

# FRIENDSHIP

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## CHRISTIAN SCHOOL



1<sup>st</sup>-12<sup>th</sup> Grade  
*Parent/Student Handbook*

**2021-2022**

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**FRIENDSHIP CHRISTIAN SCHOOLS  
ELEMENTARY THROUGH HIGH SCHOOL**

Secondary Campus	Youth Center Campus
91-1130 Renton Road	91-1207 Renton Road
Ewa Villages, HI 96706	Ewa Villages, HI 96706
Phone: (808) 687-3638	Phone: (808) 681-8838
FAX: (808) 681-0904	FAX: (808) 681-5383

President ..... Pastor James Reid  
Early Childhood/Elementary Administrator ..... Molly Norden  
Middle/High School Administrator..... Keith Reid

**Mission Statement**

Friendship Christian Schools exists to aid parents in fulfilling the Biblical mandate to bring up children in the nurture and admonition of the Lord through the education of the whole person, including the physical, intellectual, emotional and spiritual aspects of life.

**About Friendship**

Friendship Christian Schools (FCS) began providing quality Christian education in 1993. Beginning with preschool, FCS offers education to K3 students through high school. The school operates on two campuses, the Youth Center Campus at 91-1207 Renton Road and the Secondary Campus at 91-1130 Renton Road. The new church building is now complete on 91-1050 Keaunui Street. In a few years we hope to see our new school buildings constructed there.

Friendship Christian Schools is a ministry of Friendship Baptist Church, which is an independent Baptist church. The school's purpose is to strengthen Christian students through spiritual and academic training so that they will be better able to serve the Lord. The goal for Friendship's students is that they are a godly influence. The entire ministry at Friendship is dedicated to developing every area of the students' lives.

## **ADMISSIONS**

Friendship Christian Schools (FCS) does not discriminate on the basis of race, color, gender, nationality or ethnic origin in administration of its educational policies, scholarship programs, athletics and other school administered programs.

FCS, by its own right as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct and scholarship. The school reserves the right to refuse admittance to anyone it so chooses and to suspend or expel any student who violates the standards set by the school.

FCS has been founded on the Word of God and established within the framework of the local church; therefore, it cannot change upon the preference of man. All students and their families are encouraged to faithfully attend church. Preschool through fifth grade is open enrollment. For admission to sixth through twelfth grade however, students are required to attend Friendship Baptist Church or to have completed previous grades in Friendship Christian Schools. Exceptions will be decided on an individual basis.

Parents seeking to enroll their children at Friendship Christian Schools should adhere to the following procedures. Upon request by the parent, FCS will mail enrollment packet #1 containing the following items to the parent:

1. Cover letter
2. Program sheet listing school time and general information
3. Statement of Philosophy/Curriculum statement page
4. Application for enrollment
5. Financial Disclosures
6. Financial summary sheet (which explains tuition costs and fees)

Parents are requested to read the materials and fill out the School Application. The Application should be returned to the school with the appropriate registration fee. Upon receipt of the application, FCS will mail enrollment packet #2 containing the following information to the parents:

1. Cover letter
2. Smart Tuition Application (due with comprehensive fee)
3. General Authorization Form authorizing students to go on field trips and designating people who may pick up students
4. General Medical Emergency Form authorizing emergency medical

- attention if needed
5. General Health Notice notifying parents of required health-related paperwork needed prior to a student attending school
  6. Sample Form 14 showing medical form required from the doctor's office
  7. Supply list
  8. Uniform information
  9. School calendar
  10. Handbook
  11. Handbook Agreement

When the paperwork in the second packet has been filled out, parents are requested to return it to the school with copies of the applicant's most recent report card and standardized test scores. At that time, a date will be scheduled for the applicant to take the entrance exam. The testing fee is due before the exam will be administered. Once all necessary forms have been completed and the entrance exam has been taken, a school official will schedule an appointment for an interview with the student and parent(s). After the interview, parents will be notified of the school's decision.

## **FINANCIAL POLICY**

Discounts are given for full tuition payment and for each additional child. Smart Tuition is contracted by FCS to manage monthly tuition and extended care fees. Enrollment in Smart Tuition is required for parents who choose the monthly payment option. Payments through Smart Tuition may be made by automatic bank account withdrawal or automatic credit card charge. Other fees such as registration, comprehensive, and incidentals will continue to be paid through the school offices. Refer to the Financial Summary Sheet for due dates, cost, and details for tuition, extended care, and other fees.

Tuition, extended care, and all other fees are non-refundable. Parents should understand that the obligation to pay these charges for the full academic year is unconditional and that no portion of such charges, paid or outstanding, will be refunded or cancelled in the event of absence, withdrawal, or dismissal from Friendship Christian Schools.

Payments overdue more than ten (10) working days may result in automatic withdrawal of the child from school unless arrangements have been made with the administration. The student will not be allowed to continue into summer school or the new school year if there is a past due balance on their account.

Families who have more than two late tuition payments anytime during a semester are in

danger of having their students withdrawn from the school.

**All student records and transcripts will be delayed unless all outstanding financial obligations have been met.**

**Late fees are assessed on all past due balances-** Parents are encouraged to pay their obligations before due date(s).

It is the schools' policy to charge \$25 for all checks returned to us by the bank for any reason plus late fees that apply for the payment. If two checks are returned, the account will be on a cash basis for the remainder of the school year.

**PLEASE NOTE:** FCS will neither accept postdated checks, nor will we accept payments for the tuition. This must be paid directly to Smart Tuition, and the payment will be returned if it is given to a staff member.

***POLICY: Tuition is calculated as an annual figure. Vacation time or absent days will not be refunded. Check the financial statement for the date the first payment must be paid depending on the payment plan selected.***

## **GENERAL POLICIES**

### ***Parent-Student Agreement***

Parents and students must read the entire handbook prior to the beginning of classes and agree to abide by school policies. The Handbook Agreement paper must be returned to the school office. Parents and students will be accountable for everything in the handbook (whether read or not) including changes made from previous handbooks.

### ***After School Hours***

Parents must pick up students promptly after school unless the student is registered for after school care. All other students must leave the campus within 15 minutes after dismissal unless they are with a teacher. Students who remain on campus more than 15 minutes after dismissal will automatically be placed in the after-school program at 3:00 p.m. and charged accordingly. Students who remain in the extended care program after 5:30 will be subject to late pick-up charges. Students will not be allowed to enter their classrooms unless accompanied by a staff member. Once a student has been called/signed out for the day, they may not be signed back into the program.

Middle/ High School students will be dismissed from class at 2:45. All students are required to be off campus by 3 o'clock unless there is special permission to remain. All other Middle/High School students that are not picked up by 3:00 p.m. must be in a designated room with a teacher until 3:30 p.m. Students that are not picked up by 3:30 p.m. will be taken to the elementary campus, enrolled in after school care, and charged accordingly.

### ***Closed Campus***

Friendship has a **closed-campus** policy which means no student is permitted to leave campus between the time he is dropped off in the morning and the time he is picked up in the afternoon unless written permission has been submitted to the office by a parent. Students walking, riding the bus or riding a bike home must have a signed statement by parents in the office.

### ***Church Attendance***

Church attendance is encouraged among all of the students and families at FCS. However, 9<sup>th</sup> through 12<sup>th</sup> grade students are required to attend one church service a week at Friendship Baptist Church. In certain instances, a waiver may be granted by the administrator for families with a church home other than Friendship Baptist Church.

### ***Communicable Diseases***

Friendship Christian Schools' desire is to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" means an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person to other persons. Anyone who reasonably suspects that a student or an employee has a communicable disease should immediately notify the school office. Students will also be excluded for fever, vomiting, diarrhea, severe asthma, headache, cold, painful injury, or head lice. Lice checks may occur once a month.

Any student with a communicable/infectious disease or a temperature of 99.5 degrees or higher will be temporarily excluded from school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant, FCS may require an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease. FCS reserves the right to make all final decisions



necessary to enforce the communicable disease policy and to take all necessary actions to control the spread of communicable diseases within the school.

**If your child has a temperature of 99.5 degrees or above, do not send him/her to school. Also, do not give your child fever medication and then bring him/her to school.** A child should be without fever for twenty-four hours before returning to school.

### *Conduct*

Attendance at Friendship Christian Schools is a privilege, not a right. Each student and family must agree to support and comply with school rules, policies, and standards. Students are expected to conduct themselves in a Christ-honoring manner off campus as well as on campus.

The following are some areas which will be considered in the evaluation of a student's conduct:

- Purity: Promiscuity in society promotes drugs, premarital sex, and sexual perversion. Behavior must be distinctively "right" before a holy God.
- Respect: Students are expected to show respect for each other and all levels of authority. Only one who submits to authority can be used in a position of leadership.
- Integrity: "Situation ethics" does not please the Lord. Right is right, and wrong is wrong; truth is truth, and a lie is a lie.
- Gratitude: Materialism must not be allowed to dull the expression of heartfelt appreciation. It is the height of ingratitude to demand one's rights!

Dating is not encouraged for any of the students at FCS. Working and recreating in a group (including the family) provides a healthy situation in which to develop strong friendships, wholesome relationships, and the ability to relate well with a variety of personalities. If a boy-girl relationship becomes possessive or exclusive, or if it detracts from the positive learning atmosphere of the school, those young people involved will be corrected. There will be no physical contact between boys and girls.

## *Social Network Sites*

Students will be held responsible for the content of social networking sites i.e. Instagram, YouTube, Facebook, Twitter, etc. The sites must reflect the standards of the school.

## *Dress Regulations*

**Uniforms** are required for students attending Friendship Christian Schools. Elementary students without the complete uniform or with a uniform worn incorrectly will receive a uniform infraction. Too many infractions result in the student not being allowed to go on privilege/field trips. Elementary Students will be allowed 5 uniform infractions before the loss of a field trip. Uniform infractions will start over every semester. Middle school/ High school students without the complete uniform or a uniform worn incorrectly may receive demerits. All students are to wear a complete school uniform or a complete PE uniform when required. No half & half uniforms will be accepted. (i.e. green polo with PE shorts)

**Boys:** Boys must be clean-shaven and maintain a haircut that includes a neat trim (fairly close) on the sides and back. Hair must be short enough that it does not touch the collar of the uniform shirt and it cannot touch the top of the ear nor be combed behind the ear. Hair must be combed off the forehead in such a manner that it is not touching the eyebrows. Dyed or faddish haircuts are not acceptable. Black or brown belts must be worn with uniform pants or shorts (elementary only) with the end of the belt securely tucked in belt loops. All shorts must come to the top of the knee. Boys will not wear necklaces, bracelets, earrings or other faddish jewelry. Shirts will be buttoned and tucked in at all times. Tattoos and body piercings are not acceptable.

Elementary boys must wear black, athletic shoes and black **ankle-high** socks. No shoes that light up or have wheels are allowed.

Middle school boys are required to wear black sports shoes. Middle school boys must wear solid colored ankle-high socks.

Black or dark brown dress shoes and solid colored ankle-high socks are required daily wear for 9<sup>th</sup> to 12<sup>th</sup> graders.

**Girls:** All uniform skirts and 6<sup>th</sup> -12<sup>th</sup> grade P.E. shorts should be long enough to reach

the floor all the way around when kneeling. Elementary P.E. uniform shorts are to touch the top of the knee. Girls on the middle/high school campus must have all make-up and hairstyles reflect a high standard of modesty and not draw attention to themselves. Girls in the elementary grades should not be wearing make-up. Jewelry must be simple and conservative. Earrings may be worn only in the earlobe. Excessive ear piercing is not permitted. Faddish hair styles are not acceptable. Shirts must be buttoned and tucked in at all times. Tattoos and body piercings are not acceptable. Elementary students are not to wear fake finger nails.

Elementary girls are required to wear black, athletic shoes and black **ankle-high** socks. No shoes that light up, have wheels, or platform shoes are allowed.

Middle school girls are to wear black sports shoes and matching solid colored ankle-high socks. No platform shoes.

Ninth through twelfth grade girls are to wear solid colored dress shoes. No slippers will be allowed; sandals must have a strap around the heel. Heels are not to exceed 1 ½ inches. If socks are worn, they must be solid colored ankle-high socks.

Uniforms must be kept in good repair at all times. Stained or torn uniforms are unacceptable. Ragged, faded or outgrown uniforms must be replaced. Missing buttons, torn seams or loose hems must be repaired before the uniforms may be worn to school. The uniform jacket or FCS letterman jacket will be the only jackets allowed to be worn on campus.

When a young person wears a school uniform outside of school, he becomes a representative of FCS away from the campus. Therefore, the school uniform must be worn properly at all times which include the necessary accessories such as uniform shoes, belt, and shirts tucked in at all times.

The dress standard at all school functions must be modest. Students are expected to wear “uniform style” clothing to any off-campus, school-related activity, unless otherwise notified. This includes spectator sports, games, Spirit Days and school programs. Complete PE uniforms may be worn to sporting games. There are to be no objectionable slogans on clothes. Clothes should fit properly, not being too tight, and the appropriate length. All dresses, skirts, and shorts are to be at least knee-length. Please see section on demerits for infraction consequences for secondary campus students.

### ***Field trips***

Students may go on field trips that will enhance their classroom study or provide for appropriate constructive recreation. Parents will be notified ahead of time about necessary costs to cover the expense of the field trip. Students will wear school uniforms unless otherwise notified. Parents are invited to volunteer to help as chaperons on field trips. Chaperons should follow published school dress standards. Siblings are not allowed on the trip. In the event of a field trip, a bus or van will be rented and driven by a licensed operator.

### ***P.E. Classes***

All students are expected to take part in scheduled P.E. classes. Elementary students are to come to school on P.E. days in their P.E. uniforms.

### ***Fund Raising***

Students will not be required to participate in fund raising. The parents will receive written notification of school-sponsored fund raisers. No outside fund raising will be permitted without the administrator's approval.

### ***Use of Likeness***

Photos of students as well as their artwork, writing samples and other school work may be used by Friendship Christian Schools in printed or electronic publications, marketing media or any other published material without further notice.

### ***Harassment***

FCS intends to provide a learning environment that is free of abusive or offensive behavior. Because each person is created in the image of God, conduct, whether intentional or unintentional, that creates an intimidating or hostile environment will not be tolerated. Cyber bullying will be considered a form of harassment. Any student who feels he may have been subjected to harassment should report it immediately to a teacher or administrator.

### ***Liability***

FCS will not be liable for lost, stolen, or damaged personal property. This includes items

in the student's locker and in the classrooms. Parents will be held liable for damage caused by the student to school/church property. This includes borrowed school property and locks issued for school lockers.

### ***Lost and Found***

Articles are taken to Lost and Found on a daily basis and may be redeemed for \$.25. This policy was established to teach our students personal responsibility. Lost and Found articles not claimed will be sold at a sale or donated to a charity. Students should have their names on the tag of all uniforms for easy identification.

### ***Lunches***

Students may bring their own lunches from home or participate in the hot lunch program offered by the school. Since FCS operates with a closed-campus policy, students are not allowed to leave campus for lunch. In-house snacks or lunches may be purchased in the 6<sup>th</sup> - 12<sup>th</sup> grades.

Coin-operated snack machines are available for students in the elementary, but they should not be depended on for lunch. These machines will be available for snacks only, and the microwaves may be used for snack machine food only. Soda and candy are not to be consumed on the elementary campus during school hours.

### ***Medication***

If a student is to take **any medication** while at school, he must have the prescribed medication form including a note signed and dated by a parent authorizing the school to dispense the medication on file in the office. The medication to be dispensed will be kept in the school office and dispensed by school staff according to the doctor's instructions. Only medicine in its original prescription container with a label attached will be dispensed. Do not send any medication with a student. Parents must bring the medicine to the office and fill out the required form. Students are not to have any medication in their possession or in stored areas.

**ILLNESS:** We will neither diagnose nor treat a child who becomes sick at school but will notify the parent to pick him/her up. Should a child become sick at school, the legal guardian or emergency contact person will be notified. The sick child will be taken out of class until an authorized person comes to pick him/her up. **The child must be picked up as soon as possible.**

### ***Telephone***

Communication devices are not permitted during school hours. Students may not use the telephone during school hours unless a teacher or administrator gives permission. All students must check their cell-phones in at the office before first-hour class.

### ***Visitors***

Visitors are welcome on campus when proper arrangements have been made in advance with the office. Parents who wish to visit their child's classroom are asked to schedule this with the school office in advance. Non-family visitors are asked to make arrangements for permission with the office 48 hours before the requested visit. Upon arriving on campus, **never** go directly to a classroom, report to the office first.

### ***Withdrawals***

If a family must withdraw their child/ren from Friendship, a two-week notice must be submitted in writing to the school office. Official academic transcripts will be released once a student's account is brought to a zero balance.

### ***Asbestos***

We are an asbestos free school.

### ***Invitations***

Those wishing to hand out party invitations to the **whole class**, may do so in the classroom at the teacher's discretion. All other party invitations must be taken care of away from the classroom in a discreet manner.

### ***Permission Forms***

All permission forms must be completed and on file by one week before entry into school. These include permission for medication, emergency treatment procedures, field trip authorization and authorized pick-up persons. The information on these forms must be kept current.

### *Disclosure*

Information pertaining to an individual child, parents or guardians of the child shall not be disclosed to persons other than the staff unless parents or guardians of the child grant written permission for the disclosure. A parent or guardian may obtain a “Release of Information” form from the office authorizing certain information to be given out.

### *Mandatory Reporting*

Friendship Christian School personnel are required by law to report any evidence of child abuse or neglect to civil authorities. All such reports shall also be made known to the administrator.

### *Liability Insurance*

Liability insurance shall be \$1,000,000 per child, per injury. Should this coverage ever change, parents will be notified within seven working days of the change in policy.

### *Accidents*

Only minor injuries will be attended to at the school with soap and water, band-aids, and ice. An accident/injury report will be filled out. One copy will be given to the parents, and one copy will be kept on file in the office. If an accident is more serious, the parent will be contacted immediately. If the parent or emergency contact person cannot be reached, then an adult will transport the child to the nearest treatment facility, as authorized by a legal guardian. A staff member will remain with the student until an authorized person picks him/her up.

## **ACADEMICS**

### *Attendance*

School begins at 8 a.m. Any student arriving after that time will be considered tardy. It is important to arrive before a class begins because in the first few minutes of a class, instructions are given for the lesson of the day. Tardy students must report to the office with a note signed and dated by a parent explaining the reason for the tardiness. In case of **absence**, parents should notify the school office before the school day begins. The day a student returns from an absence, the parent must send a signed and dated note to the

office explaining the reason for the absence. Only notes accompanied by a doctor's note will be considered an excused absence. Students will not be allowed to return to class without an absent/tardy slip from the office.

A full day absence will result if an elementary student misses more than three hours or three subject periods of a normal school day. Middle/high school students' attendance will be checked each period and a tardy or absence recorded for that period. Five tardies will equate to one day absent.

Consistently being tardy for a class is disruptive to the entire class and has an effect on the educational process. Tardiness is also a poor habit that will become a character if practiced long enough. In order to help the student, learn the importance of time, the following tardy policy will be adopted. If more than 5 tardies are accumulated in a quarter, they will be counted as an unexcused absence. See the absence policy in the following paragraph.

After 5 unexcused absences in a quarter, the student's grades will be reduced by 5%. Each additional 3 absences will result in a further reduction of grades by 5%. Absence with a doctor's excuse will be exempt from this policy. Days absent are not to be considered "skip days" but should be taken for legitimate absences such as illness, emergencies, or circumstances beyond the control of the parent. All work must be made up after an absence, and the student has the number of days absent plus one day to make up the work. The student is expected to begin make up work immediately upon return.

If a parent decides to hold a child out of school for an extended time, the above policy applies. **Teachers are to be notified at least two weeks before the absences start. Teachers may use their discretion to require work to be completed before or upon return of absences.** The student will be expected to be ready for all class work and to begin making up missed tests on the return date. If the student misses school within the last two weeks of the grading period, the student will receive an incomplete until the work is made up. Those students missing school within two weeks of the end of the school year will receive 0's on the assignments not made up before the end of the year.

Students/parents are responsible for completion of the missed work. Please understand that absences create a hardship for:

1. The student- Classroom instruction will be missed which may hinder mastering the material covered.
2. The home- Parents will be responsible that the work is completed and that concepts have been learned.



3. Other students-The teacher's time will be taken away from the class as a whole when trying to accommodate one returning student.
4. The teacher-The school day is very busy, and the teacher has limited time to help a student catch up on missed material.

Please consider **all** of the people involved and make sure your student is not absent unnecessarily.

**Any middle school/high school student who has been absent ten or more unexcused days in a semester may not be able to pass that semester's work.** No tuition refunds are made because of absences.

There is a scheduled dismissal time for all classes. Please do not make it a routine to pick up your child early. In all cases for early pick-up, parents must **not** go to the individual rooms to pick up a child but must **go** through the office.

### *Chapel*

The student body attends chapel one day each week. Chapel may include a variety of speakers who challenge and inspire students to practice the truths of God's Word. The King James Version of the Bible will be used by students, faculty and guest speakers throughout FCS.

### *Grading Scale*

100	A+	92-90	B+
99-96	A	89-87	B
95-93	A-	86-84	B-
83-81	C+	69-68	D+
80-73	C	67-66	D
72-70	C-	65-64	D-
		63-0	F

Grades are based on the work done by the student. Each teacher will be setting the percentages for homework, quizzes, tests, and projects according to their grade level upon approval by administration.

Projects will be entered as test grades and major projects may count as more than one test grade. Semester finals are the equivalent of two test grades. All elementary projects are to be completed in cursive.

Academic achievement is recognized on a semester honor-roll publication. The Pastor's honor roll designates A's in all subjects, and Principal's honor roll designates A/B's in all subjects. Both are published at the end of each semester. The graduating class salutatorian must have at least a 3.25 cumulative GPA; the valedictorian must have at least a 3.50 cumulative GPA.

***Classification***

Grade 9	6 credits (including 4 core credits)
Grade 10	7-12 credits (including 8 core credits)
Grade 11	13-18 credits (including 12 core credits)
Grade 12	19-24 credits (including 16 core credits)

***Graduation Requirements for High School***

Twenty-four credits are required for graduation. Those who are able to finish required courses in summer school will be allowed to march in the graduation ceremony but will not receive a diploma until all credits are completed.

Required credits are as follows:

<u>Subject/Credit</u>		<u>Subject/Credit</u>	
<b><i>Core Classes</i></b>		<b><i>Non-Core Classes</i></b>	
Bible	4	Phy.Ed./Health.	1
English	4	Performance Arts	1
Math	4	General Electives	3
History	4		
Science	3		

***Failing/Retention***

Failing grades in core classes (Bible, English, math, science, history, reading/phonics) must be made up in approved summer-school courses before a student will be passed to the next grade. An elementary or middle school student receiving more than two failing yearly grades in core classes will automatically be required to repeat his current grade. A high school student receiving more than four failing semester grades in core subjects may be required to repeat his current grade. Middle/high school students who do not complete major projects will automatically fail that class for the semester in which the project is

due.

### ***Homework***

Because homework is an integral part of the school program, each teacher at FCS is at liberty to give homework to aid students in the advancement of their studies. Furthermore, each student is required to complete his homework assignments. Elementary assignments are to be completed in cursive. Any student turning in messy work will be asked to copy the assignment again.

Middle/ High School students who do not complete homework will have one day to turn it in for one letter grade lower. If he does not turn homework in the next day, a parent will be notified, and he will have to stay after school with a teacher from 3:00- 3:30 p.m. to finish it. As soon as the student finishes the homework, he may go home. If the parent does not allow the student to stay after school, the grade will be input as a zero, and it will not be able to be made up.

#### **Students may expect to spend the following estimated time on homework:**

<b>Senior High</b>	<b>90-120 minutes daily</b>
<b>Middle School</b>	<b>60-90 minutes daily</b>
<b>Elementary</b>	<b>10 minutes per grade level</b>
<b>(Example: Gr 3 = 30 minutes; Gr 5 = 50 minutes)</b>	

Parents' full cooperation is necessary to see that the assignments are completed. Occasionally students will be able to complete part of their homework during class time or study halls.

If homework is not completed by the next school day, the elementary student will work on it during free times (including recess) that day at school. The students will be allowed one more evening to complete the work. Then it will be taken by the teacher if it is done or not, and it will be graded.

All late homework receives a reduced grade. Incomplete homework may be turned in for a partial grade. Be aware homework counts as 15% of the total subject so even a partial grade is better than a zero for homework not turned in at all. Repeatedly delinquent homework could result in grade level failure. Students may turn in make-up homework after an excused absence for as many days as they were absent plus one extra day.

Each Monday, graded papers will be sent home in a special envelope so parents will be aware of grades their student is receiving. Notices of unfinished homework and projects

will also be noted. There will be a notation of the number of papers sent in the envelope and a place for the parents to sign signifying they have received all papers.

Each Monday, weekly assignments will be posted to Gradelink for parents to keep up to date with what is happening in the classroom. Make sure you set up your account at the beginning of the school year.

### ***Report Cards/Parent-Teacher Conferences***

Progress reports will be available on Gradelink at the midpoint of each quarter. At the end of each nine-week period, report cards will be sent home. Elementary report cards must be signed by the parent and returned to the school on the next day of school.

Parent-teacher conferences will be held at the end of the first grading period. Parent-teacher conferences will be held the Friday after the quarter ends. Elementary parents will be required to schedule an appointment to talk with their child's teacher. Middle school/High school parents will be required to schedule an appointment with their child's teacher if the student is receiving a D+ or lower. Middle school/High school parents may schedule a meeting at that time as well.

Report cards will be withheld from students who have unpaid accounts. There will be a \$3 fee for any request for an additional report card that is not sent home at the appointed times throughout the year. This would also include any request for an extra copy at any time.

### ***Transcripts***

Transcripts should be requested a minimum of two days before the date needed. Transcript request must be made in writing. Past due balances on your account will delay the request for transcripts. The first transcript in a year is given gratuitously, after which requests must be accompanied with a \$25 fee.

### ***Testing***

To help Friendship best meet the needs of a student, testing may be done for several reasons:

Placement Testing - as needed to place a student at a level where he can succeed  
Achievement/Ability - annual spring testing (IOWA)

### ***Textbooks***

In case of the loss of a textbook, students will be charged for the total price of replacement. Damaged books will be assessed accordingly. Students are required to have book covers for all reusable books.

Consumable books are considered the students' property at the end of the school year. All other books remain the property of the school.

### ***Outside Reading Materials***

Students who bring books to school to read that are not related to a class project must first have their book checked. Middle School and High School students must have their book checked by the administrator. Elementary students will have their book checked by their classroom teacher.

## **DISCIPLINE**

Proper discipline is foundational to effective education. Friendship Christian Schools believes that in order to develop character within a child and produce an effective learning environment, Biblical standards of discipline must be established. Discipline will be based on standardized programs including re-direction, counseling, punishment when necessary, and re-enforcement of good behavior. Parents will be informed of recurring misbehavior, and conferences may be called to deal with persistent behavior problems. Ultimately the parent is responsible for the discipline of the child.

Certain items must not be brought to school. The following list is not exhaustive, but representative: personal listening devices, electronic devices, toys, books or magazines not related to classroom studies, playing cards, trading cards, fireworks, firearms and knives.

All Elementary teachers will communicate their behavior requirements at the beginning of the school year. After a period of training, students will be expected to follow conduct guidelines in the classroom. The elementary classroom teacher takes care of minor infractions in the classroom using such tools as behavioral charts, time outs, missing privileges, etc. If a student chooses not to follow those guidelines, more serious consequences will occur, such as a disciplinary report. Parents will be notified after every report. (a disciplinary report will be a small form from the office with a description

of the offense. Parent signature will be required and returned the next day.)

### ***Disciplinary Reports***

1<sup>st</sup> report – loss of recess for one day

2<sup>nd</sup> report – loss of recess for two days

3<sup>rd</sup> report – loss of a week of recess and a formal letter from the administrator

4<sup>th</sup> report – conference with all student’s legal guardians before the student may return to school

5<sup>th</sup> report – continued enrollment will be at the discretion of the administrator

Administration reserves the right, depending on the behavioral infraction, to take the student to any report number necessary.

At the end of the first semester, disciplinary reports 1<sup>st</sup> -3<sup>rd</sup> will start over. If a student has already received their fourth disciplinary report in the first semester, it will carry over to the second semester.

Some disciplinary reports, such as lying, cheating, stealing, fighting, vandalism, disrespect, bullying/harassment, rebellion, or other such actions may result in immediate suspension or expulsion.

All disciplinary reports will be recorded in the student’s file.

### ***Demerits***     *\*\*See demerit list at end of handbook*

Middle/high school teachers will use a demerit system. All teachers will communicate their behavior requirements at the beginning of the school year. After a period of training, students will be expected to follow the conduct guidelines in the classroom. If a student chooses to misbehave in class, they will receive a warning. A second infraction in the same class period results in staying after class to do a chore such as picking up trash, changing garbage, or other duties the teacher needs done. A third infraction in the same class period will result in three demerits added to the student’s record. Warnings do not carry over to the next class period. Single demerits will also be given for obvious rule breakages such as being late to class, frequent uniform infractions throughout the day, and other clear violations. If a student receives any demerits in a day, an email will be sent home stating the demerits received and the status of the student. If a student accumulates ten demerits in a semester, they will be required to have detention after school. Multiple detentions throughout the year may result in suspension, and multiple

suspensions may result in expulsion. Students will also receive ten demerits for major infractions such as fighting, lying, stealing, disrespect, cursing, cheating, vandalism, or other misconduct. Demerits will reset at the end of the first semester, but detentions will be recorded on their record.

Some infractions such as cheating, bullying/harassment, or rebellion may result in an immediate detention.

### *Suspension/Expulsion*

Suspension or expulsion may result from a student's breaking a standard of behavior or demonstrating character traits not honoring to the Lord. Students will be made aware of expectations and warnings will be given when it is deemed appropriate. A student will not be suspended or expelled without explanation; parents will be informed promptly of the action. Appeals may be heard by the Pastor. **Immediate expulsion will result from drinking alcoholic beverages, using illegal drugs, or immorality either on or off campus.** Students may also be suspended or expelled for fighting, lying, stealing, disrespect, cursing, cheating, vandalism, or other misconduct. Students are expected to abide by the standards of conduct throughout their enrollment whether at home, school, or elsewhere. A student who has been **suspended** for any reason will receive zeros for any classes missed. No reimbursement will be given for suspension or expulsion.

Full cooperation is expected from both the student and the parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student's or parent's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of FCS, whether or not there is any definite breach of conduct, he may be requested to transfer out. Continued enrollment and re-enrollment of any child is dependent on the parental support of the school, its staff, and its policies.

Open communication between the home and school is essential to having a profitable, enjoyable school year for all concerned. If there is a question about a classroom activity, talk to your child's teacher. Please approach any discussion with the right attitude remembering we all want what is best for the students.

## **SPORTS**

The middle/high school grades participate in various interscholastic sports programs. Because student athletes become leaders in the school by the very nature of sports, they are expected to manifest the highest standards of excellence in all areas of life. Certain

requirements must be met academically and behaviorally.

Academically, a student athlete must maintain a 2.0 GPA in all classes with NO F's. Eligibility will be evaluated by the progress/report cards. Students with one or more F's or a GPA below 2.0 will be ineligible until the grade is raised to an acceptable level, and grades will be checked weekly. An ineligible athlete may attend practices and will attend games in the sports uniform, but he will not play.

Behaviorally, student athletes are expected to be models of Christian character in word and deed at all times. The athletic director will determine when an athlete will be suspended from the team for one game because of an accumulation of demerits. An excessive accumulation of demerits during a sports season may result in the student athlete being cut from the team.

All athletes must have a current physical report and proof of insurance on file in the school office in order to participate in the sports program. Physicals may not be more than one-year-old at the beginning of the sports season.

All sports programs will assess a non-refundable fee to participants which must be paid at the beginning of each season.

At the beginning of each sport, players will be given a handbook with specific requirements.

## **TRANSPORTATION**

Parents are expected to arrange transportation for their own family. If a Friendship Christian Schools' student will be transporting students other than siblings, written permission must first be on file in the school office from all parents (both the driver's and the rider's).

### ***Student Automobile Policy***

It is a privilege to be able to bring a car to school.

1. All student-driven cars are to be registered in the school office.
2. Each driver should be an example of courteous, careful driving habits and should follow the directions of those directing traffic.
3. Specific parking areas will be assigned when the car is registered.



4. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin.
5. Cars may not be visited during the school day without permission.

Failure to observe these policies will result in cancellation of the privilege of bringing a car to school.

## **DISASTER PLANS**

Friendship has an emergency radio which is monitored during times of possible hazards. We believe it is important that you are aware of the major hazards we might have to face. We are providing this information, not to unduly alarm you, but to inform you that we are making necessary preparations for the safety and welfare of your children. You may contact the Oahu Civil Defense Agency at 523-4121 for preparedness brochures explaining in detail what you should know and do.

When and if a disaster or emergency occurs, your assistance is of major importance in ensuring that your children understand the need for purposeful behavior and cooperation under such circumstances.

### ***Fire***

The signal for a drill or actual fire is a red flashing light (elementary campus) and loud siren (both campuses). Drills will be held periodically. Children will leave in an orderly fashion, under teacher supervision, and rapidly (not running) walk single file to designated area. In the event our facility was to be damaged by fire and not habitable, we will care for the children at Friendship's other campus and call for you to pick up your child as soon as possible.

### ***Tsunami Warning***

Our school is not located in a tsunami evacuation zone, so we do not have to evacuate. The following procedures have been adopted in the event of a TSUNAMI WARNING:

- a. If a WARNING is issued while we are in session, we will remain with the children and care for them until you can safely pick them up. You need not leave work or rush to the school. If you are in or can get to a safe area close to where you work, it is recommended you remain in the safe area until the "All Clear" is announced and avoid contributing to unnecessary traffic on roads and streets.

- b. If a WARNING is issued before our day normally begins, classes will be canceled and the school will be closed. See the “rule of thumb” comment at the end of this bulletin for determining whether we’re open or closed.

### ***Hurricane/Tropical Storm:***

Hurricane or Tropical Storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects. Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect Oahu in 24 hours or less. When a WATCH is issued, we will monitor the storm and make decisions to close before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal working day and should not inconvenience you if you are at work.

In the event that we must evacuate, we will have the students walk to Friendship’s other campus. Your child will be provided for there by our school staff.

### ***Earthquake***

- a. Should an earthquake of significant magnitude occur on Oahu, our school could be damaged. We can also anticipate considerable disruption to our road networks. If your children are at school; you may not be able to get to them even though you live close by.
- b. Following an actual earthquake, when the shaking has stopped, we will first treat and care for anyone who is injured and then evaluate the structural integrity of the school.

Option 1: If our building is sound, we will remain in place and listen on our battery-operated portable radio for Civil Defense instructions.

Option 2: If the school is damaged or could sustain damage as the result of an aftershock, we will attempt to move to the Ewa Mahiko District Park or Friendship Christian Schools’ other campus. Signs will be posted on the doors of the school revealing our location. We will sustain ourselves the best way we can, for as long as necessary, until assistance can be provided by civil authorities.

### ***Flooding***

Our school is located in an identified flooding zone. However, the extent of damage and inconvenience is generally limited to heavy pooling around the facility (parking and roadway). When the facility is inaccessible due to heavy rains, there will be no school.

If in doubt as to whether the school is open, you may call the school ahead of time.

In summary, please be assured that we will take good care of your children during any emergency or disaster.

### ***Threat***

In the event of a threat to our school, we will follow the guidelines listed below.

1. School will go on active Lock Down - no one in or out until proper authorities give the all clear.
2. Authorities will be notified.
3. Teachers will tend to any injured students.
4. Students will be cared for by the teachers/staff until help arrives.
5. Parents will be notified as quickly as possible.

Drills may be held periodically throughout the year.

### **Closures**

a. A good rule of thumb for closures:

If it is announced over radio or television that the public schools are closing, we will also, in all likelihood, be closing. Under no circumstances, however, will we close until all children have been picked up by their parents or designee. For questions about an emergency closing for Friendship, KHON-TV and KSSK radio station will be the communication facilities that will be notified. Information will also be put on our Facebook and web page if possible.

b. Do not call the school during emergencies. Keep the telephone lines open and available for those who have urgent needs.

c. It is essential that you establish individual and family plans for tsunami, hurricane, earthquake, and flooding. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you will travel to them if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need, etc. Such information can be obtained from the Oahu Civil Defense Agency at 532-4121.

## **DISCLAIMER**

The Parent/Student Handbook is not intended to be an exhaustive list of all school rules or policies. It is representative of the standards and intentions of FCS. The administration reserves the right to amend or implement rules and policies not presented in the handbook at its discretion.

### **\*\*Secondary Campus Demerits**

<b>Offense</b>	1 <sup>st</sup> offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> and on
Appearance/Uniform				
<b>Girls</b>				
Improper hair (includes color) changed within a week	2	2	3	5
<b>Improper dress at school events</b>	Demerits assigned according to offense			
Improper shirt (includes untucked)	1	1	2	3
Improper skirt	2	2	3	5
Improper shoes	2	2	3	5
Improper jewelry	2	2	3	5
Improper PE uniform	2	2	3	5
<b>Boys</b>				
Improper hair (includes hair cut or color) fixed within a week	2	2	3	5
<b>Improper dress at school events</b>	Demerits assigned according to offense			
Improper shirt (includes untucked)	1	1	2	3
Improper pants	2	2	3	5
No belt	2	2	3	5
Improper shoes	2	2	3	5
Jewelry	2	2	3	5
Improper PE uniform	2	2	3	5
<b>Behavior</b>				
Cheating	10	10	20	40
Unprepared for class	1	1	2	3
<b>Conduct at school functions</b>	Demerits assigned according to offense			
Direct disobedience	5	5	10	15

Defacing school property (including other's property) demerits and payment for repairs	2	2	3	5
Disrespect to a teacher	10	10	20	40
Disruptive in classroom	1-3 according to teacher's rules in the classroom			
Eating in class	2	2	3	5
Electronic devices not turned in	2	2	3	5
Fighting	5-20			
Forgery	10	10	20	40
Gum chewing	2	2	3	5
Harassment	10	10	20	40
Headphones	2	2	3	5
Horseplay or roughhousing	3	5	7	10
Improper language/profanity	10	10	20	40
Improper physical conduct (hugging, kissing, etc.)	10	10	20	40
In a classroom without a teacher	2	2	3	5
Littering on campus	2	2	3	5
Lying	10	10	20	40
Note writing/passing	2	2	3	5
Obscene gesture	10	10	20	40
Passing other's belonging without permission	2	2	3	5
Removal from class	10	10	20	40
Report card and or envelope not turned in on time	1 then add 1 each day not returned			
Sitting on a desk or table	2	2	3	5
Skipping class, chapel or lunch	10	10	20	40
Stealing	10	10	20	40
Throwing food	2	2	3	5
Throwing potentially harmful object	3	5	7	10
Touching opposite gender	2	2	3	5
Writing on whiteboard without permission	2	2	3	5
<b>Every 10 demerits equals 1 detention</b>	<b>30 minutes</b>	<b>1 hour</b>	<b>In- school suspension</b>	<b>Suspension/expulsion</b>

Demerits reset every semester.

## **DISCLAIMER**

The demerit list is not intended to be an exhaustive list of all demerit offenses. It is representative of the standards and intentions of FCS. The administration reserves the right to amend or implement rule and policies not presented in the demerit list at its discretion.