this principle, each teacher should generally follow these guidelines with modifications for each grade level:

1. Teach the classroom/school expectations and identify inappropriate behavior concretely.
2. Depending on the behavior, the teacher may redirect inappropriate behavior in a variety of ways including but not limited to:
  - a. Express empathy to the child. Talk with them, and redirect them.
  - b. Expressing empathy and having prayer with the child.
    1. Identifying the problem and using questions, help the child realize whose responsibility it is to solve the problem without causing any additional problems to anyone else.
    2. Allow logical consequences to reinforce the learning. Sometimes it is difficult to know a logical consequence for a behavior problem. At these times, a teacher or staff member may give the child a time out or take away a privilege.
  - c. Make contact with the parent by phone, a note, or in person.
  - d. Restate expectations.
3. If this behavior is repeated, the child is typically sent to the office to meet with an administrator, where the administrator usually prepares an event report. A copy of this report is usually sent home with the child for a parent signature. Sometimes as a part of the event report, a phone call is made to the parents to apprise them of the situation.
4. If misbehavior continues usually a meeting will be arranged between the teacher, parent, administrator, and sometimes student (when appropriate) to evaluate and develop a plan for intervention. The plan may include dates of progress evaluation and recommendations for outside services.

However, FCS cannot promise a specific treatment, or procedure, to any student or parent. FCS, in its sole and absolute discretion, may deal with inappropriate behavior in other ways than described here and retains absolute discretion in dealing with all disciplinary situations arising at FCS or FCS activities. This includes the discretion to suspend or expel a student.

The procedures below generally describe how our early intervention process may be implemented in each grade level.

### Grades K - 3

One of our objectives at Fairview is that every child be provided the best learning environment possible. The learning environment should be safe from physical or emotional harm and be a place to grow and learn. An essential part of this growth is that students learn self-control. Discipline is a vital part of any learning process and is a vehicle to be used in teaching a child to move from inappropriate behavior to appropriate behavior. Discipline is best defined as the self-motivation to act in a way that is acceptable to oneself, to others, and to God.

1. The teacher should present specific positive classroom rules as each child begins the school term.
2. Each child is encouraged to develop self-control, acceptable behavior patterns, and a respect for the rights of others. Guidance should be given as each child learns individually and as a part of a group how best to meet those goals.
3. When unacceptable behavior (behavior that detracts from the learning environment or violates FCS standards) occurs, the following steps may be taken:
  - a. First infraction: expressing empathy towards the child, taking time to talk with them about the problem, allowing the child to explore options to solve the problem, using redirection, using a logical consequence or using a time out, and losing a privilege.
  - b. Second infraction for similar behavior: child should contact parent by way of phone with teacher present. The teacher should explain the behavior observed and why it was unacceptable.
  - c. Recurrent Behavior: If the same behavior reoccurs within a week's time, the student should spend a day of suspension without peer contact in the office. A conference with the parent, teacher,

administrator, and child should occur to produce a plan to modify the student's behavior. The plan may include:

1. A parent or other adult attending class with the child.
  2. A recommendation for testing and/or alternate placement.
  3. Development of a joint plan between the classroom and the home with consequences of inappropriate behavior and reward for appropriate behavior in both locations.
- d. A violation of the plan may result in extended in-house suspension or expulsion.

### Grades 4 - 8

1. Inappropriate behavior among students in grades 4-8 should be noted and warnings may be given. (Please note that Intentional Training during Student Orientation is sufficient notice of what constitutes inappropriate behavior.)
2. A student who behaves inappropriately may:
  - a. Be given an Inappropriate Behavior Slip;
  - b. Conference with the administrator, who may require submission to a behavior modification plan;
  - c. Be required to contact their parents by telephone.
  - d. Be required to spend one or more hours in after-school detention. If FCS deems other efforts to modify inappropriate behavior as unsuccessful or futile, discipline may include suspension or expulsion.
  - e. While all infractions are unacceptable, the following infractions provide examples of conduct that may result in more swift disciplinary action such as immediate assignment to detention:
    - i. An act of physical aggression towards another person;
    - ii. Verbally abusing another student through the use of inappropriate or negative language;
    - iii. Use of inappropriate language in any context;
    - iv. Escalated disrespect of an adult;
    - v. Students who have three late assignments in one week in a specific subject block (Language Arts, Bible/Social Studies, or Math/Science).

### Detention Grades 4-8

At the beginning of the school year, students will experience a week of Intentional Training where school expectations are made clear and students have a chance to practice and apply appropriate behavior. Students must sign a document verifying that they understand school rules and expectations. When students do not meet those expectations, students may be assigned to detention. The student's teachers and a parent must sign the detention form. The form should give the date of the detention assignment, and the teacher in charge. A student assigned to detention will:

1. Return the following to the office prior to the detention assignment:
  - a. \$15.00 per hour assigned. Checks need to be made payable to FCS.
  - b. Signed detention form
2. Arrive on the assigned detention day prepared to work.
3. The parents promptly at the conclusion of the assigned time must pick up students.
4. Students who receive more than two detention assignments in a quarter should have a conference to include the student's teachers, administration, the student, and the parents. More than two detention assignments may be grounds for suspension.
5. Failure to attend a detention assignment may result in suspension.
6. Part of this plan is that students become responsible for their own actions. Therefore, if a parent has a question concerning an infraction, the question should be addressed through the student first or at least in the presence of the student.

### Suspension

Suspension is a time for the student to reflect and correct the behavior that led to the discipline. Failure to meet the standards of the School in conduct, attitude, or dress may lead to suspension. FCS, in its sole and absolute discretion, may determine when suspensions are imposed and for what length of time.

Suspension may be part of a written administrative plan developed with notification provided to parents. Students assigned to in-house suspension may be assigned a module of work, which directly relates to the offenses and must be completed that day before being excused from the suspension. Students should not be

excused for any reason other than to use restrooms. Should there be multiple students assigned, they will not be allowed to communicate with each other unless communication constitutes a teacher-assigned learning activity.

A substitute teacher will monitor one day of in-house suspension. The cost of the substitute teacher will be borne by the parents. Should there be more than one student assigned to in-house suspension, cost will be shared equally among the parents of the students required to attend. Should the offenses be deemed by FCS to require more days out of the classroom, subsequent days will be served at home.

Students' work while in suspension must be completed before returning to class but will not be given grades. A student who does not comply with suspension rules or whose behavior does not change following the working of the suspension plan may be expelled.

### **Expulsion**

Expulsion of a student is typically the final discipline step taken by FCS and is usually reserved for problems that have not been corrected. FCS, in its sole and absolute discretion, will determine whether problems are corrected and the circumstances that require expulsion. No student has a right to continued enrollment at FCS. A student may be expelled from FCS for any behavior or activity that FCS believes compromises his/her responsibility to be a good biblical role model. This includes, but is not limited to, using or carrying illegal substances, tobacco products, alcoholic beverages, weapons, involvement in immoral activity, repeated use of inappropriate language, as well as violation of any criminal laws, or other behavior as deemed appropriate by the administrator. (Col. 3:17; Tit. 2:7-8; Ja. 3:17-18; Gal 5: 19-22)

### **Re-Admittance**

A student who has been expelled or has withdrawn from the School may be considered for re-admittance to FCS in limited circumstances. FCS cannot promise to consider re-admittance for any student. Generally, the following steps may be used to determine whether a student may be readmitted:

- A. The student must state in writing:
  1. Their personal desire to attend Fairview Christian School;
  2. An apology to persons offended by prior behavior and/or attitude (students, teachers, and staff);
  3. A list of expectations of self and expectations of FCS staff; and
  4. An acknowledgment that any further noncompliance with FCS Parent/Student Handbook, school rules, or standards may result in permanent expulsion from FCS with no opportunity for re-admittance.
- B. The parents must state in writing:
  1. A desire to preserve the learning environment and to allow the staff to provide services in an unhindered manner;
  2. An agreement to treat information about incidents of student misbehavior with confidentiality and discretion, whether or not they involve their children. In part, this means that parents are expected to inform and work with FCS when dealing with FCS students' behavior that is dangerous, presents a health risk, or compromises the learning environment;
  3. An acknowledgment that any further incident involving the student may result in permanent expulsion from FCS with no opportunity for re-admittance; and
  4. Bring financial account with FCS current by paying any outstanding balance owed to FCS.

Re-admittance to FCS may be granted only if the terms outlined above are agreed to and completed. In addition, FCS may deny re-admittance in its sole and absolute discretion. The student, their parents, and FCS must sign a document reflecting completions of the requirements.

### **Middle School Late Work Policy**

We know that students sometimes need help outside of class, especially when they have been absent or have late work. After-school study sessions may be scheduled occasionally. It is hoped that these sessions will enable students to stay current so their work will never reach the point of being one week late. When any single assignment is one week late, one hour of detention may be assigned requiring the parents to pay for

supervision at an hourly rate of \$15 per hour. Additional late assignments may result in additional detention hours. Students may receive a detention notice for such work to bring home to their parents.

## HEALTH AND SAFETY

### Illness

1. Children who are ill should not attend school. Pursuant to Washington law, a student should remain at home if he or she possesses any one of these symptoms:
  - Persistent diarrhea (more than three times in 24 hours) or bloody stool.
  - Vomiting more than twice-in 24 hours.
  - Open or oozing sores unless sufficiently bandaged.
  - A fever over 100 degrees F, particularly if accompanied by earache, headache, sore throat, rash or fatigue.
  - Drainage from the eye or a pink color in the white of the eye (pinkeye).
  - A sore throat, rash, or draining rash.
2. If a child becomes ill at school, a parent or person designated by the parent will be notified.
3. The child should be removed from the other children and made comfortable until a parent, or someone the parent specifies, arrives to take the child home.
4. Students must remain home if ill until their temperature has been normal for 24 hours and/or contagion is gone.
5. Parents must call the school office and report a child's absence by 9:00 a.m. each day the child is ill.
6. When students return after an illness, a written excuse must be submitted to the teacher giving the reason for the absence.

### Medication

FCS will not administer medication of any kind without the student's parents completing a **Medication Permission Slip**. FCS will only administer necessary medication to students pursuant to Washington law under the following conditions:

1. ORAL OR INHALED MEDICATIONS
  - a. Any parents who wish their child to receive any medication while at school must provide written consent by submitting a completed **Medication Permission Slip**. Parental consent must include:
    - Child's first and last name;
    - Name of medication;
    - Reason for giving medication;
    - Amount of medication to give;
    - Instructions on method, frequency, and amount of medication to be given;
    - Start and stop dates (never to exceed length of prescription or physician's instructions, even if some medication is left over);
    - Expected side effects; and
    - How to store medication consistent with directions on the label.
  - b. If the medication is not prescribed and directions for administering the medication are not stated clearly on the original packaging, instructions signed by a physician or qualified health care provider must be attached to the Permission Slip.
  - c. The parent must deliver all medication to the office in its original packaging.
  - d. An **Authorization for Administration of Oral Medication at School** form, signed by a licensed health care provider and a parent or guardian, must accompany any prescribed medication to be administered by FCS. Parents should be provided one form in the Orientation Packet. It is advisable to file one with the child's doctor and keep one at home. Additional copies are available in FCS offices.
  - e. Medication must remain in the school office and should be dispensed only by trained office personnel. On field trips, a trained teacher may administer dosage. A licensed health care provider should train staff who should be administering medication each year prior to the beginning of school.
  - f. Medications will not be administered beyond the time-period designated by the health care provider's prescription or the time-period designated in the parent's authorization.

- g. Students may not have in their possession at school non-prescribed medications such as over-the-counter pain relievers, antihistamines, decongestants, ointments, or lotions; and FCS will not administer such medications without the student's parents having submitted a signed **Medical Permissions Slip** to FCS.

## 2. OTHER MEDICATIONS

- a. School personnel will not administer injections, ointments or any medications administered in any other manner than oral, inhaled or emergency epi-pens. All other medications must be administered by a parent or self-administered by the student if the student is authorized by the parents (in writing) and FCS agrees to this authorization.
- b. Medications that are not taken orally or inhaled may be self-administered by a student if:
  - The medication is delivered to the office by a parent in its original packaging.
  - A completed **Authorization for Administration of Medication at School** form is completed and accompanied by a statement from the prescribing doctor that describes how the medication is properly administered.
  - The self-medication is recorded on the medication log.
  - A trained staff member observes the self-medication.
- c. Oral Medication Administered by a Parent: If the parent is unable to complete an oral medication authorization form signed by a licensed health care provider, the parent may instead come to the school site and sign a waiver to give the medication themselves on school property. When a parent administers medication for their child on school grounds, the medication should be recorded in the medication log.

## 3. EMERGENCY MEDICATION IN LIFE-THREATENING SITUATIONS

- a. A **Medication Permission Slip** and an **Authorization for Administration of Medication at School** form, signed by a licensed health care provider and a parent or guardian must both accompany any prescribed medication to be administered by FCS. For students whom the parents have informed FCS in writing that have a history of severe reaction to insect bites, stings, latex, foods, etc., FCS may administer emergency medication that has been provided by a licensed health care provider. What constitutes an emergency is determined at the discretion of FCS. In order for FCS to attempt emergency medication, the permission forms must include written instructions, signed and dated, stating:
  - The student suffers from an allergy which may result in an anaphylactic reaction and identifies the precipitating allergen, if known.
  - The drug, the mode of administration, and the dose. Epinephrine administered by inhalation, rather than injection, may be a treatment option. The licensed health provider makes this decision.
  - Instructions as to when to administer medication.
  - Recommendations for follow-up after administration, which may include care of the stinger, need for a tourniquet, administration of additional medications, and/or transport to hospital.
  - Requirements for reporting to the licensed health provider and recordkeeping requests.
- b. The classroom teacher should carry emergency medications on school functions that occur during school hours. The school staff should notify parents at the earliest opportunity if an emergency medication is administered to a student. Parents must keep the school staff informed of changes in medications procedures and keep emergency contact information current.
- c. Devices provided by parents that administer medication automatically via injection (including diabetes injections) should only be administered by FCS in an emergency.
- d. 911 will be accessed in any or all serious or life-threatening emergencies.

Students are not permitted to possess any medications during school hours, including cough drops or lip balms, without express written permission of FCS. Any medication that is held by FCS must be delivered and retrieved by the student's parents and not the student. Only medications that are in their original packaging and accompanied by medical authorization signed by the student's licensed health care professional may be administered at school.

## Emergency Procedures

1. The faculty and administration shall review procedures for earthquake and fire drills annually.
2. During the first week of school, children are told what procedures to follow in the event of an emergency. Volunteers should be trained in handling emergencies during volunteer training.
3. Fire drills and earthquake drills should be practiced monthly.
4. In the event of an emergency situation, the faculty or administration should make every effort to contact parents immediately. Students should remain on school grounds under FCS supervision until a parent, or someone designated by the parents, comes to pick them up. **DO NOT TELEPHONE THE SCHOOL IMMEDIATELY FOLLOWING AN EMERGENCY.** Having to field numerous incoming calls will delay FCS from systematically notifying parents.
5. First aid kits should be available in the school office, Kids' Care primary room, the P.E. staff office in the Gym, and the Disaster Box in the parking lot.
6. Small earthquake kits should be located in each classroom, and our Disaster Box should be supplied for students and adults.
7. In the event that a child becomes injured, the faculty or administration should make every effort to contact parents immediately. If the injury warrants and at FCS' discretion, FCS will call 911 and request emergency assistance. During the interim, the child shall be supervised by FCS personnel until parents, or someone designated in writing by the parents, comes to pick him/her up.

## Special Training

Each staff member should receive training to remain current in first aid, CPR, and in the procedures for handling incidents and injuries involving blood and other body fluids that may be considered infectious.

## **DISCRIMINATION AND HARASSMENT POLICY**

FCS is committed to maintaining an environment in which all individuals treat each other with dignity and respect and which is free from all forms of unlawful discrimination and harassment based on race, color, national origin, religion, sex, age, or disability. The School is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy may be subject to discipline in, up to, and including expulsion in FCS' sole and absolute discretion.

FCS also reserves the right to discipline individuals for conduct or speech that may not constitute discrimination or harassment under this policy (as defined below) but is nonetheless deemed objectionable in the sole discretion of the School. The School may base the severity of the discipline on the circumstances of the violation. For example, discriminatory comments about race, color, national origin, religion, sex, age or disability may be subject to disciplinary action if the conduct is not sufficiently severe or pervasive to constitute unlawful harassment under the law or as defined below.

### **Definition of Harassment**

Harassment means annoying or offensive conduct or speech based on race, color, national origin, religion, sex, age or disability if the conduct or speech (1) creates an environment that is sufficiently severe, pervasive or persistent so as to interfere with an individual's work or academic performance; (2) submission to the conduct or speech is explicitly or implicitly made a term or condition of an individual's employment or academic activities (including extracurricular activities); or (3) submission to, or rejection of, the conduct by the individual is used as the basis for employment or academic decisions affecting the individual. It includes, but is not limited to, threats, demands, requests, teasing, taunts, insults, derogatory comments, slurs, jokes, abuse, torment, or other similar action. Harassment also includes sexual harassment as defined below.

### **Definition of Sexual Harassment**

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic activities (including extracurricular activities).
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. Such conduct (whether intentional or not) has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

### **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal or physical conduct of a sexual nature. Without limiting the behavior that might violate this policy, the following are examples of inappropriate conduct:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

## **What To Do If You Experience or Observe Unlawful Discrimination or Harassment**

Employees, students, or parents who feel that they have been subjected to unlawful discrimination or harassment (whether by a school employee or official, student or outsider) at any school function or on school grounds are encouraged to promptly report the matter to one of the school officials designated below.

Employees, students, or parents who observe unlawful discrimination or harassment are also encouraged to report the matter to one of the school officials.

All complaints should be promptly investigated.

### **Where to Report Unlawful Harassment or Discrimination**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding unlawful discrimination or harassment:

1. Provost
2. Senior Pastor

However, in the event that both of these individuals are involved in the alleged discrimination or harassment, then the complaint should be immediately filed with the Fairview Church Elder Chair.

### **Confidentiality**

Special safeguards should be applied in handling discrimination and harassment complaints. However, in order to act on behalf of all its students and employees, the school cannot guarantee the anonymity of an individual making a complaint. FCS reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

### **Protection Against Retaliation**

It is against the School's policy to discriminate or retaliate against any person who has filed a complaint concerning unlawful discrimination or harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning unlawful discrimination or harassment. Any employee or student who, after appropriate investigation, has been determined to have retaliated against anyone for using or expressing the intent to use the complaint procedure in this policy should be subject to disciplinary action, up to and including immediate termination or expulsion.

### **False Claims**

The School recognizes that false allegations of unlawful discrimination or harassment can have serious effects on innocent men, women, and children. Therefore, FCS may take disciplinary action, up to and including immediate termination of employment or expulsion, in cases where false, frivolous or vexatious complaints are submitted. No disciplinary action should be taken where complaints are made in good faith.

### **Family Support**

Fairview Church and Christian School desire to support and promote healthy family relationships. Should a difficulty arise in the home, we are available to help families and may provide referral sources for assistance.

## FINANCIAL POLICY

- a. A non-refundable annual registration fee is required before a student may be admitted.
- b. Parents and/or legal guardians are required to sign an Enrollment Agreement.
- c. Parents may be offered discounts for early payment to encourage payment in full.
- d. Special discounts may be given to families with multiple children in the immediate family enrolled and attending FCS concurrently.
- e. No deduction or remission of tuition is allowed for student absences.
- f. Payments are due on the first day of each month.
- g. A \$15 late fee will be charged for payments that are more than ten days late.
- h. Communication is very important. If parents expect that a payment will be late, they are expected to contact FCS regarding their account prior to it becoming past due.
- i. Should an account become past due, the following steps may be followed:
  - a. The persons responsible to make tuition payments may be required to submit to FCS a written payment plan designed to bring the account current. The payment plan must detail the payment frequency and amount requested by the person responsible.
  - b. FCS will review the proposed plan and may meet with the parties responsible (and parents). Adjustments to the proposed plan may be suggested during the consultation. FCS must ultimately approve the payment plan in its sole and absolute discretion.
  - c. Failure to maintain current payments may result in services to the family to be terminated, and the account may be turned over for collection by a professional collection agency.
- j. Children may not be allowed to continue in attendance if any account becomes 45 days past due.
- k. All accounts, both tuition and non-tuition, must be cleared by the last day of school or students records, including report cards and official transcripts, may be held until payment is received.
- l. Steps that may happen for past due accounts:
  - a. After 15 days past due - send "Reminder Note" (friendly note mentioning that it might be an oversight).
  - b. At 30 days past due - send letter and make phone contact (contain reference to school ministry for Christian education, need to carry on program, etc., offer conference with parents and finance committee if responsible parties want to negotiate an alternative tuition agreement);
  - c. At 45 days past due - If no payments and no reply to letter have been received, send notice of termination (needs approval of school administrator and senior pastor).
  - d. At 60 days if no answer, consider action - begin process with collection agency, subject to the approval of the school administrator and senior pastor.
- m. All accounts must be paid in full before enrollment for the next school year can be accepted.
- n. Fifteen days written notice is required to withdraw a student from school. Tuition and fees must be paid through the month of withdrawal.

## EXTENDED AND DAY CARE PROGRAMS

Fairview Child Center offers extended and day care programs for school-aged children during the school year. Policies related to these programs are provided in the Fairview Child Center / Kids' Care Handbook. The extended care program (Kids' Care) on a typical school day is open Monday - Friday, 7a - 8:30a, and 3:15p - 6 p. The Fairview Child Center program usually operates Monday - Friday 7a - 6p, during the school year. The Kids' Care and Day Care hours may be adjusted during the year due to changes in the school schedule (i.e. Christmas and Spring Break, etc.). Parents must register for these programs in the main office.

## STUDENT LIFE

### Attendance

The school day typically begins at 8:45a. The earliest a child may be dropped off for school is 8:30a unless they are registered and participate in our before-care (Kids' Care/Daycare) program (Preschool-6<sup>th</sup> grade). The school day usually ends at 3:15p (Kindergarten-4<sup>th</sup> grade) or 3:30p (5<sup>th</sup>-8<sup>th</sup> grade). Children are required to be picked up at that time unless other arrangements have been made with FCS or they participate in our after-care program (Kids' Care). Regular attendance at school is required by law (RCW 28A.225.010) and is an extremely important component of student life. It is also an important part of the curriculum in that students may take full advantage of instruction, activities, and materials; students will learn a habit and life skill expected of them in their future lives; communication is clear between home and school; and students learn to respect their "work place."

A student may not have more than five (5) excused or three unexcused absences in a quarter.

#### 1. TYPES OF ABSENCES

##### a. Excused Absence

Generally, an illness or emergency constitutes an excused absence. To be excused, a written note signed by a parent must be presented on the day of return to school. The student's parent must bring the note with their student to the school office. Should the parent submit no note, the absence is unexcused. Students have the same number of days to make up the missed work as the number of days of the excused absence. Homework assignments turned in late may be scored as a "0." Should a student have more than five (5) excused absences in a single quarter, a conference with the students and parents and administrator will be convened. The conference may include agreement on a plan to ensure consistent attendance.

##### b. Absence by Parental Request

To request a planned absence, a parent must submit a Parent Request for Student Absence form to FCS two weeks (14 days) in advance of the requested absence. The form is available in the office and on the FCS website ([www.fcsseattle.org/156028.ihml](http://www.fcsseattle.org/156028.ihml)). Assignments should be given to students where appropriate to be completed before the absence when possible, or completed and returned with the student upon their return to class. Any missed tests must be made up on the day of return (when multiple tests are missed, a test schedule will be made by the teacher). Planned absences not prearranged two weeks in advance are unexcused. Homework assignments that were due during the absence but not turned in on the day of the student's return may be recorded as a "0."

##### c. Absence for Visitation

Eighth-grade students may be excused for visitation days for high school placement if FCS is given 14 days' notice. Those students absent from FCS for high school placement may receive homework assignments for the day that must be completed and turned in for grading on the day of the student's return. Homework assignments not turned in on the day of the student's return from absences at parental request may be recorded as a "0."

##### d. Unexcused Absences

Any absences not excused under the policies above are unexcused. Three unexcused absences in a quarter will require a parent conference with FCS faculty and administration. Grades given on any day of an unexcused absence may be recorded as a "0." For any student who accumulates seven unexcused absences in a month or ten unexcused absences in a school year, the School may file a petition for civil action.

##### e. Partial Absences

Attendance in the classroom is vital to a child's success, mastery, and confidence in learning. Therefore, appointments should be scheduled before or after school to minimize the student's time away from class. Should a child need to leave for an appointment during a school day, parents should submit a written request to the office at least one day in advance of the planned absence indicating the time your child would leave and return to school. Should FCS not receive notice of the partial absence at least one day in advance, the absence will be unexcused. On the day of the scheduled appointment, parents must meet their child in the school office rather than the classroom.

f. Excessive Absenteeism

More than 5 days of excused or unexcused absence in a quarter may lower the grade in any class by 5 percentage points unless the parent provides a signed note from a physician indicating the need for a prolonged absence, the diagnosis, and any activity restrictions.

2. **MONITORING**

All absences should be recorded as unexcused until a note signed by the parent is turned in to the office. The note must indicate the cause of the absence. Parents who have not contacted the School indicating the absence of that child should be notified of the child's absence.

3. **TARDY POLICY**

Beginning the school day on time is vital to each child's ability to make that day a success and is an essential component to helping the entire class succeed. Children who arrive late cause an unnecessary disruption to the flow of the classroom. Therefore, any student who arrives after 8:45 a.m. is tardy and is required:

- a. To go to the school office (accompanied by their parent) before going to the classroom.
- b. Parents will sign their children in, and the office staff should issue a tardy slip that is to be given to the student's teacher. The unexcused absence should be changed in the office to a tardy.
- c. **AFTER FIVE TARDIES IN A QUARTER: Grades K-8:** Student may be required to make up the classroom time missed doing community service.
- d. **AFTER 10 TARDIES IN A QUARTER: Grades K-8:** Students who accumulate 10 tardies in a quarter may be assigned to detention.
- e. **MORE THAN 10 TARDIES:**
  1. Grades K-3: FCS may require a parent conference to review attendance and determine whether enrollment should be continued.
  2. Grades 4-8: FCS may require a parent conference to review attendance and determine whether enrollment should be continued. An assignment to one day of suspension may be given for each tardy more than ten in a quarter. The cost of a substitute teacher to monitor an in-house suspension is borne by the student's parent. These students must return to class the following day with a written family plan for on-time arrival.

To avoid tardies, students who change classrooms during the school day must not only arrive on time at the beginning of the school day but also arrive at each class on time throughout the day. An additional tardy will be given to students who are late to any classroom during a school day.

### **Extra-Curricular Activities**

Fairview Christian School sponsors extra-curricular events for students. Programs and performances require extra time and commitment and are viewed as a vital ingredient to the students learning experience. Commitment to such activity, once joined, is important and may affect future participation in other activities. Student attendance in scheduled class programs is required. Planned absences from a scheduled program require written notice submitted to FCS one week in advance. FCS rules and student expectations extend without exception to these activities. Failure to attend a required FCS function or extra-circular activity once a student has joined will be considered an unexcused absence.

### **Field Trips**

Field trips are periodically scheduled to supplement classroom activity and curriculum. Parents and/or grandparents are typically needed to transport and supervise children on field trips. Without adequate supervision and transportation, field trips cannot occur. Field trip permission slips should be sent home prior to each field trip and must be returned with the parent's signature before the student can participate.

When transporting students on field trips, all students must be restrained in vehicles to the extent required by law. In order to comply with passenger safety laws, students should be weighed and their weight and ages recorded quarterly. Parents are expected to provide the necessary restraint systems for their children on the day of the field trip. Failure to do so will require that the student remain at school.

### **Personal Property**

FCS is committed to providing a safe learning environment for its students and staff. Any personal property brought onto school grounds may be searched at any time and at the sole and absolute discretion of FCS. Items subject to search include but are not limited to backpacks, bags, clothing pockets, lunchboxes, desks, lockers, cell phones, computers and their files, or any area where personal property may be located.

Parents should check with their child's teacher regarding class rules governing bringing items from home. All belongings brought from home should be clearly labeled with the child's name. Students should refrain from bringing to school cell phones, mp3 players, ipod's, and other personal electronic equipment. Should a student bring one of these items to school, it should be checked into the school office at the start of each school day. Students may retrieve their personal electronic items from the office at the end of the school day. Any items not checked into the office are subject to confiscation and the student be assigned to detention. Neither Fairview Christian School nor any of its staff are responsible for any items brought to school that are lost or stolen. No weapons (including but not limited to guns or knives) or toys depicting weapons or violence may be brought to school, even for "show-and-tell."

### **Computer Policy**

Use of FCS computers is a privilege, not a right. Computer equipment may be used by students only with FCS' express permission under the supervision of FCS employees. Any files, programs, documents, pictures, discs, CD's, DVD's, or other electronic or hard files that have at any time been stored, used, or generated on FCS computers are subject to search at the sole and absolute discretion of FCS. Misuse of FCS computers may result in student discipline, up to and include expulsion.

#### **1. COMPUTER PASSWORDS**

All FCS computers are password protected. Users may not share their password information with others.

#### **2. INTERNET**

Use of the Internet is limited to educational purposes only. Students must conduct themselves honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy, prerogatives of others as well as school policies. Visiting, viewing or subscribing to an inappropriate Internet site or service (the appropriateness shall be determined solely by FCS) may result in discipline. FCS may monitor the student's use of the Internet without prior notice, and FCS expressly reserves the right to inspect the student's Internet usage without prior notice.

### **Locker Policy**

Lockers are school property and are loaned to students for their convenience. Students may put locks on their lockers as long as the combination is recorded with the teacher or a key is given. These lockers are for the protection of student property from vandalism and do not provide any right to privacy or ownership in the lockers. We are pleased that at Fairview we seldom must check student lockers. However, periodic checks, announced or unannounced, should be expected. These checks provide help in student organization and cleanliness as well as in locating lost items.

### **Phone Calls**

Usually children are not allowed to use the classroom or hallway telephones during school without permission. A teacher or office staff person should make emergency phone calls for the child. Parents have access to the phone at the head of the stairs in the main entrance and the guest phone in the main office.

### **Snow Closure**

Generally, FCS will follow the lead of the Seattle Public Schools for snow closure and delayed opening. Please call (206) 832-2288, or visit our website: [www.fcsseattle.org](http://www.fcsseattle.org), or listen to the radio or television for information regarding snow days at Fairview Christian School and/or Seattle Public Schools (District #1). Should an announcement of delayed opening come before 7a, early morning Daycare and Kids' Care will be canceled as well.

### **Arrival and Departure**

The school day typically begins at 8:45a, though parents of children in the grades K-6 may utilize our before-care program as early as 7a. Parents of children in the Preschool - First Grade classes are encouraged to escort their children to the classroom at the beginning of each school day. Parents of children attending

Second - Eighth Grade classes may allow their children to enter the building unsupervised between 8:30a - 8:45a. Students 6<sup>th</sup> grade and younger may arrive earlier than 8:30a but must have a parent sign them in and escort them to our before-care program. Students, in the 7<sup>th</sup> or 8<sup>th</sup> grade may arrive prior to 8:30a if their parent/guardian has signed a waiver. The waiver will be kept on file in the office. Students must sign in and may wait outside the 3<sup>rd</sup> floor Middle School classrooms until 8:30a. Any student in grades K-6<sup>th</sup> found wandering the building will be escorted to Kids' Care. Any students in 7<sup>th</sup> or 8<sup>th</sup> grade found wandering will have the student's waiver revoked and the student may not arrive prior to 8:30a.

Preschool and Pre-Kindergarten classes end at 11:45a and parents may pick-up their children from their child's classroom. School typically ends at 3:15p for K-4<sup>th</sup> Grade and 3:30p for grades 5<sup>th</sup>-8<sup>th</sup>. At the end of the school day, elementary students will be dismissed by their teacher from the classroom into the care of their parents/guardians or a pre-designated chaperone. Students K-6<sup>th</sup> grade, who remain on school grounds after 3:30p will be escorted and signed into our after-care program. At the end of the school day, middle school students will be dismissed from their last class. Students in grades 7<sup>th</sup> - 8<sup>th</sup> who remain on the school grounds after 3:30p will sign-in in the office and may wait outside the school office until their parents/guardians or designated chaperone retrieve them. Students grades K-6<sup>th</sup> found wandering the building will be escorted to Kids' Care. Should a student in the 7<sup>th</sup> or 8<sup>th</sup> grade be found wandering the building after school, they will be escorted to the office and assigned to an appropriate consequence.

### **Volunteering and Parental Involvement**

FCS believes that parental involvement at school is important to each child's development. Volunteering also provides a Biblical example of servanthood to students. FCS can often use volunteers for field trips, after-school activities, FCS functions or for additional supervision in the classroom. Any adult involved with students must complete a criminal background check and show proof of valid license and insurance before working with children or assisting in transportation.

### **Money**

Money sent to school with students for any purpose should be enclosed in an envelope clearly marked with the child's name, grade, and the purpose of the money. Students are advised not to bring their own money to school unless they are planning to buy something specific with it the same day. Money is brought to school at each student's own risk and is not the responsibility of FCS if misplaced.

### **Visitation**

To help contribute to the safety of the children and staff, all visitors, including parents, must report to the office when visiting FCS during school hours. After signing in, visitors should be given a "Visitor's Badge" that must be worn prominently throughout the visit and returned before leaving.

Teachers welcome visits or calls from parents. Parents may also observe classes while they are in session. Please make an appointment with the teacher prior to your visit. Should a parent decide to come unannounced, the parent's observation may be limited. As an observer, we ask that parents please respect the learning environment. On the day of a visit, parents must check in at the school office before going to the classroom. The office staff will inform the child's teacher of the parent's arrival and issue a "visitor's badge." Parents must wear the badge on the outside of their clothing. FCS generally requires that parents do not bring younger children with them when observing in a classroom. Prospective visiting children (children being considered for enrollment) are welcome to participate in classroom activities provided teacher and administrative approval have been received in advance of the visit.

### **Resolving Issues**

When parents have a concern regarding their student or classroom issues, FCS should follow the Matthew 18 principle:

1. "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. 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.'" *Matt. 18:15-16*
2. If a parent has a concern, FCS asks that parents use these steps to resolve it:
  - a. Make an appointment to see the teacher.

- b. If the parents are unable to find resolution, they should make an appointment to see the administrator and teacher. At a meeting of all concerned, a plan may be created to attempt to resolve the issue.

### **Discontinuing Relationship**

Parents/Guardians/Responsible Parties may withdraw a student from FCS after written notification no later than 15 days in advance. Refunds of tuition or fees are subject to the financial policies of this Handbook and the Enrollment-Agreement.

## PARENTAL AGREEMENT

I/We have received and read the Parent/Student Handbook of Fairview Christian School and understand the policies described therein. I/We choose to agree to abide by the policies as stated in the Parent/Student Handbook. I/We further understand and agree that this Handbook does not create any contractual rights, but only sets forth Fairview Christian School's general policies.

I also understand and agree that the policies contained in this Handbook are subject to change and interpretation by Fairview Christian School. I/We understand and agree that this Handbook supersedes all previous manuals, publications, or policy statements, written and verbal, regarding the School's general policies. I have been afforded an opportunity to ask questions of Fairview regarding this Handbook. I understand and agree that FCS can dismiss any student at any time and that no student has a right to continued enrollment or particular disciplinary process.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_