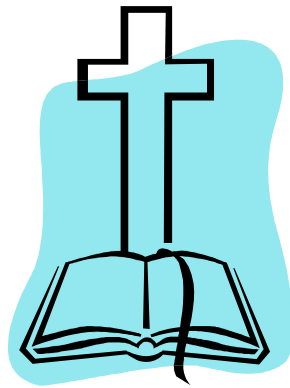


Firm Foundation Christian High School Handbook for Wednesday Enrichment Students



“Be strong in the grace that is in Christ Jesus.”

II Timothy 2:1

Humility Faith Discipline Grace

Handbook Disclaimer:

This handbook does not constitute an express or implied contract with the student or parent. The school reserves the right to revise or add to the handbook/policies at any time, with or without parent notice. Observance of any change is expected of all, when the change is made known to the student body.

2010/2011
Wednesday Enrichment
Student Handbook

Firm Foundation Christian High School

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School Office Hours: 7:30 A.M. - 3:30 P.M.

School Hours: 8:00 A.M. - 3:00 P.M.

Affiliated with the
Association of Christian Schools International
Northwest Association of Accredited Schools

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INTRODUCTORY INFORMATION

A BRIEF HISTORY OF FFCHS

Firm Foundation Christian School is a non-denominational school. It was founded as a K-8 school in 1995 as a non-profit ministry of the Apostolic Lutheran Church. Thirty-two students attended the first year. For the first six years, the school used rented facilities. In 2001, FFCS moved to its current location in Battle Ground. God provided the means to complete an additional building in the fall of 2006. The first high school class began their freshman year in September, 2006, as the founding Firm Foundation Christian High School (FFCHS) class. The high school continued to add one class each year, with the first senior class graduating in the spring of 2010.

In the fall of 2008, FFCHS began an exciting partnership with Northwest Nazarene University in Boise, Idaho to offer concurrent credit college classes on the FFCHS campus. Eleventh and twelfth grade students qualify for concurrent credit classes, as well as select tenth graders who have instructor permission.

Beginning fall of 2009, FFCHS offers a four-day academic week with opportunities on Wednesday for enrichment courses, internships, community involvement, etc.

FFCHS MISSION STATEMENT AND EDUCATIONAL PHILOSOPHY

MISSION STATEMENT

The mission of Firm Foundation Christian High School is to assist families in developing today's youth into Christian leaders serving in the home, church, and community by providing an education emphasizing academic excellence using a Biblical curriculum.

CORE VALUES FOR FIRM FOUNDATION CHRISTIAN HIGH SCHOOL

Firm Foundation Christian High School focuses on the four core values of: humility, faith, discipline and grace.

PHILOSOPHY OF EDUCATION

With prayerful hearts and Godly commitment, faculty and staff partner with parents in preparing their children to function effectively and joyfully in the world as servant leaders. We believe that God has given parents the primary responsibility for the training and education of their children. We seek to help students cultivate a deeper walk with Jesus Christ, pursue humility and truth, and develop a Biblical worldview that they can thoughtfully articulate to others. This preparation is done in a safe and enjoyable environment; teachers and administration work together to foster an atmosphere of humility, faith, discipline and grace. A united front between home and school is key to a successful and God-glorifying experience for all.

We define education as growth in two areas: Christ-like character and academic excellence. Christ-like character is developed as the Gospel is proclaimed and demonstrated and students respond in faith and repentance, as the Holy Spirit brings conviction. We seek to help students see Jesus Christ as the only source for true transformation and growth. Academic excellence is

developed as we provide our students with rigorous and relevant curriculum that pursues truth and discovers God's design in all of life. God is sovereign over all fields of study and His handiwork can be seen from the intricacies of the cell to the beauty of a sunset, from the form and flow of language to the complexity of calculus, from the stories of the past, to the hopes for the future. We seek to help students build their lives on the Lord Jesus Christ.

“I have no greater joy than to hear that my children walk in truth.” ~3 John 4~

In order to accomplish this in an educational setting, we will provide a Christ-centered education for the qualified children of Clark County without distinction to race or color.

We endeavor to provide an education:

- That is in accord with the sixty-six books of the Bible, which we believe to be the verbally inspired, infallible, and inerrant Word of God, the only rule of faith and practice;
- That promotes spiritual growth, academic excellence and moral integrity, and to see it demonstrated in the lives of our students and;
- That prepares students for Godly participation in the American global society.

We desire to develop each student's God-given spiritual, physical, mental, social, and creative gifts to their fullest potential; and thereby glorify God.

FFCHS exists as a nondenominational, coeducational, preschool through high school. It is operated as a non-profit, educational ministry of the Apostolic Lutheran Church of Hockinson, WA and is governed by a self-perpetuating School Board.

Our student's success begins with the parents. Their development is further enriched as we partner together to promote Christ-like character and academic excellence, doing all to the glory of God. FFCHS parents are encouraged to get involved in the life of the school as staff and faculty seek to model a life lived for God and His glory. The partnership of parents, faculty, and staff is critical in the collaborative process of providing an enriching educational experience for the students.

FIRM FOUNDATION CHRISTIAN HIGH SCHOOL STATEMENT OF FAITH

*I believe in God the Father Almighty,
Maker of heaven and earth.
I believe in Jesus Christ, His only Son, our Lord,
who was conceived by the Holy Ghost,
born of the Virgin Mary,
suffered under Pontius Pilate,
was crucified, dead, and buried;
He descended into hell (hades);
the third day He rose again from the dead;
He ascended into heaven,*

*and sitteth on the right hand of God
the Father Almighty;
from thence He shall come to judge the
quick (living) and the dead.
I believe in the Holy Ghost,
the holy Christian Church,
the communion of saints,
the forgiveness of sins,
the resurrection of the body,
and the life everlasting. Amen.*

(The Apostle's Creed as found in Luther's Large and Small Catechism and the Book of Concord.)

FOUNDATIONAL BELIEFS AND TEACHINGS

We believe in the creation of man by the direct act of God (Gen. 1:26-28; Gen. 5:1, 2.)

We believe in God's covenant of marriage between one man and one woman. We believe God established the family as the primary means by which children will grow in the discipline and instruction of the Lord (Gen. 2:18-25; Deut. 6:4-7; Eph. 6:1-4).

We believe the Bible to be the verbally inspired and only infallible, authoritative, inerrant Word of God (II Tim. 3:16; II Pet. 1:21).

We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for his salvation (Rom. 3:19, 23; John 5:24; Eph. 2:8-19; Titus 3:5, 6, John 3:16-19).

Grace Alone: God loves the people of the world, even though they are sinful, rebel against Him and do not deserve his love. He sent Jesus, His Son, to love the unlovable and save the ungodly (Eph. 2:8; Gal. 2:21).

Faith Alone: By his suffering and death as the substitute for all the people of all time, Jesus purchased and won forgiveness and eternal life for them. Those who hear this Good News and believe it have the eternal life it offers. God creates faith in Christ and gives people forgiveness through Him (Rom. 1:17, 3:22a, 3:28, 5:1, 2).

Scripture Alone: The Bible is God's inerrant and infallible Word, in which he reveals His law and His Gospel of Salvation in Jesus Christ. It is the sole rule and norm for Christian believers (Psalm 119:105; II Peter 1:19-21; II Tim. 3:16; Hebrews 4:12).

NON-DENOMINATIONAL POSITION

Firm Foundation Christian School acknowledges the trust placed in the school by its enrolled families, and holds in high regard the authority of the home and church to teach those distinctive doctrines held in esteem by a family's own local church. We focus on basic Christian teachings that are common to all believers. The Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. In order to do so in all fairness, it is necessary that we remind faculty, staff, parents and students that **the following areas are left primarily to the teaching of the home and family church:**

- | | |
|---------------------------------|---|
| 1. Church government | <i>Personal autonomy; Authority granted to the church</i> |
| 2. Time and mode of baptism | <i>Infant baptism as a means of grace; Adult “believer’s baptism”</i> |
| 3. Security of the believer | <i>Eternal security; Free moral agency</i> |
| 4. End times (eschatology) | <i>Amillennialism; Premillennialism; Dispensationalism; The Rapture</i> |
| 5. Baptism of the Holy Spirit | <i>Holy Spirit given at Justification;
Holy Spirit given as a second work of grace subsequent to justification</i> |
| 6. Sinless perfection | <i>Positional sanctification; Progressive sanctification</i> |
| 7. Manifestations of the Spirit | <i>Tongues (and Interpretation of), Healing, Miracles, Discerning of spirits</i> |
| 8. The human role in Salvation | <i>Synergism – the doctrine that the Holy Ghost works in cooperation with the human will in the work of regeneration.
Monergism – the doctrine that the Holy Ghost acts entirely independent of the human will in the work of regeneration.</i> |
- SPECIAL NOTE: The position of Monergism is taught at Firm Foundation Christian School.***

In honoring this desire concerning the purpose of the school, there shall be no attempt by school personnel to promote specific denominational positions listed above. Firm Foundation Christian School’s goal is to remain united in the salvation and love of Christ, avoiding the dissension that may be caused by denominational distinctives.

Issues of denomination may be discussed during high school courses. However, teachers will adhere to the FFCHS Non-denominational Position by refraining from the promotion of viewpoints held by particular denominations.

STATEMENT OF NONDISCRIMINATION

Firm Foundation Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

We acknowledge that there can be no preferential treatment with God (Romans 2:11). We are bound to extend our ministry to all qualifying students if we are to carry out our Lord’s Great Commission (Matthew 28:18-20).

FIRM FOUNDATION CHRISTIAN HIGH SCHOOL PARENTS / SCHOOL COVENANTS

FFCHS would like to thank you parents for joining us in the partnership of the academic, spiritual, and emotional education of your child(ren). We believe that the parents are the primary educators (Deut. 4:9) of our children. However, to enable our school to function effectively and smoothly, we depend upon your support, which we view as essential. You are encouraged to discuss any of the following details with the staff.

AS PARENT/GUARDIAN . . .

1. We understand that the primary purpose of Christian education is to prepare our children to function effectively and joyfully in the world as submitted servants of Jesus Christ. We support FFCHS in its desire to seek eternal salvation for our child(ren) through Jesus Christ, our Lord and Savior. We accept that FFCHS is

committed to a thoroughly Christ-centered and Biblically integrated curriculum. We understand that any verbalized philosophy, personal conviction, or theology which contradicts or conflicts with the Bible will not be tolerated in any school setting (II Tim. 3:16; II Peter 1:21).

2. We give our child(ren) permission to be involved in all school activities, including school-sponsored trips away from school, and we absolve FFCHS of liability to us or our child(ren) because of injury occurring at school or at a school function. We understand that FFCHS carries liability insurance on every student covering activities on and away from campus; FFCHS carries liability insurance during the transporting of students on field trips when students are transported by bus. There is no liability coverage provided in such cases where parents, guardians or other individual drivers are transporting students on field trips. If individual drivers are transporting students, liability coverage must be the responsibility of the individual owners of the vehicles involved, and information on current insurance coverage and driver's license must be provided to the school office.

3. In case of emergency, we give FFCHS our permission to obtain appropriate medical care for our child(ren) unless specific previous arrangements have been made.

4. We recognize that our participation in volunteer parent activities is essential to the success of the school. Each parent agrees willingly to be held accountable for active involvement in at least one area of parent-supported activity each year. We also agree to make a sincere effort to attend Parent-Teacher conferences as an effective means of staying informed and communicating our ideas.

5. We agree to uphold the academic goals of FFCHS within the family setting and assist with completion and accountability of homework as required for our individual child(ren). We recognize the need for sustained open communication with our child(ren)'s teacher(s).

6. We agree to have our child exposed to instruction in the Bible according to the FFCHS Bible curriculum and FFCHS Statement of Faith. The staff agrees to make specific information regarding Bible curriculum available to parents if desired.

7. We pledge not to grieve the Holy Spirit or God's people with idle words of complaint or dissension. Rather, we agree to attempt to swiftly and scripturally settle grievances according to the Matthew 18 principles of discretion, mercy, and forgiveness in love (Matt. 18; Eph. 4:29-32).

8. We understand that tuition payments are made through FACTS Management Company and are due on the 5th or 20th of every month. We will consult our agreement for the terms of our contract. We agree to be timely in our financial obligation to FFCHS and to notify the school should any situation arise which makes this commitment difficult to uphold. Should our account become past due by two (2) payments, we agree to clear our account within ten days or withdraw our child(ren) unless a mutually agreeable arrangement is made with the administrator and the school board.

9. We agree that FFCHS has authority to discipline our child(ren) when necessary at school. We agree to communicate to our child(ren) the need to respect school authority and comply willingly with school classroom rules.

- We understand that FFCHS will not tolerate abuse of school property, disrespect to staff, or profanity in any form.*
- We agree to work with our child(ren), teachers, and aides on minor problems as they occur, particularly with home follow-up.*
- We acknowledge that correction or suspension may be deemed necessary by FFCHS. If such action is necessary, we will be notified by the school.*

“I have no greater joy than to hear that my children walk in truth.” III John 4

SCHOOL BOARD

Paul Tervo - Board Chairman
Eric Wilson - Assistant Chairman
Kelly Helmes - Secretary
Will Matson - Assistant Secretary
Andy Mickelson - Treasurer
Chet Olin - Trustee
Mark Maunu - Trustee

ATTENDANCE

ABSENCES

Students are expected to make every reasonable effort to attend class. The school does not approve absences from class for personal convenience. Parents are expected to avoid scheduling appointments and family vacations during school time. Students may only make up assignments or tests for *excused* absences. All students with an internship (including 9th graders) are required to notify their employee or placement supervisor of their absence as soon as business hours begin. Absence and tardy records will be kept for each class (grades 9-12) and will appear on the student report cards.

Regular attendance is important to your child's learning and development. However, if a student has a fever or shows signs of illness, **please do not send him/her to school**. A child returning to school **must have a signed note stating the nature of their illness or cause of absence**, and must give the note to his/her teacher. The number of absences allowed under Washington State law in a quarter is nine (9) days. If this is exceeded, the quarter may have to be repeated.

UNEXCUSED ABSENCES

1. After the fourth day of unexcused absence of the quarter, the administrator will call or send a letter home to the parent or guardian stating that the student has missed four days of school, inquiring about the reason for the absences and reminding the parent that absences are a handicap to the child's education.
2. After the sixth day of unexcused absence of the quarter, the parent or guardian must have a conference with the administrator.
3. After the eighth day of unexcused absence of the quarter, the parent or guardian must come before the board. The board will then decide whether the student should be allowed to continue at FFCHS. (Washington State Law for attendance is a maximum of 9 days absent per quarter.)

EXCUSED ABSENCES

1. Illness or accident: a note from the parent or doctor is required when the student returns.
2. Doctor or dentist appointments: a note from the parent one day prior to the appointment. **Please try to plan appointments after school as much as possible.**
3. Family emergencies such as funerals, illnesses, etc.: a note from parents, in advance when possible.

4. Prearranged family trips or events: a note from parents two weeks prior to leaving.

If a child is absent six days in a quarter a letter will be sent home alerting the parents to the large number of absences. If the child is absent a seventh time in the same quarter, the parent or guardian must have a conference with the administrator. The child's absences will be reviewed, as well as what will happen should the child exceed the number of absences allowed by Washington state law, which is nine per quarter. Whether a conference is required for students who are absent more than seven days due to extended illness or family vacation will be decided on a case-by-case basis.

When at all possible, a student should be excused in advance and complete the required work before or after the absence. It is the student's responsibility to follow up on make-up work. **Please contact your child's teachers in advance** if you want makeup work sent home prior to absences due to vacations. Please see the "Homework/Make-Up Work for Absences" section under "Academic Program" for further information on make-up work policies.

There will be activities, programs and field trips announced throughout the school year that will be deemed as required attendance by the student. Absence from these activities is subject to the attendance policy.

TARDIES

Students are expected to be present and ready when school starts and when each class begins. Three tardies in a quarter will result in an after school detention to be scheduled by the teacher or administrator.

Students must be in the classroom by 7:55 a.m. each morning to allow them five minutes to get organized and be seated before class starts. **School begins promptly at 8:00 a.m.** Students will be marked tardy if they arrive in the classroom after 8:00a.m. Absence and tardy records will be kept for each class (grades 9-12) and will appear on the student report cards.

If a student is tardy, he/she **MUST** be signed in at the office by the parent or driver, stating the reason for being late. The student will be given a hall pass to bring to the teacher.

ACADEMIC PROGRAM

BASIC SCHEDULE INFORMATION

The 2010-2011 high school year offers a four-day academic week (Monday, Tuesday, Thursday, Friday) with an optional Wednesday "Enrichment Day." Electives, physical education, concurrent credit college classes, and optional volunteer internships are available to students on Wednesdays.

ENRICHMENT WEDNESDAYS

Firm Foundation Christian High School is offering a variety of Wednesday enrichment classes each semester. These courses are set up in two-hour blocks. Students earn .25 credits per semester for each two-hour block. This allows students the flexibility of signing up for

anywhere from one to three enrichment courses per semester. Students may also use Wednesday afternoons for an internship. Students will be responsible for finding their internship although they will work in cooperation with the high school coordinator to ensure appropriate placement and fulfillment of FFCHS requirements. Internships may be either paid or volunteer. The occupational education credit needed for graduation can be earned through an internship, with .25 credits per semester earned for two hours per week.

The FFCHS schedule accommodates a variety of options for earning credit in the areas of physical education, visual/performing arts, and occupational education. Students may earn these required credits through Wednesday enrichment courses.

WEDNESDAY ENRICHMENT SNOW/INCLEMENT WEATHER

In the event of inclement weather and possible school closure, FFCHS will follow the same closing schedule as the Battle Ground School District. Thus, if any schools within the Battle Ground School District are closed due to weather, we will also be closed. You may call the Firm Foundation phone line at 687-8382 or the Battle Ground School District Snow Line at 885-5343 to verify inclement weather school closures.

If school is delayed, the Wednesday Enrichment students will begin in whatever class is regularly scheduled for the delayed time. For example, if it is a two hour delay, then the first Wednesday Enrichment classes will be any that are regularly from 10:00-12:00.

ACADEMIC GRADING

Teachers are responsible for providing a written grading policy for each class and are expected to fully explain this policy at the start of the semester. A copy of all class policies and syllabi will be kept on file in the administrator's office.

While individual grading policies may vary, all teachers will use the following standards:

A = Mastery of core content of course material.

B = High level of competency of course material.

C = Adequate comprehension of core content of course material.

D = Minimum understanding and performance of course material.

F = Unacceptable level of competency in subject. No credit is earned.

I = This mark is given only if student has done passing work but is unable, due to illness or other unavoidable circumstances, to complete the course. An incomplete must be made up within two weeks after the student's return from an excused absence. ***Business trips and vacations are not considered justification for incomplete work.***

Grading Schedule:	A	100 - 93	C	77 - 73
	A-	92 - 90	C-	72 - 70
	B+	89 - 88	D+	69 - 68
	B	87 - 83	D	67 - 63
	B-	82 - 80	D-	62 - 60
	C+	79 - 78	F	59 - 0

HOMEWORK

Academic performance is directly related to student response to homework assignments. Homework may include reading, preparing for exams, or completing written and/or oral work. Teachers are asked to carefully consider each homework assignment to ensure assigned homework is relevant and valuable to the child's education. High school teachers collaborate to provide consistency in homework time demands. When assigning homework, the teachers' desire is not to exceed 10 minutes of homework per grade level as a guideline. If teachers use 10 minutes of homework per grade level as a guideline, then a ninth grade student should not exceed 90 minutes (1 ½ hours) and a twelfth grade student should not exceed 120 minutes (2 hours) of homework per night. Students' work habits and classroom performance will cause homework levels to vary. Special projects or tests may at times warrant additional homework. Students who have missed homework or exams due to illness are responsible to arrange with the respective teacher to make up the work.

LATE WORK

The high school classes have the following late work policy:

1. Work is considered late if it's not turned in at the time it is due. (This means even if a student turns in an assignment ten minutes after the teacher collected it, then the assignment is late.
2. The highest score a student can earn on any late work is 70%.
3. All late work must be completed and turned in within one week or the student will receive a zero.

Individual teachers may have additional restrictions on late work. (NOTE: The following policy explains the school's make-up work policy.)

MAKE-UP WORK FOR ABSENCES

When at all possible, a student should be excused in advance and complete the required work before or after the absence. It is the student's responsibility to follow up on make-up work.

Please contact your child's teachers in advance if you want makeup work sent home prior to absences due to vacations.

Same day homework pick-up: Occasionally, parents will call the school and request make up work be prepared and left in the office for someone to pick up. **However, because high school students change classes and teachers frequently throughout the day, this would be very difficult to coordinate. Therefore, make up work will not be gathered and left in the office.** High school students are responsible for collecting all make up work upon their return to school.

Students have one day for every day absent to make up work and missed tests/quizzes. There may at times be situations in which it would be reasonable to give a student additional days to complete make up work, and teachers have the discretion to extend make up work deadlines on a case-by-case basis. NOTE: Projects are due on the due date, regardless of whether the student is absent or present.

PROGRESS REPORTS

Progress reports are issued midway through each grading period. Parents should review these reports with the student and consult the teacher when lack of progress is indicated.

GRADE CHANGES

Semester grades are recorded in the student's permanent record. Any changes to the semester grades must occur within three weeks after the end of a semester. Grade changes must be verified in writing by the teacher. Final semester grades may never be deleted from a transcript.

ACADEMIC DISHONESTY

Cheating, plagiarism, and inappropriate Internet use are forms of academic dishonesty, which will not be tolerated at FFCHS. Students involved in such acts will receive a zero for the assignment or test. These students may be subject to academic failure, suspension, probation, and/or expulsion.

CONDUCT

STUDENT BEHAVIOR

Firm Foundation Christian High School believes that a student's attitude and behavior make a positive contribution to the school environment. Respect for the school community and for oneself is a fundamental expectation to ensure the smooth order of daily school operations.

FFCHS DISCIPLINE POLICY

RULES

1. *OBEY ALL TEACHERS AND SUPERVISING ADULTS.*
2. *USE BODY, WORDS AND OBJECTS APPROPRIATELY.*
3. *RESPECT OTHERS AND THEIR PROPERTY.*
4. *WORK QUIETLY WITHOUT DISTURBING OTHERS.*
5. *ALWAYS BE PREPARED – COMPLETE ALL ASSIGNMENTS.*

The following are four additional guidelines that must be observed by all students:

- I WILL...
1. Honor the Lord in my speech and my behavior. (Psalm 34:13, Ephesians 4:29)
 2. Keep my hands, feet and objects to myself. (Romans 12:18)
 3. Respect and obey all supervising adults. (Ephesians 6:5-9)
 4. Always, be prepared. (Proverbs 16:3)

FFCHS believes a quality, Christ-centered education can best be served if its students, parents and school personnel work together. These school regulations and policies are established to ensure the safety and well being of all students, faculty and staff. All students are required to follow school policies as listed in this handbook.

Occasionally, students do not live up to these fundamental expectations. In such cases the school's discipline policies are enacted according to the circumstances.

The following infractions are examples of, but not limited to, actions, which are considered to be serious and will be dealt with accordingly. They apply while students are on the campus, at school functions, at a student's internship, or at a time and place directly involved with the school.

1. Disobedience, insubordination, or rudeness to a member of the administration, faculty, staff or internship co-workers.
2. Language or behavior which is immoral, profane, vulgar, or obscene.
3. Possessing, selling, giving away, using, or being under the influence of a controlled, mood-altering substance.
4. Theft or vandalism.
5. Dishonesty of any kind, including cheating and plagiarism.
6. Possession of indecent books, pictures, music or objects.
7. Fighting, inflicting injury or harm to persons or property.
8. Hazing or verbal intimidation in any form is not permitted.
9. Possession of graffiti pens, markers or paint.
10. Outrageous, scandalous, or seriously disruptive behavior.
11. Possessing, using, or threatening to use any instrument or weapon including all types of knives.
12. Use or possession of tobacco (smoking or chewing) or cloves on campus or at school functions.
13. Alcohol or illegal drug use – see policy under Sanctions for Substance Abuse.
14. Conduct at school, at the internship workplace, or elsewhere, which would reflect adversely on FFCHS or be detrimental to the reputation, safety and welfare of the school.

Note: Groups or other non-sponsored school clubs, who in the judgment of the administration are detrimental to the positive Christian atmosphere of the school, will not be tolerated. Individuals or groups, which promote attitudes and ideals that are contrary to Christian and democratic principles and practices will not be tolerated. Students who join, promote, or recruit others to join such groups will be subject to suspension and/or expulsion. No student on school property, at an internship workplace, or at any school activity shall wear, possess, use, distribute, or display any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in such groups.

All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it.

FFCHS DISCIPLINE POLICY CONSEQUENCES

Occasionally, students do not live up to these fundamental expectations. In such cases the school's discipline policies are enacted according to the circumstances.

FIRST INFRACTION: Student is informed of misbehavior.

SECOND INFRACTION: Student is again informed of misbehavior and may be sent out of the classroom or receive a consequence determined by the teacher. Teachers may choose to require detention within one week. Notice will be sent home.

THIRD INFRACTION: Student is informed of misbehavior for the last time. Student is sent to the office. Parents will be called and the student will be sent home. Student may be given additional assignments regarding proper behavior and/or more detention or in-school suspension. Parents will be contacted by telephone or a note sent home. (Detention will be required the following school day.) The teacher may require a meeting with parents and students.

Serious infractions, which include but are not limited to the list provided above, require immediate action and will be handled as follows:

- **The administrator will notify student's parents by phone.**
- **Parents may be required to pick up their child immediately.**
- **The student will remain in the office until a parent arrives.**
- **Parents need permission from the administrator before student can return to class.**
- **Under certain circumstances, suspension, probation, and/or expulsion may be necessary.**

Major discipline problems are defined as those which cause substantial disruption of the educational process at FFCS or those which endanger the safety and wellbeing of another. They could be grounds for suspension or expulsion even for a first offense.

EVALUATION OF STUDENT STATUS

*It is understood that enrollment at FFCS is a **privilege not a right**.* Please note, the administration reserves the right to periodically review the status of any student academically, behaviorally, etc. If, in the opinion of the administration, a student is not in compliance with the spirit of the institution, the school may evoke an involuntary withdrawal. This withdrawal is a separate disciplinary action that may be taken regardless of a student's current record of behavior.

NONCOMPLIANCE

Initially, some incidents may seem like small matters of discipline, but repeated over time they can become significant matters jeopardizing an orderly environment. For example, student behavior can escalate from tardiness for class or school to blatant disregard for school expectations. When patterns of negative behavior are allowed to develop, the resulting situation is not a blessing to any student; it becomes a barrier to the student's healthy maturation and growth and his or her future productivity as an adult. For this reason, our policy for dealing with repeatedly and habitually noncompliant students is to require a meeting with parents and students to determine a probationary period with a specific behavior contract, suspension, or expulsion.

SANCTIONS

The following sanctions may be imposed on students. The administration reserves the right to determine the appropriate sanction for individual infractions. The disciplinary steps for each infraction will be determined by the severity of that infraction.

WARNING

Ordinarily a student who is involved in a single minor disciplinary infraction will be corrected verbally or asked to discuss the matter with the administrator. In all cases, a written follow-up will be kept in the student's disciplinary files.

DETENTION

Students are assigned to serve a 30-45-minute detention. Arrangements must be made by the student to serve said detention within one week following the violation. Detention takes precedence over any co-curricular activity and can be determined by faculty members as well as administrators. Students are liable for further disciplinary action if they do not attend an assigned detention. Students who are repeatedly assigned detention (including tardy detentions), defined as three or more per semester, may be suspended and/or placed on probation. The student will be readmitted to school after there has been a conference with the administrator, the parents and the student.

PROBATION

Parents will be notified in writing if the student has been placed on probation as the result of a serious infraction of school regulations or incidents of misconduct or when deemed necessary by the school administration. Parents are encouraged to make an appointment with the administrator to discuss this matter.

SUSPENSION

A student will be placed on suspension for serious misconduct, whether on or off the campus, or for serious misconduct after having been placed on probation or when deemed necessary by the school administration. The parents will receive written or verbal notification of the suspension and must confer with the administrator before the student is readmitted to the school. Absences resulting from suspension are unexcused. Faculty will discuss that matter with the administrator and decide whether the student will be allowed to make up assignments, tests, or projects which the student has missed.

Students will lose the right to participate in any school activity for a period of time to be determined by the school administration.

DISMISSAL/EXPULSION

Dismissal is incurred by the repetition of conduct leading to one or more suspensions or by misconduct of a very serious nature which calls for an immediate dismissal without suspension. The administrator reserves the right to authorize a dismissal at any time.

ALCOHOL, DRUGS, TOBACCO

ALCOHOL

It is unlawful for any person under 21 years of age to possess alcohol. Any student who possesses, sells, uses, or who is found to have been under the influence of any controlled substance, alcohol or any intoxicant of any kind, on or off-campus 24 hours a day, shall be immediately suspended and subject to expulsion. Students shall not remain at any activity where alcohol is being illegally consumed.

DRUGS

It is unlawful to possess illegal drugs. Any student who is found to possess, sell, use, unlawfully offer, arrange or negotiate to sell any controlled substances, drugs, drug paraphernalia, look-alike drugs or other dangerous substances, or to abuse drugs of any kind, on or off campus 24 hours a

day, will be immediately suspended and subject to expulsion. Students shall not remain at any activity where drugs are being abused or illegally consumed.

TOBACCO

It is unlawful for any person under 18 years of age to possess tobacco products. Any student who is found to use or abuse tobacco in any form on campus will be immediately suspended and subject to expulsion.

SEARCH AND SEIZURE

Firm Foundation Christian School has the right to search a student, student lockers, or student automobiles under the conditions of and in accordance with Washington State statutes.

A search is defined as any action that intrudes on and invades the student's justifiable expectation of privacy. However, if the item is in view and the school official asks the student to give it to him/her, this is not considered a search. Since the student has no reasonable expectation of privacy in this setting, having exposed the item to public view, the school official may ask that it be turned over for inspection.

Personal Search

A student's person and personal effects (purse, book bag, beverage containers, etc.) may be searched whenever a school official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the state laws or the policies of the school including the possession of contraband items. Contraband items include those which are dangerous to health or safety of students or school personnel, are disruptive or potentially disruptive, or which have been cited as unauthorized in the student handbook.

If the student does not grant a search, then he forfeits the privilege of attending Firm Foundation Christian School. If a properly conducted search yields illegal or contraband materials, such findings shall be delivered to the proper authorities for ultimate disposition.

1. The extent of the search of a student's person and personal effects is dependent upon the nature of the suspected infraction and objectives of the search. If there is a possibility that a student has violated a law that may lead to prosecution and a search can be delayed, school officials will consider involving law enforcement officers who should obtain a search warrant. However if a situation is too volatile or one which poses an immediate threat to students and school personnel, the search should occur immediately.

2. Search of Students - If the School has a reasonable suspicion that a student has prohibited items or evidence of a violation of the student conduct standards or contraband items on his person or book bag or other similar item, a school administrator or designee, with another school employee, may ask a student to empty his/her pockets, purse, book-bag and/or to take off their shoes and socks. If a properly conducted search yields illegal or contraband materials, such findings shall be delivered to the proper authorities for ultimate disposition and FFCS will take appropriate disciplinary action, which may include suspension or expulsion from the School

If the student is unwilling to do so, the Administrator will contact a parent/guardian. If the student is still unwilling to do so after having spoken with his/her parent/guardian, and the parent/guardian is unwilling to do so, then the School will assume that the student has the prohibited material or has engaged in the conduct alleged and take appropriate disciplinary

action, which may include suspension or expulsion from the School.

3. Locker Searches – Lockers and other storage areas are provided by the FFCS as a convenience to students and at all times remain the sole and exclusive property of FFCS. Students do not have any expectation of privacy to their lockers or student desks or to any materials stored within their lockers or desks. School authorities, in its sole discretion, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. Though lockers are school property, the student is expected to assume full responsibility for the security of the locker he/she has been assigned. For the purposes of this policy, student desk searches will be treated in the same manner as student lockers.

4. Automobile Searches – Students are permitted to park on school premises as a matter of privilege, not of right. Each student parking a vehicle on campus must fill out a Vehicle Registration Form and sign a Student Parking Commitment form. Students and Parents do not have any expectation of privacy to vehicles parked on premises. The school may conduct routine patrols of school parking lots and inspections of the exterior of student automobiles. The interiors may be inspected whenever school authorities have reasonable grounds to believe contraband items are contained inside. Such interior searches may be conducted without notice, without student consent, and without a search warrant.

The School reserves the right, at any time, to inspect any student parked vehicles and/or lockers in order to protect the health, safety and welfare of students or if the School has a reasonable suspicion of a violation of the law, expected student conduct standards or contraband items.

PUBLIC DISPLAY OF AFFECTION

As students at Firm Foundation Christian School, you are expected to conduct yourselves in a discreet and Christian manner. Students shall refrain from displays of affection involving physical contact at school or school functions, including travel to and from school activities. Students must keep space between themselves and others of the opposite gender.

SEXUAL CONDUCT

Firm Foundation Christian School's biblical role is to work in conjunction with the home to mold students to be Christ like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, participating in, supporting, or condoning sexual immorality, homosexual activity, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school. (See Leviticus 20:13 and Romans 1:27).

Sexual immorality is not part of the Christian life. Students are expected to follow all Biblical standards guiding sexual conduct. Those violating this standard are subject to expulsion.

TECHNOLOGY

The technology program at Firm Foundation Christian School provides the students with many opportunities to use a variety of exciting resources including the use of computers and the Internet. It is understood that computer use and Internet access for students is a privilege, not a right. Computer misuse while on campus, consists of the inappropriate use of a computer including, but not limited to, accessing or breaking into restricted accounts or networks, modifying or destroying files without permission, sending inappropriate messages, illegally copying software, use for commercial gain or profit, entering, accessing, viewing, distributing inappropriate/unauthorized files or programs on or off campus, using iPods and cell phones.

COMPUTER/INTERNET

All students will have the opportunity to use the computers at FFCS. Grade school classes in grades 1st – 5th have a weekly computer elective. Middle and high school usage is for computer classes and research in academic classes. All students using the computers must abide by guidelines of this policy. Any student who uses the computer in an unauthorized manner will be referred to the administration. FFCS utilizes Internet blocking software to restrict access to inappropriate Internet sites. However, it is understood that no filtering system can provide 100% security. Only FFCS approved, licensed, and properly installed software is permitted. (This does include free public domain software).

Guidelines concerning the use of the Internet at FFCS include the following:

- The Internet is provided for school-related purposes only.
- No user of the Internet, including electronic communications may engage in creating or transmitting defamatory, pornographic or harassing images or documents.
- Use of the Internet for personal commercial gain or profit is not allowed.
- All students will receive, as a part of the curriculum, information regarding appropriate and safe use of the Internet.
- School Administrators and the FFCS Board will make the final determination as to what constitutes unacceptable use.

COMMUNICATION SERVICES AND EQUIPMENT

The Communications services and equipment at the School (including, but not limited to, telephone, fax, photocopy machines, email, computer network, computer files, and internet access or use) are School property and should be used only for appropriate purposes.

Accordingly, the School may intercept, monitor review, or disclose any use of communication systems at the School, as it may select. Messages sent or received, materials or websites viewed, files created, or any use of the School's communications system or equipment is not a student's private property and a student has no ownership rights in such materials or expectation of privacy in the use of the School's communications services and equipment. Students do not have any expectation of privacy in any communications or files created, stored, sent, viewed or received upon the School's communication services and equipment, regardless of whether the materials, files, or communications are intended or designated as private.

The School reserves the right to monitor at any time, without notice, any student's use of any of the School's communication service or equipment. This includes, but is not limited to, installing

programs that monitor a student's use of the internet and electronic communications, and to take disciplinary action based upon any violation of expected conduct standards discovered.

Students should keep their username and password to the School's network confidential, and they will be held accountable for any action associated with their account.

INAPPROPRIATE USE OF DIGITAL DEVICES

In keeping with the school's responsibility to provide a safe learning environment for all students, the board has established the following policy regarding the issue of "sexting." *Sexting* is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

The school retains the right to access pictures or text on a student's phone or other digital device. If unsuitable material is found on that device, appropriate disciplinary measures will result.

INAPPROPRIATE USE OF SOCIAL NETWORKING SITES AND BLOGS

Firm Foundation Christian High School realizes that social networking sites and blogs are popular and that they present an opportunity to share with others in a positive way. However, abuses can occur. Therefore, this policy applies to all Internet communications available to the public. All Internet communications during school hours are subject to this policy and the school's Internet- and computer-use policy.

All students are expected to conduct themselves in a discreet and Christian manner, in and out of school. The school's policies against discrimination or other harassment apply to any Internet communications. Therefore, any Internet communications that adversely reflect on the student's FFCHS Code of Conduct or the school's Christian testimony, that disparage the school or other employees or officers, or that violate the school's antidiscrimination/antiharassment policies may result in requests to remove the communications and in student discipline, including expulsion.

TECHNOLOGY MISUSE

In addition to the in-school policy, Firm Foundation Christian High School board has identified several guidelines for out of school usage.

While the role of the parent in computer usage is the primary method of supervision off campus, FFCHS students/parents agree to the following guidelines:

- 1) Any verifiable incidence of cyber-bullying, name calling, or sexting by a FFCS student will be considered a serious offense and handled within the FFCHS disciplinary code.
- 2) Inappropriate postings, including, but not limited to, those with sexual connotations, on social networking sites will be considered a violation of the FFCHS Code of Conduct and will be handled accordingly.

RIGHTS RESERVED BY THE SCHOOL AND ADMINISTRATION:

- The administration reserves the right to determine the consequences for violation on a case-by-case basis, taking into account the student's current and former conduct and the parents' and student's attitude toward the school and other relevant factors in the school's sole and absolute discretion.
- The school and administration reserve the right to generally communicate, at the school's discretion, the circumstances surrounding discipline to other students and families. The school reserves the right to report behavior to other teachers, administrators and governmental authorities.
- If a student is expelled, the administration reserves the right to determine on a case-by-case basis whether the student has the opportunity to re-enroll at a later time.
- The administration reserves the right to discipline a student at any time when deemed necessary by said administration.
- The administration reserves the right to suspend and/or expel any child at any time for any reason, when deemed necessary by said administration.

HARASSMENT AND BULLYING POLICY

Firm Foundation Christian High School is committed to providing a learning environment that is free from harassment in any form. Harassment or bullying of any student by any other student or staff member or internship coworker is prohibited. At the high school level, bullying behavior most frequently involves teasing and social exclusion, but may also include physical violence, threats, theft, sexual and racial harassment, public humiliation, and destruction of the targeted student's property. The school will treat allegations of harassment or bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school/work environment, which is hostile or intimidating because of a negative reaction to an individual's race, creed, color, national origin, physical disability, or gender. Harassment is prohibited during all school-related or work-related activities, whether on or off campus.

Acts of harassment include, but are not limited to, all of the following:

- **Verbal Harassment or Bullying** - Derogatory comments and jokes or threatening words spoken to another person.
- **Computer Harassment or Bullying** - Derogatory pictures, graphics, comments, jokes or threatening words communicated via any computer to another person.
- **Physical Harassment or Bullying** - Unwanted physical touching or contact, assault, deliberate impediment or blocking of movement, or any intimidating interference with normal work or movement.

- **Visual Harassment or Bullying** - Derogatory, demeaning or inflammatory posters, cartoons, pictures, graphics, written words, drawings or gestures.
- **Cell Phone Harassment or Bullying** – Derogatory or unwanted text messaging, photos, and/or phone calls.
- **Sexual Harassment or Bullying-** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when relating to any or all of the following:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status or progress.
 2. Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive educational environment.

Specific examples of sexual harassment include, but are not limited to:

1. Making unsolicited sexual advances and propositions.
2. Using sexually degrading words to describe an individual or an individual's body.
3. Displaying sexually suggestive objects or pictures.
4. Telling inappropriate or sexually related comments, jokes, or slurs.
5. Making reprisals, threats of reprisals or implied threats of reprisals following a negative response to sexual advances.
6. Offering academic benefits in exchange for sexual favors.

It is the student's responsibility to:

1. Conduct himself or herself in a manner which contributes to a positive school/work environment.
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing.
3. Immediately inform anyone harassing him or her that the behavior is offensive and unwelcome. Any student informed that he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct, is required to discontinue that conduct immediately.
4. Report all incidents of discrimination or harassment to the school administrator, or an internship supervisor.

COMPLAINT FILING AND INVESTIGATION PROCEDURES

The following procedures must be followed for filing and investigating a harassment claim:

1. The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to a faculty member, administrator, or internship supervisor.
2. The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible. However, the school reserves the right to notify a student's parent/guardian and

- appropriate officials if the circumstances warrant.
3. The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be placed on administrative leave or suspended during the course of the investigation. In the case of an incident at an internship workplace, the student may be placed at another site or the internship suspended until the investigation is completed and resolved.
 4. Once the facts of the case have been gathered, the School Board, if necessary, will decide what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include all disciplinary actions up to and including immediate dismissal and/or termination.
 5. If the complaint is against a non-employee or non-student, such as a parent, internship co-worker, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

PERSONAL APPEARANCE POLICIES

RATIONALE

In line with our school philosophy, the area of dress and social grace for young people is primarily a function of the home (parents). We take into account five major factors regarding this area: (1) cultural standards are major variables; (2) individual and family standards vary widely; (3) some families leave this area of education up to the school; (4) the community, including those with children in the school, views the dress of the staff and students as a representation of the school; (5) varieties in dress and/or dress standards are not sin in and of themselves, although individuals may vary in their conviction (I Sam. 16:7, Rom. 14). For these reasons, Firm Foundation Christian High School must have a clear, stipulated, manageable dress code. Our appearance is an indication of many of our personal values and attitudes.

In designing guidelines in the area of dress, we want to: (1) keep the responsibilities for clothing standards in the home as much as possible, (2) avoid identifying some particular dress style as the only Christian one, (3) encourage/teach students to respect authority and willingly submit to policies and higher authority regardless of whether the students personally agree with the policies or not, and (4) maintain modesty and professionalism.

All FFCHS students are to arrive at school in compliance to the Personal Appearance Policies and remain thus throughout the school day and/or while on school property, as well as at all on-campus and off-campus school-related activities and events. Students who are involved in after school sports may be exempt from this policy.

PARENT NOTE

We depend on our parents to work with the school in maintaining these standards by being aware of what their child is wearing **before** he or she leaves for school. Please be sure your child is dressed and groomed properly.

Please refer to Additional Appearance Policies on p. 25 and Consequences on p. 26.

HIGH SCHOOL ATTIRE

In an effort to create a respectful environment focused on learning, the following guidelines have been put in place regarding high school attire:

- Denim jeans in BLUE, BLACK or KHAKI only
- Non-denim slacks, cords, cargo pants, capris, skirts, and dresses with sleeves
- Denim skirts/jumpers/dresses with sleeves in BLUE, BLACK, or KHAKI only
- Denim walking length shorts in BLUE, BLACK or KHAKI only
- Non-denim walking length shorts
- Dress, casual, or clean athletic shoes
- Shirts and blouses, either plain or with appropriate logos/writing. (If you are unsure about an item, you may set up a meeting with the administrator to preview clothing items.)
- Sweaters and zip-up sweatshirts with appropriate graphics, pictures, or other writing. (If you are unsure about an item, you may set up a meeting with the administrator to preview clothing items.)
- Solid-colored leggings in BLACK, WHITE, NAVY or KHAKI only
- Hair must be of a natural color and neatly groomed
- Jewelry must be in good taste and moderate. (See EARRINGS/PIERCINGS for further clarification.)
- All logos, graphics, words/phrases or other writing must be appropriate for a Christian school environment, in other words, carry positive messages and be in line with Biblical standards

EARRINGS/PIERCINGS

- Earrings may not exceed 1½ inches below the bottom of the ear lobe. One earring per ear for females and no earrings for males.
- Ear jewelry beyond the standard earrings are not allowed: plugs, gauges, claws, spikes, tusks, retainers, etc.
- No other *visible jewelry* in body piercings is allowed at school. For example, for facial piercings, a clear stud, no more than 1/8 inch in diameter, is allowed.

The administration reserves the right to determine appropriate clothing. Toward that end, these items are specifically not allowed at any time:

- Jeans of any color other than blue, black or khaki
- Non-fitted pants that sag or are baggy
- Pencil leg or “skinny fit” style pants or jeans
- Leggings may only be worn with skirts or dresses of the appropriate listed length.
- Clothing with holes, tears or frayed seams
- Dresses, skirts or slits shorter than two inches above the knee
- Sleeveless shirts, blouses, or dresses
- Tight-fitting clothing of any sort (tops or bottoms)
- Sheer or revealing clothing such as clothing that exposes the midriff when a hand is raised
- Clothing that exposes cleavage (clothing must eliminate visible cleavage at all times, in any position, including times when leaning over or bending down)

- Undergarments cannot show out of or through clothing
- Shirts that do not cover the waistband of all pants and skirts
- Tank tops or strapless attire
- Outdoor coats inside the classroom or at special events (these items shall be stored in student lockers during class)
- Flip flops, shower shoes, work boots, and heels on shoes higher than two inches
- Head coverings
- Visible tattoos (permanent or wash-off)
- Accessories, logos, graphics, words/phrases or writing that contain racist remarks, suggestive language, profanity or subtle messages advocating group and/or drug/alcohol related activities, or sensual activities
- Spike necklaces, bracelets, belts, etc., are not appropriate.
- Sunglasses, hats and caps inside the classroom or at special events/assemblies
- Students' hair that covers eyes or limits vision
- Certain graphics, including gargoyles, skulls, pirates, wizards, vampires, dragons, and other graphics of this nature

FORMAL DRESS

A committee of FFCHS staff members will approve a formal wear policy and publish it at least four weeks before a formal event.

CONSEQUENCES

If a high school students comes to school in attire not in compliance with the FFCHS Dress Code/Modesty Guidelines...

FIRST INFRACTION: Student is informed of inappropriate dress. Parents may be called to bring appropriate clothing items to the school so the student can change.

SECOND INFRACTION: The teacher will call the parents to discuss the matter. Parents may be asked to bring appropriate clothing items to the school so the student can change.

THIRD INFRACTION: Student is given detention. Parents may be asked to bring appropriate clothing items to the school so the student can change.

FOURTH INFRACTION: A Parent-Teacher conference will be scheduled to discuss the situation. Parents may be asked to bring appropriate clothing items to the school so the student can change.

(Updated by School Board 7/20/09)

STUDENT ACTIVITIES AND SERVICES

SCHOOL SPIRIT WEEK

School spirit week is held the week of Valentine's Day. During this week, students do not need to wear their uniforms; however, they must dress according to the theme of the day. For example, it might be Crazy Hair Day or Red/White/Pink Day. This is also the week when FFCS launches an annual fund raiser to support a mission. In the past, we've raised money for the Heifer Project, Rwanda, leper colonies in India, and Open House Ministries in downtown Vancouver. Students are encouraged to do extra jobs around the house to raise money for the fund raiser. Students can also participate in a "Read to Feed" type fund raiser, where they gather pledges for reading.

SPORTS AND AFTER SCHOOL ACTIVITIES

In the past, basketball, soccer, track, equestrian team and drama have been offered to boys and girls. Students participating pay a fee that covers equipment, uniform use, and gym rentals. All coaching and supervision are done on a volunteer basis. Continuation of these programs depends on student interest, adequate volunteers for coaches and supervisors, availability of gym sites, and interest of other schools to play games

ATHLETIC AND AFTER SCHOOL ACTIVITY ELIGIBILITY

All Firm Foundation Christian School students participating in our athletic or after school programs are required to meet an academic standard. The standard is a C or above in all subject areas.

If a student drops below a C in any area, his/her teacher will notify the coach.

The student has two weeks from the date the coach is notified to bring his/her grade up. The student may continue his/her involvement in the program during this time.

If the grade is not brought up within the two week period, the students will be suspended from the athletic program for two weeks while he/she works to increase the grade.

If after the two week suspension the student has still not improved the grade, he/she will be ineligible to return for the rest of the season.

If the athletic suspension falls at the end of one grading period and the beginning of the next, this eligibility policy will be slightly modified in the following way:

The student will serve the two week suspension following the two week probation as stated. If, due to the new grading period, the grades are improved to a C average during the two week suspension, the student will be allowed to rejoin the team. However, if at any time the student's grades drop below a C in any subject area, he/she will be removed from the team for the remainder of the season. (The student will not be placed on a second two-week academic probation or suspension, as he/she already used those options.)

LUNCHES

Each child is required to either purchase a hot lunch or bring a sack lunch and beverage for the noon meal. For those students bringing a sack lunch, please remember to pack silverware if the food requires it. Please do not send food to school that needs to be warmed up because our safety codes do not allow students to use the microwave. Please do not bring energy drinks to school. Hot lunches are priced at \$3.20 which includes milk. You may also have the option to purchase milk only at \$.50. Please do not send your child to school with cash or check to pay for their hot lunch as it will be billed to your account.

TRANSPORTATION

FFCHS does not provide transportation for its students.

HEALTH AND EMERGENCY

ACCIDENTS

Minor cuts, bruises or bumps will be treated at the school. If further attention is needed, the office will call the student's home or emergency number on file in the office. In an immediate emergency, the office will call 911 and the student's home or emergency telephone number(s).

STUDENT HEALTH

Your child is covered by liability insurance for any accidents incurred on school premises or while attending or participating in any activity sponsored and supervised by the school. Parents should file with their own insurance company first. After all claims have been paid by the family's insurance, contact the school office to arrange for payment of any remaining balances. FFCS may choose to pay balances directly instead of submitting to insurance. (There is no liability coverage provided in such cases where individual parents, guardians or other individual drivers are transporting students on field trips. If individual drivers are transporting students, liability coverage must be the responsibility of the individual owners of the vehicles involved. FFCS carries liability insurance during the transporting of students on field trips when students are transported by bus.)

Participation in School-Related Activities: To attend and/or participate in any after-school activity, a student must have attended more than half of the class periods for that day. Consideration will be given for special circumstances in personal or family situations.

ILLNESS AND MEDICAL GUIDELINES

Should a child become ill at school, the parents will be notified immediately. Please arrange for an ill student to be picked up as soon as possible. The student will be isolated until the parent or responsible person can pick him/her up.

Fever: If your child has a fever of 100 degrees or greater, do not send them to school, and wait at least 24 hours after the fever is below 100 before the child returns. Children found to have a 100 degree temp or greater at school will be promptly sent home. If they return to school prior to 24 hours, the parent will be contacted and asked to retrieve the child. Upon return children

should be able to participate fully in class activities, including outside recess and PE.

Vomiting or Diarrhea: Please be considerate of others and DO NOT send your child to school if he/she has vomited or had diarrhea within the last 48 hours! Gastroenteritis (commonly called the “stomach flu”) is highly contagious and sweeps through populations rapidly. Even if you don’t think your child has the stomach flu, play it safe and keep the child home. If your child vomits or reports repeated diarrhea at school, they will be promptly sent home and not allowed to return for 48 hours.

Life Threatening Health Conditions: If your child has a health condition that could be considered potentially life-threatening (i.e. asthma, seizure disorders, cardiac problems, Type 1 diabetes, severe allergies), it is very important that you plan to meet with the school nurse **before** school starts to ensure that all necessary emergency procedures are developed. Please complete a “student health information form” and give to the school nurse. If your child’s health status changes at any time, it is important that you contact the school nurse to update the information.

Medications at School: Students are not allowed to bring medications to school. Medications are any product that has a label reading “Drug Facts.” This includes over-the-counter medications like Tylenol, Advil, Tums, ointments, and most cough drops. Every effort should be made so that the medications can be given at home before and/or after school. However, if a student must have medications at school, the parent or guardian must:

1. Pick up an “Authorization to Administer Medication at School” form from either school office.
2. Take the form to the student’s health care provider (HCP) for completion.
3. Sign and date the form.
4. Bring the form and the medication (in the original, unopened package for over-the-counter meds and in a properly labeled prescription bottle for prescription meds) to the primary building office. (Form may be faxed as long as it is signed by both the HCP and the parent or guardian.) NOTE: Ointments, eye, nose or ear drops, suppositories and medications inhaled through the nose cannot be administered at school regardless of proper authorization. These must be given at home, or the parent/guardian must come to school to administer the medication.
5. Sign the medication envelope verifying delivery of medication and amount of medication being delivered.

Any medications delivered to school in any method other than the one mentioned above, will be confiscated and returned to the parent at his or her request. The above method is in compliance with Washington state law regarding medication administration at school.

Head Lice: If your child appears to have a potential case of head lice, he/she will be sent to the school nurse. The nurse will verify the case and contact parents. Parents will be asked to pick up the child and begin treatment. Once treatment is complete, parents will check with the school nurse before the child returns to class. If a case of head lice is confirmed, the entire class will be checked by the school nurse, and parents notified as necessary.

Other infectious diseases will be handled on a case-by-case basis utilizing the “Infectious Disease Control Guide for School Staff” distributed by the Washington State Department of Health.

LOCKDOWNS

Lockdown procedures will occur if any situation arises which can be perceived as potentially dangerous to students, staff, faculty, and others on school premises. This type of situation might include a dangerous intruder on campus. When the school enters lockdown mode, all students and staff are secured, all doors are locked, and shades and blinds are drawn. No one is permitted to enter or exit classrooms or the building until the lockdown has been recalled. This can be instituted as a precautionary measure and does not necessarily indicate imminent danger.

GENERAL POLICIES & PROCEDURES

STUDENT APPOINTMENTS

At various times during the school year, it may be necessary for students to go to certain appointments (doctor, dentist, etc.). When this is necessary, the parents should either call the school or notify the teacher at least one day in advance of the appointment.

ARRIVAL AND DEPARTURE (DROP-OFF AND PICK-UP)

Please observe the following designated times for your child(ren).

Drop-off 7:45 – 7:55 a.m.

Pick-up 3:00 – 3:25 p.m.

- Pick-up time for families with last names A-L: 3:00 (for September through January 15th)
- Pick-up time for families with last names M-Z: 3:15 (for September through January 15th)

After January 15th, these pick-up times will flip; M-Z will then have the 3:00 pick-up time slot.

We ask that parents in the 3:15 pick-up group please do not arrive before 3:10 to save space in our parking lot.

DROP OFF AND PICK UP PROCEDURES

Due to parking lot configuration, drop off and pick up procedures at Firm Foundation operate primarily as a drive-through process.

MORNING DROP OFF

During morning drop off, parents enter the parking lot and wait in the car line to unload students in the unloading zone, which is located along the front of Building A. We ask parents to pull as far forward in the unloading zone as possible, so we can maximize the number of cars that can unload at the same time. We endeavor to have one or two parking lot attendants to help guide parents through the drop off process. Any parents who need to park and enter the school building during morning drop off are asked to use the one and only cross walk located near Building A in the northwest corner of the parking lot (the cross walk is located near the garbage dumpsters.)

AFTERNOON PICK UP

During afternoon pick up, we arrange waiting cars into traffic lines where they can await their turn to pull forward and pick up their children from the loading zone in front of Building A. Students are not released to walk to vehicles until ALL the vehicles in the loading zone have come to a complete stop, at which point our “stop/go” sign switches from “stop” to “go” and releases the entire group of students at one time to load all the cars in the zone. For safety purposes, we only load vehicles parked in the loading zone, which is along the front of Building A. We ask parents to pull as far forward in the loading zone as possible, so we can maximize the number of cars that can load at the same time and speed up the wait time for parents still in the car line. There are a number of staff members in the parking lot during afternoon pick up to help direct traffic, guide parents through the pick up line and to help prevent accidents and keep the students safe around so many moving vehicles. As a staff, we endeavor to have your children waiting in line and ready when you arrive in the loading zone. However, we ask for your patience in such cases where your child may still be inside the school building.

Students are not allowed to cross the crosswalk during afternoon pick up without an adult. If parents park in the parking lot, parents must get out of the car and accompany their children across the crosswalk and to the vehicle. This is for safety purposes. Driving through the car line is always the best and safest way to pick up students.

CAMPUS VISITORS

Students interested in enrolling at Firm Foundation Christian High School may visit during a regular school day. Arrangements must be made by the parents through the office at least one week in advance. All visitors must report to the office to sign in and out and to receive a visitor’s badge.

Non-enrolled students, including former students, may only visit the school by making arrangements at least one day prior to the visit with EACH teacher whose class the student will visit. All non-enrolled visitors must report to the office to sign in and out and to receive a visitor’s badge.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the FFCHS office immediately if there is a change in address and/or home or work phone numbers. These changes are vital for maintaining accuracy on school records and emergency forms.

CLOSED CAMPUS

FFCHS maintains the policy of a closed campus. In the interest of school-community relations, respect to our neighbors' property, and the responsibility the school carries in terms of the safety and welfare of the pupils, students will not be allowed to leave the school property during school hours except for scheduled appointments with a parent's consent. *The exception to this is for students who are only Wednesday Enrichment students and they are not scheduled for a full day of classes, as well as juniors and seniors who have off-campus privileges: students enrolled in the Running Start program and/or students in an internship program.*

STUDENT DRIVING

Student drivers are *not* allowed to transport other students unless the student is a sibling or transportation has been previously arranged with the parents and the FFCS office. Students must have written parental consent to ride with other students.

STUDENT PARKING

It is a privilege for high school students to drive to school. During the first week of school, student drivers must complete a Vehicle Registration Form and sign a Student Parking Commitment form and turn it in to the Building A office. All students who drive cars to school will park in the second set of parking spaces facing Building A. (Parent and staff parking are reserved for the area directly facing Building A.) Students will leave their cars as soon as they arrive. Students will not meet with other students (FFCHS or students from other schools) **before, during, or after** school hours in their car on school property. Students must obey all regulations and drive safely.

Any student who drives to school and enters/leaves the parking lot in a reckless manner will lose his driving privilege for a minimum of one week.

(Please see additional information on vehicle searches on p.19)

FOOD AND DRINK

Food and drink (with the exception of water) are not allowed in the hallways, in the library, anywhere outside, or in any classrooms except for teacher arranged activities and parties. Students may not consume food or drink after school during pick-up times. Students are not to have energy drinks at school.

ITEMS PROHIBITED AT SCHOOL

1. **ALL weapons are prohibited on school grounds (plastic or toy weapons included).**
2. Gum chewing by students at school is not allowed at any time.
3. Radios, CD/tape players, ipods, MP3's and other musical devices are not allowed at school. Such items may be used by the teacher at the teacher's discretion.
4. Electronic games are not allowed at school at any time.
5. Please leave toys, cards, games, and electronic devices at home. Students are here to learn. Such items become a distraction.
6. No pagers or cell phones may be turned on or used before 3:25 P.M. These items are to be stored in student lockers during the school day. Students who need to use cell phones after 3:25 P.M. for rides home, etc. may do so. Cell phones may be immediately confiscated if seen during the school day, to be picked up in the office by the parent.
7. There is a great deal of reading material that does not represent the beliefs, values and principles of a Christian school as well as material that is not age-appropriate. Please do not bring reading material of this nature to school.
8. Shoes with wheels, such as hee-lies, can only be worn at school if the wheeled device has been removed.

SKATEBOARDS, ROLLER-BLADES, SCOOTERS, AND BICYCLES

Due to safety considerations, insurance coverage costs, the use of skateboards, roller-blades, scooters and bicycles is NOT allowed on school property.

TELEPHONE MESSAGES/TELEPHONE USE

Telephone messages will not be delivered to a student while in class unless it is a family emergency. The school phone system is not for student use. Exceptions may be made with permission from the teacher or office.

FAX MACHINE

The school's fax machine is not available for student use. Student papers, homework, or research information should not be faxed to school. If any of the above-mentioned items is received, it will not be released to the student.

LOST AND FOUND

Lost and found items will be collected and taken to the Primary Building Office. If not claimed by the end of each quarter, they will be donated to a charitable organization.

VISITOR AND VOLUNTEER PASSES

In the interest of student safety, we ask all visitors to check in at the school office immediately upon entering the building. Each office has a visitor/volunteer sign-in book. Please do not leave the office until you have received your visitor/volunteer lanyard or badge. These must be worn at all times while at the school. Please stop by the office on your way out to return your badge and check out.

CONFLICT RESOLUTION

It is Firm Foundation Christian School's policy and practice to manage conflicts in a Biblical manner. The Bible commands believers to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (1 Cor. 6:1-8, Matt. 18:15-20). To that end, the following procedures should be followed:

1. Matters of concern or conflict should first be handled in accordance with the Lord's commands in Matthew 18. The individuals involved should communicate on these matters in private.
2. If resolution is not possible at this level, the matter should be brought to the school administrator.

CONFIDENTIALITY

As professionals, it is very important to keep student information confidential between the school and parents. Specific student information is only to be shared with the parents of that student. Specific student information is only to be shared with other staff members on a need-to-know basis. Contact the school administrator if you have any questions or concerns regarding this policy, or if an issue comes up where this confidentiality policy is not followed.

Dear Parents:

Please review the Student Handbook with your child(ren). It contains important information that will assist and support school success.

Please sign this form below and have EACH child return it to his/her classroom teacher as soon as possible.

Please be aware that the policy manual for Firm Foundation Christian High School is reviewed each year and changes are made as needed. (The information in our student handbook is subject to change during this school year.)

Thank You.

Mr. Scott Grove, Administrator

By signing below, I acknowledge receipt of a Parent-Student Handbook. I acknowledge that the information is available for me to read. I understand that my child and I are expected to follow all policies written in this handbook.

Parent Signature

Date

Student Name (PRINTED)

Student's Teacher

By signing below, I acknowledge receipt of a Parent-Student Handbook. I acknowledge that the information is available for me to read. I understand that I will be expected to follow all policies written in this handbook.

Student Signature

Date