

# **Christian Fellowship School**

**Established in 1981**



# **CFS**

## **Parent-Student Handbook**

**Knowledge. Faith. Character.**



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## Conceptual Framework

<b>Vision:</b>	<p>The Vision of Christian Fellowship School is to raise up multiple generations of Godly young people:</p> <ul style="list-style-type: none"><li>• <b>Who love</b> the Lord with all their heart, mind, soul and strength;</li><li>• <b>Who serve</b> Him in both their vocational calling and in the local church; and</li><li>• <b>Who worship</b> the Lord in the beauty of holiness.</li></ul> <p>See: Joel 1:3; Exodus 10:2; Malachi 2:15; Judges 2:10 (to be avoided)</p>
<b>Mission:</b>	<p>The Mission of Christian Fellowship School is:</p> <ul style="list-style-type: none"><li>• <b>To partner</b> with Christian parents</li><li>• <b>To provide</b> quality Christian education</li><li>• <b>To prepare</b> students for a lifetime of fruitful Christian service</li></ul>
<b>Motto:</b>	<p>“...that in all things He may have the preeminence” Colossians 1:18</p>
<b>Rationale:</b>	<p>“...that you may with one mind and one mouth glorify the God and Father of our Lord Jesus Christ.” Romans 15:6</p>
<b>Philosophy:</b>	<p>Biblical Foundation, Christ-centered, Christian world view</p>
<b>Instructional Goals:</b>	<p>The broad instructional goals of Christian Fellowship School are threefold :</p> <ol style="list-style-type: none"><li>(1) <b>Knowledge:</b> To train students in the essential academic areas so they may excel in God’s calling through the use of their God-given talents and abilities</li><li>(2) <b>Faith:</b> To cultivate in students an understanding of and trust in Jesus Christ as He is revealed by His Spirit, His Word and His world.</li><li>(3) <b>Character:</b> To develop in students a desire and an ability to exhibit Christ-like attitudes, values and conduct.</li></ol>
<b>Tagline:</b>	<p>Knowledge. Faith. Character.</p>
<b>Mascot:</b>	<p>Knight</p>
<b>Creed:</b>	<p>Knight’s Creed</p>
<b>Colors:</b>	<p>Black, Red and White</p>

## Daily Schedule

CFS Office Hours	7:30 AM - 4:30 PM
Preschool	8:25 AM - 11:30 AM
Morning Kindergarten	8:25 AM - 11:30 AM
Afternoon Kindergarten	12:30 AM - 3:30 PM
Enrichment Program	11:30 AM - 3:30 PM
Grades 1 - 6	8:25 AM - 3:30 PM
Grades 7 - 12	8:25 AM - 3:30 PM
After Care	3:50 PM - 5:30 PM
Summer Hours:	8:30AM – 4:00 PM



## Vision Statement

The vision of Christian Fellowship School is to raise up multiple generations of Godly young people:

- **who love** the Lord with all their heart, soul, mind and strength
- **who serve** Him in both their vocational calling and in the local church; and
- **who worship** the Lord in the beauty of holiness.

### Multiple Generations of Godly Young People

If you ask Christian parents what their greatest desire is for their children and their children's children, their answer will most likely be that their children walk closely with the Lord throughout their life and spend eternity with Him in heaven. Secular education by definition is education

“pertaining to this present world, or to things not spiritual or holy; relating to things not immediately or primarily respecting the soul, but the body; worldly. The secular concerns of life respect making provision for the support of life, the preservation of health, the temporal prosperity of men.”

(Webster's Dictionary, 1828).

Christian education focuses on seeking first the kingdom of God and His righteousness, knowing that “all these things will be added to you” (Matthew 6:33) when you put God's kingdom first in your life. Our vision is to prepare students not only for this present world, but more importantly, for an eternity with the God who created them.

Our vision is to cooperate with parents in order to help them fulfill the scriptural command to tell the generation to come (their children) “the praises of the Lord, and His strength and His wondrous works that He has done” (Ps. 78:4) so that their children, as well as their children's children, may “put their confidence in God, and not forget the works of God, but keep His commandments.” (Ps. 78:7; see also Ps. 145:4; Isaiah 38:19; Exodus 10:2; Joel 1:3). Our vision is to raise up multiple generations of godly young people, with each generation telling the next generation of the things of God. Children who receive such a heritage from their family are truly blessed.

### Who Love the Lord With all Their Heart, Soul, Mind and Strength

The first great commandment is to love the Lord with all your heart, mind, soul and strength, and the second is like it, love your neighbor as yourself. According to Jesus there are no commandments greater than these (Mark 12:30-31). On these two commandments hang all the law and the prophets (Matthew 22:40). One of our primary goals, therefore, is to model, teach and foster a sincere love for God and for one another, and to create a climate of love in which students can experience the love of God and come to the place where they can honestly say, “...we have come to know and have believed the love which God has for us”

(I John 4:16). Experiencing God's love and expressing it through our relationships with others is a sign of having passed from death into life (I John 3:14-15).

### **Who Serve Him Both in Their Vocational Calling and in the Local Church**

"But he that is greatest among you shall be your servant." (Jesus; Matthew 23:11 KJV) As Christians, our lives are greatly enriched by the knowledge that in serving others through our vocation, we are actually serving Christ (Colossians 3:22-24). This knowledge motivates us to serve faithfully even when others are not looking and gives us a great hope of reward. God has also uniquely gifted each member of the body of Christ and equipped them to edify the other members of the body through the exercise of their spiritual gift(s) (I Cor. 12:1-31; Rom. 12:3-8; Eph. 4:7-13). One of our goals, therefore, is to help our students to discern their spiritual gifts and desire to use them to serve God both in their vocational calling and as a member of a vibrant local church. A life so lived brings great fulfillment to the individual, builds up the body of Christ, and is a fruitful witness to the world.

### **Who Worship the Lord in the Beauty of Holiness**

"Give unto the LORD the glory due unto his name; worship the LORD in the beauty of holiness." (Psalm 29:2 KJV) "The chief end of man is to glorify God by enjoying Him forever" (John Piper, Desiring God). Worship is one of the few activities that we can engage in that will last for eternity. When we have come to know the love of God, and understand that through His grace we stand before Him in the righteousness of Christ, we cannot help but worship Him. The knowledge that every aspect of our lives can be a means of bringing glory to God (I Cor. 10:31) makes all of life an act of worship. One of our goals is to be a worshipping community, where God is honored and His name is lifted high.

## **Mission Statement**

The mission of Christian Fellowship School is:

- **To partner** with Christian parents;
- **To provide** quality Christian education;
- **To prepare** students for a lifetime of fruitful Christian service.

### **Partnering with Christian Parents**

Christian Fellowship School is an extension of the Christian home in training young people in a Christian environment to reap eternal gains. It is a ministry being offered to the people of God whereby the church and the home become co-laborers in fulfilling the commands found in the Word of God regarding the training of children. The goal of the school staff is to work closely with parents in every aspect to train the whole child. Parent orientation, parent-teacher conferences, progress reports, Parent Teacher Fellowship (PTF), the Parent Advisory Board, and Parents Web are all efforts designed to fulfill this aspect of our mission. Parents also demonstrate their support for the school by paying tuition, actively participating in PTF, volunteering in the school and attending school-sponsored activities.

### **Providing Quality Christian Education**

As an educational institution, we desire to provide quality education with a Biblical perspective. We believe that we are to love the Lord with all our heart, mind, soul and strength. We believe that it honors God when we study His creation and His ways and acknowledge God's wisdom and power as evident in the things He has made and in His acts recorded in history. We endeavor to integrate Biblical principles in our policies, in curriculum selection and in the way we relate to one another and to students. We participate in standardized achievement testing and in various academic and

sports competitions, in part, to have an outside witness to the quality we strive to achieve. We are also involved in a voluntary accreditation process through the International Christian Accreditation Association (ICAA).

### **Preparing Students for a Life-time of Fruitful Christian Service**

Having a Christian philosophy of education, our goal in education is to conform students to the image of Christ and to foster within them a desire to use the gifts, talents and abilities that God has given them to serve others to the glory of God. Although we have a college-preparatory curriculum, and we expect that most of our students will attend college, graduation from college is not the ultimate or primary measure of fulfilling our mission. We desire that our graduates be active members of spiritually vibrant local expressions of the body of Christ and find a place of service where they are a blessing to others and bring honor to God their creator. We also desire that our students be leaders in Christian service and that they excel in life even as their soul prospers.

## **Philosophy of Education**

The primary purpose of Christian Fellowship School is to fulfill the scriptural commands of:

*"Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up."* Deuteronomy 6:5-7

*"Train a child in the way he should go, and when he is old he will not turn from it."*  
Proverbs 22:6

*"Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you."*  
Matthew 28:19-20

Christian Fellowship School is an extension of the Christian home in training young people in a Christian environment to reap eternal gains. It is a ministry being offered to the people of God whereby the church and the home become co-laborers in fulfilling the word of God in training children. The school staff works closely with the parents in every aspect to train the whole child.

The broad instructional goals of Christian Fellowship School are threefold:

1. **Knowledge:** To train students in the essential academic areas so they may excel in God's calling through the use of their God-given talents and abilities.
2. **Faith:** To cultivate in students an understanding of and trust in Jesus Christ as He is revealed by His Spirit, His Word and His world.
3. **Character:** To develop in students a desire and an ability to exhibit Christ-like attitudes, values and conduct.

These three basic concepts are the focus of CFS whether it is policies, procedures, and curriculum or extra curricular activities. It is extremely important to the success of our school for parents and students to support the school in its basic purposes, policies, and procedures.

## **Accreditation and Affiliations**

Christian Fellowship School (CFS) is a ministry of Christian Fellowship Church (CFC) and is legally the same entity, i.e. the school is not separately incorporated. The board of elders of CFC also serves on the school board of CFS, and Scott Williams, the CFS principal, is also an elder of CFC. Representatives of the Parent Advisory Board are selected to serve on the school board.

### **ICAA**

CFS is accredited by the International Christian Accrediting Association (ICAA). The CFS administrator represents the school at the ICAA accreditation hearings held on the campus of ORU each summer.

### **NCA**

CFS is also accredited by the North Central Association Commission on Accreditation and School Improvement. NCA accreditation is contingent upon maintenance of accreditation through ICAA under the co-accreditation agreement with the National Council of Private School Accreditation (NCPSA).

### **SEVP**

CFS has been approved by the Student and Exchange Visitors Program (SEVP), under the Department of Homeland Security, to enroll non-immigrant foreign students. CFS is authorized to issue I-20 forms to nonimmigrant foreign students who meet requirements for admission to CFS and requirements established by Federal law.

### **ORUEF**

CFS is a member of Oral Roberts University Educational Fellowship (ORUEF). Membership in ORUEF is a pre-requisite to pursuing accreditation through the International Christian Accrediting Association (ICAA).

### **ACSI**

CFS is a member of the Association of Christian Schools International (ACSI; South-Central Region). As an ACSI member school, CFS teachers attend ACSI teacher's conventions and CFS students participate in ACSI sponsored academic competitions each spring. Student accident insurance is also purchased through an ACSI approved and recommended insurance agency each year. CFS administrators (and selected teachers) attend periodic ACSI sponsored workshops and are members of the International Fellowship of Christian School Administrators (IFCSA). Stanford 10 achievement testing materials are purchased through ACSI for K-7 and 9<sup>th</sup> grade students each spring and student score reports are compared with ACSI member schools through this service, as well as with public school students nationally. ACSI tuition and teacher salary surveys are used as a basis of comparison when evaluating tuition levels and teacher salaries at CFS.

## **National Honor Society**

As a school accredited by an NCPSA (National Council of Private School Accreditation) accrediting association (ICAA), CFS holds a charter with the National Honor Society (NHS). The CFS chapter of the NHS initiates new members in the spring of the year.

## **Columbia Area Career Center**

CFS has a sending school agreement with the Columbia Area Career Center, which is part of Columbia Public Schools. This agreement allows CFS students to take classes at the Career Center free of charge if they reside in the Columbia Public School District. The agreement also allows CFS students who reside outside of the Columbia Public School District to take classes at the Career Center if they pay tuition. This tuition is paid to CFS, and then CFS passes it through to the Career Center.

## **MCSAA**

CFS belongs to the Missouri Christian Schools Athletic Association and participates in the MCSAA athletic tournaments held in Joplin, Missouri each year. The school follows MCSAA guidelines in its athletic programs.

## **MHSAA**

CFS is an associate member of the Missouri High School Athletic Association, which allows CFS to schedule certain athletic events, fine arts, and academic events with other MHSAA member schools, both public and private.

## **ACT**

CFS is registered with ACT, Inc. and is authorized to administer EXPLORE® and PLAN® tests.

## **THE COLLEGE BOARD**

CFS is registered with the College Board, Inc., and is authorized to administer PSAT/NMSQT® and Advanced Placement Program (AP)® tests. The College Board school code for CFS is 260-719.

## **IACSA**

The CFS principal and administrator are members of the International Association of Christian School Administrators through ACSI. They represent CFS at regional meetings and attend One-Day Enabler seminars presented by ACSI on a regular basis.

## NASSP

The CFS principal and administrator are members of the National Association of Secondary School Principals and receive their newsletters and publications.

## Columbia Chamber of Commerce

Christian Fellowship School has a membership in the Columbia Chamber of Commerce, and Scott Williams, the CFS principal, attends the meetings of the Chamber of Commerce.

## **Student Admissions Policies and Procedures**

Parents seeking to enroll their son or daughter in Christian Fellowship School will need to complete the following steps:

1. Obtain an application from the school office.
2. Complete the application and return it to the office with the \$20 nonrefundable application fee and a copy of the child's birth certificate.
3. Have your pastor complete the pastoral reference form and either submit it with the application or have the pastor mail it to the school office.
4. Request that your child's prior school (if applicable) send copies of your child's records, including:
  - Immunization records
  - Transcript and/or grade reports
  - Standardized test summaries
  - Attendance and discipline reports, etc.
5. Once the CFS office has received all of the above items, the school office manager will notify you regarding your enrollment status.
6. If no openings are currently available, your child's name will be placed on a waiting list.
7. If openings are available and the information in your application and transcript indicate that CFS would be a good fit both academically and spiritually for your child, an interview will be scheduled with the school principal. The purpose of the interview is to review the material in your application and to discuss the academic and spiritual program of the school.
8. After the interview, students may be asked to take placement tests or to visit the school for all or part of a day at the appropriate grade level. The purpose of this visit is to further determine if CFS is a good fit for the student and to allow the student to experience a day at the school.
9. Upon completion of the interview and the placement tests (if applicable), the family will be notified as to the placement of the child. If accepted for enrollment, the non-refundable enrollment fee of \$150 will be due, along with book fees. Tuition payment options will be discussed and a payment schedule will be determined.

**Username: cfanow**

**Password: you create your own password**

Our school number for processing both paper and on-line application is: 58565

The deadline for full consideration for tuition assistance is May 1st.

## **Refund Policy**

The school administration hires teachers, orders textbooks, purchases student accident insurance and incurs other expenses based upon anticipated student enrollment. Because withdrawal of students just before the start of the school year, or mid-year results in loss of anticipated income to the school after teachers have been hired and expenses have already been incurred in anticipation of that student's enrollment, families should consider enrollment or re-enrollment of a student a serious financial commitment.

Enrollment fees, re-enrollment fees, application fees, I-20 fees and book, supply & technology fees are non-refundable.

Book fees are due on or before August 1st for the upcoming school year. Parents who enroll or re-enroll a student, and subsequently withdraw the student after August 1st will not receive a refund of the book fee, as book orders are placed early in the summer based upon anticipated enrollment.

Parents who withdraw a student from Christian Fellowship School during the school year due to a family move of more than 25 miles will be charged tuition only for the days the student actually attended CFS (pro-rated amount). Families who withdraw a student due to extenuating circumstances, such as loss of job, serious illness, or death of a parent, will also be charged a pro-rated amount based upon actual attendance.

Students who withdraw for any other reason after August 1st will be charged the pro-rated tuition amount for any days in attendance, plus 10% of the yearly tuition amount that they would have paid had their student(s) remained in the school.

Example A: If a family re-enrolls a student and pays the re-enrollment fee and the book fee, and then withdraws the student in mid August prior to the start of school, the family forfeits the re-enrollment fee and the book fee. The amount of pro-rated tuition would be zero, however, they would be charged for one month's tuition (10% of the yearly amount).

Example B: If a family re-enrolls or enrolls a student and then withdraws the student in mid-September, they would forfeit the re-enrollment or enrollment fee, the book fee, and they would be charged pro-rated tuition for the days in attendance, plus one additional month (10% of yearly tuition).

Pro-rated tuition may be calculated by dividing the yearly tuition rate less any applicable discounts by 175 days to obtain the daily tuition rate. The daily tuition rate is then multiplied by the number of days school was in session up to the date of withdrawal for the student.

## **Statement Of Nondiscrimination**

Christian Fellowship School does not discriminate on the basis of race, color, national or ethnic origin, or disability, particularly in regard to employment and student admission policies, procedures, and practices.

## Parent Participation Expectations

The mission of Christian Fellowship School is to partner with Christian parents to provide quality Christian education to prepare students for a lifetime of fruitful Christian service. The fulfillment of this mission requires active participation on the part of parents in the education of their children. This active participation includes payment of tuition and fees in a timely manner, daily monitoring and helping students with homework assignments, communication with teachers, participation in parent-teacher conferences, attendance at PTF meetings, and attendance at school-sponsored events in which your children are involved. Volunteering to help with special events, serving as a chaperone on field trips, working in the snack bar or at the gate at athletic events, or serving on PTF or Parent Advisory Board committees are other ways to be actively involved in your child's education.

CFS also welcomes volunteers on a more regular basis, for example, coaching, driving the school bus, or being a study hall monitor. If these volunteer activities involve regular contact with children, you will need to complete a volunteer application in the school office and agree to a criminal background check. This is a security measure intended to ensure the safety of our students.

## Child Abuse or Neglect

### Definitions of Abuse and Neglect

The Child Abuse Prevention and Treatment Act 42 U.S.C. 5101, a federal law, provides a minimum set of acts or behaviors that constitute abuse. Under this act, each state is responsible for providing its own definition of child abuse and neglect.

Missouri law, at 210.100.(1) RSMo., defines "abuse" as:

"...any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the child's care, custody, and control, except that discipline including spanking, administered in a reasonable manner, shall not be construed as abuse."

Missouri law, at 210.100.(8) RSMo., defines "neglect" as:

"...failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being."

Missouri law, at 210.100.(3) RSMO. Defines a "child" as:

"A child is any person, regardless of physical or mental condition, who is under eighteen years of age"

### Child Abuse & Neglect Reporting Requirements

According to Missouri law (210.115 RSMo) all educators (principals, teachers and other school officials), as well as day care and child care workers, nurses, and any other persons with responsibility for the care of children are *mandated reporters* of abuse and neglect.

If a mandated reporter has reasonable cause to suspect that a child has been or may have been subjected to abuse or neglect, that person must immediately report or cause a report to be made to the Division of Family Services (DFS). Mandated reporters must report abuse inflicted by a person responsible for the child's care, custody and control as well as abuse inflicted by any other person. Mandated reporters may also report their suspicions of abuse or neglect to law enforcement or juvenile authorities. Mandated reporters are required to report physical abuse, sexual abuse or neglect within 24 hours of becoming aware of or suspicious of an incident. Failure to report is a Class A misdemeanor.

### **Procedures for Reporting Abuse or Neglect**

If a mandated reporter suspects child abuse or neglect they should notify the person in charge (Scott Williams Principal) or in his absence, a designated agent (Rick Mueller – Administrator or Charlotte Schauwecker – Office Manager) that he/she has reasonable cause to suspect abuse. That person (the person in charge) shall then become responsible for immediately making or causing the report of abuse to be made to DFS, if so warranted. The individual suspecting abuse may also make a report to DFS.

Mandated reporters must notify DFS within 24 hours of any evidence of sexual abuse or sexual molestation of a child. An oral report should be made to the DFS by telephone or otherwise.

DFS is required to maintain an information system with a statewide toll-free number for reports under 210.145 RSMo.

The **Missouri Child Abuse or Neglect Hotline** number is: **1-800-392-3738**

The report to DFS must include:

- Names and addresses of the child and those responsible for his/her care, if known
- The child's age, sex and race
- The nature and extent of the child's injuries, abuse or neglect, including any prior evidence of abuse or neglect of the child or siblings
- The name, age and address of the abuser, if known
- The family composition
- The source of the report
- The name and address of the person making the report, his/her occupation, and where he/she can be reached
- Actions taken by the reporting source including any x-rays or photographs or any useful information

Any person who complies with Missouri law relating to reporting of child abuse or neglect is immune from civil or criminal liability unless the person filed a false report, acted in bad faith, or acted with ill intent. In addition, other than the attorney-client privilege, any other legally recognized privilege is not applicable in child abuse/neglect situations and is not grounds for failure to report, failure to cooperate, or refusal to give or accept evidence.

Missouri law requires that DFS contact the mandated reporter within 48 hours of receipt of the report to ensure that full information has been received and to obtain any further information.

**CFS Documentation of Report Required:**

In the event that a child abuse or neglect incident is reported to DFS, the person reporting the incident must complete a written report for the school's records. This report will be filed in the school office by the administration and shall remain confidential. This report should include the information listed above that was reported to DFS and the date and time of the report.

- When a report is filed with DFS, the school administration will decide whether it would be appropriate to contact the parents, or to allow DFS to make the initial contact with the family. In most cases, the family will be contacted, but the safety and interests of the child will be the primary consideration in decisions regarding parental contact.

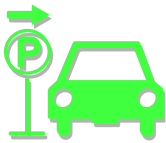
# Arrival and Departure Information

## Drop off Procedures

The doors to the school will be open at 7:45 AM. Preschool and K-6 students will go to their assigned seats in the sanctuary. At 8:20 AM they will be led to their classrooms in order to prepare for the start of the school day.

Students in grades 7-12 upon entering the building should go to the lunchroom until the first bell sounds. Students may not be in the locker hallway or in classrooms without teacher supervision.

When dropping off and picking up students, remember:



**No parking in the drop off lane, stay to the right of circle drive, drive slowly, be patient.**

The parking lot, driveways, and drop off area can be very congested at the beginning and end of the school day. Please be careful as you drop off students to make sure they reach the building safely. Also, it is very important to watch for the many students who walk to school.

*High school students arriving after 8:25 a.m. must sign in and obtain an admit slip from the school office before going to class. All students departing early from school must sign out in the school office before leaving the school. (Senior “open campus” privilege is an exception). Students must be accompanied by a parent or have parental permission via a note or a parent initiated phone call. Students should not leave early except for medical appointments or other parent initiated circumstances.*

## Pick-up Procedures

At the end of the school day, parents should wait at the back of the auditorium for elementary students. When you come into the building to receive your children, please park in the parking lot, not in the driveway.

Students will be dismissed at 3:30 p.m. Students should be out of the school building by 3:50 p.m. All students remaining after 3:50 will either be under adult supervision in school-sponsored activities or they will be taken to the after care program

Elementary teachers and monitors feel a great responsibility for the safety of your children and also a desire to avoid any confusion as to who goes home with which person. **It is very important that you send a note to the teacher if your child will be going home with someone other than the normal person.** We ask that you do not have your child relay the information to us by word of mouth. We must have a note or a call from you.

### Transportation

Christian Fellowship School does not have the ability to provide or arrange transportation to and from school for any students enrolled in the school. Transportation arrangements are the responsibility of the parents of students attending CFS.

### Use of Parent Vehicles

Parents will frequently volunteer to transport CFS students in their personal vehicles for school sponsored field trips or sporting events. Prior to serving in this manner, a parent must sign a form guaranteeing that they have a valid drivers license, have a safe driving record, and are carrying at least the State of Missouri minimum insurance requirements.

### Child Restraint Policy

Due to the passage of the new child passenger restraint law (RSMo 307.182; Senate Bill 872) the following procedures must be followed during transportation of students on CFS field trips in any vehicle which does not meet FMVSS.

CFS students (ages 4 – 7) who weigh less than 40 pounds must be secured in a child passenger restraint system appropriate to the child.

Children (ages 4 – 7) who weigh at least 40 pounds, but less than 80 pounds, and are less than 4 feet 9 inches tall must be secured in a child passenger restraint system or booster seat appropriate for that child.

Children who are greater than 80 pounds or taller than 4 feet 9 inches tall must be secured by a vehicle safety belt or booster seat appropriate to the child. This law does not apply to students four years of age or older who are passengers on a school bus or a multi-functional school activity bus designed to carry eleven passengers or more. If parent vehicles are used for field trip transportation, parents will need to provide an appropriate child restraint or booster seat for their child.

### Student Drivers

Students driving to school are expected to drive safely and responsibly. Driving and parking privileges on school property can be suspended for irresponsible behavior. Student drivers, other than seniors, may not leave school grounds during school hours without signing out and receiving permission from the office. Student drivers may not drive on field trips or transport other students to any school supervised trip or activity. **Students regularly driving to school must register their vehicles in the CFS office.**

## **Attendance**

Regular attendance is essential if a student is to progress in his/her education. Parents are, therefore, expected to schedule family vacations during school vacation periods. A student is expected to be in attendance except when ill or when unable to attend because of emergency circumstances or a death in the family. A phone call or note from a parent or guardian explaining an absence is required before 8:25 a.m. on the day a student is absent in order for the absence to be considered excused. If a student knows in advance that he/she will be absent longer than two days he/she should bring to the school office a note from the parent explaining the anticipated absence. The student will receive a “make-up work” sheet

which he/she will distribute to his/her classroom teachers to fill in with the appropriate assignments or instructions related to the work missed during his/her absence.

Non-emergency appointments should be scheduled when school is not in session. If this is not possible, parents should notify their child's classroom teacher or the school office in advance by sending a note from home. If you need to pick up your student during school, please go to the school receptionist. The receptionist will then contact your student's classroom and the teacher will dismiss your child.

### Excused Absences

When a student absence does occur, it will be considered an *excused absence* for the following reasons (assuming the school office has received parental notification in a timely manner):

- Student illness – in the event of an extended illness or frequent absences due to illness, a doctor's note may be required.
- Doctor or dentist appointments – occasional, unavoidable medical appointments.
- School-sponsored activities – sporting events, field trips, etc.
- Death in the immediate family – immediate family includes father, mother, sister, brother, stepfather, stepmother, stepbrother, stepsister, aunt, uncle, grandfather, or grandmother. Absences to attend funerals of close family friends or time away from school related to bereavement over the death of a loved one will also be excused.
- Driver's License Exams – written and on-road driver's exams for students obtaining a drivers license, since these exams are only given on weekdays.
- College visits – Students are encouraged to plan college visits during the summer months, or on weekends, if possible. However, if it is necessary to miss school for a college visit, the student should notify the office prior to the scheduled visit, so teachers can be made aware of the student's scheduled absence in order for the absence to be excused.
- Inclement weather – if school is in session, but inclement weather prohibits a student from getting to school safely for part or all of a school day or if parents decide it is unsafe to drive, the absence is excused.
- Oversleeping due to failure of an alarm clock after an overnight power outage – a parent note or oral communication will be required. Purchase of an alarm clock with a battery backup should be encouraged.
- Unavoidable mechanical failure of automobile or accident – this does not include running out of gas, or other problems that could have been anticipated.
- Unavoidable traffic delays – this refers to unanticipated delays, and does not include daily, anticipatable delays. It refers to occasional delays due to an accident blocking traffic, or road blockage due to inclement weather, etc.
- Other approved absences – approval for other absences may be requested from the school office, and if approved, a form is available to notify teachers and obtain a list of assignments to be completed.

Parental discretion in allowing or cooperating in a student's absence will be seriously weighed in the deciding whether to excuse an absence. The parent's knowledge of their child and the situation should be honored. However, an absence is not automatically excused because a parent gives written or oral permission for the student to be gone from school. Parents may respectfully disagree regarding the legitimacy of an absence when weighed against the benefits of attendance, however, the final decision as to whether an absence is considered excused or unexcused rests with the school administration.

## Unexcused Absences

Examples of *unexcused absences* include, but are not limited to:

- Lack of parental notification - any absence for which parental notification has not been received in a timely manner.
- Oversleeping – either intentional or unintentional, unless due to alarm clock failure due to an overnight power outage (a parental note and signature will be required to excuse).
- Running late – daily schedules need to be adjusted to ensure that students arrive on time.
- Student allowed to sleep in due to away athletic game the previous night – unless the coach excuses the entire team due to exceptionally late return, this will not be excused. Students who choose to participate in sports (and their parents) must realize that travel to away games and some loss of sleep related to this travel is part of the overall decision to participate and does not warrant missing classes the next day.
- Birthdays – student birthdays are special events; however, absence from school will not be excused.
- Anticipatable appointments that could be scheduled before or after school hours or on weekends – for example, non-emergency auto repair, tanning salon, hairdresser appointments, etc.
- Work – students who have part-time jobs are expected to make arrangements with their employers that do not necessitate missing school to fulfill job responsibilities or to arrive on time. Parents should also not keep their children home from school to help with work tasks that could be completed during non-school hours.
- Absences due to family vacations or extended weekends that have not been pre-approved by the school office – prior notification and approval is required for absences due to family vacations to be excused. Parents are encouraged if at all possible to avoid taking family vacations during times when school is in session.
- Student skips school – any absence when a student simply chooses to skip school for any reason. Skipping school will result in disciplinary action as well.

**No student is to leave the school premises without first obtaining permission from the CFS office. It is essential that the school be aware of a student's location at all times.**

**Exception: We have an “open campus” policy for seniors, giving them the privilege of leaving the building during non-scheduled class time. They are not required to check in and out of the office during those times, however, they must sign in and out on the senior clipboards in the high school foyer. This is a privilege extended only to seniors. If a senior finds it necessary to leave the campus during class periods for unavoidable appointments, the senior must still sign in and out in the school office. This “open campus” policy has been instituted for our seniors in preparation for college campus life when they will be going to and from classes at different times throughout the day and corresponds more closely to other schools in our area.**

### Excessive Absences

If a student is absent more than 10 days in a single semester, CFS administration will contact parents to review the reasons for the absences and to discuss concerns about the student's overall success in school. Parents must recognize that attendance is a factor in recommending promotion for the following year. If excessive, unexcused absences continue, CFS administration may find it necessary to contact appropriate authorities including Division of Family Services Juvenile Court Services.

### Effect of Excessive Absences on High School Credit

Any student taking a class for high school credit who misses more than 15 sessions of any one class per semester, without extenuating circumstances, will not receive credit for that class for the semester.

Elementary Students Makeup Work: For absences, make-up work may be sent home with a sibling, another student or picked up at the end of the school day. Please contact the school office no later than 9:00 AM if you would like a list of your child's homework assignments.

Junior High and High School Students -- It is the responsibility of the student to make arrangements with the teacher(s) about making up work that was missed during an absence. Teachers may require students to make up exams during a study hall or before or after school so that additional class time is not missed. Students are encouraged to make arrangements with another student (homework buddy) who will write down assignments and share class notes on days they are absent. This arrangement should be made during the first week of school.

Students who are absent, whether excused or unexcused will be allowed the same number of days to make up any work missed as the number of days the student was absent. For extended absences (3 or more consecutive days) additional time may be necessary to make up work, and teachers should make every effort to make reasonable accommodations for makeup tests, etc.

Students who have unexcused absences will be allowed to turn in assignments and make up work missed while absent; however, they will be penalized 10% of the point value of the assignment for having an unexcused absence. Students who are absent due to suspension will typically be treated in the same way as with an unexcused absence. However, decisions on make up work related to suspensions will be reviewed on a case-by-case basis.

### **Tardies:**

Elementary or secondary students arriving after 8:25 a.m. will be considered tardy. When a student is tardy they are required to sign in at the school office and obtain an admit slip. If secondary students are tardy to any class during the day, they must receive an admit slip from the school office. If a student receives three unexcused tardies during a quarter, they will be issued a detention. There will be a detention assigned for every tardy thereafter. If a student is habitually tardy, additional disciplinary measures may be taken.

Students who arrive to school after 10:30 a.m. or leave before 1:30 p.m. will be considered absent one half day.

# Visitor Check-In Procedures

## Objectives:

- To provide a safe and secure learning environment for CFS students and staff by adequately controlling access to classroom areas during school hours.
- To help direct visitors to the appropriate location(s) within the building, allowing them to quickly find the person or accomplish the task for which they came.

## Check-In Times

- Visitor check-in procedures will be followed when school is in session, between 8:30 a.m. and 3:20 p.m.

## Persons Who Are Not Considered Visitors To The Building

- Employees of CFS or CFC
- CFS Students – CFS students must follow the student sign-in procedure outlined in the Parent – Student Handbook for attendance and supervision purposes.

## School (CFS) Visitors – Check-In at the School Office – Room 130

**Parents of CFS Students** – parents who wish to enter the classroom areas when classes are in session should first check-in at the school office. Common reasons for parents coming to the school building during school hours include:

- Lunch Out – parents arrive to pickup or return their child
- Doctor's Appointment – parents arrive to take their child to an appointment or return with their child
- Ill or Injured Child – parents were called by the school and asked to pick up their child due to illness or injury
- Delivery of Items to Students – please check in at the school office before delivering lunches, clothing, books etc. to classrooms, lockers or the lunch room refrigerators.
- Payment of Bills – you may go directly to the school administrative office in Rm. 132
- Obtain Forms or Information – go directly to the school office in Rm. 130

**Potential New Students and Their Families** – check-in at the school office to obtain application materials and other information about the school.

**Family Members of CFS Staff** – sign-in before entering classroom areas.

**Former CFS Students or Friends of CFS Students** – check-in at the school office. Please note that students enrolled at other local schools are not typically allowed to visit during the school day, except to inquire about possible enrollment at CFS.

**Deliveries** – U.S. Mail, UPS, FedEx and other deliveries should be made to the school office or the bookstore (church deliveries). Other delivery personnel should check in at either the school or the church office prior to entering classroom areas of the building.

**Service Repairmen** – Service workers scheduled to service electrical, plumbing, heating, cooling, alarm systems, etc. should either go directly to the church maintenance office or check-in at the school office prior to entering classroom areas.

**Sales Representatives** – Sales representatives needing to see school staff should check- in at the school office before entering classroom areas of the building.

**Church (CFC) Visitors – Check-In at the Church Office Upstairs**

**Upstairs Office Visitors** – visitors to the upstairs church office area may proceed directly upstairs and check-in with the church office staff. This would include:

- Family of church employees
- Church members needing to see church staff for any reason
- Meetings for various church ministries

**Church Sponsored Events** – Visitors attending church sponsored events, such as prayer gatherings, luncheons, conferences, funerals, etc. on the ground floor may go directly to the room where the meeting is scheduled without checking in.

**Bookstore Customers** – Bookstore customers may go directly to the bookstore and need not sign in unless they need to access classroom areas of the building.

**Sales Representatives** – Sales representatives wanting to see church staff should check in at the church office before entering classroom areas of the building.



## **Christian Fellowship Uniform Code**

### **Personal Appearance**

The administration of CFS believes that a school uniform for elementary students and a dress code for high school students' best serve the overall purposes and goals of the school. Accordingly, Christian Fellowship School has adopted the following school uniform that is required for all elementary students.

Pre-School: **No uniform required for pre-school.**

### **Uniform Ordering Information**

Uniforms can be purchased anytime through Lands' End (catalogs available in the office) and the following items must be purchased from them: plaid jumpers, plaid skirts, plaid skorts or skooters and Knights' logo sweatshirts or sweaters. All the items in the uniform code are available through Lands' End, but do not have to be purchased through them. However, please be sure to adhere to the uniform guidelines in regard to color (true red/true navy/ light pink/light blue) fabric, (no denim or corduroy) length, (for skirts, skorts, skooters and shorts) and style. If in doubt, please check with the office before making purchases.



**Lands' End Direct Merchants School**

**1-800-469-2222**

**<http://www.landsend.com/school>**

**Lands' End Preferred School # 9000-6585-5**

## Kindergarten-Sixth Grade Boys and Girls

### Shorts

- Dark navy walking length shorts (girls –close to the knee – boys – not below the knee)
- NO cut offs, denim or shorts with rivets.
- Flat pocket cargo shorts may be worn. Refer to Lands' End as your guide for flat pockets.

### Pants

- Dark navy twill, pleated or plain front.
- No denim or pants with rivets.
- Flat pocket cargo pants may be worn. Refer to Lands' End as your guide for flat pockets.

### Polo Shirts

- White, red, light blue (chambray) or light pink.
- Long or short sleeved – without insignia.

### Oxford Shirts (Boys)

- White, light blue (chambray) or light pink.
- Button down collar.
- Long or short sleeved.

### Blouses (Girls)

- White, light blue (chambray) or light pink.
- Round collar or button down or peter pan ruffle or plain collar
- Long or short sleeved.

### Turtlenecks

- White, red, light pink or light blue
- No mock style.

### Sweatshirts

- CFS red or black uniform sweatshirt with Knight's logo – Crew neck sweatshirt or zip front sweatshirt hoodie. Must be worn over uniform shirt and must be purchased from Lands End and include the Knights logo. (Please note: The black sweatshirt is only for 7<sup>th</sup> & 8<sup>th</sup> grade students)
- Only uniform code sweaters or CFS Knight's logo sweatshirts may be worn in the classroom.**

**Note: The sweatshirts must have the Knight Logo available only from Lands' End.**

### Sweaters

- Red (true red) or navy.
  - Cardigan, zip front hooded v-neck, or crew - must be worn over uniform shirt
- Only uniform code sweaters or CFS Knight's logo sweatshirts may be worn in the classroom.**

**Jumpers/Skirts/Skort/Skooters (Girls)**

- Plaid or navy (no shorter than 4 inches from the floor when kneeling).

**Leggings and Socks (Girls) ( Students must always wear socks or leggings)**

- **Color options are:** White, ivory, red, pink, navy or black. Leggings can be worn under jumper, skirt, skort or skooter. Includes close fitting stirrup and stretch pants.

**Footwear**

- Any style of shoe is acceptable, but must be fully enclosed around toe and heel.
- No sandals, open back clogs, open back tennis shoes or crocs.
- Non-marking gym shoes are required for indoor recess and gym class.
- Snow boots/rain boots are allowed during outdoor recess.

Hats and head scarves– **Not allowed.**

## **Seventh and Eighth Grade Boys and Girls**

**Shorts**

- Dark navy or khaki walking length shorts (girls - seven inch inseam or within seven inches of the floor when kneeling, Boys – not below the knee)
- No cut offs, denim or shorts with rivets.
- Flat pocket cargo shorts may be worn. Refer to Lands' End as your guide for flat pockets.

**Pants**

- Dark navy or khaki, pleated or plain front or (capri pants – for girls)
- No denim, corduroy or pants with rivets.
- Flat pocket cargo pants may be worn. Refer to Lands' End as your guide for flat pockets.

**Polo Shirts**

- White, red, light blue (chambray) or light pink. Refer to Lands' End color guide
- Long or short sleeved - without insignia.

**Oxford Shirts (Boys)**

- White, light blue (chambray) or light pink.
- Button down collar.
- Long or short sleeved.

**Blouses (Girls)**

- White, light blue (chambray) or light pink
- Button down collar or ruffled or plain peter pan collar
- Long, short or  $\frac{3}{4}$  sleeved.

**Turtlenecks**

- White, red, light pink or light blue
- No mock style.

### **Sweatshirts**

- CFS red or black uniform sweatshirt (the black sweatshirt is only allowed for the 7<sup>th</sup> & 8<sup>th</sup> grades) with Knight's logo – Crew neck sweatshirt or zip front sweatshirt hoodie. Must be worn over uniform shirt and must be purchased from Lands End and include the Knights logo. CFS team or band sweatshirts may also be worn, i.e. volleyball, soccer, basketball, cheerleading, etc.

**Only uniform code sweaters, CFS Knight's logo sweatshirts or CFS team sweatshirts may be worn in the classroom.**

**Note the sweatshirt must have the Knights logo, available only through Lands End.**

### **Sweaters**

- Red (true red) or navy.
- Cardigan, zip front hooded v-neck, or crew - must be worn over uniform shirt

**Only uniform code sweaters, CFS Knight's logo sweatshirts or CFS team or club sweatshirts may be worn in the classroom.**

### **Skirts/Skortts (Girls)**

- Uniform plaid, navy, or khaki (no shorter than 4 inches from the floor when kneeling).

### **Capri Pants (Girls)**

- Dark navy or khaki, pleated or plain front.
- NO denim, corduroy or pants with rivets.
- Flat pocket cargo pants may be worn. Refer to Lands' End as your guide for flat pockets.

### **Footwear**

- Any style of shoe is acceptable, must have an enclosed toe.
- No sandals. **Open back shoes are allowed for 7<sup>th</sup> & 8<sup>th</sup> grade only.**
- Non-marking gym shoes are required for gym class.

**Socks must always be worn**

**Hats and head scarves – Not allowed**

**Jackets and sweatpants will not be permitted in the classroom.**

Uniforms worn to school should be in good condition; (no holes or tears) clean, and wrinkle free. Students are expected to dress neatly. All students must comply with the school uniform code. No exceptions! The uniform guidelines will be strictly enforced, so please check with the CFS office before making a purchase if you are in doubt on any item in the uniform code. Any 7th or 8th grade student violating the uniform code will be fined \$3.00. If payment is not made within the week to the school office, parents will be billed \$5.00 through the school billing office.

CFS Knights T-shirts required for PE classes for 5th through 12th grades. These can be purchased in the CFS office for \$12.00.

**Please note: On designated elementary non-uniform days, the High School dress code must be followed.**

## High School Dress Code (Grades 9-12 Only)

We believe that student appearance affects the learning environment and the overall atmosphere of the school. We want to maintain the casual dress to which CFS staff and students have become accustomed. The intent of the dress code is to minimize distractions and problems, which result from dress that is immodest, that promotes an ungodly message or attitude, that is extremely unkempt looking or that brings unnecessary attention to an individual. CFS administration reserves the right to judge any dress or appearance which may not be specifically addressed within this dress code, but which falls within its intent. The dress code is not meant to be divisive or to dictate a false righteousness. CFS administration, parents, and students will review the code as needed.

The CFS dress code applies to all CFS students during school and school sponsored events, i.e. sporting events, field trips, etc. Club, class, or team sponsors may require specific attire for participants in special events and at certain times i.e. performances, contests, etc.

Students found to be in violation of the dress code will be made to remedy the violation before returning to class. This may necessitate calling parents for a change of clothes. Students who are unsure of the suitability of their attire should come to the office before school so that it may be evaluated without penalty. Students who violate the dress code will be fined \$3.00. If payment is not made to the school office within the week, parents will be billed \$5.00 through the school billing office. To facilitate students returning to class in a timely manner, the school office may provide alternative clothing for them such as a large t-shirt, suitable skirt, etc.

Shirts - T-shirts, (no plain white undershirts) "polo" type shirts, collared shirts, turtlenecks are all acceptable. Shirts with any type of design, writing, or picture on them must be acceptable within a conservative church setting. Shirts representing worldly music groups or singers, or which communicate any message, which may be interpreted to undermine Christian values, are not allowed. In addition:

- Shirts must be right side out
- Shirts must have sleeves and must cover midriff area when hands are extended in the air and cover the back when leaning over
- No form fitting blouses/shirts, which could be considered immodest
- No scoop or low cut shirts/blouses

Sweaters and Sweatshirts - Any style and color is acceptable. They are to be worn over shirts meeting the dress code.

Slacks and Jeans - Any color is acceptable. They must be in good condition with no tears, frays, or patches of dissimilar color or material.

Shorts - must have at least a six- inch inseam. No cut-offs, men's boxers, biking, or gym style shorts. Any color is acceptable.

Dresses and Skirts - must be no shorter than 4 inches above the knee as measured from the floor in a kneeling position. Stirrup pants or leggings may be worn, but only with modest tunic style tops.

Hair - Must be combed, neat in appearance, and out of the face. No cuts or braiding which may appear extreme or attention getting. No "unnatural" dyes or streaking, i.e., purple, green, orange, etc.

Shoes - Any shoe is acceptable

## What Not To Wear

- No sweatpants, athletic pants , fleece or velour
- Chains hanging from pants or “Goth” style
- Hats, head scarves
- Extremely saggy jeans or jeans dragging the ground (unkempt appearance).
- Body piercing, other than ears
- Anything, which may be considered immodest or "borderline" in regard to the intent of the dress code.
- Addendum: Some classes may have specific restrictions concerning clothing in the interests of safety. Students will be expected to comply with these restrictions. For example: Open toe shoes will not be allowed in Chemistry labs.

### Physical Education (Grades 5-12)

1. Christian Fellowship School t-shirts are required and can be purchased in the CFS office for \$12.00
2. **Navy or black** gym shorts with at least a four-inch inseam or sweat pants must be worn. No short shorts, boxer style men’s briefs or biking shorts. Biking shorts may be worn under gym shorts.
3. Socks are required.
4. Athletic shoes with non-marking soles are required. (Casual sneakers are not suitable for running and other athletic sports).

Not having the appropriate gym clothes will affect the student’s eligibility to participate in PE and affect their PE grade. If a student is provided appropriate clothing by the PE teacher in order for him/her to be eligible to participate in class, a \$2.00 charge per occurrence will be billed to the student’s parents.

## Homework

Homework is one of our most valuable learning tools. It is useful to reinforce daily lessons, to build good study habits, and to provide opportunity for parent involvement in student learning. Therefore, we encourage parents to provide a suitable environment for the completion of daily homework.

Because of the varying levels of proficiency, intelligence, and self-discipline among students in completing their homework, some students will get their homework done during their free time at school while others will require significant time in the evening. It is estimated that the amount of homework assigned in grades 1-6 would typically not take more than (10) minutes per grade level to complete, i.e. 10 minutes an evening for first grade and 60 minutes per evening for sixth grade. If you find that homework is imposing a great hardship in your home, please ask for assistance from the school in dealing with this difficulty.

### First-Sixth Grade Homework

Students in grades one through six will utilize an **assignment notebook** or an **envelope system** to communicate to parents if students have homework assignments and what that homework is. The assignment notebook should be reviewed each evening by parents so they can monitor homework completion by students. The student should complete homework assignments

themselves (with parental help only as needed). The parent should sign the notebook after the work has been completed. The notebook is to be returned each day to school with the parent's signature. Students returning the notebook without a signature will be issued a demerit. A demerit is also given if the notebook is not returned.

### Parent Envelopes

Parent envelopes are sent home with the elementary students periodically and always contain some type of communication to the parent from the teacher or the school office. The student should not open these but the student should be responsible to hand it to his/her parents. The parent should read the enclosed material and then the envelope should be signed. Your signature indicates to the teacher that you have seen and read the communication that was sent home.

### Seventh-Twelfth Grade Homework

Seventh through twelfth grade students will be provided with a **student planner** to record all homework assignments. Teachers should clearly communicate homework assignments and due dates for homework. A parent signature is not typically required for students in grades 7-12, as students should become responsible for tracking their own assignments. Parents should be encouraged to review the assignments in the student planner to ensure that their student is recording assignments and that they are completed. Homework assignments and student grades may also be viewed in Parents Web.

Our goal is to provide a challenging course of study while being sensitive to family, school and church activities that students are involved in. Teachers should make an effort not to schedule excessive homework or major exams the day after a major band or choir concert, or a school play.

Homework should be completed by the student and ready to turn in at the assigned class time. Students who fail to complete assignments on time will lose points in the grading of the assignment. Continued failure by a student to complete homework in a class may be an indication that the student either lacks motivation or understanding, or needs to develop a more effective system for tracking assignments. Communication among teachers, the student and parents may be necessary to develop an effective strategy for change. Continued failure to implement the strategy may result in a detention or other disciplinary action. Students who copy another student's homework will be guilty of plagiarism. Peer help may be utilized in an appropriate way, if the peer is aiding in understanding, however, simply providing an answer without facilitating understanding is not appropriate. Plagiarism will result in disciplinary measures.

### **Student Illness**

The school nurse or teacher will evaluate students who become ill during the school day. Students with low-grade fever, nausea, vomiting, diarrhea, or other acute symptoms will be sent home. If your child has been ill at home with any of these symptoms, please keep them home until these symptoms have subsided for 24 hours. If they have had an elevated temperature the previous day, please check their temperature in the morning before school and keep them home if a low-grade fever is present. This will help to cut down on the need for us to send them home from school.

Medications sent to school should be accompanied by a note requesting the school to administer them, along with complete information on medication name, amount, when given, and if there is need for refrigeration. If the student is able to administer his/her own medication, please send a note indicating that fact.

## **Delivering Items to School**

Any forgotten items, such as lunches, homework, etc., that are delivered to school should be given to the school receptionist so that classes will not be interrupted. No mail, parcels, flowers, etc. will be delivered to students in the building. Items addressed to students may be picked up in the school office at the end of the day.

## **Dressing for the Weather**

Elementary parents need to be aware of weather conditions to insure that their student(s) are dressed appropriately. Hats, coats, and gloves need to be sent with your child during cold weather to be used during recess times. Elementary students will have to stay on the porch or stay inside if they are not dressed properly. If your child is unable to participate in outside recess or PE, please send a note to the teacher. We would like to keep this at a minimum, however, as recess and P.E. time are also teacher work time and classroom supervision restricts the teacher's ability to fully utilize this time.

## **Snow Days**

**School will be closed if weather conditions pose a hazard to parents and students. If Columbia Public Schools are canceled due to inclement weather, CFS will also be closed.** You may tune in to KFRU 1400 AM or KOMU - TV Channel 8 or KMIZ - TV Channel 17 between 6:30 AM and 8:30 AM to check for school closing. You may also call the school office to hear a recorded message about school closing or check the CFS web site.

## **Emergency Drills**

**Fire** -in case of fire, it is imperative that the building be emptied quickly and calmly. The signal for a fire drill is a repetitive blast of a horn. Fire drills will be held periodically during the school year to practice clearing the school quickly, and teachers will instruct students on proper procedures during a fire.

**Severe Weather** - when a severe weather warning is given, the classroom teacher will lead students to a designated area within the building. Teachers will be well versed regarding proper emergency procedures and will dismiss students from the designated area only when an "all clear" signal is given. Severe weather warning drills will be conducted periodically.

## **High School Extracurricular Guidelines**

The extra curricular program at Christian Fellowship School is viewed as an integral part of the total educational experience for students. Because of the time involved in being committed to an extracurricular activity, students are evaluated frequently to ensure that they are maintaining adequate academic progress in all of their classes. Also, because students are representing not only themselves, but their school, family, and church, they are expected to conduct themselves in an appropriate manner at all times while participating in all extracurricular activities.

Criteria for maintaining eligibility in an extracurricular program may vary somewhat according to programs. Regarding the athletic program, eligibility will be determined at the beginning of each sport season based upon the student's grade point average (GPA) from the previous grading period. For example, basketball eligibility will be based on first quarter grades. A grade point average of 2.0 within core courses from the previous grading period is required to be eligible for extracurricular activities. In addition, a cumulative GPA of 2.0 is required for eligibility. Students who did not earn a GPA of 2.0 or higher during fourth quarter may still participate in the following fall season sports under academic probation. Under academic probation the student will be disqualified from extracurricular activities if they receive an "F" or two "D"s when progress reports are issued. Similarly, if a student not on academic probation receives an "F" or two "D"s when progress reports are issued, he/she will be suspended from participating in that extracurricular activity until the administration determines that he/she has improved his/her grades sufficiently.

Students may also lose extracurricular eligibility for failure to consistently demonstrate proper conduct and good sportsmanship or for violating school rules.

Students may be placed on academic or disciplinary probation, until they regain eligibility by raising grades or improving conduct. A serious or consistent violation of rules or lack of academic progress may result in removal from an extracurricular activity.

### **National Honor Society**

The National Honor Society (NHS®) was founded in 1921 by the National Association of Secondary School Principals in response to a growing movement to emphasize athletic and strictly academic activities. This emphasis was seen as damaging to programs intended to develop leadership and character.

There were other organizations at the time that required members to demonstrate high standards of citizenship, leadership and/or scholarship. However, until the establishment of the National Honor Society there was no national organization whose objectives were:

- to create an enthusiasm for scholarship
- to stimulate a desire to render service
- to promote worthy leadership and
- to encourage the development of character in the nation's secondary school students

Since its inception, the Society has grown to over 16,000 chapters nationwide. Each chapter is charged with advancing the ideals of the Society in its own school. The Department of Student Activities of the National Association of Secondary School Principals is responsible for the National Convention, the selection of the recipients of the National Honor Society Scholarship Awards, leadership training for adults and students through National Leadership Camps, and numerous scholarship and awards programs. Christian Fellowship School received its charter in September 2004.

### **Election Procedure and Induction**

The CFS chapter of NHS holds new member selection and induction in the fall of each year. The following selection procedure complies with the requirements of the NHS constitution.

1. Students are selected as candidates for induction by meeting all of the following criteria:
  - Enrolled in tenth grade or above.

- Having attended CFS for a minimum of one-semester before selection.
  - A cumulative grade point average equal to or greater than 3.3.
2. Candidates are notified of their status and requested to submit supporting evidence of service, and leadership activities through the completion of a Student Activity Information Form.
  3. The Faculty Council reviews the documents submitted by each candidate.
  4. The Faculty Council votes on each candidate. Candidates receiving a majority vote shall be inducted into the chapter.
  5. Each candidate is notified of his or her status following the vote. Students who are selected are provided with information regarding the induction ceremony and the obligations of membership in NHS.

The induction ceremony is held in the evening. Parents and siblings of the inductee are invited to attend, as are current and past NHS members, principal, administrator and the members of the Faculty Council.

### **Obligations of Membership**

Members of the National Honor Society assume certain obligations upon induction. These obligations begin with a commitment to uphold and advance the ideals of the Society in their community, school and personal lives. To this end each member is expected to:

Maintain a cumulative GPA of 3.3 or above,

- to grow in the quality of leadership,
- to serve in their community and school, and
- to conduct themselves in a manner that will reflect positively on the Society.

In addition, each member is expected to:

- regularly attend meetings of chapter,
- participate in the service and fund-raising projects of the chapter, and
- Complete ten hours of service per semester in addition to any chapter service projects

Failure to meet these obligations will leave the member open to disciplinary action which may include written warnings or reprimands, probation, and/or dismissal from the Society.

“National Honor Society” and “NHS” are duly registered trademarks of the National Association of Secondary School Principals (NASSP).

## **Discipline**

CFS is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men." Disciplinary actions that are utilized include demerits, detentions, withholding of privileges, suspension or expulsion.

### **Kindergarten through Grade 6**

Teachers and aides are responsible for managing students throughout the day. Staff will always endeavor to give verbal correction in a loving manner, although firmness may be required.

Misconduct may result in a child receiving a time-out from an activity or missing part or all of a recess. In grades one through three, detentions of 15 or 30 minutes may be given to be served after school. Parents will be contacted ahead of time and informed completely regarding the incident and the detention. In grades four through six, detentions may be up to 45 minutes.

If a student is having frequent behavior problems or is not responding satisfactorily to the discipline being administered, the teacher and possibly other CFS staff will confer with the parent(s) to develop an alternative discipline strategy.

### High School

Discipline is the direction of behavior toward established standards of conduct. Discipline and academic achievement are closely related. Ideally, behavior is Spirit-directed and self-controlled, however self-discipline must be both taught and learned. Parents, school staff, and the church share in the task. When self-control falters and self-discipline fails, in school just like in the home, disciplinary forces outside the individual must be imposed to protect the rights of others. The following rules and responsibilities are established to guide students:

1. Dress according to the established dress code.
2. Attend classes daily unless officially excused.
3. Be on time for all classes with the necessary books, completed homework and supplies.
4. Do not bring inappropriate items to school, i.e. radios, CD players, pagers, laser pointers, etc.
5. Cell phones must be turned off and put away during school hours, and may only be used during the school day with permission from a teacher or CFS staff.
6. Cooperate with all school personnel at all times in a respectful manner.
7. Protect the rights of others to study and to work.
8. Respect private and church property.
9. Ensure that all classroom progress reports and school information intended for parents is received by them.
10. Pay for any damaged materials or equipment.
11. Eating of candy or other food or chewing gum is not allowed except during lunch in the lunchroom.
12. Fighting, stealing and/or finding another person's property and not promptly returning it or turning it in to the office, pornography, forgery, cheating on tests or assignments, intimidation, harassment, public displays of affection, and leaving the school premises without permission from the office, are all strictly prohibited.
13. Any items, which would readily be considered a weapon, (guns, knives, razor blades, etc.) are strictly prohibited.
14. The use or possession of tobacco, drugs, or alcohol is strictly prohibited.
15. Foul language, written or spoken, or obscene gestures are strictly prohibited.

Disciplinary actions for behavior violations will be taken by classroom teachers, in cooperation with administrators, with parent involvement when appropriate, to correct unacceptable student behavior. Depending upon the nature of the behavior, the disciplinary options include:

1. Counseling and praying with the student leading to repentance, restoration and a commitment, oral or written, for correcting the behavior.
2. Student given specific assignments or tasks to be completed.
3. Parents informed by phone or written note.

4. Student is given a detention with or without assigned work.
5. Student is referred to the school office for appropriate action.
6. Student is required to serve Saturday detention.
7. Student is required to make restitution, clean up, or repair.
8. Student is suspended from extra-curricular activities.
9. Student is given an in-school suspension.
10. Student is suspended from school.
11. Student is expelled from school.

The above options are not all-inclusive and are not necessarily listed in the order in which they will be administered. Pastors, student group leaders, parents, administrators, and teachers can all be called upon to help solve the problems associated with inappropriate student behavior.

Because of the effect disgruntled students can have upon the overall atmosphere of the school, high school students displaying uncooperative, disrespectful, or extremely apathetic attitudes may be asked to withdraw from school.

**Christian Fellowship High School is a school for Christian students. As Christians, our conduct in the community as well as at school should reflect our personal belief in God and in His commandments. If a student should at any time at school or outside of school, openly and consistently reject his faith in God, then that student may be expelled from school. If a student should at any time at school or outside of school participate in immoral behavior, sexual immorality, fornication, homosexuality, the use of alcohol or drugs, smoking, or any form of disorderly or unlawful conduct, then they may come under disciplinary action by the school, including expulsion.**

### **Detentions**

When a student receives a detention, a "Detention Slip" is sent home with the student informing the parents of the required number of detention minutes to be served and the date to be served. The parents are to sign the slip and have it returned the following morning. Detentions will typically be served the day after they were assigned or, in the case of a holiday or Friday, on the first day the student returns to school. Students must make any changes in their schedule that may be needed to insure that the detention is served as scheduled.

Detentions for 7-12 grade students will be 50 minutes long and will typically start at 7:30 AM in the designated room. Tardiness or failure to serve a detention will result in an additional detention (which may be served on a Saturday) or other disciplinary measures, i.e. suspension. All 7-12 grade students will be charged \$2.00 for each detention served. This fee should be paid when the detention is served; if not, a \$3.00 charge will be added to the monthly billing. After receiving more than 5 detentions in one quarter a student will be placed on disciplinary probation and may be suspended from school. A record of detentions received is kept at the school office. While in detention students may be required to work on a written assignment related to the reason for the detention or do other work around the school building as assigned by the detention supervisor. Students may not work on homework while serving a detention unless specifically requested by the teacher who assigned the detention.

### **Suspensions**

Suspension from school results when a student's misbehavior continues even after serving several detentions; or when a student's misbehavior is of an unusually disruptive or serious nature. The school office will notify parents when a suspension is necessary. It is important for parents and school staff to work closely together in resolving these conflicts. Parents are asked to reinforce school discipline at home. School discipline is not intended to replace parental discipline in the home. A poor response from parents and/or students during this time may be detrimental to the student's future success in school and may also delay re-admission into school.

### **Expulsion Procedures**

For serious behavior violations a student may be expelled or dismissed from the school. When a student is expelled from the school by the school principal, the parents of the student may choose to submit in writing a request for an appeal of the decision to the school board. The school board will then evaluate the reasons for the expulsion, and if warranted, they will schedule a meeting with the parents and the principal to further discuss the reasons for the dismissal. After hearing the appeal, the school board will make a decision in the matter. The decision of the school board is final.

## **Progress Reports**

Progress reports will be sent home at the end of the fifth week of each quarter to junior high and senior high students who have a grade average below a C in any class. The purpose of the report is to warn both parents and student that there is an academic problem and that some type of corrective measure should be taken to bring the student's grade up before the close of the quarter. Parents are encouraged to call the school office and set up a parent/teacher conference to discuss the difficulties the student may be having.

## **Report Cards**

Report cards will be issued quarterly and will be sent home in elementary student envelopes approximately one week after the close of each quarter. Parents of elementary students are to sign the report cards and send them back to the school no later than the deadline set by the classroom teacher. Junior high and high school student report cards will be mailed home and need not be returned.

## **Access to Student Cumulative Record Files**

### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Since CFS receives some federal funds, this law applies to student educational records maintained by the school.

For the purposes of this policy, the following terms are defined:

***Educational Records*** – any record (in handwriting, print, tapes, film, computer or other medium) maintained by the school or an agent of the school that contains information directly related to the student, except:

- Records kept in the sole possession of the maker of the record, used only as a personal memory aid and not accessible or revealed to any other person except a temporary substitute for the maker of the record.
- Records created and maintained by law enforcement officers for law enforcement purposes.
- An employment record that relates exclusively to an individual in his or her capacity as an employee of the school and that is not available for use for any other purpose.
- Alumni records that contain information about a student after he or she is no longer in attendance at the school and that do not relate to the person as a student.

**Parent** – either a natural parent of a student, a guardian or an individual acting as a parent or guardian in the absence of the student’s parent or guardian.

**Eligible Students** - FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a post secondary school. Students to whom the rights have transferred are referred to as "eligible students."

**Rights of Parents and Eligible Students with Regard to Educational Records**

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest
  - Other schools to which a student is transferring
  - Specified officials for audit or evaluation purposes
  - Appropriate parties in connection with financial aid to a student
  - Organizations conducting certain studies for or on behalf of the school
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
  - Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter or inclusion in a Parent/Student Handbook) is left to the discretion of each school.

### **Teachers and Other Personnel Having Legitimate Educational Interests**

School personnel having legitimate educational interests include those staff members directly involved in the instruction, evaluation of the student, or supervision of the educational program of the student. These include psychologists, speech clinicians, special services personnel, nurses and others who have an assigned involvement with the student. Clerical staff who are performing routine duties in the maintenance of student cumulative records also have a legitimate educational interest. The determination of eligible school personnel shall be the responsibility of the principal and the administrator of the school.

### **Third Parties, Such as Employers, Law Enforcement and Social Agencies and Others**

Access to student records by third parties is permitted only with the written permission of eligible students, parents or legal guardians. An eligible student is one who has reached the age of 18, or is attending an institution of post secondary education.

Records will be furnished in compliance with judicial order and upon receipt of a lawfully issued subpoena. In other instances, an effort will be made to notify the parents and student in advance of the compliance.

The school may disclose personally identifiable information from the education records of a student to appropriate parties connected with an emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals specified in section 99.36 of Public Law 03-380 (Privacy Rights of Parents and Students).

### **Procedures for Examining Student Records by Parents or Eligible Students**

- Parents or eligible students who wish to examine an educational record should submit a written request that identifies as precisely as possible the record or records he or she wishes to inspect. When a record or file contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect or review the portion of the record that pertains to other students. The principal (or appropriate school official) will make the needed arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- A time will be set that is mutually convenient and every effort will be made to honor the request within a reasonable period of time. State law requires that compliance of such a request be made within five business days of the date of the request.
- If the responsible authority cannot comply with the request within that time frame (5 business days) he/she will inform the individual making the request, and may then have an additional five business days within which to comply with the request.

### **Transfer of Student Records**

Parents or eligible students wanting copies of cumulative records sent to third parties must make the request in writing. The name and address of the party to whom the records are to be sent should also be included with the request. The school will maintain a record of all requests for and /or disclosure of a student's educational records.

### **Fees for Copies of Student Records**

Copies of cumulative student records (transcripts) are provided to other receiving schools (K-12 and post-secondary) at no cost. Transcript requests initiated by parents or eligible students will require written requests. No fee is charged for examination of records.

### **Procedures for Maintenance and Security of Student Records**

School personnel will keep all student records in a fireproof file cabinet in a secured area except when the files are in authorized use.

At no time shall the cumulative record file or the health record be removed from the office area where the records are maintained without being signed out by authorized personnel. Files that are signed out should remain in the building and be returned as soon as possible to the fireproof file.

## **Other High School Guidelines**

### **Lockers**

School lockers and locks are provided free of charge to 7-12 grade students. At the beginning of the school year or upon enrollment each student will be assigned a locker and issued a lock. Students should keep their locker locked at all times to prevent loss of personal property. They should not give out their combinations to other students. If a student feels the security of their locker has been compromised they may exchange their lock for a new one at a cost of \$1.00. Students may exchange lockers by filling out a request with the school office. Both students must agree to the change and the office must approve it. Lockers are reassigned on a yearly basis. Locks must be turned in at the end of the school year.

Students who lose their lock will be issued a new one and fined \$5.00. Graduates and students leaving CFS must surrender their lock; failure to do so will result in a \$5.00 fine.

Students are expected to maintain their lockers in acceptable condition. Failure to do so may result in a locker inspection and disciplinary action. Students will be charged for any damages to their locker or if cleaning is required.

No writing, signs or other materials are to be attached to the outside of lockers. Office approved school spirit posters are an exception. Any signs, posters, writing, pictures, etc. inside a locker must be appropriate to a conservative Christian setting and be easily removed at the end of the school year. The use of tape is strongly discouraged. Magnets or a magnet with adhesive backing is preferred.

### **Lunch Privilege**

Junior and high school students may walk home for lunch if they live within walking distance of the school and have turned in a parent permission slip at the beginning of the school year. Students must sign out in the blue foyer. This opportunity is a privilege, not a right, and can be withdrawn.

☞ **Only seniors are allowed to drive from the school property for lunch.**

### **Use of Cellular Phones**

Student cellular phones should be turned off and kept out of view during school hours. Parents wishing to contact students during school hours should call the school office and leave a message for their child. Students may ask permission to use their cellular phone during school hours, permission will be granted solely at the teacher's discretion. These phone calls should be kept as short as possible and made from a location, which can be monitored by the teacher. Students seen with cellular phones in view without permission will have their phone confiscated and given to staff in the school office. The phone will only be surrendered to the student's parent or guardian. Violations may also be accompanied with a detention.

### Fan Behavior

Attendance at CFS athletic events is considered a privilege. Inappropriate behavior will result in the revocation of this privilege. This holds true for both home and away events.

### General Guidelines

All students are expected to help keep the school clean. Classroom desks should be kept clear of the walls. The student responsible will pay for defacement or abuse of school property.

Signs and notices are posted around the school only with the approval of the school office. Students who post signs will also be responsible for taking them down.

Students may obtain permission to have out-of-town or adult guests visit CFS by making arrangements with the school office at least one day in advance.

Food and drink are allowed only in the school lunchroom, and therefore are not be taken from the lunchroom. Food and drink are never allowed in the area of the gym floor.

The use of radios, tape players ipods, video games or CD players, cell phones, etc., is not allowed by students during the school day.

## **High School Guidance Program**

### Standardized Tests

**8th graders** will take ACT EXPLORE test, which includes an interest inventory and other information to help students plan their education at an early age. Eighth grade students also attend a career fair to explore various career options.

**Sophomores** take the PLAN test (preliminary ACT) in the fall, and participate in a career exploration project.

**Juniors** take the appropriate tests (PSAT, ACT, SAT) as advised by their parents and/or counselor, relative to the needs of college admission. Other activities include a College Information Day usually held at the Hearnes' Center, individual interviews to assist in making a college choice and an ACT preparation workshop.

**Seniors** may visit with the administrator in order to review grades, test scores, and establish realistic plans for application to colleges.

Some college related materials are available for student or parent research and reference in the school library. Much more information is available at the public library or from the college of your choice. Most colleges also have information available via the Internet, which is an excellent way to obtain up-to-date college information.

### **College Applications**

University college application forms should be obtained from the college of choice. Students should complete their portion of the application neatly and then bring it to the school office for review, attachment of their high school transcript, and mailing.

### **College Tests**

All juniors are required to apply to a college should take the ACT by April of their junior year. This allows for early application for admission to colleges and for scholarships, and also gives a student some time to improve his/her score if it is not satisfactory. Seniors may take the SAT or ACT as needed. Applications for testing may be picked up in the school office or completed online at [www.actstudent.org](http://www.actstudent.org) (preferred). The school code used by these testing services is 260-719.

### **Deadlines**

The senior should take careful note of any deadlines for application materials, scholarship, financial aid requests or ACT or SAT results. These may vary for each college, and decisions on admission or financial aid are often made on a first come first serve basis.

### **College Visits**

When they are planned and desirable, visits to prospective colleges are encouraged. It is best to visit several university campuses during the summer before the senior year. A student must have written parental permission and must notify the school office at least one week before the scheduled visit.

### **Transcript Requests**

The transcript is the official school record of the student's academic history at CFS. It is required to be sent with all college applications, some applications for employment, and all scholarship applications. The transcript requests are sent with no charge. All official transcripts must be mailed directly from the office to the recipient institution. The student cannot mail a copy personally.

### **Student Withdrawal**

Although student retention and student success is our goal, there will be occasions when student withdrawal occurs due to a family move or for other reasons. Student withdrawals from the school should ideally be planned for the end of the school year, or if this is not possible, for the end of a semester. This allows for a smoother transition, especially for high school students, since high school credits are issued on a semester basis. The school office should be notified as soon as it becomes apparent that a student withdrawal is planned in an effort to facilitate a smooth transition and to ensure that all financial obligations have been met. An exit interview should also be scheduled with the school principal to foster communication regarding any issues of concern that may have contributed to the decision to withdraw a student.

# High School Academic Information

## **Advanced Placement Program**

Students at CFS have the opportunity, in certain classes, to qualify for college credit by examination through the Advanced Placement (AP) Program of the College Board. The AP Program consists of two parts: The AP course and the AP examination. The AP course is designed to be the equivalent of a freshman level college course and prepares the student to take the AP examination. Because of their greater difficulty, AP courses require a greater commitment in resolve, time, and effort from the student. Additional fees may also be associated with AP courses to cover the cost of more advanced texts and complex laboratory experiences.

The AP Program currently administers tests on 31 topics in 16 areas. The examinations are administered in May of each school year. They are generally three hours long and consist of two parts: a multiple-choice section and a free-response (essays, problems) section. Student scores are reported on a five-point scale. Students with a score of three or above will generally receive college credit; however, each college is at liberty to set their own criteria. Each AP student is responsible for determining the policy of colleges they are interested in attending. AP classes are currently offered in biology, physics, and calculus.

## **Enrollment Status**

A student taking six or more credits at CFS is considered a full-time student. The six credits may include approved courses being completed at other institutions (public high schools, vocational education center, and colleges or universities), or through independent study. Students enrolled for fewer than six credits are considered part-time and as such may not participate in extracurricular activities (including competitive sports teams and senior trips).

## **Independent Study**

Students may pursue a course of independent study (including home schooling) within a subject area if the course is not offered at CFS or cannot be scheduled in order to meet graduation requirements. In order to be eligible to receive credit from CFS and to have the course included in the student's GPA, the curriculum must be approved before enrollment and commencement of studies. A designated CFS teacher or administrator must review testing and other course assessment. Credits earned through home schooling are counted toward graduation requirements; however, they are not included in the students GPA.

## **Transfer of Credit**

Students who transfer to CFS in ninth through twelfth grade will have their transcripts evaluated regarding the acceptance of credits previously earned. CFS will generally accept equivalent credits awarded by public or private schools or earned through home schooling. However, we reserve the right to allow or disallow any previously earned credits.

## **Transfer of Students and Grade Point Average**

Credits and grades earned prior to enrollment at CFS will not be used in calculating grade point averages (GPA). The GPA and cumulative GPA will only be based upon work completed while enrolled as a student at CFS.

## **Grade Point Average (GPA) and Cumulative Grade Point Average (CUM GPA)**

The GPA and CUM GPA will be calculated each semester, using semester grades. The GPA is calculated by dividing the grade points earned for that semester by the credits attempted. The CUM GPA is calculated by dividing the total number of grade points earned while enrolled at CFS by the total number of credits attempted. Grade points are calculated by taking the numerical equivalent of the grade earned. Grades from courses taken at CFS as well as courses taken at other institutions or through approved independent study, while enrolled at CFS, will be used in calculating GPA and CUM GPA. Transfer credits and credits earned from high school courses at CFS will apply toward graduation requirements.

The number of credits that a course is worth is based on the number of classroom hours. A course that meets every school day for the entire school year is worth one credit. Classes that meet less frequently or for less than the entire school year, will be worth an equivalent fraction of a credit. Transfer credits and credits earned from high school courses at CFS will apply toward graduation requirements.

CFS does not report class rank of its students, as class rank does not accurately reflect the academic ability of our students due to small class size. Class rank will be tracked internally for use in determination of valedictorian and salutatorian only.

## **Failing Grades**

Any student that receives an “F” for the semester will not receive credit for the course for that semester. This may necessitate the student retaking the course another semester or going to summer school. Individual semesters may sometimes be retaken during the summer or on an independent study basis. The necessity of retaking the class will be determined in cooperation with the student and their parents. In any event, the failing grade will remain on the student’s transcript and will be used in calculating GPA and CUM GPA.

## **Grading Scales**

Christian Fellowship School utilizes different grading scales for elementary classes, junior high and high school classes and advanced placement classes.

### **Elementary Grading Scale (Grades 1 – 6)**

<b>Grade</b>	<b>CFS Elementary Range</b>
A+	99 - 100
A	94 – 98.99
A-	<b>90</b> – 93.99
B+	87 – 89.99
B	83 – 86.99
B-	<b>80</b> – 82.99
C+	77 – 79.99
C	73 – 76.99

C-	70 – 72.99
D+	67 – 69.99

### Jr. High and High School Grading Scale (Grades 7 – 12)

Grade	Percent Range	CFS GPA Value
A	94 – 100	4.00
A-	90 – 93.99	3.70
B+	87 – 89.99	3.30
B	83 – 86.99	3.00
B-	80 – 82.99	2.70
C+	77 – 79.99	2.30
C	73 – 76.99	2.00
C-	70 – 72.99	1.70
D+	67 – 69.99	1.30
D	63 – 66.99	1.00
D-	60 – 62.99	0.70
F	< 60	0

#### Advanced Placement) Grading Scale.

The AP grading scale is used for advanced placement courses such as AP Biology, AP Physics, and AP Calculus. The grading scale allows for slightly lower percentages in each grade range due to the increased difficulty of the courses and to provide an incentive for students who are very conscious of their GPA to still consider taking advanced placement classes. In order to receive college credit for the class, students must receive a score of 3 or above on the AP exam out of a possible 5 (each college determines whether credit is received, so this may vary slightly from college to college).

Code	Description	Low	High	GPA Value
A	Excellent	89.00	100.00	4.00
A-	Excellent	85.00	88.99	3.70
B+	Good	82.00	84.99	3.30
B	Good	78.00	81.99	3.00
B-	Good	75.00	77.99	2.70
C+	Average	72.00	74.99	2.30
C	Average	68.00	71.99	2.00
C-	Average	65.00	67.99	1.70
D+	Poor	61.00	64.99	1.30
D	Poor	54.00	60.99	1.00
D-	Poor	50.00	53.99	0.70
F	Failed	0.00	49.99	0.00
I	Incomplete	NA	NA	0.00

**Pass/Fail Grading Scale.**

A pass/fail grading scale is utilized in the high school for sports for P.E. credit classes, such as volleyball, soccer, basketball, cheerleading, golf and track. The pass/fail grading scale is:

<b>Code</b>	<b>Description</b>	<b>Low</b>	<b>High</b>	<b>GPA Value</b>
P	Pass	60.00	100.00	No
F	Fail	0.00	59.99	No

## Graduation Requirements

CFS students must earn a minimum of 25 units of credit in order to graduate. A class that meets every day for the full year earns a student one unit of credit. Courses that meet every day for one semester (1/2 of a full year), or courses that meet every other day for a year earn a student .5 units of credit. The 25 units of credit required for graduation must be distributed in the following manner:

Subject Area	CFS Requirements Class 2010>	College Prep Recommended Curriculum	UMC Admission Requirements
Bible <sup>1</sup>	4	0	0
English	4	4	4
Math	3	4	4 <sup>4</sup>
Science	3	3	3
Social Studies	3	3	3
Practical Arts	1	1	0
Fine Arts	1	1	1
Physical Ed.	1 <sup>3</sup>	1	0
Health	.5	.5	--
Personal Finance	.5	.5	--
Foreign Language	0 (2 Recommended)	0 (2 Recommended)	2 Same Language
Core Electives <sup>2</sup>	0	3	0
General Electives <sup>3</sup>	3	4	7
Total Credits:	25	25	24

In addition to the above requirements, students must be in regular attendance, complete all course work with a GPA of 1.8 or above, and fulfill all financial, academic, and disciplinary obligations in order to graduate.

<sup>1</sup>**Bible Courses.** Students are required to take a Bible course each year they are enrolled at CFS as a full-time student. For students transferring to CFS after ninth grade, the number of Bible credits may therefore be less than four.

<sup>2</sup>**Core electives** are selected from foreign language, English, mathematics, social studies, science, or fine arts are required. These core electives are core courses taken in addition to the core courses that are required. The most common core electives at CFS are foreign language (2-3 credits), AP science courses (AP Biology, AP Chemistry, AP Physics) and English electives such as Speech & Drama or Creative Writing & Journalism. See the College Prep Studies Certificate section below for further information about CBHE recommended coursework.

<sup>3</sup>**General electives** include courses in any area that are not used to meet other requirements. General electives do not have to be core courses, and often are practical art classes such as Microsoft Applications or Career Center Classes.

<sup>4</sup>**University of Missouri Admissions Requirements** are listed so that CFS students are aware of the four units of math required (Algebra I and above). CFS students who take the regular math series of Algebra I, Geometry, Algebra II and Pre-Calculus will meet this requirement. Because of the proximity of UMC, we counsel students to meet the MU entrance requirements so that option is available to them upon graduation if they choose to attend.

### **College Prep Studies Certificate**

The Coordinating Board of Higher Education (CBHE), the Missouri Department of Higher Education (MDHE), and the Missouri K-12 educational community share a common interest in promoting student preparation for success in Missouri post-secondary institutions. Accordingly, the CBHE, with collaboration across educational sectors, has established a recommended 25-unit credit high school core curriculum as a guideline for students who plan to enroll in college after high school. The CBHE 24-unit high school core curriculum is designed to prepare high school students for access to and retention and success in college level work. Although the CBHE encourages governing boards at Missouri's secondary institutions to incorporate the 25-unit high school core curriculum into admissions requirements for all first-time freshmen, requirements vary for admission to Missouri institutions.

The Missouri State Board of Education, in cooperation with Christian Fellowship School, awards the College Preparatory Studies Certificate to students who successfully complete a rigorous academic program in high school. The certificate is awarded in addition to the regular high school diploma and is a goal that all students planning to attend college should pursue. Students must meet the course requirements listed above, be in regular attendance, complete all course work in the core areas of English, math, science and social studies with a GPA of at least 3.0, and score above the prior years national average on the ACT (historically an ACT score of 21 or above).

### **Graduation Honors**

The honor of valedictorian is awarded to the student(s) having the highest unweighted GPA and who meets the other eligibility requirements. The honor of salutatorian is awarded to the student having the second highest unweighted GPA and who meets the other eligibility requirements. In the event of a tie for highest GPA, co-valedictorians will be named and no salutatorian will be named. In order to be eligible for valedictorian or salutatorian, students must meet the following criteria:

- Must meet course requirements for College Preparatory Certificate
- Must be enrolled at CFS as a full-time student during the two years prior to graduation
- Must earn at least ten credits from CFS course offerings during the two years prior to graduation
- Must have no more than two credits taken on a pass/fail basis
- Difficulty in class schedule may be considered when selecting valedictorian or salutatorian.

### **Semester Exams**

Core courses (English, Math, Science, Social Studies) for grades eight through twelve will typically include an examination at the end of each semester. The purpose of this examination is to measure a student's knowledge, skill, and competence regarding the course of study.

First semester examinations will be administered during regular class time. Second semester examinations may be administered either during regular class time or during the last two days of the school year. These final exam days will be structured as two half-days, consisting of two, 1 and 1/2 hour testing periods.

Semester examinations will be comprehensive, covering material from the entire semester. Teachers will schedule one or more days of review prior to the examination in order to adequately prepare students for the exam.

Semester examinations will be weighted as no more than ten percent of the semester grade.

Seniors may be excused from the second semester examination with the instructor's consent if they have a "C" or above in the class.

### **Academic Probation**

A student will be placed on academic probation for the following reasons:

- a grade point average below 2.0 in any grading period
- a cumulative grade point average below 2.0
- Two "D"s or an "F" in any grading period.

Students on academic probation and their parents will be required to meet with the principal to discuss the student's performance and to devise a plan for improving their poor performance. Faculty members may be invited to this meeting to help in devising the plan. During this conference the following areas will be discussed:

- Factors that are negatively impacting the student's academic performance e.g. job, extra-curricular activities, learning difficulties
- Steps will be outlined for dealing with each of the factors identified
- Goals will be established to gauge the student's progress

As a result of this discussion, an academic contract will be written, which the student will sign. If a student earns a grade point average above 2.0 in the following grade period, he or she will be removed from academic probation. If the student fails to earn a grade point average of 2.0, but fulfills the goals in their academic contract, they will remain on academic probation and another conference will be held to evaluate the academic contract and to set new goals. If a student remains on academic probation for more than two consecutive semesters, he or she may be dismissed from CFS.

## **CFS Statement of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3; 16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33),
  - His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35),
  - His sinless life (Hebrews 4:15, 7:26),
  - His miracles (John 2:11),
  - His vicarious and atoning death (1 Corinthians 15:4),
  - His resurrection (John 11:25, 1 Corinthians 15:4),
  - His ascension to the right hand of God (Mark 16:19),
  - His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding 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 alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10, Titus 3:5)
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life and who empowers the Christian with gifts of the Spirit as He wills. (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20, 12-14, Acts 1:5,8; 2:2-4)
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5; 28-29).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28).



## **Knight's Creed**

***A true Knight is a person upon whom a certain non-hereditary dignity is conferred by a sovereign, because of services rendered to the country and the sovereign.***

***A Knight's code of behavior was not fully defined until Christian ideals became a part of a Knight's way of life.***

***A true Knight has faith and a deep love of the Christian religion. He defends the church and is ready to die for it. He loves the land of his birth and gives generously to all. His strength serves to protect and aid the feeble.***

***A Knight champions right against injustice and evil and never surrenders or flinches in the face of the enemy.***